

NJIS PARENT/ STUDENT HANDBOOK

2024-2025

The Parent-Student Handbook serves as a guide and sets a standard for what is expected of members of the NJIS community. The Handbook includes the standards, procedures, and regulations that are essential to any well-organized educational institution and provides you with information you will need about the School's rules and policies. It is the responsibility of both students and parents to read and understand the Handbook.

You will find yourself referring to the Handbook frequently when you have questions. If you have any questions that the Handbook does not answer, please feel free to ask.

The decision has been made to switch from a static handbook (published only once per year) to an active handbook (updated as the year progresses). Any major changes in school policy will be shared by newsletter to the community. Changes in the handbook policy will never be applied retroactively and a clear track record of the changes is automatically tracked and stored on Google Docs to avoid any misunderstandings.

This decision was made by the leadership team to ensure that we can be agile and update policy as new developments emerge in a fast paced world and an equally fast paced school environment. A good example of this might be the emergence of ChatGPT, which happened during an existing school year and after the handbook had already been published yet still required policies to be immediately applied.

Disclaimer: The policies and procedures in the Parent-Student Handbook are neither rights nor a modification of the enrollment agreement. Every effort has been made to provide students and parents with complete and accurate information. The School reserves the right to modify, amend or revoke any rules or regulations and to change programs and requirements. The School will make reasonable attempts to communicate any changes to this document. Still, any such changes may be implemented without prior written notice and obligation and, unless specified otherwise, are effective when made.

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Message from the Head of School

I am proud to lead a community where students from over 20 nationalities learn, grow, and thrive together. At NJIS, we believe in the power of education to transform lives and empower young people to become globally-minded citizens who will make a positive impact on the world.

Our Commitment to Your Child's Success

We understand that choosing the right school for your child is one of the most important decisions you will make. At NJIS, we strive to create a nurturing, inclusive environment where every child feels valued, challenged, and inspired to reach their full potential.

Our Approach

- **Relationships First:** We prioritize building strong relationships between students, teachers, and parents. We know that when students feel connected and supported, they are more likely to succeed academically and personally.
- **Mastery, Autonomy, and Purpose:** We follow the renowned International Baccalaureate (IB) program, including PYP, MYP and DP, which focuses on developing critical thinking, creativity, and intercultural understanding. Our goal is to help students master essential skills, develop autonomy in their learning, and discover their unique purpose in life.
- **Globally-Minded Curriculum:** Our rigorous curriculum prepares students for success in top universities worldwide. We also emphasize the importance of character development and service learning, encouraging students to become compassionate leaders who will make a difference in the world.
- **Diverse, Inclusive Community:** Our students come from all walks of life, creating a vibrant tapestry of cultures and perspectives. We celebrate diversity and foster an inclusive environment where everyone feels respected and valued.

We believe that NJIS is a special place where your child can discover their passions, build lifelong friendships, and develop the skills and knowledge they need to succeed in an increasingly interconnected world.

Sincerely,



Ezra Alexander, M.Ed

NJIS School Song “All one family.”

*NJIS! YES! That's the place to be
It's a great school for you and me
In North Jakarta, it's the one great place
Where many countries meet face to face
NJIS! YES! That's the place to be
All one family.*

WHISTLE

*All of the people here are number one
We get an education, and we have some fun
NJIS! YES! That's the place to be
All one family.*

Song Lyrics by Marguerite Haskin



Vision, Mission, and Schoolwide Learner Outcomes/Values

Vision: We build academic excellence alongside social and emotional intelligence in every student. We develop future leaders with the wisdom and passion to enact change.

Mission: We provide an inspiring education that equips young people with the 21st-century skills and knowledge needed to find new solutions for our world.

As an IB Continuum School, we teach the attributes of the IB Learner Profile and embed those attributes into every activity at the school. We have adopted these attributes (along with the IB's Approaches to Learning) as our School-wide Learning Outcomes.

The International Baccalaureate® (IB) learner profile describes a broad range of human capacities and responsibilities that go beyond academic success. They imply a commitment to help all members of the school community learn to respect themselves, others and the world around them.

Each of the IB's [programmes](#) is committed to the development of students according to the IB learner profile.

The profile aims to develop learners who are:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-minded
- Caring
- Risk-takers
- Balanced
- Reflective



Approaches to Teaching and Learning

Our educational philosophy as a school aligns to both the Approaches to Learning and the Approaches to Teaching as described by the International Baccalaureate. Teaching and learning at NJIS and in the IB celebrate how people work together to construct meaning and make sense of the world. Our school empowers young people for a lifetime of learning, independently and in collaboration with others.

Approaches to Learning

Categories	Sub-skills
Thinking skills	<ul style="list-style-type: none">• Critical-thinking skills (analysing and evaluating issues and ideas)• Creative-thinking skills (generating novel ideas and considering new perspectives)• Transfer skills (using skills and knowledge in multiple contexts)• Reflection/metacognitive skills ((re)considering the process of learning)
Research skills	<ul style="list-style-type: none">• Information-literacy skills (formulating and planning, data gathering and recording, synthesizing and interpreting, evaluating and communicating)• Media-literacy skills (interacting with media to use and create ideas and information)• Ethical use of media/information (understanding and applying social and ethical technology)

Communication skills	<ul style="list-style-type: none"> • Exchanging-information skills (listening, interpreting, speaking) • Literacy skills (reading, writing and using language to gather and communicate information) • ICT skills (using technology to gather, investigate and communicate information)
Social skills	<ul style="list-style-type: none"> • Developing positive interpersonal relationships and collaboration skills (using self-control, managing setbacks, supporting peers) • Developing social-emotional intelligence
Self-management skills	<ul style="list-style-type: none"> • Organization skills (managing time and tasks effectively) • States of mind (mindfulness, perseverance, emotional management, self-motivation, resilience)

Approaches to Teaching

Category	Definition
Based on inquiry	A strong emphasis is placed on students finding their own information and constructing their own understandings. It is an authentic way for students to explore and understand the world, nurturing their curiosity as they move from current to new and deeper understandings, and embark on a lifelong journey of learning.

Focused on conceptual understanding	Concepts are explored in order to both deepen disciplinary understanding and to help students make connections and transfer learning to new contexts.
Developed in local and global contexts	Teaching uses real-life contexts and students are encouraged to process new information by connecting it to their own experiences and to the world around them. This is when ‘international mindedness’ truly becomes real and meaningful for students.
Focused on effective teamwork and collaboration	This includes promoting teamwork and collaboration between students, but also refers to the collaborative relationship between teachers and students.
Designed to remove barriers to learning	Teaching is inclusive and values diversity. It affirms students’ identities, and aims to create learning opportunities that enable every student to develop and pursue appropriate personal goals.
Informed by assessment	Assessment plays a crucial role in supporting, as well as measuring and learning. Teachers who are informed by assessment recognise the crucial role of providing students with feedback. Immediate, effective feedback will enable students to develop their assessment capabilities, self-monitor and adjust their learning, building resilience and well-being. An assessment-capable student will be able to reflect on their learning, identify learning goals and consider the next steps required to consolidate their learning.

History and Heritage

North Jakarta Intercultural School (NJIS) is an independent, co-educational international school. The school was founded in 1990 as the North Jakarta International School and established in the Republic of Indonesia as a “Yayasan,” a not-for-profit social foundation. Due to new regulations from the Indonesian Ministry of Education, the name of the school was changed by the Board, which chose the word “intercultural” to replace “international.” The Indonesian Ministry of Education accepted the school’s new name on November 17, 2014.



NJIS is accredited by the Accrediting Commission for Schools of the Western Association of Schools and Colleges (WASC) and is a member of the East Asia Regional Council of Schools (EARCOS).

NJIS is located in Kelapa Gading, a residential area in the northern part of Jakarta. The facilities include air-conditioned classrooms, a computer lab, music and band rooms, science labs, a cafeteria, gym, a six-lane pool with changing rooms, a rich and linguistically diverse library and media center, a multifunction room, rooftop outdoor climbing wall, dance studio, art studio, a faculty lounge, and a 450-seat Performing Arts Theater. SMART Board technology is utilized in regular classrooms.

Board of Trustees

NJIS operates under the auspices of Agung Podomoro Group and serves the residents of North Jakarta and the greater Jakarta community with a commitment guided by the mission statement of APG, “A Future Shared in Harmony.”

NJIS is overseen by the Board of Trustees of Yayasan Bina Siswa Agung Podomoro as outlined by the Constitution (akta). The Board is responsible for the governance of NJIS as a non-sectarian, politically neutral entity that provides education promoting learning, cultural, and international understanding and respect for all nationalities, religions, and cultural backgrounds. The Board is responsible for the school's fiscal well-being and overall success.

The Board is responsible for holding the school in trust and taking the necessary decisions to ensure that the school’s mission is fulfilled now and in the future. The Board accomplishes this task by providing strategic direction, defining desired outcomes, governing through policy, and monitoring overall progress.

The Board also maintains the school’s good relationship with the Indonesian Ministry of Education. In addition, the need for good communication between the Board and the NJIS community is vital to the well-being of the school community. Transparency and open communication are required.

The Board invests a great deal of faith and confidence in the Administration to carry out the school's mission. Similarly, the Administration invests confidence and faith in the faculty and provides direction and support to the faculty.

Memberships and Conferences

East Asia Regional Council of Schools (EARCOS)

The East Asia Regional Council of Schools is an organization of 158 member schools in East Asia. These schools have more than 132,000 pre-K to 12th-grade students. EARCOS inspires adult and student learning through its leadership and service and fosters intercultural understanding, global citizenship, and exceptional educational practices within our learning community.

Java Association of Small International Schools (JASIS)

Enrollment is open to international schools within Java with fewer than 500 students, are international in nature with a goal of at least 50 percent from international backgrounds, and at least 80 percent of teaching faculty is expatriate with internationally recognized teaching qualifications. Students can participate in sports, drama, and academic competitions. Members include ACG School Jakarta, Australian Independent School, Bandung Independent School, The Intercultural School of Bogor, Nord Anglia Inter-community School, New Zealand Independent School, and North Jakarta Intercultural School.

Grounded in Action - the NJIS Academic Profile

Action might seem easy to define, but it is not. At NJIS, if we want to change the world, we need to start with changing ourselves. But change can be hard. Our goal is to provide our students with the tools, knowledge, and skills necessary to make the world a better place.

We want NJIS graduates to make a difference in the world, meaning a one-size-fits-all approach cannot apply. The school cannot mandate action; it must develop from a life-long mindset developed by the NJIS students.

NJIS students can take action no matter their age. The most crucial factor is how we as a community support our learners as they begin the learning journey towards becoming adults who - in our mission statement - have “the wisdom and passion to enact change”.

