



**SAMPOERNA
ACADEMY**



Parent & Student Handbook

Academic Year 2019–2020



**SAMPOERNA
ACADEMY**

Parent & Student Handbook

Academic Year 2019–2020

Jakarta Campus

L'Avenue

Jln. Raya Pasar Minggu Kav. 16,
Pancoran, Jakarta Selatan

- ☎ (021) 50 2222 34 or 0813 3000 3002
- ☎ 0815 2222 234 (Primary)
- ☎ 0816 17 111 234 (Secondary)
- ✉ info@sampoernaacademy.sch.id
- f Sampoerna Academy Jakarta
- 📍 sampoerna.academy.jakarta

BSD City Campus

Jln. Raya Serpong BSD,
CBD Lot II-2 Lengkong Gudang,
Serpong, Tangerang Selatan

- ☎ (021) 505 56234 | (021) 505 56244
or 0811 9530 032
- ☎ 0857 8162 8888
- ✉ info@sampoernaacademy.sch.id
- f Sampoerna Academy BSD
- 📍 sampoerna.academy.bsd

Sentul Campus

Sentul Alaya, Sentul City
Cijayanti, Babakan Madang,
Bogor, Jawa Barat

- ☎ (021) 506 40234 | (021) 506 41234
or 0811 9530 031
- ✉ info@sampoernaacademy.sch.id
- f Sampoerna Academy Sentul
- 📍 sampoerna.academy.sentul

Medan Campus

Citra Garden

Kompleks Citra Garden
Jln. Jamin Ginting

- ☎ (061) 821 19 57
- ☎ 0811 6363 331
- ✉ info@sampoernaacademy.sch.id

Cipto

Jln. Dr. Cipto No. 6,
Medan Polonia

- ☎ (061) 455 06 06
- f Sampoerna Academy Medan
- 📍 sampoerna.academy.medan

Surabaya Campus

Jln. Lontar Pakuwon Indah,
Surabaya

- ☎ (031) 33 234 234 or 0858 5917 6832
- 📍 sampoerna.academy.sby
- ✉ info@sampoernaacademy.sch.id

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PREFACE

We are thrilled that you have become part of Sampoerna Academy. Greetings and welcome, students and parents!

This handbook is written for you to understand how Sampoerna Academy schools work. The handbook provides you with key information you might need as you become familiar with the routines of each school.

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

We invite you to familiarize yourself with the contents of the handbook and look forward to partnering with you to help your child learn and grow in our schools. Please do not hesitate to contact us for further enquiries about all aspects of your child's schooling. We want to ensure you that we will do our best to keep you regularly informed about what is happening in our school and how your child's learning is progressing.

Sincerely,

Dr. Mustafa Guvercin

Director, Sampoerna Academy

SAMPOERNA ACADEMY OVERVIEW



Sampoerna Academy has several campuses in Jakarta, BSD Tangerang, Sentul, Medan and Surabaya. The schools are initiated by the Putera Sampoerna Foundation (PSF). PSF is the social enterprise arm of the Sampoerna Group, dedicated to improving education in Indonesia and creating the leaders of tomorrow. By supporting and supplementing educational programs and initiatives, PSF focuses its resources towards providing for the development of future leaders with moral integrity and a social conscience.

Established in 2001, PSF has made a significant impact on education in Indonesia. PSF has achieved these successes by granting scholarships and providing student assistance for financially disadvantaged youth, training of teachers and principals in state schools and the adoption of state schools for quality improvement. PSF also established International standard boarding schools, developed a world-class University (Sampoerna University) and expanded to the development of International day schools (Sampoerna Academy).



Sampoerna Academy implements a holistic curriculum that allows students to experience first-class learning programs that align the National Curriculum with proven and highly regarded International programs from Cambridge International Examinations (CIE), IB Diploma Program and American College Program (ACP). The implemented curriculum is strongly integrated with STEAM, Character Development, and the Sampoerna DNA of Leadership, Entrepreneurial Spirit, and Social Responsibility.

Sampoerna Academy provides an integrated pathway from playgroup to college leveraging local and International partners to deliver innovative, high quality education programs. It consists of breakthrough schools that ignite and transform the learning of the next generation of Indonesian leaders. Infused with strong academics, moral character and important soft skills, students at the schools are empowered to lead transformational change in their local, national, and global environments.

VISION

Sampoerna Academy graduates will assume leadership roles in a global society by being creative, passionate, life-long learners who are able to meet the challenges of a rapidly changing world and who care deeply for their fellow men and the environment.

MISSION

The mission of Sampoerna Academy is to provide a safe, caring, and collaborative learning environment that is of the highest quality and meets global expectations for student achievement and character development.

Our educational foundation is student-centred with a strong emphasis on Science, Technology, Engineering, Arts, and Mathematics (STEAM) that enables students to become mature, confident global citizens with a strong sense of purpose. Our end goal is to prepare students for a tertiary education and to make them work ready and world ready.

CORE BELIEFS

Sampoerna Academy believes that:

- All the students will graduate prepared to enter their careers equipped with the academic and social skills required to compete and succeed in today's global economy.

- As an organization, we constantly defy convention and embrace change for the sake of finding new and better ways to achieve educational excellence.
- We seek opportunities to engage all stakeholders to play a part in the success of our students.
- STEAM competency will differentiate our graduates from those attending other schools.

EXPECTATION OF STUDENTS

Sampoerna Academy community is committed to working together to provide an educational learning environment where students become:

Effective learners who:

- strive for Academic Excellence
- value learning as a lifelong pursuit
- know how to access relevant resources and technology for learning
- acquire knowledge
- achieve their fullest potential
- follow an accredited International curriculum which meets International standards

Effective thinkers who can apply life strategies based on:

- life-long learning
- integrity
- responsibility
- internationalism
- challenge
- equity

Effective communicators who are able to:

- speak, listen, read and write in English and Indonesian
- communicate in Chinese
- express themselves clearly and creatively

Healthy individuals who:

- engage in a healthy lifestyle and make every effort to make appropriate lifestyle choices
- actively participate in physical activity and sport
- maintain a sense of fair play
- believe in the virtues of teamwork

Globally conscious individuals who:

- have knowledge of and respect for their national identity
- have knowledge of and sensitive to other people, cultures and traditions
- are aware of issues of global and environmental concern
- are equipped to make the transition to different learning environments

CHARACTER DEVELOPMENT

Sampoerna Academy students, as passionate critical thinkers, IGNITE their creativity and take action to meet the challenges of a rapidly changing world.

