



# **SLK**

**SEKOLAH LENTERA KASIH**

**BUILDING CHARACTER  
AND ACADEMIC  
EXCELLENCE**

**PARENT'S AND STUDENT'S  
HANDBOOK**



## **Welcome to Sekolah Lentera Kasih!**

**Thank you for choosing SLK as your partner for your child's education. We hope that your child will have a fun and interesting educational experiences at school. We look forward to working with you to help your child achieve his/her highest potential.**

**This handbook outlines information about the school's expectations, programs, and policies and becomes the guidelines of our international standardized education . We review and update this book annually while policy adoption and revision takes place throughout the calendar year. Changes in policy that affect Student Handbook provisions will be informed to students and parents through newsletters and other communications.**

**Please be aware that it is not a complete statement of all policies, procedures, or rules that we may apply daily.**

**We request you to sit with your child to read and discuss this book together. It is very important that you and your child are fully informed regarding standards and expectations from the school. We will continue to build and strengthen all programs we have and strive to find ways that we can be even better than we have before.**

**If you have any further questions, please contact your child's teacher or principal.**

**Have a great year!**

**Sincerely,**

**SLK Leadership Team**



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## **A. SCHOOL ORGANIZATION AND ADMINISTRATION**

Yayasan Bali Lentera Kasih Permata Hati is an institution working in the field of school education holding both the national education and international standardized curriculum, with a tiered organisational structure of founders, head of school, principals, managers and supervisors.

The supervisory position is held by the head of school for both Lollypop Preschool and Sekolah Lentera Kasih. The managerial positions consist of the school principals, managers, and education coordinator.

### **TEACHING TEAM**

Our teachers are qualified professionals, who meet the national educational requirements and are dedicated and committed to your child's learning and development. They are in accord with the school's vision and mission.

### **VISION**

SekolahLenteraKasih 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**

Based on our vision SekolahLenteraKasih 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 an international standardised education 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>Caring</b>	Looking after people, their possessions and our environment	<ul style="list-style-type: none"> <li>• Helping each other.</li> <li>• Treating others how you want to be treated.</li> <li>• Caring for someone if they are hurt or upset.</li> <li>• Keeping our school clean and safe as well as looking after our environment.</li> </ul>
<b>Learning</b>	Finding out about new things, being creative and improving	<ul style="list-style-type: none"> <li>• Listening carefully.</li> <li>• Thinking critically.</li> <li>• Doing your best.</li> <li>• Enjoy learning new things.</li> <li>• Not being afraid to speak out and ask for help.</li> <li>• Knowing how to make decision based on the Truth.</li> <li>• Being proud of your achievements.</li> </ul>
<b>Co-operation and Sharing</b>	Working together as a team and helping each other	<ul style="list-style-type: none"> <li>• Participating in activities.</li> <li>• Being inclusive.</li> <li>• Sharing ideas.</li> <li>• Cooperating when working in groups.</li> </ul>



<b>Fairness and Respect</b>	Respecting other people's thoughts, ideas, work and property. Being fair to others.	<ul style="list-style-type: none"> <li>• Listening to other's points of view.</li> <li>• Looking after your own and other's property.</li> <li>• Encouraging each other.</li> <li>• Obeying rules.</li> <li>• Refraining from hurtful behaviour.</li> <li>• Making sure people feel safe.</li> </ul>
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## PHILOSOPHY

Sekolah Lentera Kasih is a Christian school that 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

and the community. Parents' involvement is vital to the teaching-learning process. The interaction amongst the educators and the students must be governed by Godly values and strong moral virtues.

## **B. 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 instil 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 colours 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 the various aspects of academic development and character building, so that our students may achieve all-round excellence in the circle of life.

## **C. THE SCHOOL'S EXPECTATIONS OF ITS STUDENTS**

In Sekolah Lentera Kasih, there are expectations from the school that students need to meet.

- Students are expected to behave in a way that is conducive to a productive educational atmosphere. This means that students will not only strive to take full advantage of their own opportunities, but also not do anything which might interfere with others striving to do the same.
- Students are expected to show consideration for others, and to tolerate and appreciate people from other races, creeds and backgrounds.
- Students are expected to work and play together harmoniously, to help others, and to show good sportsmanship in games.
- Students are expected to show care for the property, building and flora of the school, and to exercise responsibility appropriate to their age.
- Students are expected to be honest.
- Students are expected to arrive on time each morning ready to learn. This means that students have spent the necessary time on the previous day's homework, have had sufficient sleep, and have had breakfast.

## D. SCHOOL'S CODE OF ETHICS

The code of conduct is based on the golden rule *“Do to others as you would have them do to you.” Luke 6:31*

1. All individuals are to be valued and treated with respect.
2. Self-discipline is integral to effective learning.
3. Students have a right to work in a secure environment without intimidation, bullying or harassment where they are able to fully develop their God given talents and interests.
4. 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.
5. Each member of the alumni must respect and safeguard the authority of Sekolah Lentera Kasih in support of the international standardised education program completely.
6. School principals and all school staff have a right to expect they will be able to teach in a secure and cooperative environment with parents/guardians.
7. Parents are encouraged to support the school in its efforts to maintain a positive learning environment by always being polite, having religious tolerance and not slandering anyone in the school on the basis of race, gender, nationality or religion.
8. The principal and staff have an obligation to fairly, reasonably and consistently implement the code of conduct.

9. All people in the Sekolah Lentera Kasih community are not allowed to do discriminatory actions towards race, religion and gender.

## **E. SCHOOL CURRICULUM**

### **International Curriculum**

SekolahLenteraKasih is an accredited University of Cambridge International Examination Centre since 2008. It is authorised to implement all Cambridge programs (primary checkpoint, secondary checkpoint, IGCSE and A level). Sekolah Lentera Kasih teaches the Cambridge curriculum throughout the school.

All students at Sekolah Lentera Kasih Bali are obliged to follow:

- Cambridge Primary Checkpoint Tests in English, Mathematics and Science at the end of Grade 6
- Cambridge Checkpoint Tests in English, Mathematics and Science at the end of Grade 8

All checkpoint examinations provide important information about how students are performing in comparison to other international students. In addition, the Checkpoint examination in English, Mathematics and Science taken in grade 8 gives an indicator of whether students are ready to start the two-year course of study leading to IGCSE (International General Certificate of Secondary Education). All Cambridge examinations (primary checkpoint, secondary checkpoint and IGCSE) have fees borne by parents.

SLK is also a member of ACSI (Association of Christian Schools International), and ANPS-BI the Association of National and Private Schools in Indonesia.

## **Main Subjects**

### **• English**

Phonics, spelling and vocabulary and grammar and punctuation are about the use of English. Grammar and punctuation is further divided into reading and writing to reflect the different ways in which grammar and punctuation are applied in each of these skills. Reading, writing, and speaking and listening are about developing thinking skills and encouraging intellectual engagement. This curriculum aims to enable learners to communicate confidently and effectively and to develop critical skills in order to respond to a range of information, media and texts with enjoyment and understanding. Learners who follow this framework will develop a first language competency in English based on a curriculum designed to be successful in any culture and to promote cross-cultural understanding.

Library lessons are served as a part of English. In the library, the expected general outcomes (adjusted by Grades) are:

- 1) Access information efficiently and effectively.
- 2) Evaluate information critically and competently.
- 3) Use information accurately and creatively.
- 4) Pursue information related to personal interest.
- 5) Appreciate and enjoy literature and other creative expressions of information.
- 6) Strive for excellence in information seeking and knowledge generation.

- 7) Recognise the importance of information in a democratic society.
- 8) Practice ethical behaviour in regards to information and information technology.
- 9) Participate effectively in groups to pursue and generate information.

- **Mathematics**

The Cambridge Primary Mathematics curriculum is presented in five content areas: number, geometry, measure, handling data and problem solving. The first four content areas are all supported by problem solving, which describes using techniques and skills and the application of understanding and strategies in solving problems. Mental strategies are also a key part of the number content. This curriculum focuses on principles, patterns, systems, functions and relationships so that learners can apply their mathematical knowledge and develop a holistic understanding of the subject.

- **Science**

The Cambridge Primary Science curriculum is presented in four content areas: Scientific enquiry, Biology, Chemistry and Physics. Scientific enquiry is about considering ideas, evaluating evidence, planning investigative work and recording and analysing data. The Scientific enquiry objectives support Biology, Chemistry and Physics, which are focused on developing confidence and interest in scientific knowledge. Environmental awareness and some history of science are also incorporated.