Every NJIS teacher, and hopefully every parent, wants NJIS learners to take action that makes a difference in the world. We believe action is only truly meaningful when developed alongside a toolbox of explicitly and implicitly taught skills and behaviors. It is our teachers’ calling to provide our learners with scaffolded learning experiences that help them gain the skills and knowledge to take meaningful action.



The NJIS academic program is based on a rigorous curricular offering, and we are an IB Continuum School, meaning that we are verified for the Primary Years Program (PYP), the Middle Years Program (MYP), and the Diploma Program (DP). Our programs demonstrate the following:

- A well-balanced program
- High standards of academic achievement
- The development of important and pertinent life skills.
- The development of strong character.
- International Mindedness
- Learning empowered by technology
- Small class sizes

Our students become internationally-minded and globally aware through participation in the:

- Service Learning
- Community, Activity, and Service
- Week Without Walls
- After School Activities
- Clubs
- Travel/Field Trips

Our students engage in the local community through:

- Service Learning
- Internships
- Leadership and Entrepreneurship
- Inter-cultural activities leading to understanding and awareness
- Parental involvement

Our students experience success in life through:

- Physical and health education
- Character and ethics
- Creativity in the arts, music, theater, and technology
- Leadership opportunities
- International-Mindedness
- Inquiry-Driven Learning
- The development of agency

Faculty Profile

The faculty members at NJIS are dedicated and committed educators. They join NJIS because of a shared commitment to excellence in teaching. They are a combination of overseas-hire and local-hire expatriates and Indonesian hires. They come from every corner of the world, representing the USA, Canada, Pakistan, The Philippines, New Zealand, South Africa, the United Kingdom, and Indonesia. All have at least five years of teaching experience, with most having earned a Master's degree.

General Operations

Operational Hours

School begins for all grades at 7:30 AM, although there may be ELL classes or other activities in the mornings before that. For Grades K - 12 students, dismissal time is 2:45 pm, Monday through Friday.

All students are expected to leave the school at the end of the day unless they are involved in a supervised after-school activity. Sports events or after-school practices on designated days may extend beyond the usual dismissal times. The coaches or supervisors of the relevant teams or activities will inform parents of any changes.

Contact Information

The school's telephone number is 021 4586 5222 at Reception/Head Secretary at the main entrance. For academic concerns, you should ask either directly for the related teacher (outside school hours) or for the Head of School Secretary. For logistical concerns, you should ask for the relevant department in the business office.

Day to day communication will be conducted via the school's LMS - Toddle.

Emergency Communication during School Hours

Whatsapp groups are established every year to provide a means for passing emergency information to the parent community and professional staff if a situation should arise that makes the passing of such information imperative. Parents should be sure that they have updated their contact information.

Emergency Communication during Non-School Hours

NJIS families will be contacted by Whatsapp or Email in an emergency during non-school hours. Parents should be sure they have updated their contact information and provided the school with their latest Whatsapp number and email address.

Whatsapp should be saved for urgent or emergency situations and should not be cluttered with individual issues or requests. All such regular business should be conducted via Toddle.

Campus Security

Boundaries

The campus area comprises the NJIS building as well as the areas surrounding the building: security personnel protect these areas only. The school expects that students recognize and abide by school boundaries. Students are not allowed outside the school's boundaries without permission and without being accompanied by a faculty member. Students with an approved reason for leaving the school areas during the day must have a signed note from a parent or guardian to receive an approved *Early Release Form* from the Head of School; students must sign out with security before they are allowed to leave campus. Students who leave campus without permission will be subject to disciplinary action.

ID Cards

All students will be issued a photo ID card. A replacement cost will be charged if the card is lost.

Lockers

Lockers are available for all MYP, DP, and High School students. Students are expected to keep their backpacks, books, and other required school supplies in their lockers when they are not needed in class. Students who decide to use a school locker must purchase their own lock.

Students are not allowed to place their belongings in another student's locker. The exchange of lockers among students is not permitted. While students may tape decorations to the interior of their lockers, they may not put up permanent stickers. If a student abuses the locker privilege in any way, the locker privilege for that individual will be revoked. Incidents of locker damage and/or theft are to be reported immediately to the Head of School. Damage other than ordinary wear and tear is chargeable to the student.

If a student chooses to bring personal items or valuables to school, the student does so at his or her own risk. Students are encouraged to use their locker to store all such items. The school is not responsible for property lost or damaged.

Lockers are the property of NJIS and may be searched at any time without student permission or presence.

Lost and Found

Bags and other items left on the floor on the walkways are subject to periodic “sweeps,” in which they will be taken to the “lost and found” located in the uniform room for later retrieval. The items are periodically put on display at the beginning and end of the school day or at an assembly. The school will eventually donate unclaimed items to Community Service projects.

The school strongly encourages parents to have their student’s clothing and personal items clearly marked with the student’s first name, last name, and grade when practical, as this allows the school to return lost items directly to the student. As members of the NJIS community, students are expected to turn in found items to the “lost and found” area. Although the school takes seriously its duty to protect the students, it cannot prevent some losses, often due to student negligence. The school will not reimburse lost or missing items.

Money and Valuables

Students are discouraged from bringing to school large amounts of money or expensive items, such as mobile devices, gaming devices, and jewelry; items such as these are brought at the student’s own risk. The school does not take responsibility for any lost, stolen, or damaged personal items that a student chooses to bring to school. Parents should discuss these issues thoroughly with their children and encourage them to be responsible with their personal possessions.

Security Personnel

NJIS takes the security and safety of the school community very seriously; students and parents are expected to follow the direction of all security personnel. The security personnel work under the supervision of the Business Office in maintaining an orderly campus by assisting with the enforcement of all school rules and regulations.

Visitors on Campus

School premises are off-limits to people other than the faculty, staff, students, and persons authorized by the Head of School. No student may receive visitors during school hours, including breaks, during lunch, and before or after school.

Visitors are expected to sign in and sign out with Security. Visitors must provide current identification and state the purpose of their visit. Visitors will leave their ID with security and will receive a “Visitor’s Badge” in exchange to be worn for the duration of time they are on campus.

Upon departure, visitors will sign out with security, return the “Visitor Badge,” and receive their identification card.

Volunteers

NJIS conducts a volunteer screening program to ensure the health and safety of students, staff, and volunteers. All volunteers involved in volunteer assignments shall be subject to specific screening requirements listed below:

- Volunteer Application - complete
- Volunteer Confidentiality and Discrimination Statement - signature form
- Volunteer Notice of Child Protection/Safeguarding Policy - signature form
- Volunteer Code of Conduct - signature form
- Volunteer Police Background Check - complete
- Completion of Child Protection Training for certain sensitive volunteering roles, specifically those involving sports or prolonged contact with students.

Transportation/Retention on Campus

School Buses

Buses will only take students home if it is felt safe. Otherwise, students will remain in school until such time as it is safe to depart or parents collect their children. Bus drivers will ensure that someone is at home before students are dropped off. If no one is at home, the student will remain on the bus, and the bus driver will contact the Head of School for alternate arrangements.

Retention of Students on Campus

If it is not advisable (for example, due to weather) for some students or all students to travel home from school, parents will be informed of the retention of students on campus. Parents will still have the option of trying to collect their child(ren) from school.

Transportation

Private Transportation

NJIS is not responsible for student safety when students ride in private vehicles, including carpools arranged by parents. The school is not responsible for any loss or damage to any vehicles parked on school grounds.

Students will not be allowed to leave the campus with another party **without prior written consent from a parent or legal guardian** either through a clearly-worded permission text message from the registered parent's telephone number or by email to the school secretary.

Our parking space is minimal, so NJIS students cannot park on campus.

Students may be picked up by registered private cars only from the main lobby – no student will be allowed to walk to a car parked in the street. Students under 16 years old will not be allowed to go home on the back of a motorcycle. Adults (parents, helpers, or family) are not permitted to leave their vehicles during the drop-off or pick up process to avoid delays and traffic for everyone else. If a student is not yet downstairs to be picked up at the first pass, parents/drivers must make a second loop as guided by the security team.

Aggressive driving, excessive use of the horn, refusal to follow instructions from the school security team in a timely manner, and/or excessively fast/dangerous driving in the school car park is unacceptable. It may lead to a warning or a permanent ban from the school car park area if deemed dangerous for students, school staff, or other parents.

School Bus

The safety of each child is the primary concern to parents and the school administration. Unsafe or inappropriate behavior will not be tolerated.

General Bus Expectations:

- Remain in your seat.
- Wear your seatbelt at all times.
- Talk using only a conversational voice.
- Follow instructions from the monitor or driver.
- Keep windows closed at all times. No purchases from or communication with street vendors or other pedestrians are allowed.
- Keep your hands and feet to yourself.
- Show respect for others.



- Do not engage in behavior that might distract the driver;
- No Loud noises
- Refrain from throwing items inside or out of the bus
- No Fighting
- Personal music or sound devices must be played with headphones.
- Students may drink water while on the bus; no other liquid or food is allowed.
- To minimize distraction to the driver, students are requested to leave the front seats vacant, unless no other seat is available in the rear. Only older children may sit in the front if no space is available.
- If there is an accident or the van breaks down, listen for instructions from the driver or monitor. If you are told to leave the van, stay with the other students, driver, and Bus Monitor as far from the road as possible and wait for instructions.

Emergency Drills and Procedures

Emergency drills are practiced twice a year to prepare students for possible emergencies; students are expected to take part in emergency drills and follow all adult instructions. School drills include, but are not limited to:

- Earthquake Drill
- Fire Drill
- Generic Evacuation Drill

School Closure

After consultation with the School Board (where time permits), the Head of School will decide to close school for a period of time if, in his judgment, keeping the school open might constitute a hazard to students or teachers.

In cases of isolated civil disturbances, the school may remain open for those families who can commute without hazard, with caution to those who may live in neighborhoods from which or through which it is not advisable to travel.

Unless the school is advised by local authorities or embassies and consulates to the contrary, the school would likely remain open to provide those students in the city and within a safe range of the school the opportunity to continue to attend classes. In this case, the school would try to maintain communication with parents who decide to leave the city.



Student Health and Wellbeing

Child Protection and Safeguarding

The NJIS Child Protection and Safeguarding Policy is available separately.

Health Card

All students must have a completed and signed Health Card on file in the office permitting NJIS to treat a child in case of illness or injury. (The blank Health Card form is part of the admissions packet; copies are available from the Nurse or Admissions). Of vital importance are the contact numbers for both parents and an emergency third party (neighbor, friend) so that the school may contact parents in the event of illness or emergency.