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

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

COMMITMENT TO EXCELLENCE

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

Commitment of Excellence for Teachers

We commit that we will:

- Strive for academic excellence in teaching and facilitating the learning process.
- Arrive on time at school and for classes.
- Avail ourselves for additional support outside of lesson time, when needed.
- Participate actively in various school activities.
- Live by the school values and beliefs.
- Make ourselves available to parents, students, and colleagues and respond to any concerns they might have.
- Protect the safety, interests, and rights of all individuals in the classrooms

Commitment of Excellence for Students

I commit that I will:

- Strive for academic excellence in our learning and the learning of our peers.
- Arrive on time at school and for classes.
- Participate actively, considerately and responsibly in various school activities inside and outside the classroom.
- Live by the school values and beliefs.
- Follow and obey the school rules and policies.
- Work to the best of my abilities and behave in a manner that supports my own learning and that of my peers.
- Respect and treat others as I would like to be treated.

Commitment of Excellence for Parents

We commit that we will ensure that our child:

- Strives for academic excellence in his or her learning and the learning of his or her peers.
- Arrives at school on time and remains at school as scheduled.
- Participates actively in various school activities.
- Lives by the school values and beliefs.
- Follows and obeys the school rules.
- Respects and treats others as s/he would like to be treated.

STUDENT ADMISSION

Sampoerna Academy Schools do not discriminate based on race, religion, color, nationality and gender in providing educational services, activities, and programs. Admission to the schools is a cooperative decision between students, parents, teachers and principals. Students and parents are encouraged and motivated to view an intense academic commitment as their key to the future.

Sampoerna Academy reserves the right to offer conditional admission or refuse admission where there is a concern that the school will not be able to meet the support or learning needs of the students.

Sampoerna Academy schools require the submission of a complete application form to be considered for admission. Student applications are open throughout the year for student enrolment in both semesters. Currently attending students who intend to return the next academic year will be given priority in admission if they notify their intention by submitting the re-enrolment form before the deadline set each academic year.

To be admitted to Sampoerna Academy schools, the Application Form outlining all the required student information must be completed, signed and submitted by the parents along with the required documents stated in the form.

Additional supporting documents to be submitted include:

- Student Health Form
- Student Pick-Up Form
- Photo/Video Release Form
- Social Media Form
- Mobile Phone Form
- Other supplementary documents that will be for asked before or after admission is offered.

AGE REQUIREMENTS

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

GRADE	AGE IN YEARS AT 1 OCTOBER
Playgroup	2
Pre-Kindergarten	3
Kindergarten 1	4
Kindergarten 2	5
Grade 1	6
Grade 2	7
Grade 3 - Grade 12	Students must have completed the previous academic year.

Apart from the chronological age criteria mentioned above, standardized entrance assessments are administered for English, Mathematics and Science to ensure that the students are ready for entry into the grade level applied to. In Early Childhood students are observed and assessed based on child development criteria that is not subject based.

If the students have specific learning needs or are lacking the required learning skills set for the grade level, the schools may accept the students with the condition of attending supplemental classes and tutorials which may require additional fees.

STUDENT CODE OF CONDUCT

Sampoerna Academy believes that an effective instructional program requires an orderly school environment and that the effectiveness of an educational program is reflected in the behavior of students. The Sampoerna Academy Student Code of Conduct is developed within the philosophy that all staff work on Positive Behavioral Support for the students. If there are still challenges to implement the support, the schools will identify and execute necessary disciplinary actions as outlined in this section.

It is expected that students will:

- Have high expectations of themselves and of the school.
- Conduct themselves in a manner that reflects the values, vision & mission of the school as outlined in this document.
- Strive to achieve the highest standards they can in everything they do.
- Share in and maintain the ethos of commitment to academic work, and willing engagement in the full co-curricular life of the school.
- Familiarise themselves with the school rules as outlined in the handbook, especially regarding behavior, uniform and appearance.
- Observe the School Rules in all aspects of life at school and where applicable, at home, so that their behavior maintains the tone of the school.
- Own up to and accept the consequences of breaches of school rules and conduct.

- Accept the general tone of manners as evidenced by such behavior as; no hands in pockets, standing up and greeting adults, greeting everyone with direct eye contact, offering to help.
- Show respect for others, starting with basic civility and courtesy, and extending through to acts of kindness.
- Consider the safety, feeling, and general needs of others always.
- Tell the truth and act truthfully.
- Avoid gossiping, spreading rumours, or making judgments about teachers, staff, students, or parents.
- Respect the property of others and of the school; keep our buildings and grounds clean; do nothing to bring the school into disrepute.
- Develop strong moral values.

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

Key Values

- **I**ntegrity
- **G**rowth-mindset
- **N**obility
- **I**nnovation
- **T**eamwork
- **E**xcellence

Appearance and Dress

- The correct uniform is to be worn to all school activities and should be worn in accordance with the school uniform policy.
- Hair must be kept as natural colors, clean, neat and away from the face

- No rings, bangles, bracelets and other jewellery may be worn.
- Only stud earrings are allowed.
- No colored nail polish to be worn.
- The correct attire should be worn at all sports events.
- Undergarments may not show.

Manners

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

Absence

- A letter of explanation or e-mail must be provided to the school should they be absent from or unable to fulfil any obligation which they may have had.
- Students are expected to notify the teacher as soon as they are able should they know that they are to be absent from school for a sports match, competition or similar function.

Telephone Use

- No mobile phones are allowed during the school day.
- Primary students are not permitted to bring mobile phones to school. Special requests will be considered by the principal on a case by case basis.
- Secondary students are to lock mobile phones in their lockers at the start of the school day.
- Students may if necessary, and with permission from a teacher, use their phone to contact parents or guardians.

Safety

- Students must remain inside the school buildings or grounds until they are collected.
- Students who are not collected from their sports practices within 15 minutes of the practice finishing, will be ushered back to the school by the teacher on duty.
- Students should not purchase anything from street vendors during the school day.
- Students should be conscious of security and report anything out of the ordinary or suspicious to the administration office.
- If students feel threatened by an individual from outside the school environment, or feel uneasy about any last-minute change of arrangements, they should go to a teacher or the administration office.
- Students may not leave the school grounds during school hours.

General

- Students are expected to arrive at school at least 10 minutes before registration each morning and to be punctual for all lessons and school activities.
- Students are allowed in their classrooms during break time **ONLY** with permission and under supervision of a teacher.
- Students are not allowed to litter.
- Students are responsible for their valuables. The school cannot be held liable for loss of money or any other items of value.
- Students may not cycle in the school grounds.
- Students may not run, wrestle or play ball games in the classrooms or passages.

Serious offenses

The following actions are regarded as serious misdemeanours. Disciplinary action in these cases could lead to suspension or expulsion:

- Possession, use or distribution of alcohol, tobacco or illegal drugs
- Bullying – verbal/physical/e-bullying
- Continual ignoring of instructions
- Defiance
- Stealing
- Vandalism
- Cheating and plagiarism
- Unauthorized absence from school
- Possession or use of any dangerous objects or weapons
- Possession, sharing or searching for pornography in any form (see also Computer Acceptable Use Policy).
- Students and/or their property may be searched if a fair and reasonable suspicion has been established that one or more pupils on school premises or during a school activity are in possession of dangerous objects or illegal drugs or alcohol.