- **Social Studies**

Social studies is a multidisciplinary subject that draws from the social sciences, humanities, human interactions and natural and social environments. The programme consists of four strands including History, Geography, Politics, Economics, Technology and Culture. The curriculum provides opportunities for students to critically reflect upon events and issues in order to examine the present, make connections with the past and consider the future.

## **Languages**

- **Indonesian**

Learning Indonesian enables students to develop an ability to use the language effectively for practical communication. Listening, reading, speaking and writing form the core content and vocabulary building is drawn from areas across the curriculum, Cultural awareness and understanding are at the heart of Bahasa Indonesia. Civics (PKN) is taught as part of Indonesian. This subject enables students to develop their potentials as citizens through knowledge, skills and values.

- **Regional Language**

This subject is given specifically to introduce students to a regional language, in this case Balinese language, in order for them to acquire additional knowledge and skills, thus enabling students to communicate in a simple yet effective way, through the method of listening, reading, communicating and writing. Through this subject Sekolah Lentera Kasih introduces full Balinese culture to students.



- **Mandarin**

This programme provides an introduction to Mandarin as a foreign language and Chinese culture. Students learn to speak, listen, read and write as well as gain valuable insights into Chinese culture and traditions.

## **Other Subjects**

- **Character Studies**

Character Studies encompasses a set of universal values based by Biblical teachings. Students learn about personal responsibility focusing on integrity, conviction, self-discipline, diligence, wisdom, and interpersonal respect through loyalty, courage, humility, kindness and thankfulness. This program aims to develop in students a fundamental knowledge of moral principles that will help them become well-adjusted global citizens who develop their character in positive and meaningful ways. Our character qualities are chosen values on which morals and ethical actions and reactions are based upon. This program aims to develop in students a fundamental knowledge of moral principles that will help them become well-balanced spiritually.

- **Religion**

In accordance with the system of national education curriculum, students who are not Christians are given the opportunity to attend religion classes provided in accordance with their religion. In each of these religious classes, students will learn to worship and explore their religious beliefs.

- **Physical Education**

The PE program includes varied physical activities that will help students experience success and enjoyment while actively participating in physical activities. *Men sana di corpore 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.

- **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.

- **Information 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 IT program will provide students with appropriate computer skills that will be integrated into the various curricula at all levels.

- **Art**

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

## **IGCSE PROGRAM**

### **• Business Studies**

The IGCSE Business Studies syllabus develops students' understanding of business activity in the public and private sectors, and the importance of innovation and change. Students learn how the major types of business organisation are established, financed and run, and how their activities are regulated. Factors influencing business decision-making are also considered, as are the essential values of cooperation and interdependence. Through their studies, students not only learn about business concepts and techniques but also enhance related skills such as numeracy and enquiry. The syllabus provides both a foundation for further study at A Level, and an ideal preparation for the world of work.

### **• Indonesian as a Foreign Language**

This syllabus is designed for students who are learning Indonesian as a foreign language. The aim is to develop an ability to use the language effectively for practical communication. The course is based on the linked language skills of listening, reading, speaking and writing, and these are built on as learners' progress through their studies. The syllabus also aims to offer insights into the culture and civilization of Indonesia, thus encouraging positive attitudes towards language learning and towards speakers of foreign languages.

### **• Biology**

With an emphasis on human biology, the Cambridge IGCSE Biology syllabus helps learners to understand the biological world in which they live, and take an

informed interest in science and scientific developments. Learners gain an understanding of the basic principles of biology through a mix of theoretical and practical studies. They also develop an understanding of the scientific skills essential for further study at Cambridge International A level, which are useful in everyday life. As they progress, learners understand how science is studied and practiced, and become aware that the results of scientific research can have both good and bad effects on individuals, communities and the environment.

- **English — Second Language (ESL)**

Cambridge IGCSE English as a Second Language is designed for learners who already have a working knowledge of the language and who want to consolidate their understanding in order to progress in their academic or professional career. The qualification reflects the widespread use of English in education and commerce, and also in entertainment. The aim is to achieve a level of practical communication ideal for everyday use, which can also form the basis for further, more in-depth language study.

- **English —First Language (EFL)**

Cambridge IGCSE First Language English is designed for learners whose first language is English. Cambridge IGCSE First Language English learners develop the ability to communicate clearly, accurately and effectively in both speech and writing. They learn how to employ a wide-ranging vocabulary, use correct grammar, spelling and punctuation, and develop a personal style and an awareness of the audience being addressed. Learners

are also encouraged to read widely, both for their own enjoyment and to further their awareness of the ways in which English can be used. Cambridge IGCSE First Language English also develops more general analysis and communication skills such as synthesis, inference, and the ability to order facts and present opinions effectively.

- **Geography**

Through the Geography syllabus, students will develop a 'sense of place' by looking at the world around them on a local, regional and global scale. Students will examine a range of natural and man-made environments, and learn about some of the processes which affected their development. They will also look at the ways in which people interact with their environment and the opportunities and challenges an environment can present, thereby gaining a deeper insight into the different communities and cultures that exist around the world.

- **Information Communication Technology**

The Information Communication Technology syllabus combines theoretical and practical studies focusing on the ability to use common software applications, including word processors, spread sheets, databases, interactive presentation software, e-mail, web browsers and website design. Students will develop a greater awareness of how applications are used in the workplace, and consider the impact of new technologies on methods of working and on social, economic, ethical and moral issues. The skills learnt will be useful to them

in their work across the curriculum, and will prepare them for future employment.

- **Mathematics**

An essential subject for all students, IGCSE Mathematics encourages the development of mathematical knowledge as a key life skill, and as a basis for more advanced study. The syllabus aims to build students' confidence by helping them develop a feel for numbers, patterns and relationships, and places a strong emphasis on solving problems and presenting and interpreting results. Students also learn how to communicate and reason using mathematical concepts.

- **Travel and Tourism**

Cambridge IGCSE Travel and Tourism is designed to help meet the need for skilled and knowledgeable individuals in this rapidly diversifying industry. The syllabus develops practical skills across a range of working roles, as well as providing a global and local perspective on travel and tourism. Learners gain an overview of the industry, and learn about popular destinations, customer care, working procedures, travel and tourism products and services, and marketing and promotion. Through their studies, learners will gain an understanding of the concepts, models and theories used within the industry, and also enhance their skills of investigation, analysis, interpretation and evaluation.

- **Global Perspectives**

Meeting government ministers, organising a local river clean-up project and writing to the United Nations about climate change, are just some of the activities learners

are pursuing through the Cambridge IGCSE Global Perspectives course. Cambridge IGCSE Global Perspectives is a ground-breaking and stimulating course that stretches across traditional subject boundaries and develops transferable skills. It is both cross-curricular and skills-based and taps into the way learners of today enjoy learning, including team work, presentations, projects, and working with other learners around the world. The emphasis is on developing the ability to think critically about a range of global issues where there is always more than one point of view.

Grade 8 parents and students are requested to sign an agreement for the subject they choose before it is acknowledged by the Cambridge coordinator.

## **National Curriculum**

Sekolah Lentera Kasih Bali as an SPK school also uses National Curriculum, developed by teachers of SekolahLenteraKasih Bali, based on Standards:Content (Standar Isi), Graduate Competence (Standar Kompetensi Lulusan), Process (Standar Proses), and Assessment (Standar Penilaian Pendidikan) .These are based on the curriculum guide set by the Board of National Education Standards (Badan Standar Nasional Pendidikan), and by taking into account local conditions, the potential of the school, and the needs of learners. Sekolah Lentera Kasih's curriculum development is preceded by analysing the content, then through the stages of drafting, revision and review, and finalisation. This curriculum used as the guideline for teachers, staff, students, Yayasan Bali

Lentera Kasih Permata Hati, and the School Committee in organising the teaching- learning activities.

With the implementation of the National Curriculum, all students of Sekolah Lentera Kasih attending the program are obliged to follow the Coordinated School Examination (Ujian Sekolah Terkoordinasi) at the end of sixth grade, the National Examination (Ujian Nasional) at the end of ninth grade and National Final Examination (Ujian Akhir Nasional) at the end of grade 12.

## **F. PASSING GRADE REQUIREMENTS**

Primary and Junior High School

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

Seatwork, Homework, Projects	: 30%
Formative Assessment (Quizzes, Presentations)	: 30%
Summative Assessment (Unit test/Semester test)	: 30%
Behaviour/performance	: <u>10%</u>
	100%

Passing Grade: 60%



Descriptors of the achievement bonds for non-academic subjects:

Grade	Range	Achievement
A+	95 - 100	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

## G. PROMOTION AND RETENTION

In order to progress to the next grade students must show evidence of their good performance in the level of understanding, mastery of the material and considerable expertise in the previous grade.