Medical Health Insurance - Field Trips

Students must have medical health insurance to participate in field or overnight trips. Parents may arrange for a temporary travel insurance policy covering their child for the days or week of the trip if they do not have a standard medical insurance policy. Travel insurance arrangements are between families and the insurer directly. NJIS or any field trip sponsors will not be responsible or accountable for any legal liability arising from accidents beyond normal control.

Medication

If possible, all medication should be given at home. If a child must be given medication during school hours, the child must be sent to the School Nurse. The medication should be properly labeled with the student's name, name of medication, dosage, and time the medication has to be taken. Medication can only be given by the School Nurse and will be given in the nurse's office. The parent must send an agreement to the school authorizing the office to administer the medication. Students should not take medication on their own without supervision.

Teachers may dispense medication to students on field trips only if prior parental permission has been obtained and, again, with proper labeling from home.

Sickness / Accident

Our goal is for every student, including any who may have suppressed immune systems, to be able to attend NJIS regularly and healthily. The school will provide initial support for caring for children who become ill at school and for dealing with accidents. Students who are ill should not be sent to school, as they pose a health risk to other students. Typically, if a child comes to school with one or



more symptoms of illness, the student will not be permitted to enter class and will be brought to an isolation room.

Exceptions to the rule of immediately sending a student home when they display a single symptom may be made for:

- Students with regular allergies
- Students with non-contagious conditions (for example, a recurring cough unrelated to a cold or flu virus).

If you believe your child might have such a condition, please contact the homeroom teacher at the start of the school year to avoid errors. In some borderline or unusual cases, we may require you to provide a doctor's note, but in most cases, a note on Toddle will suffice.

The school will then telephone the parent and request that someone is immediately sent to pick up the child. Students who require more attention than the school's facilities can provide will typically be taken to the Mitra Keluarga Hospital Kelapa Gading, Jl. Bukit Gading Raya Kav. 2, Jakarta Timur - Phone 021 - 4585-2700. Every family will need a plan for picking up and home supervision for their child if their child is taken ill during the school day.

The School Nurse will accompany the child, and if appropriate, the relevant teacher or coach as well. The school will notify the parents as soon as there is any situation that the parents should be aware of and ask them to proceed to the hospital. When the parents arrive, the School Nurse and teacher will depart after explaining all relevant circumstances.

Children who have been absent due to illness for more than two days must bring a doctor's note when they return to school and submit it to the Head Secretary. During the covid pandemic situation, depending on the current covid status level, there may be additional requests for testing by the school before a student is permitted to return to class. The school also reserves the right to require/conduct covid testing as necessary.

There are several common scams in Indonesia where a scammer pretending to be from the school will contact a parent and tell them that their child has been in an accident, asking them to bring money to a specific location - normally a nearby hospital. **Please note that in case of an actual medical emergency, you will be contacted directly by either your child's teacher or the NJIS school nurse, and the school will never ask you to bring cash/transfer money in such a situation.**

It is expected that parents will have medical insurance policies for their children to cover expenses for illnesses or accidents which may occur during their time in Indonesia, whether on or off campus. The school does not provide routine medical insurance reimbursement for any medical cost, whether through illness, accident, or other circumstances.



If the school cannot contact the parents, the parents authorize the school to act on their behalf in a medical emergency involving their child. The parents shall pay all costs, charges, and expenses incurred in relation to providing this medical care and release the school and school personnel from responsibility for all costs and expenses and any legal liability. In this regard, the parents will not bring any suit or assert any claim against North Jakarta Intercultural School due to any action taken pursuant to the authority granted by the parents.

Student Mental Health Days

Mental Health and well-being is an important priority for our school. NJIS Students can request one mental health day per semester without questions. This Mental Health day is a sick day and should be requested by the parent through the school's Learning Management System as usual. The Parent/Student can also specify upon requesting the mental health day whether or not they would like to request a schedule with the school counselor upon their return or at some point during the mental health day.

Communication

Parent and Teacher Communication

Parents are very important to NJIS, and the school welcomes comments and suggestions from parents. Parental involvement adds richness and vitality to student life at NJIS, and we strongly encourage all parents to keep an open dialogue with their child's teacher through email, the Learning Management System, *Toddle*, or by scheduling an appointment before or after school. Any concern about a student's progress at school should be communicated to the teacher involved before contacting the Head of School.

We recommend that if you have a concern, complaint, commendation, or question about the school's programs you first contact the relevant teacher directly. If you feel that a question or concern has not been answered, you may then contact either the level coordinator (the PYP, MYP, or DP coordinator, depending on the level of your child) or the Head of School.

If you have a concern that you still feel has not been addressed by the Head of School after meeting or communicating that problem directly and waiting an appropriate amount of time, you may also contact the NJIS board at njisboard@njis.org.

Parent Gifts

We appreciate that parents may sometimes want to provide gifts to faculty as a sign of appreciation. Faculty are instructed not to accept gifts that are over-generous in nature (e.g., of over USD 100 in value). We request that - rather than highlighting only one of your child's teachers in particular for a gift - you coordinate with the other parents in the class to raise funds together as a token of appreciation for all of the teachers who teach your child. We believe that gifting in this way will avoid any misperceptions and will maintain our habit of fairness in the NJIS community.

Parental Contact Information

It is extremely important that parents provide the office with up-to-date telephone numbers, including home, office, and the number of a friend in case a parent cannot be reached.

Suppose both parents are away from Jakarta temporarily and leave their child(ren) in the care of someone else. In that case, parents must notify the school giving the dates they will be gone, the name of the appointed adult guardian, and contact information for the appointed adult guardian while away. Notification and contact information must be given to the Head of School in written form before parents leave.

A domestic servant, driver, or nanny does not qualify as an acceptable guardian, regardless of the student's age.

Parental Involvement

Parental involvement is an important part of the development of our students and our school.

Some ways in which parents may be asked to participate in the life of the school include:

- Reading mornings in class
- Joining the Parent-Teacher Partnership and working within one of the departments to help the school community
- Participating in the welcome session for new parents
- Helping to organize events
- Helping to develop the library
- Participating in fundraising for events or the school.
- Making connections within the school for sponsorship of events or competitions.
- Coaching teams or clubs

The school may require the parent volunteer to complete a child protection certification if their volunteering role may include direct contact with students, especially in a sporting environment (see “Volunteering” section).

Coordinator and Head of School Sessions

Occasionally NJIS parents will be invited to sessions and informal meetings with the Head of School and the coordinators of the PYP, MYP, and DP. There will normally be some program or theme, but this is primarily a time for discussion, sharing of upcoming events and initiatives, and to develop a deeper understanding of the school’s programs.


Learning Management System

The school provides a learning management system for communication, instruction, demonstration of achievement, and submission of assignments and grading. Our current Learning Management system for all levels is *Toddle*.





Attendance

Academic Calendar

The Academic Calendar for the 24-25 school year is as follows:



North Jakarta Intercultural School
2024-2025 Academic Calendar



JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

IMPORTANT DATES	
July	7 : Islamic New Year
	25 : Leadership Team Starts
	29 : New Faculty Arrives
	31 : Faculty Returns
August	7 : Students Return
	17 : Independence Day
	26 : 1/2 PD Day
September	2 : 1/2 PD Day
	16 : Maulid Nabi
	26 : PD Day
October	10 : Last Day of Term 1 and 3-way Conferences
	11 : PD Day
	21 : Students Return to School
November	20 : Full PD Day/Catch up Day
December	13 : Last Day of Semester 1 (Half Day)
	25 : Christmas Day
January	1 : New Year
	6 : Teachers Return
	8 : Students Return
	27 : Isra Mi'Raj
	28 : Pre-Chinese New Year Day
	29 : Chinese New Year
February	28 : PD Day
March	1 : First Day of Ramadan
	25 : Last Day of Term 3 and SLCs (Half Day)
	26 : PD Day
	29 : Hari Raya Nyepi
April	1 : Hari Raya Idul Fitri
	7 : PD Day
	8 : School Returns
	18 : Good Friday
May	1 : Labor Day
	2 : PD Day
	12 : Waisak Day
	29 : Ascension Day
June	1 : Pancasila Day
	17 : Last Day of School (Half Day)
	18 : PD/Finishing Up Day

The schedule for the second semester is tentative as certain religious holidays and examination dates can change in the future. Any changes to this calendar will be announced by letter to parents. School will return on approximately July 28th (for new teachers), July 30th (for existing teachers) and Aug 6th 2025 for students

Semester 1 Days: 86
Semester 2 Days: 97
Total Contact Days: 183

Regular attendance to school is vital for success in learning. Please note that students with chronic absence during a school year may not be promoted to the next grade level, so please book your holidays and any scheduled absences only during the official school holidays.

Attendance Policy

The primary educational and social goals of the school are best achieved when everyone arrives for all of their commitments on time and prepared. Students are expected to attend all assemblies, classes, sports practices, and meetings, including class periods before the beginning and after the end of vacation. Teachers, advisors, coaches, and classroom assistants will all be taking and reporting attendance regularly. Repeated absences create greater difficulties for the students, and the School's response can escalate to suspension and, in extreme cases, expulsion.

For returning students, enrollment in the class is considered the first day of the start of the first semester.

Attendance and Promotion

Absence Policy

Any student who is absent from school is required to bring a note signed or a message sent via the school's LMS completed by the parent or guardian. The note must explain the reason for the absence and be given to the School Secretary or submitted by the school's learning management system, *Toddle*.

All absences are presumed unexcused until a signed statement from parents indicating why the child was absent clears them. Any absences without permission are considered potential truancy.

Absences may include the following:

- Personal illness or quarantine, as documented in a note from parent and physician
- Religious holidays.
- Authorized school trips of a curricular nature or where the student is an ambassador for NJIS in the greater community.
- Major family events such as weddings or death /funeral services.
- Participation on national sport teams (requires an official letter from the national organization).

The school does not agree to absence under the following conditions and under these conditions, the student may be subject to disciplinary action:

- Absence without signed permission from a parent or legal guardian
- Family vacations, such as extending the weekend; or extending days away from school beyond a national holiday
- Being absent for three or more days without a signed medical note from the doctor.

Attendance Recording Procedure

- Daily attendance is recorded and submitted using the level's LMS; student absences (excused and unexcused) and tardies are noted. Primary teachers take attendance once daily, in the morning by 8:00 A.M.

Notes:

- Students arriving at school after 7:30 A.M. must sign in at the front desk, where they will be issued a late slip. Teachers will not allow late students into class without a Late Slip.
- If a student is going to be late or absent from school, the parents should notify the school office. If the school has not heard from the parent by the time the daily attendance is complete, parents will be contacted for verification.

Tardy Policy

Regular and punctual attendance is required to enable each student to take full advantage of educational opportunities at NJIS. Students who are chronically late constitute a disruption to the learning environment. It is an expectation that students are on time in the morning and for all classes during the school day. Students are considered tardy if they arrive at their first-period class after 7:30 A.M. Students are considered tardy if they are not seated when class begins; personal needs such as obtaining materials required for class, getting a drink of water, going to their lockers, and so forth, must be completed before the class begins.