Reinforcement

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

Consequences for non-observance of the Code of Conduct can include; break time and after school detention, suspension and, in extreme cases, expulsion.

Responsibilities of Parents

Parents are expected to:

- Serve as a model for their children by showing respect for themselves, students, teachers, other parents, and school staff.



- Ensure their children's compliance with the school attendance requirements and promptly report and explain absences and tardiness to the school.
- Assist their children in being properly attired in accordance with the school rules.
- Take an active interest in the overall school program.
- Communicate regularly with the school on their children's conduct and progress.
- Discuss report cards and work assignments with their children.
- Bring to the attention of school authorities any problem or condition that affects their children.
- Maintain up-to-date home, work and emergency telephone numbers at the school.
- Cooperate with school administrators and teachers in their efforts to achieve and maintain a quality school system.
- Respond promptly when notified by the school to pick-up their children due to medical, disciplinary problems or other emergencies.
- Respond promptly when notified of student disciplinary matters.

DISCIPLINE

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

- Behavior discussion
- Verbal reprimand
- Time out situation
- Parent phone call/written notification
- Behavior contract
- Student/parent/principal meeting
- School cleanup with parent approval, community service, detention, presentation to classes, reports, letters of apology, etc.
- Parent attending school with student
- In-school or out-of-school suspension
- Expulsion

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

Detention Policy

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

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

- Complete unfinished schoolwork assigned by the Homeroom or Subject Teachers
- Additional work assigned by the Subject Teachers
- Silent Reading & Book Reports

- Written Tasks
- Other relevant, constructive tasks

Suspension Policy

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

Suspension can only be imposed by the Principal or his or her designee. During the suspension period, the student is not allowed to attend regular school lessons. Suspensions can be in school or out of school, depending on the nature and severity of the offense.

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

- Complete unfinished work assigned by the Homeroom Teacher in consultation with Subject Teachers
- Additional work assigned by Subject Teachers
- Additional remediation or rehabilitation tasks to help the student correct their behavior.

Expulsion Policy

Expulsion will be issued to students in accordance with the Discipline Policy and subject to a formal hearing.

The expulsion committee will consist of the Principal and two appointed hearing officers.

Expulsion is the permanent withdrawal of a student from the school and students will be required to vacate the school with immediate effect when an expulsion has been issued.

Expulsion is approved only by the Principal.

Behavior Contract

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

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

ATTENDANCE

Absences

It is important for Sampoerna Academy students to make the most of their education by ensuring regular school attendance. Therefore, students and parents must make efforts to avoid unnecessary absences from class as they will result in serious disruption of a student's mastery of the instructional materials.

Absences from school result in students losing valuable education time. Therefore, parents are strongly encouraged to bring their children to school every day and on time. If a student is unable to come to school, the parent is required to report each absence in advance.

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

If parents require their child to be off school for any period for personal or other reasons, they are to inform the Principal at least 2 days in advance of the requested absence. The absence must be approved by the Principal at least one full day before the absence. Missed assignments will be due on the day the student returns to school unless otherwise arranged with teachers or the Principal. Absences that are not approved in advance will be considered unexcused.

There are two types of absences at the Academy, i.e. excused and unexcused absences. It is important for students and parents to be aware of the expectations related to both absences and the policy on consequences following an absence.

Excused Absences

Students are required to provide a written explanation for the absence to be excused signed by the parent and previously approved by the Principal. The excuse will be put in the student's record. The followings are reasons to be considered excused:

- Not more than three consecutive days of illness. If more than three days, a doctor's note will be required.
- Family emergency or illness.
- Death of a relative.
- Observing religious holy days.
- Health care appointments.
- Other temporary absences acceptable to the Principal.

Unexcused Absences

Any absence not included in the above list will be considered an unexcused absence. Examples of unexcused absences are listed below:

- Failing to present a written note within three school days following an absence.
- Leaving school without the permission of the Principal.

- Walking out/cutting of class.
- Other absences disapproved by the Principal.

When a student is absent from any class without permission for three or more days within a four-week period, he or she will be considered truant and subject to disciplinary action. For the secondary students, if the absences are for more than five unexcused absences in a semester, the Academy may revoke the student's enrolment and his or her presence on school property will be unauthorized and considered trespassing.

A student is required to attend 90% of the total, required days of school. If the student fails to attend for at least 75% but fewer than 90% of the required days, there needs to be justification for any extenuating circumstances for the absences. Below are guidelines on determining whether there are extenuating circumstances for an absence:

- Only absences after enrolment will be considered.
- The best interest of the student is to be considered for the decision-making.
- The acceptability and the authenticity of documentation expressing reasons for the absence will be considered.
- The extent to which the student has completed given assignments, mastered the essential knowledge and skills, and maintained passing grades in the subject will be considered.
- The student or the parent will be required to present any information about the absence.

Tardiness/Late Arrival

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

- Personal illness
- Appointment with a doctor, dentist, or another professional
- Other unavoidable circumstances explained by the parents

For an excused tardy, the student must present a note from the parent explaining the late arrival. The school may also require a written note from a doctor, a dentist, or other professionals.

A student who arrives later than the time prescribed is considered tardy and must obtain a 'LATE PASS' at the administration office. Students' Failure to report to the administration office or teacher on duty may result in the student being marked as absent. Younger students must report to homeroom classrooms and be escorted by the parent, guardian or security personnel in accordance with access protocols on each campus.

As per the Discipline Policy, tardiness will be recorded and may result in sanctions for the student.

Make-up Work

Any approved notification must be submitted by a student to be eligible for make-up work. Arrangements for make-up assignments must be made prior to any absence for school-related reasons or an anticipated or planned absence.

Teachers may assign make-up work for any class missed based on the instructional objectives of the subject and the student's needs to master the essential knowledge and skills or to meet the subject requirements. It is the responsibility of the student to complete given make-up work within a timely manner as defined by the subject teacher.

One day will be allotted for every day absent to complete make-up assignments. Failure to complete an assignment will result in a failing grade on the assignment.

When a test is missed by a student due to an excused absence, a make-up test will be scheduled by the teacher. The student is required to take the test at the set time and the teacher is not obligated to reschedule a make-up test.

For unexcused absences, students will not be permitted to make up for class work missed and teachers are not required to tutor students.

MORNING ARRIVAL AND AFTERNOON DISMISSAL

To be authorized for student pick-up, the Student Pick-Up Form shall be submitted along with the required attachments. Copies of the forms are available at school one week before the start of school. No student will be allowed to leave the school without these identification forms being submitted.

Sampoerna Academy Schools are not responsible for students who leave the school without prior approval from the Principal or the Designee. Disciplinary action will be taken against students who leave and return to school without having the approval.

Arrival and Dismissal

Morning arrival and afternoon dismissal arrangements are set by Sampoerna Academy Schools and may vary based on current student enrolment at specific locations.