### **Automatic Promotion to the Next Grade:**

Students will be promoted to the next grade if they meet the following criteria:

- Passing average for all subjects (Passing Average: 60%)
- No more than 30 days absence during the course of the year, and
- Appropriate social, emotional, and physical well-being and adjustment

### **Retention:**

Students who do not meet the criteria for automatic promotion shall be retained.

- Passing average for all Secondary school subjects.
- In order to be promoted to the next grade level, student **must pass 75% of total number of core subjects**
- In order to be promoted to the next grade, student **must pass 75% of total number of non-core subjects**

The school recognizes that social promotion and grade retention are not necessarily successful in remediating student academic weaknesses without supplemental supports to address areas of academic concerns. The retention of any student will be based on a thorough review of the individual case with the final decision resting with the school.

### **Grade 6 and 9 National Curriculum**

National Curriculum students must pass a minimum of 3 out of 5 main subjects of Bahasa Indonesia, Matematika, IPA, PKN, and IPS to progress to Grade 7 and 10 National Curriculums.

If teachers assess that for the student's benefit he or she should repeat a grade then the final decision will be decided at the teachers' meeting.

## **ASSESSMENT**

The objective of assessment is to provide feedback on the learning process. Students are assessed using a variety of different methods including collecting evidence of students' work, understanding and thinking, documenting the learning process of groups and individuals, developing clear rubrics (checklists), observations, work samples, quizzes and end of unit assessments. 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 on going assessment. Tests and quiz papers are kept by the teachers and students will be notified of their scores. Test papers may be shown to the parents during conferences.

## **PARENT TEACHER CONFERENCE**

The 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. During this conference, parents are able to look at their child's written work.

## **STUDENT LED CONFERENCE**

The Student Led Conference (SLC) is held in the middle of the 2nd semester in order for students, parents, and teachers to engage in open and honest dialogue. During

SLC, students take the lead on sharing examples of their work, discussing next steps and setting goals.

## **ISSUANCE OF REPORT CARDS**

Parents are officially informed of their child's performance through the report card issued at the end of each semester (December & June). The report card has to be signed at Sekolah Lentera Kasih on the day it is announced. Parents will be given the copy of the report cards. The release of the results and report cards is dependant on the settlement of financial matters with the Finance and Administrative Offices.

## **H. SELF DEVELOPMENT PROGRAMS**

### **Co-Curricular Activities—CCA**

Each semester Primary students select a club of their choice and have an opportunity to join together and interact with students from other grades. Clubs have included activities such as sports, dance, music, drama, computers, games and art and crafts. These activities will be conducted during school hours. Lists of the activities available are sent out in the beginning of each semester. Students list three clubs in order of preference and all efforts are made to ensure students join the club of their choice.

### **Extra-Curricular Activities**

A range of after school activities compliment the SLK Bali curriculum and students choose from a list of activities provided in a letter informing other details such as the activities schedule, teachers and fees.

## **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.

## **Assembly**

At SLK we like students to showcase their current learning. As such, each class is scheduled to lead the school assembly. All parents are invited to attend.

## **Praise and Worship**

We have regular praise and worship at the auditorium. This incorporates contemporary singing, games, and activities. Parents are welcome to come along. SLK is a Christian school and the praise and worship is part of our school. SLK also has available religion classes for parents who wish their child to attend a specific religion class (in Bahasa Indonesia) during praise and worship time. Parents are to nominate which session their child will attend for the year (Praise and Worship, Muslim class, Buddhist class, or Hindu class).

## **Homework**

SLK recognises the educational value and importance of homework for students. We believe that meaningful home study is a necessary part of each student's educational program and that it should be related to the curriculum and content being studied. Homework should be a purposeful extension of the school day which provides the

student with additional opportunities for the development and reinforcement of the school's instructional objectives to further enhance learning. Homework serves two purposes. It reinforces class work and it allows enrichment and creativity. The amount of time a student needs to do homework varies from day to day and from student to student. Teachers attempt to assign a reasonable amount of homework in light of the subject matter and the abilities and needs of the students. Homework for all students should be recorded in the school agenda and be submitted on time. All students are also required to read at home on a regular basis. During exam times, teachers will be sensitive and adjust the homework schedule accordingly. Students who have not completed homework may be required to complete homework after school under teacher supervision for one hour.

The following is the homework time allotment per grade level in a day:

<b>Grade</b>	<b>English Based Subject Time</b>	<b>Indonesian Language Classes</b>	<b>Independent Reading Time (Min)</b>
1	10	10	15
2	10	10	15
3	15	15	20
4	20	20	20+
5	25	25	20+
6	35	30	20+
7 - 12	60	30	30+

## **Students with 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 counsellor to determine any further assessment that is deemed necessary and they will meet with parents to explain any concerns 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 (Individualized Education Program) 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 Principal. 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.

## I. ADMISSION POLICY

### Eligible Age

Eligible Age for admission:

Grade	Eligible age
Grade 1	6 years old as of July 31st
Grade 2	7 years old as of July 31st
Grade 3	8 years old as of July 31st
Grade 4	9 years old as of July 31st
Grade 5	10 years old as of July 31st
Grade 6	11 years old as of July 31st

Middle school age continues, following the above range.

### Admissions Procedure

To be fully enrolled as new students in Sekolah Lentera Kasih, applicants must follow through the standard procedures determined by the school.

Applicants will be initially evaluated and defined by the application materials. Once the application and supporting documents are completed, and it is determined that the applicant meets eligibility requirements, then 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 after the interview and placement evaluation. The parents will be verbally informed of the evaluation results. No written documents will be released. The school principal will then



conduct the interview with the applicants and parents based on the evaluation results. An interview with the head of school will be held only if the principal has come to the decision to accept the applicant.

All permanent lists of students and school documents (diploma, certificate and school report cards) will follow the students name as listed on the birth certificate. All changes in the student's name may be processed only after an official document of the legal entity recognised is submitted to the school. There are several factors to be considered when admitting new students and the school has the right to accept or not accept students.

### **Admission Documents:**

1. Completed Registration Form, Health & Admission form, School Policies and Registration Form
2. 2 (six) recent 3x4 cm colour photographs with red background. Students must wear a white shirt
3. 1 (one) copy of the student's birth certificate
4. 1 (one) copy of the latest two school years student's report card from previous school
5. 1 (one) copy of parent/guardian Identification Card (for Indonesian students)
6. 1 (one) copy of current passport and KITAS of both parents and student (for expatriate students)
7. 1 (one) copy of Family Card (Kartu Keluarga) and the original for verification (for sibling enrolment)
8. Indonesian students must submit NISN, Reference Letter from Dinas Pendidikan / Surat Pindah dari Dinas Pendidikan. Grade 7 students must submit Primary Certificate from Dinas Pendidikan (Ijazah SD) and Grade 10 students must submit Secondary Certificate (ijazah SMP).

## **J. RULES AND PROCEDURES WITHIN THE SCHOOL AREA**

### **School Hours**

Grade 1 to 4 : 08:00 am - 2:45 pm

Grade 5 to 8 : 08:00 am - 3:15 pm

Grade 9 to 12 : 08:00 am - 4:00 pm

### **Break time**

Grade 1 to 5 : 09:35 am - 09:55 am

Grade 6 to 12 : 10:15 am - 10:35 am

Grade 9 to 12 : 02:35 pm - 02:45 pm (2nd break)

### **Lunch time**

Grade 1 to 5 : 11: 55 am - 12:35 pm

Grade 6 to 12 : 12:35 pm - 01:15 pm

The school gate is closed every day from 8:00 am until 04:00 pm (except during students dismissal time) to ensure the security and safety of students. Teacher supervision in the morning starts at 7:30 am, so parents should not drop and leave their children at school before 7:30 am. The school is not responsible for any incidents affecting students who are dropped off and left at the school before 7:30 am.

To increase students' maturity and responsibility, parents are asked to drop off their children only at the school gate and let them enter the school area themselves. Only at certain times, such as the beginning of the school year, parents allowed to accompany their child to the intended class.

Visitor cards are available at the security post for parents and other visitors entering the school area in order to

resolve matters concerning the school. All school visitors must leave their valid identity cards at security posts in order to obtain a visitors card.

### **Passes during School Hours**

Recess, lunch times and toilet breaks are designated. Students wishing to use the toilet during class time must get a toilet pass from their teacher. Students in Grades 5 and above are expected to use the toilet during break time and only use the toilet in urgent cases. Students need to get an office pass from a teacher before they come to the office. Urgent business, or other teacher approved permission, are reasons for obtaining an office pass.