PYP, MYP, and DP teachers note daily absences and tardies using an online reporting system. Absences and tardies are recorded on semesterly Progress Reports and Semester Report Cards. All absences are presumed to be "unexcused" until cleared by a signed statement from parents indicating why the child was absent.

Consequences for Tardies

1. Students accumulating five (5) tardies for any combination of class tardies or late-to-school tardies will have a letter sent to parents or legal guardians informing them of the tardies and reminding them of the NJIS attendance policy.
2. Students accumulating ten (10) tardies, any combination of class tardies or late to-school tardies, will be assigned a parent-student-Administration meeting

3. Students accumulating additional tardies beyond ten (10) will be placed on disciplinary probation and be subject to the NJIS disciplinary step system.

Consequences for Absences

“Every school day counts in a child’s academic life.” Absence impacts learning in Math, English, and every core subject in the curriculum and students with high levels of absence in early life are less likely to become [proficient readers and are much more likely to drop out of school before finishing their senior year.](#)

Attendance is key to academic success and social/emotional development. research suggests that students who miss a lot of school days perform poorly academically and feel disconnected from their friends and teachers. Sometimes we might be tempted to prioritize an extended holiday or reduced travel costs over our children’s education. Still, we encourage you to think carefully about any decision that requires your child to miss school for reasons other than illness. Any family that takes their children out for extended holidays, should not be surprised when their child starts to fail classes, jeopardizing their standing at NJIS.

1. Students accumulating three (3) absences unrelated to illness will have a letter/email sent to parents or legal guardians informing them of the absences and reminding them of the NJIS attendance policy
2. Students accumulating five such absences will be assigned a parent-student-Administration meeting to discuss an attendance plan to ensure the student can successfully achieve promotion.
3. Students accumulating additional absences beyond five (5) may be placed on disciplinary and academic probation and be subject to the NJIS disciplinary step system.
4. If a family cannot guarantee regular and reliable attendance for their child at NJIS and repeatedly takes absences for non-illness-related reasons, this may jeopardize their standing at the school as it demonstrates a mismatch between our school’s values and those of the related family.

Early Release Policy

Students who need to leave campus before the end-of-the school day must enter this into the school LMS, *Toddle* or have a signed note from their parent or legal guardian indicating the reason they want to leave early, the time they need to leave, and who will pick them up (parent/legal guardian or driver). Students will not be allowed to leave campus without signing out at the office

with an Early Release form; this form is provided by the secretary of the Head of School and will be approved by the Head of School.

Cutting classes and attempting to leave campus without permission are considered severe breaches of discipline. Students found cutting classes or attempting to leave campus without permission will be referred to the Head of School for the appropriate disciplinary action.

Early Release Procedures

- If a student is sick, the nurse must issue an early release letter with information to the school secretary, the classroom/homeroom teacher/advisor, with information to the Head of School via the school's LMS, Toddle.
- The secretary of the Head of School will send an email or will call parents indicating receipt of permission to leave early either via Whatsapp or the school's LMS.
- The student will be marked as "Early Release" on the school's LMS - Toddle.

Early Release and Minimum Attendance Requirements

If the request for early release is coming from home, parents must request using the school's LMS - Toddle. We recommend not to do this frequently as time away from school means loss of learning. Students that leave before the end of the day, whether ill or otherwise, will be counted as absent for the classes they miss. These absences will count against the total number of allowable absences under the *Attendance Policy and Minimum Attendance Requirements*.

Homework

Policy

NJIS's Homework Policy aims to help students establish a healthy balance between commitments in school, after school, and at home. The policy also aims to aid students in planning their work time more effectively.

Purpose of homework

- A. To practice skills introduced in class.
- B. To extend skills into new areas of study.
- C. To prepare and be ready for new material to be introduced in class
- D. To interview and research with parents and other members of the home community.
- E. To help students take charge of their learning opportunities.
- F. Provide an opportunity for formative assessment

Definition of homework

Homework is any work or task planned by the teacher to be completed by the student outside of the classroom without immediate and direct teacher interaction.

NJIS is committed to excellence in instructional programs, and homework is a continuation of the learning process developed in the classroom and carried out by the student in the home environment. Its effectiveness depends upon careful planning by the teacher as well as supportive parental involvement. Homework may involve short-term and long-term assignments.

Three parties play an essential role in homework; The teacher, the student, and the parent. With this policy in effect, the three parties are encouraged to do the following.

The role of the teacher:

- Plan class activities effectively.
- Remember that students have other classes that demand their time and mental resources too.
- Avoid concentrating on assignments, projects, or other work at the end of a grading period.
- Use the Learning Management System, *Toddle*, to assess the current workload of the class and stay vigilant to avoid overloading.



- Avoid homework practices that are punitive, unreasonable, and/or futile. Any homework should be engaging and meaningful for learning.

The role of the student:

- Use the homework as an opportunity to explore, practice, and learn. Do not strive for simple or rushed completion.
- Listen carefully and follow the directions provided by the teacher.
- Use time efficiently. Plan ahead. Do NOT wait until the last minute to do the long-term assignments.
- Take pride in your work and make sure your homework is of a high standard.
- Be neat, well organized, and keep track of school materials and assignments.
- Talk with the teacher if they have problems completing homework or become aware of grade discrepancies.
- Discuss homework assignments with their parents.
- Adhere to the Academic Honesty Policy requirements.

The role of the parent:

- Recognize that the amount of time spent on homework will vary and depend on a student's current ability and work/study habits.
- Provide a well-lit, distraction-free study area where students can comfortably read and write.
- Be positive, encourage, and make sure assignments are completed on time.
- Assist the student with budgeting his or her time.
- Talk with the teacher about any concerns or problems regarding homework.
- Promote the positive development of the student's attitude towards school and homework.

Homework Volume

PYP 1-5 Guidelines

Students should not receive more than ten minutes per their current grade level of homework per weeknight on average. Teachers may require sustained silent reading or out-loud reading in addition to or instead of other homework.

PYP 1: 10 minutes

PYP 2: 20 minutes

PYP 3: 30 minutes

PYP 4: 40 minutes

PYP 5: 50 minutes



MYP 1-5 Guidelines

It is recommended that students manage their workload at these levels and raise a concern to their teacher if they are feeling overwhelmed with a certain piece of work or the volume of work in a week. Students are expected to monitor their workload and submit work according to the deadline given by the teacher. There will be two standing Study Hall periods per week, and if a student has outstanding homework on any given week, they will be asked to attend the Study Hall periods until they have completed the assignment/s.

A typical daily workload, averaged over the academic term, may look as below

MYP 1: 60 minutes

MYP 2: 70 minutes

MYP 3: 80 minutes

MYP 4: 90 minutes

MYP 5: 90 minutes

DP Guidelines

The policy recognizes that senior level DP courses require more time during the week and a greater amount of weekend homework than general level courses. There will always be tension between what is required for student success in a DP course and juggling homework demands. It is recognized that during times such as internal assessment, extended essays, ToK, and other deadlines, students will be required to exceed the recommended homework time. This should be the exception rather than the norm, however. Teachers of advanced courses plan their coverage of curriculum in such a way as to balance demands upon students' time outside of school.

Makeup Homework Policy

While teachers may provide assignments and recommend work with advanced notification, teachers are not expected or required to create extensive individual programs for students who miss school for long periods of time, including pre-arranged absences. In the case of extended absence due to illness, special consideration may be provided. In most cases, homework for absent students can be found on the school's LMS, *Toddle*.

Homework that takes more than 45 minutes

Homework is designed to support and reinforce classroom learning; it should not be a negatively stressful experience. Suppose a student has been working on the same single piece of homework for 45 minutes and is still unable to make significant progress in it, rather than becoming upset or stressed. In that case, we recommend that the student take a break and ask their parent/guardian to write a short note and sign the workbook/give a short note to the teacher via the LMS or text

explaining that they have been trying for 45 minutes and have been unable to complete the work. This note can be shown to the teacher at the next class, and the teacher can provide additional support to ensure that the student understands the concepts/skills being taught.

Catching up After Absences

Students with absences need to make a special arrangement with their teachers regarding the conditions under which missed work may be turned in, and the amount of credit they receive. Regardless of the lateness of the work, all missed work is to be completed unless otherwise indicated by the teacher.

Incompletes

Failure to meet the *Minimum Attendance Requirements* or to complete assessments may result in a student receiving an incomplete (INC) on their semester report card. Students that experience medical emergencies or extenuating family circumstances should contact the teacher and explain the situation to see if any accommodation needs to be made. The student's final grade will then be recalculated and posted on the student's permanent record.

If a student received an incomplete (INC) in a semester report, this may jeopardize their promotion to the next grade level.

The administration reviews, on an individual basis, students who fail to meet the *Minimum Attendance Requirements* or sit for final semester exams. Appeals can be lodged with the head of school and will be discussed within the leadership team. The Leadership team's decision on these individual cases will be final.

Student Conduct

Student Conduct at NJIS is driven first and foremost by good character. The IB Learner profile is a set of human capacities and responsibilities that effectively help NJIS students learn to respect themselves, others, and the world around them.

NJIS students are:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-minded
- Caring
- Risk-takers
- Balanced
- Reflective

These capacities and responsibilities should permeate our students' conduct both in and outside of school.

Academic Honesty

NJIS requires students to demonstrate academic honesty and best practice in research and citation. [The latest NJIS Academic Honesty Policy is available here.](#)

Dress Code

Uniforms

NJIS school-issued uniform consists of dark blue shorts or pants, a skort, and a button-down batik shirt or white shirt. House shirts will be worn on Fridays.

The uniform shirt buttons must be fastened; a white-colored T-shirt can be worn underneath. Students must wear shoes and socks at all times (no sandals). Caps and hats in the classroom are considered inappropriate. An NJIS hoodie or jacket (but no personal garments) can be worn over the uniform if the student feels cold.

The dress code policy extends to the area of haircuts, jewelry, makeup, and other aspects of personal appearance. Hairstyles and ornaments that are deemed distracting, disturbing, or



offensive in the context of our host culture or otherwise inappropriate for our school community, will not be permitted. Students must be well groomed and appropriately dressed at all academic, athletic, recreational, or social occasions at school or during school functions off campus.

PE Uniform

The school uniform also includes clothing for Physical Education. This consists of a blue NJIS athletics shirt and black athletic shorts.

Elementary School students may come to school in their PE uniform on days when they have PE. Middle School and Upper School students are expected to arrive in their regular school uniform (white) and change for PE class.