Release and Early Check-Out

For student safety reasons, precautions for release and early checkout are arranged as follows:

- The Principal may release a student before the end of a school day only upon presentation of a written or face-to-face request from a parent (no telephone calls), or for reasons of emergency.
- Students may be released only to a parent whose signature is on file in the school office or to a previously identified person, authorized in writing or verbal confirmation by the parent to act on his or her behalf.
- A student may be released “on his or her own” or to another appointed person only with verified parental permission.
- No school personnel shall permit or cause a student to leave school prior to the regular dismissal time, except with the knowledge and approval of the Principal and parent.

STUDENT WITHDRAWAL

Sampoerna Academy must be notified at least 30 calendar days prior to the last day of the student’s final term if the student’s parents intend to withdraw the student from school so that the withdrawal process can take place appropriately and that loss of the refundable payment can be avoided. Failure to give the appropriate notice will result in a financial penalty being applied.

The parent may obtain a Student Withdrawal Form from the Admissions and Student Services Office and have it completed. The Principal and related school officials will verify the information on the Student Withdrawal Form when the completed form is submitted.

The parent must provide the name of the new school in which the student will be enrolled and must sign the formal withdrawal request stating that the withdrawing student will continue to be enrolled in a school. On the student’s last day, a copy of the form will be given to the student and a copy placed in the student’s permanent record.

The student will also be provided with a copy of the completed form showing the student's earned grades to be made available to his or her new school.

Withdrawing students and parents are required to do the following:

- Return all textbooks and checked-out materials and equipment.
- Complete any make-up work assigned.
- Pay any unpaid balance for student fees, if any.

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

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

STUDENT HEALTH AND SAFETY

Student and health and safety is a high priority of Sampoerna Academy schools and requires student cooperation to:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this Handbook as well as any additional rules for behavior and safety set by the Principal, teachers, or other school personnel.
- Remain alert to and promptly report safety hazards such as intruders on campus and threats made by a person toward any student or school personnel.
- Know emergency evacuation routes and signals.
- Immediately follow instructions from school personnel who are overseeing student welfare.

Smoking and using smokeless tobacco are not permitted in Sampoerna Academy School buildings, vehicles, or properties, or at school-related or school-sanctioned events.



Students may not possess tobacco products at any of the locations or activities listed above. All violators are subject to possible prosecution, as allowed by law. Additionally, student violators are subject to the relevant disciplinary consequences.

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

Emergency Medical Treatment

If a student has a medical emergency at school or a school related activity and the parent cannot be reached, school personnel will seek emergency medical treatment unless a parent has previously provided a written statement denying this authorization. Any financial responsibilities and expenses related to the emergency care, whether directly or indirectly, will be shouldered by the parent. Therefore, parents are asked to complete Student Health Form, which includes information about their child's allergies to medications, etc. as part of the application process. Parents should keep emergency care information current. Please contact the Principal or the Administration Staff to update any information.



Illness during School Hours

Students becoming ill or injured during the school day are directed to the nurse and/or homeroom teacher. If they are not available, the student should report to the school office. Parents or other persons designated on the student's enrolment application will be contacted as appropriate. Students must report to the school office before leaving the building.

When a student falls ill during the day, the school will contact the student's parents immediately.

Student Health & Welfare

Parents must share their concerns with the Principal if they are concerned that any student is being abused or neglected. The Principal will ensure the correct procedures to address the concerns are followed. If there are any concerns about the safety of students, parents will be closely involved in the process of addressing the concerns.

Medication Administration

Sampoerna Academy school personnel are only permitted to give students medicine if their parents have agreed to this. The only medicines allowed in school are asthma inhalers, and epi-pens or similar for allergy sufferers.

It is vital that the parents inform the school of any allergies or illness of their children on the Student Health Form during the student admission process. Parents should notify and update the homeroom teacher and administration staff of any current condition that might warrant medical attention.

Students who are unwell must remain at home until recovered. It is highly recommended for parents to follow doctor's recommendations and advice. The health of students is more important as we can always assist them to catch up with missed schoolwork.

Medication may be administered at school only under the following circumstances:

- The school will not dispense over the counter medication (i.e. acetaminophen, aspirin, ibuprofen, etc.) to students.
- Medication brought to school must be submitted to the school nurse and/or homeroom teacher/advisor along with a Medication Directions form signed by the student's physician and parent.
- Prescription medications administered during the school hours must be prescribed by a physician or advanced nurse practitioner and filed by a licensed pharmacist.
- Prescription medications must be submitted in a labelled container showing the student's name, name of the medication, reason the medication is being given, proper dosage amounts, the time the medication must be taken, and the method used to administer the medication. Medications sent in plastic baggies or unlabelled containers will not be administered.

- Only the amount of medication needed should be delivered to the school, i.e. enough medication to last one day, one week, etc. In cases of prolonged need, send in the amount for a clearly specified period. Extra medication will not be sent home with the student.

Changes to daily medications require written instruction from the physician or the nurse and written permission from the parent. Parents are responsible for advising the school office that a medication has been discontinued in a timely manner.

DISCRIMINATION, HARASSMENT AND RETALIATION

All students learn best, and their welfare is best served within classroom and school environments free from discrimination, harassment, and retaliation. Sampoerna Academy students are expected to treat other students and school employees with courtesy and respect to avoid offensive behavior and to stop the behaviors when asked or told to stop. School employees are also expected to treat students with courtesy and respect.

Discrimination & Harassment

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

Examples of prohibited discrimination and harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes; name calling, slurs, or rumours; physical aggression or assault; display of graffiti or

printed material promoting racial, ethnic, or other negative stereotypes; exclusion from activities or teams, or any other kinds of conduct such as theft or damage to property.

Sexual Harassment

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

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

Sampoerna Academy does not tolerate sexual harassment of any kind against a student by school personnel or other students.

Romantic or inappropriate social relationships between students and school personnel are prohibited, even if consensual. Sexual harassment of a student by school personnel includes both welcome and unwelcome sexual advances; requests for sexual favours; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature.

Bullying and Cyber-Bullying

Sampoerna Academy prohibits bullying of any kind. Bullying is any written or verbal expression or physical conduct that:

- Has or will have the effect of physically harming a student, damaging the student's property, or placing the student in reasonable fear of harm to the student as a person or of damage to the student's property.

- Creates an intimidating, threatening, or abusive educational environment for a student.
- Creates anxiety, stress or depression.
- Exploits an imbalance of power between the perpetrator and the student victim through written or verbal expression or physical conduct.
- Interferes with a student's education.

Sampoerna Academy also prohibits cyber-bullying, which is defined as the use of any electronic communication device to engage in bullying or intimidation.

Reporting Procedures

Any student who believes that he or she has experienced prohibited discrimination, harassment or bullying, or believes that another student is a victim of prohibited discrimination, harassment or bullying should immediately report the alleged acts to the Principal, a teacher, other school personnel. Any school personnel who receives a report of prohibited discrimination, harassment or bullying must immediately relay the report to the Principal or his or her designee, who will investigate the complaint.