### **Tardiness**

Latecomers are disruptive to the classroom and also have an adverse effect on the child's educational progress. Parents are requested to send their children to school on time to minimise disruption to school. Students who are late coming to school should fill in a 'tardiness form' at the reception area in order to be allowed to join the class, with one of the following acceptable reasons:

- a) Traffic accident
- b) Health problem
- c) Family's mourning
- d) Immigration

Any tardiness reason can be accepted with the oral explanation of the parent/guardian to the teacher on duty. Students are also expected to arrive for class on time. Students that are late will receive detention.

## **Absence**

Regular attendance at school is the primary responsibility of the student and parent. Achievement and attendance in the classroom are closely correlated. There's no substitute for regular attendance, and many classroom experiences cannot be made up. Absence from school may be excused for the following reasons:

- 1) The student's illness (with a 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:

- 1) A parent/guardian informs the office in the morning by means of a letter, phone call or email to the Homeroom teacher or a note in the agenda on the previous day, or
- 2) A medical certificate or an excuse letter signed by a parent/guardian presented by the student to the classroom teacher upon his/her return.

Extended holidays are considered unexcused absences. The absence of a student for more than one month (30 days in total) without any explanation and information will automatically cause the student to be considered as a resigned school student. As prescribed by the Ministry of Education of Indonesia, a student must not be absent more than 20% of total school days in a year. If this happens then there will be no refund of tuition and other fees that have been paid.

Prolonged absence with or without explanation from school may result in a student needing to repeat the same Grade the following academic year.

## **Pick Up Cards**

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.

In the case of a student being picked up early or late, parents or their representative must present their visitor card to the homeroom teacher or the teacher in charge. 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.

## **Dismissal**

Grade 1 and 2 students will be escorted by homeroom teachers to the school lobby to be picked up at dismissal time. Students will sit down in lines and dismissed when their names are called by their respective teachers. Grade 3 and above students will be dismissed directly from their classes and can be picked up in the canteen area. Parents may wait in the waiting area from 2:30 pm onwards.

## **Early Pick Up**

If a child has 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 pickup person will then be required to sign an Early Pick up Form and the Visitor's Book. The homeroom teacher must give a Hall Pass to the Primary student to be presented to the Receptionist before leaving the school. For Secondary students, the Hall Pass must be approved by one of the Principals and be presented to the Receptionist. Any student leaving school without the Principal's approved hall pass is considered as a serious offence to the school's rule that may lead to immediate expulsion. 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 unauthorised adult, older sibling or friend.

### **Late Pick Up**

Any child in Grades 1 or 2, who has not been picked up 10 minutes after dismissal time will be supervised by a teacher in the school lobby until 3:15pm. Students will then be taken to the office where they will wait whilst the parents are notified.

Grade 3 and above students must stay in the canteen area and are not allowed to play on the field while waiting to be picked up. Teacher supervision after school hours is available up to 3:25 p. After this time Grade 3 and up students will wait in the lobby to be picked up.

### **School Uniform**

Students are required to wear the complete uniform at all times during school days, and for the duration that they are on school grounds they are expected to be neatly groomed at all times. Students are not to write on their

bodies or to wear uniforms free of marks. Students are representing the school to the community as well as to each other, teachers and parents. Any injury resulting in students not being able to wear full school uniform, such as a foot injury, must be accompanied by a doctor's note, otherwise parents will be notified and students will need to return home.

**Girls uniform:** black shoes (including laces), SLK white socks or plain white socks, SLK knee-length prescribed skirt (without alterations affecting the length) or skirt (middle school), SLK prescribed blouse. Make-up, nail polish, etc. are not permitted. Jewellery is limited to a watch and one stud or sleeper earring in each ear. Hair must be tidy and may not be coloured. Long hair must be tied back. Altering the skirt or skirt length to be shorter than 1cm above the knee is not allowed, if students wish to wear a jacket, it must be plain dark blue/black. If a student wishes to wear a t-shirt under their school shirt, it must be plain white.

**Girls PE uniform:** PE shirt, blue shorts, white socks, sports shoes and SLK hat.

**Boys uniform:** black shoes (including laces), SLK white socks or plain white socks, SLK prescribed polo/dress shirt, SLK prescribed shorts (elementary) or trousers/shorts (middle school). Jewellery is limited to a watch. Hair must be tidy and may not be coloured. Hair must be short - above the shoulders and above the eyebrows. If students wish to wear a jacket, it must be plain dark blue/black. If a student wishes to wear a t-shirt under their school shirt, it must be plain white.

**Boys PE uniform:** PE shirt, blue shorts, white socks, sports shoes and SLK hat.

On PE days, students in Grades 1 —3 are allowed to come to school wearing their PE uniforms. Students in Grades 4 and above are to always come to school in school uniform and then change to their PE uniform before PE. After PE, it is expected that students in Grades 4 and above will change into their regular school uniform for hygiene and prevent body odour in the class. Students in Grades 1-3 may wear their PE uniform all day. All students may wear their sport shoes for the whole day. On swimming days students wear their school uniform for the whole day. Students who don't wear the prescribed PE uniform may be disallowed from joining the PE class and complete theory.

### **Swimming Clothes**

Students who do not have their swimming clothes are not allowed to do swimming lessons.

### **School Hat**

Students are required to bring their caps to school every day, otherwise they won't be allowed to play in the sun such as on the football field and on the playground.

### **Bringing Valuable Items to School**

Students are not allowed to bring valuable (i.e. electronic devices, toys) items to school. All handheld game consoles, CD/MP3 players, video cameras, and other electronic devices that are seen or used during the school day will be confiscated for two full school days and returned to the students after that time.



## **Mobile Phones and Tablets**

Students are permitted to bring mobile phones to school. SLK will not be held responsible for any damages or loss of valuable items. Students are only allowed to use the mobile phones/tablets during class, with the teacher's supervision. Students seen using their mobile phones/tablets outside of the classroom during school hours will be given detention and mobile phone/tablet will be confiscated. The phone will be returned after 1 week.

## **Laptop**

Grade 9 classes and above are allowed to bring their personal laptop to school to support them in completing school assignments. Laptops can be very helpful in collecting data and conducting research. In the school area, laptops can be used only to support learning. All students bringing their personal laptop are fully responsible for its safety during school hours. The school will not be held responsible for any damages or loss of students' personal laptops. At the beginning of the school year, parents and students must read and sign the SLK-Student Computer and Internet Use-Agreement. This form is then submitted to the ICT officer who will provide a password for each student.

## **Skateboards**

Students are not permitted to bring skateboards to school.

## **School Visitation**

### **Inviting Students' Friends to School**

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. This is so that the school is able to guarantee the security of the students and to make sure they feel comfortable within the school area.

## **Birthdays**

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 birthday boy/girl's classmates and sibling(s) only, during break time or afternoon homeroom time. Only birthday cakes are allowed and the giving out of invitations and goody bags are discouraged.

## **School and Home Communication**

### **Student's Agenda**

The agenda is for daily communication between the school and the home. As such, it serves an extremely important function. It becomes, when fully utilised, a daily anecdotal record of the student's work and behaviour in school. Therefore, it has to be brought to school every day. The homeroom teacher checks and signs the agenda every day. Parents should read, check and sign (if necessary) the agenda every day.

### **Letters and Notices**

From time to time, the school will send 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 or sent via email.

## **Security and 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.

## **Motorbikes**

Students are not allowed, under any circumstances, to ride a motorcycle to school without a valid driver's license. For the safety of our children, it is imperative that helmets are worn when they are passengers on a motorbike, regardless of how short the trip may be.

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.

## **Behavioural and Academic Contracts**

Students are considered 'at risk' when their academic performance and/or their behaviour is below expectation and identified by the teachers, counsellors or Senior School Administration. In cases such as these, individualised behavioural and/or academic contracts may be established in consultation with the student, parents and Senior School Administration. The violation of the terms of the contract could result in suspension or expulsion.

Students in Grades 1-4 who have reached level three or above may be placed on a behavioural contract for a week. The student must receive satisfactory comments from teachers in order to be allowed the contract to be taken off. Three (3) unsatisfactory comments in the week constitute the student failing the contract.

## **Others**

### **Telephone Use**

Students, parents or guardians are not permitted to use the school phone except in cases of emergency. If parents need to call their children for emergency reasons, they are requested to call their child's teacher (or the receptionist) before 8:00 am, or after dismissal time (2:45pm or 3:15pm). Teachers have duties to perform and children to supervise. Between 8:00 am 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 pm, 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.