Please always send your child to school in the correct uniform. Students who do not have the proper school attire will be sent from their class to the school's store, where they may purchase the proper clothing. Parents may subsequently be billed for this uniform.

For sports practices during the school day, students may wear the PE uniform or other fitness attire as approved by the coach. All such clothing must be consistent with the school's philosophy on proper school attire. We expect students to be principled in their fulfillment of the school dress code.

Team Sport Uniform

Students who participate in athletic activities that play inter-scholastically will purchase the team uniform on an at-cost basis. The uniform will become their personal property. Students who join a Sports Team will be required to attend the scheduled practices.

Dress for Special Occasions

There are occasionally uniform-free days, which may include online or hybrid sessions. Students are expected to wear shirts with sleeves (no tank tops or halter top shirts) and must look neat and presentable. Immodest attire, including revealing outfits that show underwear (or lack thereof), cleavage, bra straps, bare backs, or navels, are unacceptable.

The following standards will be observed:

- Appearance does not detract from the instructional environment.
- Clothing is neat and clean without holes or tears.
- Undergarments are not visible.
- Clothing does not restrict safe movement.



- Clothing and accessories may contain no obscene or suggestive words, offensive slogans or pictures, or drug or alcohol slogans on clothing or accessories.
- Sunglasses, caps, and hats are not worn in the classrooms, offices, Multipurpose Room, or Performance Arts Center.
- Shoes and socks are to be worn at all times.
- Shorts/skirts must extend further than the student's reach (fingertips) when standing straight with arms at their sides. Any garments that do not meet this standard will result in the student being asked to change and/or parents/guardians providing appropriate clothing from home.
- No open-toed sandals allowed – this is a safety issue for students.

Inappropriate Dress

Students are expected to wear the standard school uniform at all times on campus, including field trips and after-school activities, unless otherwise directed by teachers.

Expectations Before and After School

Students arrive at school on time and are fully prepared for class to begin at 7:30 A.M. Students arrive to class on time and actively participate in all class activities throughout the day. Students staying after school will be:

- Participating in a supervised after-school activity.
- Waiting in the main lobby at the front entrance for transportation.
- Waiting in an assigned area for the start of an activity.

The school cannot provide supervision or activities on-site for a child who is left for a long time after the scheduled end of their school day, and it is unfair and distressing to children to be regularly left indefinitely waiting to be picked up. In cases where a parent/caregiver is consistently and excessively late in picking up their child, a first warning will be sent home. In cases where this does not change the reliability of pick-up time, a parent meeting will be scheduled to help the parent plan their day more effectively. In the rare cases that this does not solve the problem, a financial penalty will be applied by the school to the parent to encourage more reliable pick up for the wellbeing of the child.



Discipline Policy and Levels

As an IB school we require our students to conduct themselves at all times in a manner that will contribute to the best interests of the School and to demonstrate respect and caring for each other. We believe that no student has the right to keep a teacher from teaching or another student from learning and feeling safe and happy at school.

We believe each and every member of the school community has the right to be respected and study in a safe environment whether physical or virtual. The School's discipline plan focuses on a positive learning environment based on firmness, fairness, and consistency. The school's discipline policy is also applicable to actions that occur outside the school which may reflect negatively on the institution.

Where possible, when there has been a violation of one of our rules, we will try to make the consequence apply directly to the offense in order to provide restitution to those affected by the offense. For example, if a student has been bullying other students, that student may be required to attend a conference with the students affected, moderated by a teacher, where the impact of their bullying is discussed, and a behavior plan is agreed between the victims of the bullying and the perpetrator.

Another example could be in the case of vandalism; if a student used a permanent marker to deface a bathroom door, the student might then be required to raise funds at school to replace the coating of the damaged door and assist the school handyman in the work of resurfacing the damaged school property.

Offenses related to academic honesty and integrity are detailed in the Academic Honesty policy.

Classification of Violations

Violations of the School Discipline Code are grouped into four (4) levels (Level I, Level II, Level III, and Level IV). Each violation has a set of consequences attached to it and we will also take into account the age of the student when applying consequences for violations of school rules.

Offenses.

Level I Offenses

- Disruption in the classroom, assembly, and other instructional settings
- Failure to obey directions in classrooms, hallways, assemblies, etc.
- Repeated tardiness (3 or more tardies in one week)
- Non-directed use of profane language or obscene gestures

- Inappropriate or unauthorized use of school property or personal property
- Inappropriate or unauthorized use of any electronic resources or improperly restricting or inhibiting other users from using electronic resources
- Inappropriate public display of affection (kissing, cuddling, inappropriate touching, excessive hugging, hugging from behind, sitting on another's lap, fondling, rubbing and massaging, caressing, stroking, and petting).
- Displaying unsportsmanlike conduct at school events
- Failure to take correspondence home
- Littering on school property
- Continued use of items deemed by teachers or the school administration to be disruptive to the harmony and order of the class
- Any other violation which the Head of School/Board may deem reasonable to fall within this category after consideration of extenuating circumstances
- Not submitting work in a timely manner.
- Activity outside school that may bring the school's name into disrepute.

Disciplinary Actions for Level 1 Offenses

First Offense

Parental contact/one or more of the following disciplinary actions:

- Telephone call to parents
- In-school conference
- Contract with parents and student signing
- Where appropriate, in-school restitution directly related to the offense.

Subsequent or ongoing Offenses

Parental contact/one or more of the following disciplinary actions:

- Detention
- Where appropriate, in-school restitution directly related to the offense.
- Intensive School Supervision
- Suspension

Repeated Class I offenses will be treated as Class II offenses.

Special circumstances may warrant a recommendation for more severe disciplinary action, including recommendations for suspension. Students may be assigned to suspension a maximum of three times per year before more severe disciplinary action is taken.



Level 2 Offenses

- Defiance of an NJIS Employee's reasonable directives
- Intimidation, harassment, threats, or extortion
- Fighting - intentionally touching or striking another student against his/her will, or inciting a fight or confrontation
- Vandalism or the intentional damages to property
- Minor Theft of property (school's definition of "minor" will be final)
- Known possession of stolen property
- Gambling
- Directed use of profane language or obscene gestures
- Possession of a pocket knife or key chain knife
- Possession and/or use of tobacco or vape products
- Possession of and/or use of matches or lighter
- Inappropriate or unauthorized use of the internet
- Possession or distribution of pornographic material
- Any other violation which the Head of School/Board may deem reasonable to fall within this category after consideration of extenuating circumstances.
- Activity outside school that may bring the school's name into disrepute.

Disciplinary Actions for Level 2 Offenses

First Offense

Parental contact/one or more of the following disciplinary actions:

- Detention
- Where appropriate, in-school restitution directly related to the offense.
- Intensive School Supervision and under contract
- Suspension - one (1) to three (3) days (in or out of school based on the discretion of the Head of School)

Subsequent or ongoing Offenses

Parental contact/one or more of the following disciplinary actions:

- Intensive School Supervision and under contract
- Where appropriate, in-school restitution directly related to the offense.
- Suspension - three (3) to ten (10) days (in or out of school based on the discretion of the Head of School)

Repeated Level II offense will be treated as a Level III offense

Special circumstances may warrant a recommendation for more severe disciplinary action, including recommendations for suspension or expulsion.

Level 3 Offenses

- Unauthorized absence from a class or from school
- Unauthorized possession and/or use of drugs, drug paraphernalia, or alcoholic beverages or being under the influence of same or substances purporting to be drugs or alcohol
- Striking or causing bodily harm to an NJIS employee
- Theft of major property or robbery (school's definition of "major" will be final)
- Trespassing with intent to commit an offense when school premises are closed
- Willful and malicious vandalism or damage to property
- Possession of weapon or object that appears as a weapon
- Bomb threat
- Unjustified activation of a fire alarm system or fire extinguisher
- Preparing, possessing, or igniting explosives; possessing or igniting fireworks, firecrackers, smoke bombs or other dangerous substances.
- Sexual acts, including propositions to engage in sexual acts
- Assault or battery of another person
- Inciting or participating in a major student disorder
- Sexual harassment
- Transmission of material, information, or software in violation of any law via an electronic resource
- Intimidation, harassment, threats, or extortion by two or more students acting as a group
- Any other offense which the Head of School/Board may deem reasonable to fall within this category after consideration of extenuating circumstances
- Activity outside school which may bring the school's name into disrepute.
- Any posting of material online whilst representing NJIS that shows dangerous behavior.

Disciplinary Actions for Level 3 Offenses

First Offense

Parental contact/one or more of the following disciplinary actions:

- Suspension up to ten (10) days
- Where appropriate, in-school restitution directly related to the offense.
- Expulsion

Subsequent or ongoing Offenses

- Parental contact and disciplinary actions:
- Expulsion

Repeated Level III offense will be treated as a Level IV offense

Special circumstances may warrant a recommendation for more severe disciplinary action, including recommendations for expulsion.

Level 4 Offenses

- Selling or dealing unauthorized drugs or substances purported to be drugs/drug paraphernalia
- Other Illegal Activities
- Arson
- Any other offense which the Head of School/Board may deem reasonable to fall within this category after consideration of extenuating circumstances

Disciplinary Actions for Level 4 Offenses

Parental contact/one or more of the following disciplinary actions:

- Extended suspension and/or expulsion

Electronic Devices

Electronic devices may only be used in class if requested for instructional purposes by the teacher. Electronic devices include but are not limited to video games, smart watches, laptops, tablets, and phones.

Mobile Phones and Electronic Communication Devices

Students are required to place their phones in their lockers from 7:30 am until 2:45 pm (or until the end of their last ASA if they have one). Phones will not be permitted for use at any point during the school day, with the following exception:

- Students may briefly use their phones for emergency or coordination purposes only in a clearly marked rectangle area around the MYP/DP lockers during recess and between classes.
- Laptops or tablets may be used **only** in classrooms and only when requested by teachers. They may only be used for the purpose requested by the teacher. Unauthorized use for any other purpose (e.g. accessing chat platforms, social media, or video services) will be considered a disciplinary violation.

Consequences for Policy Violations

Any violation of the phone policy will result in the following consequences:

- First Violation: The phone will be confiscated immediately and stored in the office of the Head of School for one day.
- Second Violation: The phone will be stored for one week.
- Third Violation: The phone will be stored for one month.

Any confiscated phone will be held from the start of the school day (when the student first arrives on campus) until 2.45 or the end of the last ASA. The student must bring their phone to school on the days of confiscation and hand it to the school secretary.

Any violation of the tablet/laptop policy will result in the tablet/laptop being confiscated and given to the front desk secretary. The student can retrieve it at the end of the recess/lunch period.