Investigating Complaints

After receiving a complaint of prohibited discrimination or harassment, the school may require the student to prepare a written report. Verbal complaints will be recorded. Upon receipt of a complaint, the school will promptly undertake an investigation.

When appropriate, the school will take interim action to avoid additional opportunities for discrimination or harassment. If the results of the investigation establish that prohibited discrimination or harassment occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the

discrimination or harassment and prevent its recurrence. The school may take disciplinary action based on the results of an investigation even if the school concludes that the conduct did not rise to the level of harassment prohibited by law or policy

Retaliation

Sampoerna Academy prohibits retaliation against a student alleged to have experienced discrimination or harassment, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a school investigation regarding discrimination or harassment is subject to appropriate discipline.

Confidentiality

To the greatest extent possible, Sampoerna Academy will respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law. Parents, students and teachers are expected to maintain confidentiality at all times to avoid compromising an investigation and to reduce the risk of retaliation or unnecessary or unsubstantiated reputational damage to either party.

ABUSE & NEGLECT

Abuse at Sampoerna Academy schools is defined as any conduct harmful to a student's mental, emotional, or physical welfare and, in certain circumstances, failure to make a reasonable effort, which is neglect, to prevent harmful conduct to a student.

Awareness Raising for Students and Teachers

Abuse and neglect issues at Sampoerna Academy schools are addressed to increase awareness through age appropriate discussions and materials in the homeroom classrooms. The teachers being responsible for the discussions are trained in related content areas of addressing abuse and neglect of students.

Awareness Raising for Parents

Parents must be aware of warning signs indicating that their child may have been or is being sexually, physical, or emotionally abused. A child who has experienced any abuse and neglect should be encouraged to seek out a trusted adult. Evidence of emotional abuse or neglect may be more indirect than disclosures or signs of physical abuse. It is important to remain calm and comforting if your child, or another child, confides in you. Reassure that child that he or she did the right thing in coming to you.

The fact that the abuser is a parent of other family member does not remove your obligation to protect the child. Parents who permit their child to remain in a situation where he or she may be injured, abused, or neglected may also be subject to prosecution.

Parents are legally responsible for the care of their children and must provide their children with safe and adequate food, clothing, shelter, protection, medical care and supervision, or



arrange for someone else to provide these things. Failure to do so may be considered neglect. The Principal or designee will provide information regarding counselling options available if your child is a victim of sexual abuse or other forms of abuse and neglect.

Warning Signs of Abuse and Neglect

Below are psychological and behavioral signs of possible sexual abuse and other forms of abuse and neglect:

- Sudden or unexplained personality changes; becoming withdrawn, angry, moody, clingy, “checking out”, or showing significant changes in eating habits
- Depression or irritability
- An older child behaving like a young child, for example, bedwetting or thumb sucking
- Developing fear of certain places or resisting being alone with an adult or young person for unknown reasons
- Resistance to routine bathing, toileting, or removing clothes, even in appropriate situations

- Playing, writing, drawing, or dreaming of sexual or frightening images
- Refusal to talk about a secret he or she has with an adult or older child leaving clues that seem likely to provoke a discussion about sexual issues
- Using new or adult words for body parts
- Engaging in adult-like sexual activities with toys, objects or other children
- Developing special relationships with older friends that may include unexplained money, gifts, or privileges
- Intentionally harming him or herself, for example, drug/ alcohol use, cutting, burning, running away, and sexual promiscuity
- Thinking of self or body as repulsive, dirty, or bad
- Becoming increasingly secretive about Internet or telephone use

Physical symptoms of possible abuse and neglect include:

- Stomach aches or illness, often with no identifiable reason
- Difficulty in walking or sitting
- Stained or bloody underwear
- Genital or rectal pain, itching, swelling, redness, or discharge
- Bruises or other injuries in the genital or rectal area
- Unexplained soreness, pain or bruises around the mouth, sexually transmitted disease, or pregnancy

Any one sign in isolation does not necessarily mean that a child has been sexually, physically and emotionally abused or neglected. However, the presence of multiple signs or repeated signs should be a trigger to ask questions and seek help. Signs often first emerge at other times of stress, such as during a divorce, death of a family member or pet, problems at school or with friends, or other traumatic or anxiety-inducing events.

Actions to Address Abuse and Neglect

The school provides Personal, Social and Health Education (PSHE) to students. This can take the form of formal lessons, assemblies and targeted talks or discussions. Students are informed of their rights and responsibilities and encouraged to speak to a trusted adult or teacher if they have been a victim of abuse and neglect issues or have been in situations that make them feel uncomfortable in any way.

School personnel are trained to take appropriate actions to help the child obtain assistance and to follow proper reporting procedures. Where available, students may also be provided with local crisis hotline numbers to obtain assistance.

LOCKERS/CUBBYHOLE SHELVES AND DESKS

Sampoerna Academy students are each assigned a locker/a cubbyhole shelf and a desk for his or her individual use. Lockers/cubbyhole shelves are to be used to store books and personal items. Valuable items should not be stored in lockers/cubbyhole shelves or desks. The school is not liable for personal items stored in lockers/cubbyhole shelves or desks.

Students are responsible to make sure that lockers/cubbyhole shelves are always kept clean. Any damage, vandalism, or other problems with lockers/cubbyhole shelves or desks should be reported to the school office. Students will be held responsible for the condition of their lockers/cubbyhole shelves if such damage, vandalism, or other problems are not reported. The cost of repair of any damage will be charged to the parents.

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

- Before class begins in the morning
- Between classes
- At the end of the school day
- Upon approval by teachers or the Principal during class periods.

Sampoerna Academy schools may do a search on lockers, cubbyhole shelves, desks and other school property to ensure that the schools are safe and sanitary. Students shall be free from unreasonable searches and seizures by school personnel. They may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent.

Students must have no expectation of privacy in the contents of their lockers, cubbyhole shelves, desks or other school property. Lockers, cubbyhole shelves and desks assigned to students always remain under the control and jurisdiction of the school. The school will make periodic inspections of lockers, cubbyhole shelves and desks at any time, with or without notice or student consent.

School personnel will remove any item that violates school policy or that may potentially be dangerous.

Students have full responsibility for the security of their lockers, cubbyhole shelves and desks, and shall be held responsible for any prohibited items found during a search. The parents shall be notified if any prohibited articles or materials are found in a student's locker, cubbyhole, desk, or on the student's person, as a result of a search.



SCHOOL VISITORS

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

Before the School Visits

Individuals or a group of individuals, e.g. representatives from an education institution intending to visit Sampoerna Academy schools, shall submit a visitor's proposal letter. The proposal shall be reviewed and approved by the Principal.

Arrival at School

On arrival at Sampoerna Academy, all visitors shall check-in at the school reception area assisted by the on-duty school personnel assigned for the area. Visitors details shall be recorded in the Visitors Book, they will be required to leave

an identity card with security and they will be issued with a visitor's card or sticker that shall be worn during the visit period.

All visitors shall wait in the reception area until they are met by their host or are taken by the on-duty personnel to meet with the related personnel.