## **Tutoring**

Teachers are not available for tutoring because of the demands of their work here at school. However if it is deemed necessary, as requested by the parents, and agreed by the school and the teacher involved, tutoring outside school hours can take place. Arrangements of the fee, schedule and teacher involved will be done by the school. Please report to the principal if you need a tutor for your child.

## **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.

## **Contagious Diseases and Head-lice**

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. Students with head lice will need to stay at home for special treatment until their hair is clean. This is to maintain the hygiene within the school area.

## **Library**

Students have the opportunity to borrow books from the library for up to one week. During lessons, it is possible that students will be taken to the library for research purposes and and/or to borrow books for the classroom. Borrowing library books must follow the procedures set by

the school. If books are not returned on the due date, a fine will take place per day, and a reminder letter will be sent to parents. Lost books, or books not returned 3 weeks after the return date, must be paid for at twice the cost (to cover shipping and repurchasing). The student whose name appears on the borrower's card must be held responsible for that book, under all circumstances

## **Harassment**

*There's neither Jew nor Greek, slave nor free, male nor female, for you are all one in Christ Jesus - Galatians 3:28.*

Students and staff have the right to be free of intimidation. Harassment will not be condoned or tolerated under any circumstance. Harassment of any student or employee on the basis of race, religion, colour, national origin, age, gender, marital status, sexual orientation and/or disability is a serious violation of the school's policy and will be handled as a disciplinary issue. Parents who harass students, teachers, or staff at SLK, may have their child withdrawn immediately from the school by the school Director or Principal without warning. Students who harass other students or employees may be expelled in accordance with Level 4 violation of the discipline policy. Victims must take the responsibility for reporting incidents of harassment to a teacher or parent promptly so that action can be taken.

## **Canteen and Student Lunch**

The school has arranged a caterer to provide lunch for students. Parents who wish to benefit from this service may arrange with the caterer through the receptionist and get the valid menus and price list. Home prepared

lunches can be brought by the students when they are dropped off at the school in the morning, or brought to school by the parents at lunch time to be left at the security post. Parents are not allowed to be inside the school area during lunch time. This is in order to help students develop their maturity and responsibility. Parents need to make sure that home prepared lunches are delivered to the school on time. School will not be held responsible for any consequences that occur due to late lunch delivery or non-delivery. It is for this reason that outside caterers are not allowed to deliver food to school.

### **Chewing Gum**

Chewing gum is not allowed at school or during school time (BSSA events etc.).

### **Books, Stationery and Other Needs**

Children are required to purchase a classroom supply (notebooks, workbooks etc) at the beginning of each school year. The teacher will set an arrangement on the use of these supplies. If the students need additional stationery items, they can purchase from the school bookstore. Younger students should always have their own personal kit, which includes (among others) tissue paper/handkerchief, extra shorts, underwear and t-shirt.

### **Damaging School Property**

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.

## **K. 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 the collaboration of home and school. Hence, here at 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; to become honest citizens and persons of Godly character.

For the benefit of your children, we request:

1. Daily supervision of your child's studies verified by your signature in your child's agenda. We request that parents give support and encouragement to their child in developing good work and study habits by:
  - talking with the child about what he or she is learning and doing in school
  - establishing a specific nightly homework / study routine
  - providing a conducive place to study
  - reviewing a specific nightly homework/study routine
  - informing the teacher when problems arise, and
  - spending time reading to/with the child everyday
2. Appointing a guardian to act on your behalf and to assume full responsibility for your child if you are away or immobilised. If during the school year, both parents plan to leave Bali, 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.



3. Prompt response to letters sent by the school.
4. Regular participation at meetings for parents arranged by the school and other meetings deemed necessary by the school.
5. Letting the school know if they would like to be involved in any school activities (e.g. Art & Craft or extra-curricular activities).
6. 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's safety.
7. 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.
8. Help maintain SLK as an area free from cigarettes, alcohol, guns, harassment and narcotics.
9. Show a 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's Handbook.
10. Informing the school of a change of address, email or telephone number/s.
11. Informing school authorities of a significant change in the health status of a student.

## **SCHOOL DISCIPLINE**

*Train up a child in the way he should go: and when he is old, he will not depart from it - Proverbs 22:6.*

We endeavour to create a school environment where children can learn and develop self-respect, as well as respect for others, within a caring and positive framework. To achieve this 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.

The most important part of discipline is to love. This is positive discipline and is always the preferred way to maintain right behaviour. The other aspect of discipline is through the consequences of wrong behaviour. However, the consequences are never in the form of physical punishment.

Philosophically, all kinds of school rules violations will have meaningful and purposeful consequences related to learning and problem solving. It may take the form of a written reflection by the student of their bad behaviour, or exercises relevant to one of their subjects.

Please refer to Code of Discipline booklet for discipline procedure.

## **PARENT'S SUGGESTIONS AND CONCERNS**

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

So as not to disturb classes, parents and other visitors are not allowed to go directly to classrooms to see any student or teacher. Instead, they should go to the receptionist for assistance to make an appointment at least 24 hours beforehand. This also applies when parents would like to see other school management staff to give them time in arranging their schedule.

If a parent has a complaint or grievance with the school or with a staff member, they may present it to the school administration via a written notification, or arrange with the school a mutually convenient time to discuss the problem. The complaint/grievance must pertain to the parent's own children, and not to grievances from other parents' children. If other parents have grievances, then we will listen to their specific complain.

During the communication between the parent and the school we ask for mutual respect and courtesy. An interview will be postponed to another date if there is any behaviour that is demeaning, rude, or hostile. We treat parents' concerns seriously and endeavour to get the best outcome for students, teachers and the school.

## **APPENDIX I: PHYSICAL EDUCATION CODE OF CONDUCT**

Studies in the subject of Physical Education at SLK promote understanding of physical activity, movement and human relations. Knowledge and skills in this area are developed through play, games, sport and outdoor activities. All sports activities culminate with a carnival or competition for school-wide participation, such as the Bali Schools and Sports Association (B.S.S.A.). All students are encouraged to participate in sports tournaments with fun and good sportsmanship, and are selected upon assessment of effort, skill and behaviour.

At SLK, the learning area not only examines the physical skills and basic concepts of human movement, physical activities within the community, and safety, but also develops in its students the notion of competing within the context of 'fair play' and respect for others.

1. All students are expected to behave appropriately and act in a safe manner at all times.
2. All students are expected to treat each other with respect and consideration at all times.
3. All students are expected to try their best in all activities with a positive sporting attitude whether they win or lose.
4. All students are expected to wear full PE uniforms/swimsuit, and to drink plenty of water for all PE classes and sporting events.
5. All students are expected not to call out inappropriately, or question the ruling of any umpire/referee. Verbal and physical abuse will not be tolerated.

6. Students who do not follow the Physical Education Code of Conduct:
- First offence: a verbal warning and reminder of the Code of Conduct.
  - Second offence: 5 minutes time-out to cool off and consider their behaviour.
  - Third offence: suspension from the rest of the class and must report to the Principal immediately for further disciplinary action. Third offenders are automatically suspended from taking part in one BSSA event. Repeat offenders may be permanently suspended from PE and sporting events pending behavioural improvements.

## **SWIMMING RULES**

### **STANDARD SAFETY PROCEDURE AT SLK POOL**

- All students must wait at the gate outside the swimming pool area until the PE Teacher arrives.
- Students are not allowed in the swimming pool area without a teacher present.
- Students are not allowed to jump over the gate.
- Students who cannot swim must wear armbands or they cannot enter the water.
- Students who do not swim must do written activities related to swimming at the pool-side.
- Students who do not follow the SLK Physical Education Code of Conduct will be suspended from swimming classes pending improvements.
- Students must not enter the water until the PE Teacher says so.

- One teacher must be in the water (PE Teacher) at all times.
- Only the PE Teacher may teach during swimming classes. Teachers/parents assisting with Pool Duty must sit/stand pool-side and watch the students at all times, and alert the PE Teacher immediately if you see, or think you see, a swimmer in difficulty.
- Teachers/parents assisting with the Pool Duty are not allowed to leave, teach, use hand phones, read books or other activities during the swimming class. The safety of the children is in your hands. Please take your Pool Duty seriously.
- Teachers/parents assisting with Pool Duty must also assist with supervising the students in the changing rooms, so that they get to their next lesson on time.