College Guidance and the Career Guidance Roadmap

Individual Student Planning helps students set goals, establish academic and career plans, understand their own strengths and weaknesses, and prepare for the transitions. This also includes all aspects of the college planning and application process. A four-year University and Career guidance roadmap, starting in Grade 9, is in place which incorporates;

- Portfolio Building
- Personality and Interest Testing
- University Research
- Subject Selection
- College fairs, both on site and off site
- University guest speakers
- Career Fairs and expert interviews
- Mandatory Internships
- and additional steps

The school also implements Bridge-U as a platform for career guidance, personality testing, and the university application process. External experts on, for example, application essays, may be brought in as and when necessary on an ad hoc basis. Students and Parents will receive invitations to College Fairs and there will be frequent visits from University representatives from around the world. We encourage all students to attend these events, even for universities and countries that you are not currently considering, as greater exposure to top universities often stimulates new ideas about tertiary education options.

Student and School Community Counseling Services

Classroom Guidance/Advisory Lessons help students understand themselves and others. Through classroom guidance, the school counselor helps students develop peer relationships, effective social skills, decision-making skills and study skills, effective communication, conflict resolution, coping strategies, and explore safe and healthy choices.

Responsive Services assist students with particular needs, such as adjusting to a new school, coping with grief following a crisis or a loss, and dealing with risky behaviors. Responsive services are provided through individual and small group counseling, peer facilitation, and consultation and referrals to community professionals trained in mental health and other specialties.

System Support enhances school climate and relationships among members of the school community. The School Counselor coordinates parent outreach services, community support services and consultations with other faculty and staff to facilitate collaboration and a greater understanding of students' developmental needs.

Academic Performance

Assessment Policy

The NJIS Assessment policy provides details of assessment and grading procedures and policies. [It can be found here.](#)

English Language Learners and Language

Many NJIS students come from a non-native English background, and many are English Language Learners. Details of our policies and procedures for English Language Learners and their Mother Tongue are available in the NJIS Language Policy.

Tutoring

NJIS teachers are often available for lunchtime and after-school help, but are not available for paid outside tutoring because of their professional commitment to their work at NJIS and the restrictions on expatriate work permits regarding other employment. NJIS does not typically promote tutoring as a solution for learning difficulties. However, parents who wish to provide a tutor to help their child with work at home are free to do so. The school recommends that any such arrangement be made after consultation with the classroom/subject teacher.

Sometimes tutors are unaware of the nature or subtleties of what has been presented in class and can add confusion when approaching the work with the child at home. The classroom or subject teacher can meet with the tutor to provide specific recommendations for areas on which to concentrate at home.

Academic Warning

After a review of performance at the end of the semester, students who are achieving below their grade level expectations may be placed on Academic Warning as recommended by the teachers and the Head of School. Athletics and activities privileges may be modified or reduced until improvements have been made and compulsory study hall may be applied. At the completion of each quarter, students' grades will be reviewed. Students found to be in danger of failing any class may be placed directly on Academic Probation.

Academic Probation and Retention

Students who do not seem to be on track to fulfill the requirements for promotion at the end of the first semester will be placed on Academic Probation upon release of the semester 1 Report Card. Students on Academic Probation may be ineligible to participate in any athletics and after-school activities until improvements have been made and may be required to join mandatory Study Hall. If the terms of the Academic Probation are not realized by the end of the school year, the student may be asked to repeat a grade at NJIS.

Parents are encouraged to monitor their children's academic performance on Toddle and through communication with their children's teachers. Parents whose children are on academic probation may be contacted about the status of their child and asked to come to school for a meeting with the Head of School, the Coordinator, and the School Counselor. A plan to help the student work towards promotion may be discussed and developed between the related parties.

Promotion and Retention

The school occasionally recommends that a student be retained at a grade level for the next school year and will sometimes make retention a required condition of re-enrollment when the administration feels it is in the best overall academic and social interests of the child. In some cases, this is a recommendation only, and parents and school will make a decision after meeting with a panel of teachers and school administrators who will advise on the situation. In other cases, when the school feels strongly that it would be detrimental for the child to be promoted, the school may make the re-enrollment of the child contingent upon retention.

Recommendations for retention (or required summer study as a condition for promotion) are made well in advance of the end of the school year. Recommendations are discussed at divisional faculty meetings, and the Head of School will be informed. The subject will be broached with parents during the second semester. For more detail on Promotion and Retention, please refer to the NJIS Assessment Policy.

PYP 1-5

In cases where a student has failed to demonstrate sufficient progress in two or more core subject areas, and/or has not shown expected socio-emotional growth necessary for success then they will be placed on academic probation. When a student goes on academic probation, they are required to attend a meeting that includes at least one parent, the principal, the Coordinator, and the student. During that meeting strategies to help the student improve will be discussed. Strategies for improvement will be written out and copies will be given to all parties.

If no progress is seen in those core subject areas in the remainder of the school year, then retention in the same grade level will be required as a condition of ongoing enrollment at NJIS. Recommendation for retention is made by the classroom teacher in coordination with the school counselor. The Head of School will make the final decision on any required retention.

MYP and DP

For each of the eight IB subject areas in MYP (language and literature, individuals and societies, mathematics, design, arts, sciences, physical and health education, and language acquisition), or the six chosen subjects in DP, a grade of 0 to 7 is issued on each report card. If on a report students receive two or more grades of 2 or below they will be placed on academic probation. When a student goes on academic probation, they are required to attend a meeting that includes at least one parent, the principal, the coordinator, and the student. During that meeting strategies to help the student improve will be discussed. Strategies for improvement will be written out and copies will be given to all parties. If the student receives two or more grades of 2 or below on their next report card they may be retained for the following school year, unless the principal defers the retention in which case a written action plan will need to be agreed upon and committed to by all parties for how best to help the student catch up with the grade level expectations.

NJIS GRADING POLICY

Cumulative Grade Point Average (GPA)

Semester grades for semester courses and year grades for year courses will be used to determine cumulative GPA for this year's Grade 12. For grade levels using the IB 7 point scale, the following calculation will be used to generate a GPA for US-focused transcripts where a traditional GPA is required.

IB Grade	GPA
7	4.25
6	4.0
5	3.5
4	3.0
3	2.0
2	1.5
1	1.0

Testing

NWEA MAP Testing

"NWEA (Northwest Evaluation Association) Measures of Academic Progress (MAP) are state-aligned computerized adaptive assessments that provide accurate, useful information about student achievement and growth." NJIS uses this criterion-referenced test to gather data on students' achievement and progress in relation to our adopted standards. This assessment is given to all students in Kindergarten through to Grade 12.

PSAT Testing

The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is a program cosponsored by the College Board and National Merit Scholarship Corporation (NMSC). It is a standardized test that provides first-hand practice for the SAT®. The PSAT/NMSQT measures:

- Critical reading skills
- Math problem-solving skills
- Writing skills

SAT Testing

SAT testing is recommended to commence in Grades 10 and 11, with some testing in Grade 12 if grades are still insufficient. In Grades 10 and 11, NJIS is now an SAT testing center. SAT prediction tests and design appropriate coaching based on the outcomes of those tests.

IELTS and TOEFL Testing

While this is rarely required for IB students if deemed necessary for the college application process by the school counselor and the Grade 11 and 12 advisors, the school will provide coaching and support to students to prepare for IELTS and TOEFL testing in Grade 11 and 12 and will help the students sign up for their own IELTS and TOEFL tests.

Reports

Progress Reports

Progress Reports are formatted and generated from our Learning Management System, *Toddle*, giving parents access to student progress and growth on a consistent basis. Parents are urged to check their child's progress regularly on the school's Learning Management Systems. Every student and parent will receive an access code or email invitation for *Toddle* at the beginning of the school year. Parents who do not have one or are having difficulty logging on to the school's LMS should contact the school office for assistance.

Report Cards

The NJIS report cards differ between PYP and MYP/DP Levels:

PYP

The PYP report card is a collection of student evidence that highlights our units of inquiry - a multi-week, in-depth exploration of concepts. Students will inquire into a central idea or main understanding guided by lines of inquiry and teacher questions provided twice per year. In addition, students will be assessed by subject and grade level benchmarks. Their success will be measured using the following criteria:

N	Not Yet meeting expectations
A	Approaching expectations
M	Meeting expectations
E	Exceeding expectations
NA	Not assessed this semester
NE	Work not turned in or does not make sense

The purpose of assessment is to ascertain where a student is in his or her learning at a given point of time. These reports should be used to monitor growth over time, feedforward future goals and celebrate students' successes and achievements.

MYP-12

The MYP report card is a record of student achievement of the MYP criteria in each subject with a breakdown of the units that have been covered and the concepts addressed. The MYP has the following levels of achievement and the student is expected to receive a grade in each of the four assessment criteria of each subject in order to receive a grade in the subject.

MYP Level of Achievement	MYP Grade Descriptor
1	Produces work of very limited quality. Conveys many significant misunderstandings or lacks understanding of most concepts and contexts. Very rarely demonstrates critical or creative thinking. Very inflexible, rarely using knowledge or skills.
2	Produces work of limited quality. Expresses misunderstandings or significant gaps in understanding for many concepts and contexts. Infrequently demonstrates critical or creative thinking. Generally inflexible in the use of knowledge and skills, infrequently applying knowledge and skills.
3	Produces work of an acceptable quality. Communicates basic understanding of many concepts and contexts, with occasionally significant misunderstandings or gaps. Begins to demonstrate some basic critical and creative thinking. Is often inflexible in the use of knowledge and skills, requiring support even in familiar classroom situations.
4	Produces good-quality work. Communicates basic understanding of most concepts and contexts with few misunderstandings and minor gaps. Often demonstrates basic critical and creative thinking. Uses knowledge and skills with some flexibility in familiar classroom situations, but requires support in unfamiliar situations.
5	Produces generally high-quality work. Communicates secure understanding of concepts and contexts. Demonstrates critical and creative thinking, sometimes with sophistication. Uses knowledge and skills in familiar classroom and real-world situations and, with support, some unfamiliar real-world situations.
6	Produces high-quality, occasionally innovative work. Communicates extensive understanding of concepts and contexts. Demonstrates critical and creative

	thinking, frequently with sophistication. Uses knowledge and skills in familiar and unfamiliar classroom and real-world situations, often with independence.
7	Produces high-quality, frequently innovative work. Communicates comprehensive, nuanced understanding of concepts and contexts. Consistently demonstrates sophisticated critical and creative thinking. Frequently transfers knowledge and skills with independence and expertise in a variety of complex classroom and real-world situations.

Three-Way Conferences and Student-Led Conferences

Three-Way Conferences

NJIS hosts two conferences for parents and students per year with the goal of increasing student agency and parent involvement in the learning process. The focus of these conferences is:

- To give the parents a voice in the education of their children and give them a chance to ask questions.
- To give students an opportunity to display their learning and their achievement to their parents and to increase parent understanding of the learning standards and the school's IB Philosophy.
- Get a chance to understand how parents feel about the progress of the school year so far and what they would like to pass on.
- To increase engagement between home and school.