All visitors to the school shall be accompanied by school personnel. *They may not take photographs or videos, particularly with students as the objects, unless approved in advance by the principal.*

All visitors shall be required to check-out at the school reception area, where their identity cards will be returned.

In order to protect student safety and sustain an educational program free from disruption, Sampoerna Academy will act against any school visitor who interferes with the daily activities of the school by disruptive actions that include making loud noises, enticing, attempting to entice, preventing, or attempting to prevent a student from attending a required class or school activity, entering a classroom without the consent of either the Principal or the teacher, interfering with class activities or the use of loud or profane language.

VVIP and VIP School Visitors

Sampoerna Academy schools implement required protocol for each VVIP and VIP school visitor.

FIRE AND DISASTER DRILLS

Fire, lock-down, evacuation drill instruction will be discussed during the first month of each school year. Students need to understand and follow the given procedures. Instructions will be posted on the bulletin board in teachers' room.

When the alarm is sounded, students must follow the direction of the teachers or other school personnel in charge quickly, quietly, and in an orderly manner. Failure to comply may result in disciplinary action.

EMERGENCY CLOSINGS

Weather or any other conditions may occur which will make it necessary for schools to be closed. Parents and students will be advised accordingly.

VIDEO-TAPING OF STUDENTS

For safety purposes, video/audio equipment may be used to monitor student behavior in classrooms and hallways, and in common areas at Sampoerna Academy schools. Students will not be told when the equipment is being used. The Principal may review the tapes routinely to document student misconduct.

STUDENT GROOMING AND UNIFORM

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

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

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

Physical Education (PE) Uniform

Students are required to wear their PE uniforms during PE classes. They are required to change back to their school uniforms after their PE classes. It is strongly recommended that students wear hats during outside time.

Batik Day

Sampoerna Academy schools may assign any day as the Batik day. On this day, the school principals, teachers, other school personnel and students wear Batik of their choice. Tops must be paired with dark colored slacks, no jeans, joggers, leggings or the like are allowed. Students may choose to wear Batik bottoms aligned with the guidelines in this handbook.

Personal Appearance

Personal appearance of Sampoerna Academy students is outlined below:

- No facial or body piercings are allowed.
- No clip-on jewellery (earrings, nose rings, etc.) is allowed.
- Girls may wear only one pair of stud earrings; no large dangling or hoop earrings are allowed.
- Boys may not wear earrings.
- No spiked earrings, necklaces or bracelets are allowed.
- Simple fine chain necklaces must be tucked into uniform.
- Watches are allowed.
- No tattoos (permanent or temporary) are allowed.
- No extremes hairstyles (Mohawk/Fohawk/Design Cut and Spiked-Up) or bleached or extreme colored hair are allowed.
- Exceptions for religious or cultural reasons will be considered on a case by case basis.
- Hair must be kept, clean, neat and away from the face.
- Sunglasses are not permitted.
- No facial hair for high school male students. Boys must be clean shaven.

- Wallets with chains are not permitted.
- Shirts must be tucked in at all times.
- Girls may not wear make-up and nail polish.

Trousers, Shorts and Skirts

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

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

Footwear

Footwear at Sampoerna Academy is arranged as follows:

- Shoes must be plain neutral colored lace-up shoes or loafers. There is an exception for Playgroup and Pre-Kindergarten, who may wear socks and shoes of any color.
- No sandals, mules, “uggs”, high heels, wheels, lights, boots or Crocs are allowed.
- Shoelaces must always be tied properly. No long or colored shoelaces are allowed.
- Shoes must be kept clean.

Outerwear

Outerwear at Sampoerna Academy must meet the following requirements:

- Purple or black hijab allowed for female students.
- School caps to be worn outside only.
- No non-uniform hats, caps, bandannas, or other headwear are allowed.
- No outwear, pullovers, sweatshirts, or “hoodies” other than school-approved cardigans or coats are allowed.



LUNCH TIME

Sampoerna Academy students remain at school during lunch time. They may bring their own healthy-packed lunch boxes (no junk food and soda), have them delivered before lunch time, or have them purchased at school if available. No food deliveries are permitted from outside vendors.

Students may eat in the designated areas and are expected to display good manners and courtesy as follows:

- Dispose of plates and utensils in garbage bins.
- Keep tables, seats, and floors clean.
- Talk in a normal voice without shouting and use appropriate language at all times.
- May not push, run or play in the eating areas.

- Must not loiter in the eating space and hallways, before, during, or after lunch time and remain seated unless otherwise instructed.
- Keep hands, feet, personal belongings and food to themselves.
- Must not deface school property; if so, an amount necessary to cover the cost of restoring the damaged property will be charged.

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

Students will be supervised during lunch breaks.

PUBLIC AREAS

Hallways, stairways, lunch areas, and restrooms are public areas used by all school personnel and students. Therefore, students are expected to follow the rules of conduct:

- Keep the public areas clean and safe.
- Clean up after themselves and properly dispose of all trash.
- Avoid loitering and running in the public areas.
- Avoid eating in the other public areas but lunch areas.
- Avoid using any profane or vulgar language while in the public areas.
- Avoid yelling, screaming, hitting lockers or making excessive noise while in the public areas.
- Avoid drawing graffiti, posting fliers or writing on walls, bulletin boards, doors, desks, books or any other school property.
- Avoid leaving belongings on the floor, outside of, or on top of lockers.
- Avoid roughhousing, wrestling with, or tripping others in the public areas.

- Immediately report any leaks, spills or other problems in the restrooms to a teacher or school personnel.

Students are not permitted to be in the hallways during class periods or lunch hours unless accompanied by a teacher or have permission from authorized school personnel. If found in the hallways without permission or violating the guidelines as listed above, the student will be subject to disciplinary action.

Teachers have the authority to submit referrals to the school office if students are:

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

LIBRARY

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

HANDPHONES AND OTHER ELECTRONIC DEVICES

At Sampoerna Academy, possession and use of computers, and other devices capable of electronic communications - such as radios, tape or CD players, iPods, iPad, and electronic games, are a privilege and not a right.

Therefore, the possession and use of these devices at school or during school-related events or activities are subject to school approval and regulation.

Sampoerna Academy will not be responsible for damage to, loss, or theft of any electronic device a student brings to school. Possessing other electronic devices, including but not limited to, radios, tape or CD players, iPods, iPad, smart watches, electronic games and other similar devices on school property during the school day is also prohibited and will therefore be confiscated.

Mobile phones are not allowed to be used at any time during the school day. Students who bring mobile phones to school are required to store them in their lockers on arrival at school. Teachers may confiscate student phones if they are found to be using them during the school day.

School administrators shall have the discretion to determine the appropriate use of phones or other electronic devices for students participating in extracurricular activities or attending school-sponsored or school-related activities on or off school property. The use of camera phones for recording is strictly forbidden on the school premises at any time. Any student refusing to give a cell phone or other electronic device to school personnel when required shall be subject to disciplinary action.