### **Bali Schools Sports Association (BSSA)**

B.S.S.A: All students who wish to represent SLK in community sporting events must demonstrate good effort, skill and behavior in PE classes. At the teacher's discretion, students may be refused entry to sporting events pending improvements. To be selected, students must participate in all PE classes and have demonstrated excellent behavior at school. All Permission Slips must be returned the day before the event or students will not be allowed to come to the game. All school team players must wear full PE uniform to the event or will not be allowed to come to the game. No phone calls to parents will be made regarding sporting events/permission slips/uniforms, as last year there were many complaints and confusion regarding last minute permission/uniform problems, and incorrect information given to parents by

students. There will be no verbal warnings given for the rules in section 7. Students who fail to follow the rules in section 7 will be automatically suspended from the game.

## **Awards**

Certificates of Merit will be awarded to students who demonstrate good effort, athletic skill and sportsmanship in PE classes and competitions. These qualities include friendliness, fair play, teamwork, always trying their best, listening to the teacher, and playing safely. Those students who demonstrate exceptional qualities of sportsmanship and leadership are considered role models, and will be chosen to be team captain, and may assist the PE teacher in training sessions and team planning.

## **APPENDIX II: SLK-STUDENT COMPUTER AND INTERNET USE - RULES**

These rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with school policy and these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

### **1. Computer and Internet Use is a Privilege, Not a Right**

Student use of the school's computers, networks, and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The principals shall have final authority to decide whether a student's privileges will be denied or revoked.

### **2. Acceptable Use**

Student access to the school's computers, networks, and Internet services are provided for educational purposes and research consistent with the school's educational mission, curriculum, and instructional goals. The same rules and expectations govern student use of computers as apply to other student conduct and communications. Students are further expected to comply with these rules and all specific



instructions from the teacher or other supervising staff member/volunteer when accessing the school unit's computers, networks, and Internet services.

### **3. Prohibited Use**

The user is responsible for his/her actions and activities involving school computers, networks, and Internet services and for his/her computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

#### **1. Accessing Inappropriate Materials –**

Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal:

#### **2. Illegal Activities –**

Using the school computers, networks and Internet services for any illegal activity or activity that violates other Board policies, procedures and/or school rules;

#### **3. Violating Copyrights –**

Copying or downloading copyrighted materials without the owner's permission unless the use of materials falls under the fair use provisions of the copyright law;

4. Plagiarism –

Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and Web site must be identified;

5. Copying Software –

Copying or downloading software without the express authorization of the system administrator;

6. Non-School-Related Uses –

Using the school's computers, networks and Internet services for non-school-related purposes as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use;

7. Misuse of Passwords/Unauthorized Access –

Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts;

8. Malicious Use/Vandalism –

Any malicious use, disruption or harm to the school's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses;

9. Unauthorized Access to Chat Rooms/News Groups/Social Media –

Accessing chat rooms, news groups and social media (including you tube, facebook, twitter,

instagram etc) without specific authorization from the supervising teacher.

#### **4.No Expectation of Privacy**

The School retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by the school. The school reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.

#### **5.Compensation for Losses, Costs, and/or Damages**

The student and/or the student's parent/guardian shall be responsible for compensating the school unit for any losses, costs, or damages incurred by the school related to violations of policy and/or these rules, including investigation of violations.

#### **6.School Unit Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal use**

The school assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

## **7. Student Security**

A student shall not reveal his/her full name, address, or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

## **8. System Security**

The security of the school's computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the system administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

## **9. Parental Permission Required**

Students are required to sign and return the *SLK-Student Computer and Internet Use Acknowledgment* before being allowed to use school computers. Both students and their parent/guardian are required to sign and return the *SLK-Student Computer and Internet Use Acknowledgment* before students are allowed to access the Internet.

## **10. Additional Rules for Use of Personal Laptops or other electronic devices:**

### Time of Use

A student may bring his/her personal laptop, tablet or smartphone to school. During the school day (8:00 am – 3:15 pm) devices may only be used for school related work and the student must have a teacher's written permission to use any device. All provisions of *SLK-Student Computer and Internet Use Rules* apply to students using personal devices, both on and off campus. School assumes no responsibility for personal devices brought to school by students.

### Internet Access Location

Students may only use their personal devices such as personal laptop, tablet or smartphone in class with teacher supervision. If a student uses their personal devices outside the class, school rules as written in the student handbook or decided by Discipline Committee will be implemented.

### **APPENDIX III: SCHOOL RULES AND REGULATIONS PERATURAN DAN REGULASI SEKOLAH**

All parents agree on each of the following rules and regulations/ *Seluruh orang tua murid setuju untuk mengikuti peraturan dan regulasi sekolah sebagai berikut.*

1. Sekolah Lentera Kasih is a National Private School which has both National and Cambridge Curriculum. All students will join the Cambridge Checkpoint diagnostic tests in the 6<sup>th</sup> grade of primary school and the 8<sup>th</sup> grade of Junior High School. The CIE IGCSE examination will be in the 10<sup>th</sup> grade of Senior High School, AS level exam will be in the 11<sup>th</sup> grade of Senior High School and A level Exam will be in the 12<sup>th</sup> grade of Senior High School. Indonesian Citizens must sit for the “National Exam” in the 6<sup>th</sup> grade of Primary School, 9<sup>th</sup> grade of Junior High School and 12<sup>th</sup> grade of Senior High School.

*Sekolah Lentera Kasih adalah Sekolah Swasta Nasional yang menggunakan kurikulum Nasional dan Cambridge. Semua murid akan mengikuti Ujian Checkpoint dari Cambridge di kelas 6 SD dan kelas 2 SMP, serta ujian CIE IGCSE di kelas 1 SMA, ujian AS Level di kelas 2 SMA dan ujian A Level di kelas 3 SMA. Untuk murid-murid yang berkewarganegaraan Indonesia wajib mengikuti Ujian Nasional (UN) di kelas 6 SD, kelas 3 SMP dan kelas 3 SMA.*

2. Sekolah Lentera Kasih is a Christian religion based school. SLK will provide other religion classes if there are more than five (5) students per religion in one

class. Parents/guardians allow their child to join Christian religion class if the other religion classes are not available. Parents/Guardians understand that if their child chooses religion class other than Christian (if available), the language of teaching will be in Bahasa.

*Sekolah Lentera Kasih adalah sekolah yang berbasis agama Kristen. SLK akan menyediakan pelajaran agama lain apabila jumlah murid agama lain lebih dari 5 (lima) murid per agama per kelas. Orang tua/wali mengizinkan anaknya mengikuti pelajaran agama Kristen apabila pelajaran agama lain tidak tersedia. Orang tua/wali murid paham bahwa apabila anak mereka mengikuti pelajaran agama selain Kristen, bahasa pengantarnya adalah Bahasa Indonesia.*

3. Parents/guardians agree to comply the **School/Tuition Fee Terms & Conditions as follows:** / *Seluruh orang murid setuju untuk mengikuti syarat dan ketentuan biaya uang sekolah sbb:*

- The School Deposit is paid once (1 times) for every student on the initial school registration. If parents decide to move their child out of the school, the School Deposit will be refunded. Parents must give a written notice to the Principal at the latest one term before their child leaves the school. / *Deposit Sekolah hanya dibayarkan 1 (satu) kali per murid ketika mereka mendaftarkan diri ke sekolah. Jika orang tua memutuskan anak mereka untuk pindah sekolah, maka Uang Deposit sekolah dapat dikembalikan. Orang tua murid wajib memberikan informasi tertulis kepada kepala sekolah paling*

*lambat satu term sebelum siswa meninggalkan sekolah.*

- Tuition/school fees are charged by semester (6 months) or yearly./ *Biaya uang sekolah ditagihkan per semester (6 bulan)/tahunan;*
- The School will send an invoice with the due date of payment to the email address registered by the Parent/Guardians./ *Pihak sekolah akan mengirimkan tagihan dengan keterangan tanggal jatuh tempo pembayaran tertera ke alamat email yang telah terdaftar oleh orang tua murid/wali;*
- Yearly (12 months) payment will receive a 10% discount./*Pembayaran uang sekolah tahunan (setiap 12 bulan sekali) akan mendapatkan discount 10%;*
- There is a discount for sibling's Tuition Fee: The 2<sup>nd</sup> and the 3<sup>rd</sup> child will get 5% discount and 4<sup>th</sup> child will get 10% discount (Sibling of the same family) /*Diberikan discount keluarga saudara kandung untuk pembayaran uang sekolah: Anak ke-2 (dua) dan Anak ke-3 (tiga) akan mendapatkan discount sebesar 5%, dan anak ke-4 (empat) akan mendapatkan discount sebesar 10% (saudara kandung di keluarga yang sama);*
- All the additional charges emerged from the bank administration are the responsibility of the payer./