The NJIS 3-Way Conference actively involves parents, students, and teachers reflecting on the student's growth as a learner, while also acknowledging the most important participants in the learning process – student, teacher, and parent or guardian. The 3-way conferences strengthen the home-school partnership and allow children to see their parents and teacher working together with them. The student can provide information to clarify what they have learned, what are the next steps in their learning, and what progress they are making towards this. The student facilitates the conference and is supported by the teacher when needed. As the student develops in confidence, they require less teacher support.

The NJIS 3-way conferences provide a forum to develop a student agency for students, parents, and teachers to acknowledge student progress and achievement. They are vital avenues for involving parents and students in the learning process and helping parents understand the teaching, learning, assessment, and reporting process. They also provide an opportunity to celebrate the student's achievements. The 3-way conference benefits the students, parents, and teachers.

Student-Led Conferences



The purpose of a student-led conference is for the student to take responsibility for their learning. During the conference, the student leads his or her parents through a series of well-thought-out activities. The activities represent the approaches to learning, activities from the UOI or units, activities demonstrating the Learning Standards, and activities reflecting the IB Learner Profile. The purpose of the conference is for the student to celebrate achievements, reflect on their learning journey, and set goals for the future.

Student Engagement

Advisory Program

We believe that all students need a safe and secure place to clarify and communicate their concerns and issues. Advisory groups will, therefore, both provide a structured, ongoing and positive vehicle to foster an atmosphere of trust and learning among adults and students and serve as a mechanism for developing the shared values of our community.

Every student will be assigned to an advisor. The Advisor/Advisee program also provides a transition from the self-contained PYP levels to the increased rigor and independence needed in the MYP-DP.

The advisor monitors the academic and social development of each advisee in her or his homeroom and serves as the primary communication channel between the school and the advisee's parents. The advisor will try to help students develop organizational skills, study habits, personal happiness, and a general sense of confidence at school. The advisor also fulfills duties including investigation of concerns, reporting to parents when a student's academic work is slipping, and attending meetings with parents when problems arise. While all faculty influence student attitudes and behaviors, the advisors have daily contact with students throughout the school year.

Both the advisors' duties include:

- Leading whole class advisory sessions as needed.
- Developing a weekly rotation to meet with the students on a one-to-one basis during the 10-minute 1:1 advisory sessions and discuss their progress. Each student should have a meeting approximately once per week.
- Create advisor's comments for the semester report cards for your assigned student.
- Liaising with parents about assigned student progress and concerns.
- Identifying attendance and academic issues and updating parents and the leadership team.
- Liaising with the support team when a student seems to need additional support/help

House Competitions

As students enter the school, they are assigned to one of the four Houses in which they remain for their time at NJIS. This selection is made at random unless the student has a brother, sister, or a close relative who has attended or is attending the school, in which case the student is placed in the same House. These Houses are called Badak (red), Cicak (blue), Garuda (green), and Orangutan (yellow). The Houses are the basis for a range of sporting and cultural activities. House competitions are organized within and across grade levels. At the end of the school year, the House that has received the greatest number of points throughout the year will receive an award. Students are expected to buy a “House Shirt” as part of the school uniform requirements for these activities.

Student Council (STUCO)

Student government is a place where students can discuss and take action on issues that affect them in school. Students will meet with the Head of School at least monthly to ensure they have a voice. Each grade, at least from the upper PYP through to Grade 12, has a student-elected representative to pass on issues from their peers. Further, there are the following officers: President, vice president, treasurer, and secretary who attend each meeting. These students are elected through a school-wide electoral process. The Pres, Vice Pres, Treasurer, and Secretary are elected from within STUCO, by those who volunteer to stand for the leadership positions, and secondly by nomination and acceptance to stand for the respective position.

Team Sports and Competitions

Students who participate in athletic activities that play inter-scholastically will purchase the team uniform on an at-cost basis. The uniform will become their personal property. Students who join a Sports Team will be required to attend the scheduled practices.

After-School Activities

After-school activities are offered on a semester basis, and all students are invited to participate. NJIS teachers offer some activities, and others are offered through outside vendors. Fees for after-school activities vary; check with the after-school coordinator for details. The availability of activities is determined by the number of students showing interest. Students are required to be consistent in their attendance and demonstrate their principles - if they sign up, they should show up consistently.

Off-Site Activities/Field Trips

Each school year, PYP 3 and above will have a Week Without Walls learning and experiential camp that is a crucial part of the social emotional and academic curriculum. All students are expected to join this camp. Fees will be set closer to the date but will range from IDR 3,000,000 for PYP 3 all the way up to a potential maximum of IDR 13,000,000 for the MYP/DP camp. Likewise, classes from K - 12 will have one team-building learning trip outside the Jakarta area which will cost approximately IDR 1,000,000 per student. If you need your company or embassy to be invoiced for this, please inform us when the camp is announced.

Attendance

Off-site activities are an essential part of the school's curricular program. All students are expected to participate in class field trips. Non-attendance will be counted as an absence for the classes missed (unless there is a clear medical reason for the absence). These absences will count against the total number of allowable absences under the *Attendance Policy and Minimum Attendance Requirements*.

The school uniform is required on all off-site activities unless expressly indicated otherwise on the permission slip. NJIS expectations and codes of behavior are in effect on all off-site activities.

Expenses

The school will arrange transportation for approved off-site activities in the general Jakarta area. For trips outside Jakarta, students will need to pay for transportation, sightseeing entry fees, and meals. Students that use the NJIS-provided van or bus for an off-site activity must return to NJIS using the same mode of transportation. Students will not be allowed to leave an off-site activity with a driver, nanny, private taxi, or parent. Students that wish to leave the event with a parent must have pre-arranged approval, including a signed parental consent form.

For overnight off-site activities and trips that are outside Jakarta or cannot use school transportation for any other reason, parents are responsible for airfare, airport tax, accommodation and meals, sightseeing entry fees, or any transportation costs at off-site activity locations. Parents are advised in advance of the individual student cost for an out-of-Indonesia off-site activity. Chaperone expenses will be apportioned to each student as part of the cost.

Geographical Limits

Day off-site activities are limited to the general Jakarta area (JaBoDeTaBek, as it is commonly known) within an hour's radius, including Bogor Botanical Garden and Taman Safari.



Permission Forms

Details of the off-site activities and its justification will be sent via emailed form, digitally signed, from the sponsoring teacher. This letter will include a digital permission form that must be completed by the parent.

Social Events

Dances / Events

The MYP-DP Student Council may sponsor dances or social events at school. The dress code for each event will be made clear in advance and must be approved by the Head of School. NJIS expectations and understood codes of behavior are in effect at all dances/social events. When permitted, students who invite guests must adhere to the policies for inviting guests; the Head of School must approve guests in advance.

Students are restricted to the specific areas designated for the dance/social event. Students are not allowed to leave the school area and then re-enter a dance/social event that is held at NJIS; once a student leaves the event they will not be allowed back in.

The event sponsor is responsible for all expenses incurred by the dance/social event, including cleaning services and staff overtime. The sponsor is responsible to ensure appropriate chaperoning; at least two adults must be present in the capacity of official chaperones at all times during the hours of the dance/social event.

Birthday Celebrations and Class Parties

Classroom celebrations, although fun for students, can distract a great deal from the academic program and take undue time away from the main mission of the school. To keep these celebrations to a minimum, the classroom teachers are asked to plan no more than three class parties per school year. The teacher may select which holidays or celebrations they would like a class party around and should work closely with the relevant parent to ensure that all organizational aspects of the party are accounted for. Birthday celebrations may be held in addition to classroom parties.

Birthday parties (like Halloween costumes) should not be allowed to become so elaborate that they become competitive. If invitations to birthday parties are to be distributed throughout the classroom, all students must be invited. Teachers are asked to contain birthday celebrations to up to 30 minutes maximum, and they should be held during the lunch period with no crossover into school time.

The school has class sets of cutlery, plates, and cups that should be used rather than bringing in disposable items.

Facilities

Cafeteria

The Cafeteria is open to staff and students during school hours beginning at 7:30 A.M. until 4:00 P.M. Students may purchase items from the Cafeteria during their grade-level break, lunch, and before and after school.

Food and Drink

Students can bring food from home or buy it in the Cafeteria on the ground floor. Ordering food during school hours from off-campus vendors (McDonald's, Burger King, etc.) is not permitted. No food or drink other than water may be consumed inside the classrooms during break, lunch, or class time. On special occasions and/or circumstances, however, the Head of School may waive this requirement. Chewing gum is not allowed at NJIS. Our security team is busy throughout the day keeping our school safe and cannot accept GoFood or other online deliveries for logistical and safety reasons. Food may be dropped off by registered parents or family drivers only.

Library

Pre-Kindergarten through Grade 5 students have weekly Library visits. In addition to Library lessons, students use their Library time for research on class projects, browsing, checking out books, and reading. MYP/DP students may sometimes have scheduled time in the library as part of their course work.

Students in Pre-K through PYP 3 can check out two books at a time for a maximum duration of one week, while PYP 4 and PYP 5 students can check out five books at a time for a maximum duration of two weeks. MYP/DP students can check out any reading materials and textbooks for as long as they need during the school year. Library materials may be checked out during class visits to the Library or after school. Two weeks before the end of each grading period and the close of the school year, students with overdue books receive a written reminder notice.

Lost or Damaged Library and Text Books

NJIS maintains records of texts and Library books lent to students. Students who lose books will be charged the replacement cost of the book, a processing fee, an administrative charge, and a shipping fee. Semester Report Cards will not be issued to those students until all outstanding materials are returned or the replacement fees are paid. Text or Library books determined to be unrecoverable will be charged to the student account.

Access to the Library

Students may use the Library facilities in their free time for research and project work, as long as they do not disturb other classes that have scheduled time in the Library. Students do not need a pass to come to the Library during class time. The office staff will occasionally monitor students using the Library. Students will be asked to leave the Library if they are not using the Library properly or are disruptive.

Use of Internet

Students may use the Internet in the Media Center for research related to school curriculum. Students may not use the Internet to access inappropriate Websites.

Library Materials Selection Policy

Collection development and materials selection in the Media Center is undertaken in keeping with the mission, vision, goals, and objectives of NJIS and its educational program. Please see the Library's Website for further information.

Responsibility for Selection

Primary responsibility for selecting materials for the Library is delegated to the librarian, who coordinates suggestions from the Head of School, Program Coordinators, teaching staff, and the community of users. The Head of School has final authority for approving school library material selections in case of any controversial inclusion. The final decision regarding what materials an individual student will be exposed to rests with the student's parents. However, the wishes of one student's parents to restrict their child's reading may not infringe on other parents' rights to permit their children to read or view the same material.