SOCIAL MEDIA POLICY

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

All members of the Sampoerna Academy community are expected to uphold the values of the school in all Social Media interactions. Staff, students and parents will not act in such a way that the image of Sampoerna Academy is brought into disrepute nor in a way that harms members of the school community.

Therefore, it is expected Sampoerna Academy's staff, students and parents use Social Media in a respectful and responsible manner. Social Media should not be used to insult, present offensive or inappropriate content or to misrepresent Sampoerna Academy or any member of the school community.

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

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

COMMUNICATION BETWEEN HOME AND SCHOOL

Parents must call the school office in emergency situations. The school will notify the student of any reported home emergency.

Communication between parents and school personnel is a key component of student success. Teachers shall release information through SIMS App, email or google classroom.

Parents are responsible for notifying the school of any change of address, telephone number, or email address. Parents may contact school personnel by using the following methods:

- Sending a message on SIMS App.
- Calling a teacher's extension during school hours. Teacher phone extensions are available at the school office. If the teacher is conducting class, please leave a message. The teacher will respond as soon as possible. Parents must make an appointment to pre-arrange conferences.
- Sending an email to teachers. Teacher email addresses are available at the school office.
- Contact the office directly via telephone or on the designated WhatsApp line.

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

PUBLISHED MATERIALS

School and Non-School Materials

Sampoerna Academy published materials such as school newsletters, posters, brochures and murals prepared by and for the school may be posted or distributed with prior approval by the Principal and teacher. Distributing, posting, selling, or circulating non-school written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials at school are subject to prior approval from the Principal.

Any student who posts materials without prior approval will be subject to disciplinary action. Materials displayed without approval will be removed. Students are not allowed to display or distribute any materials without prior approval from the Principal.

Displayed materials without approval will be removed and students and disciplinary action will be given to the students doing the display.

Advertising Materials

Advertising materials for school-related activities at Sampoerna Academy may be permitted upon approval of the Principal. This may include school newspapers, yearbooks, and other fundraising projects. Advertising material that promotes the use of alcohol and/or tobacco is strictly prohibited. No person may display, solicit, or sell any item or service to students or school personnel while on school property, at school-sponsored events, or on school transportation without the written permission of the Principal.

FUNDRAISING

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored events, or school transportation unless he or she has the written permission of the Principal or the Director of Sampoerna Academy.

SCHOOL PROPERTY

Students must not vandalize, damage or deface any school property, e.g. furniture and other equipment, textbooks, and library books. These actions are not tolerated to ensure that the school property can serve those for whom they are intended at the time being and in coming years. Parents of students who are guilty of damaging school property must be liable for the caused damages.

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area as scheduled. Unless the teacher or authorized personnel overseeing the activity gives permission, a student will not be permitted to go to another area of the school building after afternoon school dismissal, and unless involved in an activity under the supervision of a teacher, students must leave the school immediately.

CURRICULUM OVERVIEW

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

The pedagogy uses the following approaches:

- Student-Centered Learning: hands-on activities facilitated by the teachers for the students to explore learning.
- Inquiry-Based Learning: the students are given learning opportunities to be creative, innovative, critical thinkers, and problem-solvers.
- Blended-Learning: the students get access to a range of digital and online resources so that they can learn anywhere and at any time.
- Project-Based Learning: the students are engaged in dynamic learning to actively approach real-world problems.

The curriculum is built around the competencies and skills of 21st century learning on which the scope and sequence for our key subjects of English, Mathematics, and Science as well as the National and school subjects is developed. We have created a range of curriculum activities that allows our students to acquire the required competencies and skills, aiming to identify the learning fingerprints of each student to ensure that they get the best possible learning opportunities.

We also highlight and integrate Science, Technology, Engineering, Arts and Mathematics (STEAM) and Character Development into the whole teaching and learning framework. Sampoerna Academy's Curriculum Framework is used to ensure that student achievement is increased through an integrated curriculum that promotes continuity and growth in skills and knowledge from grade to grade and from school to school.

The framework is as follows:

- At Playgroup and Pre-Kindergarten level, the learning program is promoted within cognitive, physical, social-emotional and language development through play.

- At Kindergarten level, the learning program has an emphasis on numeracy, literacy, and social and emotional development by implementing a wide range of Internationally endorsed learning programs/resources.
- At Elementary and Secondary level, the learning is aligned with the Cambridge and the National curriculum and enhanced with American teaching strategies and resources. It acknowledges the importance of national subject areas with added values from the International curriculum and recognizes the importance of acquiring a set of skills in context and of exploring content which transcends the boundaries of the national subjects and makes them relevant to students. The learning is focused on an inquiry-based approach with project-based learning and STEAM activities across all levels.

The Sampoerna Academy learning program is geared towards preparing students for University and College in Indonesia and internationally. The learning is focused on inquiry-based approach with project-based learning and STEAM activities across all levels. The students will have the option to sit IGCSE exams in Grade 10, A Level and IB Diploma exams in Grade 12 and UJIAN Nasional Exams in Grades 6, 9 and 12.

English is the instructional language at Sampoerna Academy. English language proficiency provides our students with a distinct advantage as they pursue their careers in Indonesia or abroad after their graduation. Our students also graduate with competency in both Bahasa Indonesia and Mandarin Chinese.

ASSESSMENT

At Sampoerna Academy schools, assessment is an integral part of all teaching and learning processes. Assessment is the process of identifying, gathering, interpreting, and recording information about students' learning progress. The purpose of assessment is to design appropriate learning programs for all students and to measure the expected learning outcomes. Assessment of student progress is critical to inform students, parents and staff about how well students are progressing and where the next step needs to be.



Formative and summative assessments are used to measure student achievement. Formative assessment, which is integrated in the daily processes and activities of teaching and learning, mainly aims at gathering information about what the students have learned in order to plan the next stages of learning, including changes of strategies. It is intended to support ongoing learning and to determine instructional methods. Formative assessment is an assessment for learning.

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

The following instruments are some examples of assessment strategies used at Sampoerna Academy:

- Observation. The strategy requires the teachers to conduct a holistic observation, be it individual or group work, certain behavior, or skill and knowledge acquisition, or other observable aspects of learning activities. The teachers take notes.
- Performance assessment. This strategy is used to assess the students' tasks that have specific goals and established criteria. Audio, video, and narrative records are commonly used when conducting this assessment.
- Process-focused assessment. This strategy is an observation of learning processes, in contrast to the holistic observation. The teachers take notes and keep records of the students' skills, knowledge, and behavioral development during the learning. The teachers may use checklist and rubrics to take notes and keep records of this observation.
- Selected responses. This strategy exercises what the students have learned in one-dimensional fashion, such as quizzes.

- Open-ended tasks. This strategy presents the students with opportunities to exercise their analytical thinking and communication skills. Their answers may be presented in classroom presentations or other forms of visualization such as drawn pictures or diagrams.
- Portfolio. This strategy is a demonstration of the students' achieved success and growth, higher order thinking skills, creativity, communication, and reflection. A portfolio displays the students' understanding through learning processes.