*Semua biaya tambahan yang timbul dari bank akan menjadi tanggung jawab pembayar;*

- A 3% surcharge from the total tuition fees will be charged for payment with credit card./ *Pembayaran uang sekolah dengan kartu kredit akan dikenakan biaya tambahan sebesar 3% dari total uang pembayaran sekolah;*
- Discounts are not applicable for late payment from the due date as regulated./ *Discount tidak berlaku untuk keterlambatan pembayaran dari tanggal jatuh tempo yang sudah ditetapkan;*
- Uniforms, Textbooks, Workbooks, School Supplies, Field Trips, Cambridge Check Point Fee, IGCSE Examinations Fees and Extra Curricular Fees are not included in the tuition fee and will be charged separately from the tuition fee. /*Seragam, buku pelajaran, buku tulis, peralatan sekolah, karya wisata, Ujian Cambridge, Ujian IGCSE dan biaya extra kurrikuler tidak termasuk dalam biaya uang sekolah, dan akan ditagihkan terpisah dari Uang Sekolah.*
- All fees are non-refundable and/or transferable, except for the Refundable School Deposit (RSD) with the principal's approval./ *Semua biaya yang telah dibayarkan tidak dapat dikembalikan dan/atau dipindah bukukan (ditransfer), kecuali Pengembalian Deposit Sekolah dengan persetujuan Kepala Sekolah.*

- If school fees are more than 30 (thirty) days over due date, your child will have to study at home until the outstanding fees have been settled. For the sake of your children's welfare, we strongly advise parents to make payments before/on due date as stated in the invoice/ *Jika terjadi keterlambatan pembayaran uang sekolah lebih dari 30 (tiga puluh) hari setelah batas waktu yang telah ditentukan, anak anda diwajibkan untuk belajar di rumah hingga semua biaya uang sekolah terbayarkan. Untuk kepentingan anak anda, kami menyarankan agar orang tua murid membayar biaya sekolah saat tanggal jatuh tempo dan/atau membayar sebelum batas waktu yang telah ditentukan di lembar penagihan.*
- Students who have been absent for more than 90 (ninety) school days and have not paid the school fees for the ongoing semester will be considered to have withdrawn from the school. The RSD is forfeited and if the withdrawn student wants to 'come back', he/she must apply and undergo the administration procedure, pay the tuition fee and to be considered as a new student./ *Murid yang tidak hadir lebih dari 90 (sembilan puluh) hari sekolah dan belum membayar uang sekolah dalam semester yang sedang berjalan, akan dinyatakan telah mengundurkan diri dari sekolah. Uang Deposit Sekolah akan hangus dan/atau bila murid yang telah mengundurkan diri tersebut hendak kembali bersekolah, murid tsb diharuskan untuk menjalani proses prosedur administrasi dari awal*

*dan melakukan pembayaran uang sekolah kembali dan dinyatakan sebagai murid baru.*

- All report cards will be withheld and will not be given to the parents and/or students until all outstanding fees are paid/*Semua rapot sekolah akan ditahan dan/atau tidak diberikan kepada orang tua murid dan/atau murid hingga semua biaya sekolah dilunasi.*
- Students who leave the school before the end of the school year or semester are required to pay the full fees. *Murid yang meninggalkan sekolah sebelum akhir tahun ajaran/semester wajib membayar penuh uang sekolah.*
- Students who leave the school before the end of the school year or semester are not eligible for a refund of their School Fee. *Murid yang meninggalkan sekolah sebelum akhir tahun ajaran atau semester tidak berhak menuntut pengembalian uang sekolah.*
- To secure their place, students who plan to take a leave for 3-6 months are required to pay 50% of the School Fee, with prior notice to the Principal a month before departure. *Untuk menjamin kursi kelas, murid yang hendak cuti 3-6 bulan wajib membayar 50% uang sekolah sebelum cuti, dengan pemberitahuan tertulis sebelumnya kepada kepala sekolah.*

- The students have to show the learning result/Report Card from the school that they have attended for the duration of the leave, or an entrance/assessment test will be required. The school has the right to evaluate your child before they can be accepted back to the next/same level.  
*Murid wajib menunjukkan Raport Sekolah dimana murid bersekolah selama cuti, atau akan dilakukan Test Ulang untuk menentukan kelas murid sebelum dapat diterima kembali ke kelas selanjutnya/sama.*

4. Parents/guardians understand and agree that the school has the right to use all school documentations including those with students' photos for its promotion purposes.

*Orang tua/wali murid mengerti dan setuju bahwa sekolah mempunyai hak untuk menggunakan seluruh dokumentasi termasuk foto siswa untuk tujuan promosi sekolah.*

5. In the event of minor external accident that reasonably requires no professional help, parents/guardians grant permission to the school to treat their child with extra common household, non – doctor's prescriptive medication from the School Clinic.

*Apabila terjadi kecelakaan kecil yang tidak membutuhkan bantuan tenaga professional, orang tua/wali murid memberi izin kepada pihak sekolah untuk melakukan tindakan penanganan pada anak dengan obat-obatan P3K/umum non resep dokter dari Klinik Sekolah.*

6. Parents/Guardians understand that when their child becomes ill at school, the school will attempt to contact the parents, or if they cannot be reached, other emergency contacts stated at school will be contacted. Parents/Guardians understand that their child must be picked up immediately by parents and/or other emergency contacts. */Orang tua/wali murid mengerti dan menyetujui untuk dihubungi oleh pihak sekolah ketika anaknya sakit di sekolah. Bila orang tua/wali murid tidak dapat dihubungi maka nomor darurat lain yang terdaftar di sekolah akan dihubungi. Orang tua/wali murid mengerti bahwa anak mereka harus segera dijemput oleh orang tua dan/atau perwalian lainnya*
7. Parents/guardians agree that the children, if appearing ill at home or upon arrival, shall not be admitted to school. The school may require a physician's statement letter prior to readmitting the child to school.  
*Orang tua/wali murid mengerti dan setuju untuk tidak mengirim anak mereka ke sekolah dalam keadaan sakit dan bersedia menyediakan surat keterangan sakit dari Dokter sebelum mengizinkan murid yang bersangkutan kembali masuk sekolah.*
8. Parents/guardians certify that their child is enrolled in a regular medical program and has been examined by a doctor within the last 12 months.  
*Orang tua/wali murid mengerti dan menyetujui untuk menyatakan bahwa anak mereka terdaftar dalam*

*program medis yang teratur dan telah diperiksa oleh dokter dalam 12 bulan terakhir.*

9. Parents/Guardians understand and agree to relieve Lollypop Preschool/Sekolah Lentera Kasih staff, teachers, and employees from any responsibility concerning their child during his or her learning/educational activities at school or arranged activities outside the school such as fieldtrips, sport games, etc. In case of a serious accident and parents/guardians cannot be contacted; parents/guardians give the Principal and/or other delegated authority to take action on necessary medical treatment. The school will do its best to avoid accidents on the school premises as well as outside. However, the school will not accept responsibility for any accident that may occur, and parents/guardians will not make any claim/lawsuit against the school in case an accident happens.

*Orang tua/wali murid membebaskan Lollypop/Sekolah Lentera Kasih, guru dan karyawan dari setiap tanggung jawab yang berhubungan dengan kegiatan anak mereka selama berada di dalam sekolah dan kegiatan yang diatur diluar sekolah seperti karya wisata, pertandingan olah raga, dll. Jika terjadi kecelakaan yang serius dan kami tidak bisa dihubungi; kami memberikan wewenang kepada Kepala Sekolah dan/atau pihak yang berwenang untuk mengambil tindakan atas perawatan medis yang diperlukan. Sekolah akan melakukan yang terbaik untuk menghindari kecelakaan di tempat sekolah maupun di luar. Namun, sekolah tidak bertanggung jawab jika kemungkinan terjadi*

*kecelakaan, dan kami tidak akan membuat tuntutan terhadap pihak sekolah apabila terjadi kecelakaan tsb.*

10. Parents/Guardians understand and agree to submit the required documents, including a medical check up history for admission process. */Orang tua / wali murid mengerti dan menyetujui untuk memberikan semua berkas, termasuk riwayat kesehatan anak mereka, seperti data pemeriksaan medis (check up) untuk syarat proses pendaftaran.*

11. Parents/Guardians give permission for their child to access email or website during class. Parents/Guardians understand that their child is forbidden to open any website material that is not in accordance with the morality of our school. It is also illegal to order, purchase or acquire any product via the internet school. Parents/guardians understand that the school is not responsible for the risk of illegal acts committed by their child using the internet accessed from SLK.