NJIS Technology Acceptable Use Policy

Technology at North Jakarta International School is an integral part of the school's mission, vision, and core values. We are all continuous learners of technology, strengthening the school community through creativity and innovation, communication and collaboration, research and information fluency, critical thinking, decision-making, and digital citizenship. The use of Technology is changing from a group of essential skills and tools to a new 'cultural mindset' about how the school can use technology tools to achieve higher levels of learning, through critical analysis, comparison, evaluation, and synthesis of diverse information, presented in multimedia formats. It is, therefore, vital that the school's technology infrastructure is respected and protected from abuse and misuse.

Ethical Use Policy

Devices, which include laptops, tablets, phones, headphones, and any other electronic device, may only be used in the classroom with the teacher's permission. Headphones and handphones in particular, may not be used during class time unless explicitly requested by the teacher.

Computers at NJIS are for academic use and appropriate, constructive communication. Use for entertainment is also permitted as long as such use respects the safety, privacy, and dignity of others. By signing the admissions agreement, every student and his or her legal guardian agree to abide by the School's Ethical Use Policy. All restrictions apply to all students, including those who bring their personal computers and those who transmit information on the School's network or to NJIS email accounts. In all cases, etiquette and good judgment must be used when accessing or distributing electronic information.

Computer access may be restricted if it interferes with a student's academic, community, or social responsibilities. In addition, students must respect all local, national, and international laws and obtain explicit permission (or legal copyright license) to possess a file. (Possession includes files stored on any electronic or other media owned by the student, the student's file server account, or the student's personal computer).

Acceptable activities include

- network printing
- downloading files free of copyright violations
- appropriate email communication
- storing files created by the student on the NJIS drives
- surfing websites that are in sympathy with NJIS values

All other activities are deemed inappropriate and out of sympathy with NJIS, including any activity that interferes with normal operations. Below is an incomplete list of activities that are serious violations of NJIS values and/or local laws:

- pornography
- gambling
- illegal actions
- cultural, religious, or racial slander
- scanning networks or computer systems
- accessing unauthorized materials, files, or systems
- selling or soliciting goods or services
- possessing files or programs that violate copyright laws
- scanning or otherwise collecting information on computer systems
- collecting (sniffing) drive or database information not intended for the recipient
- possessing files that the student did not create and does not have explicit permission to possess from the creator. Violations of this policy will be treated as theft or plagiarism.

Neither email nor the Internet may be used to send jokes or other comments that may be discriminatory, harassing, or offensive to others, to send material that defames an individual or the School, or discloses any personal information without authorization.

Students and parents must abide by the rules for acceptable file permission and acceptable software use and must review and sign the Computer User Guidelines at the beginning of the school year. Students will not be allowed in the Technology Center during break times. There will be consequences for any student who fails to follow the NJIS policies. The consequences may include paying for damages, denying access to technology, detention, suspension, or dismissal.

The NJIS TAUP (Technology Acceptable Use Policy)

The NJIS TAUP (Technology Acceptable Use Policy) exists:

- To ensure that every learner understands, applies, and reflects on appropriate tools and resources consistent with the technology vision and philosophy.
- To ensure that the use of technology by every NJIS learner supports classroom curricular goals.
- To ensure a learning environment in which access to and using technology resources is consistent with the technology vision and philosophy.
- To ensure that the uninterrupted use of NJIS technology allows for maintained communication between the school and parents and is consistent with the vision, mission, and philosophy of NJIS.
- To ensure that the uninterrupted administration of technology engages in effective, collaborative, and transparent planning and budgeting consistent with the vision and mission of the school, as administrative and teaching staff network and communicate online.



Always when using any technology equipment, be careful & follow instructions:

- Do not change the settings of an NJIS computer unless requested.
- Do not download software or updates without authorization from NJIS teaching staff.
- Save your work in the school-provided cloud space.
- Be sure to shut the computer down before leaving the lab, including the monitor, and do not remove wireless devices such as mouse and blue-tooth keyboards.

All NJIS students are required to sign a TAUP form which states:

1. I understand that I may not connect a laptop or any Wi-Fi device to the school network without permission of the Technology Administration and my teacher.
2. I understand that using school technology and student login to public Wi-Fi channels is a **privilege, not a right**, and inappropriate use will result in the cancellation of those rights.
3. I will use the technical equipment for educational purposes ONLY as permitted by the teacher. Downloaded shareware games, online games, YouTube, and social networking sites are considered to be non-educational use and, therefore, not permitted unless with the explicit guidelines of the classroom teacher for purposes of technology project-based learning.
4. When using school computers, I will:
 - Be polite to all and respect the codes of digital citizenship and digital etiquette.
 - Use appropriate language in the transmission of any textual work posted.
 - Not look at, or use anyone else's work without permission and citation when submitting assignments.
 - Not access anyone else's NJIS user accounts, nor try to alter their data, or engage in identity theft.
 - Not use the network in such a way that I would disrupt or slow down the use of the network speed by others in the NJIS learning community (downloading music or movies, for example).
5. I will treat all technology equipment (mice, keyboards, computer keys, headphones, hardware and software, and blue-tooth serial devices) carefully. Vandalism will result in canceling my privileges and other disciplinary actions as per school policy.
6. I will not install any software or knowingly use storage devices with viruses on any equipment nor try to delete educational software that the technology staff has installed for the learning benefit of all.
7. I will not view/listen/download music, programs, videos, or games (e.g., YouTube, online games, etcetera) for non-educational purposes while in school or during class time.

8. I will always log off my workstation after finishing my curricular work and remove my portable storage devices (e.g., pen drive) using proper procedures to eject any USB devices.
9. While using an email account and other communication platforms, I will use good manners and appropriate language, and I will check my email regularly for virus alerts. At no time shall I engage in online bullying of classmates through text messaging, social media or email services, messaging, or other communication means.
10. I understand that email messages, text messages, and social media are visible and stored and may be monitored by school personnel. Conduct online is subject to the school discipline policy, whether it occurs at school or outside of school hours.
11. I understand that school teaching personnel have access to my work stored on the server, and therefore, I will use professional judgment as a student to store only files of a curricular nature relevant to my learning and remove inappropriate files. If I encounter anything inappropriate in the NJIS school drive, I shall bring it to the attention of the NJIS administration or a teacher.
12. I will keep my passwords private and respect other people's passwords.
13. I will not open, delete, move, copy, or modify other people's files or give access to my files to others. I shall never delete or alter the work of other students that are saved in a shared drive unless requested to do so by the document owner/creator.
14. I will use the Internet only for appropriate learning activities. I understand that I cannot search for inappropriate content or use inappropriate sites on the Internet.
15. I will follow the school's Academic Honesty Policy online.
16. I understand that NJIS is not responsible for any loss of information or damage to personal devices or electronic property, such as flash drives left behind due to personal negligence, nor loss of personal data, such as photos (particularly those of a non-curricular nature). In every situation, it is my responsibility to back up my work and files to another storage device. I understand my responsibility is to transfer my work between home and school computing environments and not lose my assigned homework.
17. I will only use the NJIS wireless channel Internet service for appropriate learning activities. I understand that I am not allowed to search for inappropriate sites on the Internet or contribute to spreading harmful or hurtful information.
18. I understand that NJIS makes no warranties of any kind for the service it is providing. NJIS is not responsible for any loss of data resulting from delays, non-deliveries, or service interruption typical of power outages or system crashes. I understand that I am responsible for backing up and saving my work, anticipating that such system crashes can and do happen from time to time.

Outside Use of Facilities

NJIS can make classrooms available to groups conducting classes or activities outside of the regular school program, including outside groups. There is a charge for such facilities' usage. Interested groups should contact the Business Office for procedures and prices. Bookings and payments must be made well in advance of the planned activity. Groups giving “special rates” for NJIS student participation may receive priority.

Use of Facilities by Religious Groups

As an international school, NJIS recognizes and values people of all faiths and denominations. The school's rental of facilities to groups for church or religious-oriented activities does not imply any association between NJIS and the particular church or religious group that wishes to rent the facility. NJIS does not allow any advertising suggesting any association between NJIS and religious groups.

Adults on Campus

Child safeguarding and protection is perhaps the biggest responsibility we have in a school, and it is one that we take very seriously. Non-NJIS staff (including parents, guardians, contractors, family helpers, alumni, and any others) are only permitted on school grounds with an appointment and are required to be accompanied at all times when on-site on campus. Any adults who are on-site for an appointment and wish to use the bathroom should always use the adult-only bathroom. The campus “border” is considered the semi-circle fence around the lobby, and only adults with an appointment are permitted to enter the campus during the school day (from 07.00 to 16.00 daily, including before and after school activities).

Any adults who do not have an appointment but wish to use the bathroom may use the bathroom in the ATM lobby (between NJIS and 101 Hotel), which is just a 50-meter walk from the lobby.

Pets

Pets are not permitted on campus, due to health and safety concerns. Occasionally, an animal can be brought on campus for a "show and tell" activity, but only after advance request and permission from the Head of School and only when the animal's wellbeing can be assured. Students and school personnel may not feed stray cats on campus.

Swimming Pool

Swimming is part of the NJIS athletic curriculum and an important life skill. All students are expected to participate in this program; parents who do not want their child to swim throughout the year due to medical reasons should make an appointment to discuss this request with the Head of School.

Students who should not swim due to illness must bring a note from the parent explaining why the child is not swimming. Generally, if a student is well enough to attend school, they should be well enough to swim. However, expectations may be made if backed up by a doctor's letter. On swimming days, each student should bring a swimsuit, goggles, and a towel in a waterproof bag; the school strongly urges that these items be marked with the student's name.

To the Parent(s):

I have read and discussed the content of the **Parent-Student Handbook**, especially the **rules and regulations**, the **Discipline Policy**, as well as the **Technology Acceptable Use Policy (TAUP)** with my child and I agree to follow them and agree to support the school in helping my child understand and follow them also. As a parent, I do understand that disciplinary action will follow if the guidelines outlined in this handbook are violated by my child.

To the Student:

I have read and understand the rules and guidelines of the **Parent-Student Handbook**, especially the **rules and regulations**, the **Discipline Policy**, as well as the **Technology Acceptable Use Policy (TAUP)** and promise to follow them. If I don't follow them, I know that I may face disciplinary consequences, as deemed necessary by the NJIS administration.

Student Name (please print) _____ **Grade:** _____

Student Signature: _____

Date: _____

Parent Name (please print) _____

Parent Signature: _____

Date: _____

Please read and sign this page, returning it to the Head of School Secretary by the 18th of August, 2023 at the latest.