*Orang tua/wali murid memberikan ijin kepada anak saya untuk mengakses email dan/atau website saat kelas berlangsung dan tanpa pengawasan dari pengajar. Orang tua/wali murid mengerti bahwa anak mereka dilarang untuk membuka materi website yang tidak sesuai dengan moralitas sekolah dan/atau website yang dilarang. Orang tua murid/wali juga mengerti bahwa adalah ilegal jika menggunakan akses internet SLK untuk memesan, membeli atau mendapatkan produk apapun melalui jaringan internet sekolah. Orang tua/wali memahami bahwa sekolah*

*tidak bertanggung jawab untuk resiko tindakan illegal yang dilakukan oleh anak mereka dengan menggunakan akses jaringan internet SLK.*

12. Parents/Guardians will take full responsibility for any damage or destruction to the school and its property or damage incurred during authorized school excursions that is caused by their child/children inside and/or outside of school environment.

*Orang tua/wali murid akan bertanggung jawab sepenuhnya untuk segala kerusakan dan/atau perusakan yang disebabkan oleh anak mereka terhadap properti dan inventaris sekolah pada saat kegiatan siswa didalam maupun diluar lingkungan sekolah.*

13. Parents/Guardians understand that the condition of their child's continuous enrolment at Lollypop and SLK is their active participation in the corporate and educational life of the school. Parents/Guardians understand that they are expected to attend parent/teacher meetings as scheduled and other meetings as they arise. If parents/guardians are unable to attend the meeting, they must give prior notice at least a day before the meeting scheduled and re-arrange the meeting schedule with school Principal/officer. */Orang tua/wali murid mengerti sebagai orang tua juga turut aktif berpartisipasi baik dalam mendukung kesinambungan proses belajar anak mereka di Lollypop dan SLK maupun berpartisipasi dalam kegiatan persekolahan. Orang tua/wali murid mengerti bahwa mereka berkewajiban untuk menghadiri pertemuan orang tua dan murid*



*yang terjadwal secara regular atau jika suatu saat memang diperlukan. Jika orang tua/wali murid berhalangan hadir dalam pertemuan tsb, harus memberikan pemberitahuan minimal satu (1) hari sebelum jadwal yang ditentukan dan menyusun pertemuan dengan kepala sekolah atau dengan petugas bersangkutan di hari lain.*

14. Parents/guardians understand that they are required to keep the school informed and updated of any changes to their contact details and at least one parent or nominated representative can be contacted during the time that their child is at school.

*Orang tua/wali murid wajib memberitahukan kepada sekolah data kontak terkini orang tua/wali murid yang dapat dihubungi selama anak mereka bersekolah. ‘*

15. Parents/guardians understand that the school is not liable for any accident/losses or damages of students/parents’ personal belongings, car/motorcycle. *Orang tua/wali murid mengerti bahwa sekolah tidak bertanggung jawab terhadap kecelakaan/kehilangan dan/atau kerusakan barang pribadi murid/orangtua murid, mobil/motor yang diparkir di area parkir sekolah.*

16. Parents/Guardians understand and agree that Lollypop Preschool and Sekolah Lentera Kasih have the right to accept or refuse enrolment of their child / children at their discretion.

*Orang tua/wali murid mengerti dan setuju bahwa pihak sekolah memiliki hak untuk menerima atau*

*menolak pendaftaran anak mereka atas kebijakan sekolah.*

17. Parents/Guardians understand and agree to support and show respect to the teachers, staff and Management of Lollypop Preschool and Sekolah Lentera Kasih.

*Orang tua/wali murid mengerti dan setuju untuk mendukung dan menghormati guru-guru, staff dan pimpinan dari Lollypop dan Sekolah Lentera Kasih.*

18. Parents/Guardians agree to maintain and uphold the school's confidentiality to anyone regarding everything that they know about the school. Whether in the form of all forms of documents and any information which relate to the School/ *Orang tua/wali murid setuju untuk memelihara dan memegang teguh rahasia sekolah terhadap siapapun mengenai segala hal yang mereka ketahui tentang sekolah. Baik berupa segala bentuk dokumen dan segala bentuk informasi yang berkaitan dengan sekolah.*

19. Parents/Guardians agree not dismantling and / or not divulging School confidential and / or leaking School confidential, which is supposed to be concealed, and agree to be prosecuted by the school both Civil Law as referred to in Article 1365 of the Civil Code, as well as criminal law as referred to in Article 310 of the Criminal Code .

*Orang tua/wali murid setuju untuk tidak membongkar dan/atau membocorkan rahasia sekolah dan/atau mencemarkan nama baik sekolah, yang seharusnya dirahasiakan, dan orang tua/wali murid setuju untuk*

*dituntut oleh pihak sekolah baik secara perdata, sebagaimana yang dimaksud dalam Pasal 1365 KUHPerdata, maupun pidana sebagaimana yang dimaksud dalam Pasal 310 KUHP.*

20. Parents/Guardians agree to discuss and solve any problems, unfavourable opinions or concerns that they have regarding their children's education with the Teacher/Staff, Principals or Leaders directly without involving any other party. Parents/Guardians agree not to defame the school's identity and credibility both inside and outside school's premises. *Orang tua/wali murid setuju untuk mendiskusikan dan berkomunikasi atas segala masalah yang berhubungan dengan anak mereka dengan guru/staff/kepala sekolah/pimpinan secara langsung tanpa melibatkan pihak lain. Orang tua/wali murid setuju untuk tidak mencemarkan nama baik dan kredibilitas sekolah, baik didalam maupun diluar lingkungan sekolah.*
21. Parents/Guardians understand and agree to follow all the school policies, regulations and guidelines set by the Foundation, Principal, Teachers including all guidelines in the current Lollypop/SLK Parents & Student's Handbook. Parents/Guardians agree that if they or their child/children failed to follow the regulations and guidelines set by the school; their child/children may be expelled from school, and agree not to take any lawsuit against the School both individually or to the Lollypop/SLK institution.

*Orang tua/wali murid, memahami dan menyetujui seluruh peraturan, regulasi dan petunjuk yang ditetapkan oleh Yayasan, Kepala Sekolah, Guru termasuk segala regulasi yang tercantum dalam Buku Panduan Orang Tua Murid Lolypop/SLK. Orang tua/wali murid setuju apabila mereka dan/atau anak mereka melanggar peraturan dan regulasi yang telah ditetapkan sekolah, anak mereka dapat dikeluarkan dari sekolah dan Orang tua/wali murid setuju tidak akan menuntut pihak sekolah, baik secara perorangan/individual maupun kepada Yayasan Lolypop/SLK.*

## **APPENDIX IV : BSSA HANDBOOK**

### **BSSA Code of Conduct**

**Transport is to be arranged by the participating schools. Students are not to travel alone in taxis or bus.** Penalty: Suspension from the next game/event.

**Smoking, drinking alcohol or extreme inappropriate behavior will not be permitted at any time during any activity.** Penalty: Any infraction of this rule will result in the student being sent home immediately and suspension from all BSSA activities for the remainder of the BSSA calendar year.

**Abuse (physical or verbal) of opposition, umpires or spectators will not be tolerated.** Penalty: Suspension from the remainder of that BSSA tournament activity.

**Participants will not call out inappropriately to, or question the ruling of any umpire.** Penalty: Suspension for the remainder of that and the following game.

**All participants must wear their school colors, appropriate sports footwear, have removed loose jewelry and have long hair tied back.** Penalty: Not permitted to compete unless compliant.

## **CODE OF CONDUCT FOR COACHES AND PARENTS**

### **During Competition:**

All coaches and parents must demonstrate appropriate behavior during tournament play. If violations occur the referee/umpire will stop the game and the offending adult will be asked to leave the field of play. The offending adult is deemed the responsibility of the school that they are there to support. Coaches are expected to assist in any way possible to ensure that the person leaves the field of play peacefully. If the adult does not leave the venue the play will be suspended and the offending adult's school will be suspended from competition until the offending adult has made an apology to the people concerned. Examples of this type of violation could include: abuse of referees, interfering with the course of play, abusive language on or off the field/court/pool. Parents and friends are encouraged to give positive support to their teams. They should, however, refrain from any negative comments and leave coaching tips to the coaches. Coaches are responsible for students adhering to the BSSA Code of Conduct.

### **Adults, please refrain from smoking.**

N.B. If any violation of the above occurs, the complainant will communicate the details of the violation in Writing to a member of the BSSA committee. The committee will meet to discuss the issue and determine the penalty.

### **Emergency Medical and Personal Situations for Students:**

Each school will facilitate / generate an emergency form to be carried by the coach at each activity.