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

REPORT CARDS AND GRADING SCALE

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

Report cards for all students are issued at the end of Semester 1 (Term 2) and Semester 2 (Term 4). Parents are encouraged to schedule a conference with the teachers if they feel their child is not making adequate progress.

Grading Scale for Pre-K to Grade 2

Number Scale	Grade	Description
4	Excellent	Student demonstrates a consistent and thorough understanding of the required knowledge, concepts and skills and can apply them in a wide variety of situations. Requires no support and makes no major errors or omissions when demonstrating concepts and processes taught. Student demonstrates a consistent and thorough understanding of the required knowledge, concepts and skills and can apply them in a wide variety of situations. Requires no support and makes no major errors or omissions when demonstrating concepts and processes taught.
3	Meeting Expectations	Student demonstrates a good understanding of the required knowledge, concepts and skills, and can apply them effectively. Requires limited support and makes few major errors or omissions when demonstrating concepts and processes taught.
2	Satisfactory	Student demonstrates a basic but sufficient understanding of the required knowledge, concepts and skills, and has difficulty applying them in familiar situations. Requires moderate support and makes some major errors or omissions when demonstrating concepts and processes taught.
1	Needs Improvement	Student demonstrates limited and insufficient understanding of the required knowledge, concepts and skills and has great difficulty in applying them into learning situations. Requires considerable support and makes frequent major errors or omissions when demonstrating concepts and processes taught.

Number Grades (%) Marks	Letter Grades (CIE)	Number Grades (IB)	Descriptors
90-100	A*	7	Excellent: Consistent and thorough understanding of the required knowledge and skills, and the ability to apply them almost faultlessly in a wide variety of situations. The student consistently demonstrates originality, insight, and analytical thinking. The student produces work of high quality.
80-89	A	6	Very Good: Consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a wide variety of situations. The student consistently demonstrates originality, insight, and analytical thinking.
70-79	B	5	Good: Thorough understanding of the required knowledge and skills, and the ability to apply them in a variety of situations. The student occasionally demonstrates originality, insight, and analytical thinking.
60-69	C	4	Satisfactory: General understanding of the required knowledge and skills, and the ability to apply them effectively in normal situations. There is occasional evidence of analytical thinking.
50-59	D	3	Mediocre: Limited achievement against most of the objectives, or clear difficulties in some areas. The student demonstrates a limited understanding of the required knowledge and skills and is only able to apply them fully to normal situations with support.

Number Grades (%) Marks	Letter Grades (CIE)	Number Grades (IB)	Descriptors
40-49	E	2	Beginning: Very limited achievement in terms of the objectives. The student has difficulty in understanding the required knowledge and skills and is unable to apply them fully to normal situations, even with support.
0-39	U	1	Did not meet requirement: Minimal achievement in terms of the objectives.





ACADEMIC DISHONESTY

Sampoerna Academy students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgement of the classroom teacher or other supervising professional school personnel, taking into consideration written materials, observation, or information from students.

EXAMINATION

Sampoerna Academy formal examinations fulfil an important function in the assessment of each student's academic performance. They are also helpful in assisting students to prepare for international and national-mandated assessment tests by providing exposure to examination conduct, procedures and techniques.

During the examinations, students shall:

- Remain silent during all examinations, unless otherwise directed by the supervising teacher.
- Not distract other students.
- Leave school bags at the front of or outside the examination room.
- Not take any paper – including worksheets and scratch paper – into the examination room; not remove any paper – including the examination – from the examination room.
- Not bring electronic devices, including cell phones into the examination room; not use any electronic device. Electronic dictionaries and calculators without Internet connection and photographic capabilities might be used with certain policies.
- Not be late for examinations and will not be permitted to leave early. Latecomers will not be granted extra time to complete the exam.
- Be responsible for the collection of their work.
- Leave school bags at the front of or outside the examination room.
- Present themselves to the subject teacher immediately upon their return to school if they are absent from an examination. All exams must be made up within three days of the return to school. However, the student must present a reasonable excuse to be eligible for a make-up exam or project.
- Students violating the above rules may, at minimum, receive a grade of zero. The school will notify the parents of students who are believed to have been academically dishonest during any examination.

CONFERENCES

At Sampoerna Academy, conferences aim at giving information to students and parents, which take form in structured purposes as follows:

- Teacher-Student Conferences that aim to give the students feedback on their learning. They are conducted in an informal fashion and are held to discuss student progress and improve student learning.
- Three Way Conferences that aim to provide a meaningful opportunity for students, parents and the teacher. They sit together and talk about the students learning, with the students taking an equal role. This conference will be held at the end of term 1 and involve some forms of learning portfolio that show a range of the students learning.
- Parent-Teacher Conferences that aim to give the parents information of the students' progress and conducted in formal fashion. These conferences are held at the end of term 2 and term 4 when report cards are also distributed during the process. Parents shall be informed of the schedule beforehand.
- Student-Led Conferences that aim to provide opportunities for the students to present and showcase their progress to parents. These conferences are held at the end of term 3.

PROGRESSION AND PROMOTION

Information on student learning progression is made available throughout formative and summative assessment activities. Promotion to the next level is decided based on the collected information during the formative and summative assessment activities. A student may be promoted based on academic achievement and/or demonstrated proficiency in the subject matter of the course or grade level. The student must demonstrate mastery on grade-level standards and

meet the school's requirements for attendance. In addition, students at certain grade levels – with limited exceptions – will be required to pass national-mandated tests as a further requirement for promotion.

Grade Promotion

For Playgroup and Pre-Kindergarten, Kindergarten, Grade 1, and Grade 2 students, promotion to the next grade shall be based on the following:

- Evidence of satisfactory progress with an emphasis on English, Mathematics and Science.
- Evidence for promotion includes assessment of the student's reading level, phonics assessment, applied curriculum assessments, information from the student's daily work or portfolio, anecdotal records, and checklists.

Grade 3-12 Promotion and Advancement Criteria

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

* Students who meet the advancement criteria will be on probation for one year, with a mid-year checkpoint. If they fail to meet the passing criteria in the probation year, they will be required to repeat the grade level.

* Bahasa Indonesia, Civics & Religion have a minimum passing grade of 70% set by the government.

In addition to the qualifying grade criteria, students must have attended at least 90% of classes throughout the year.

More than nine unexcused absences within one semester may result in failing. There will be no make-up examination for unexcused absences. If a student does not meet all or some points above, the Principal or his or her designee, the subject teachers, and the parent will meet to review the decision on the promotion. A decision to promote a student to the next grade level must be unanimous. If the decision is not unanimous, the Principal or the designee is authorized to make decisions on this matter.

Retention

Students in danger of consideration for retention will receive a written request for a mandatory conference two months before the end of the academic year. During the conference teachers will communicate the learning needs of the students. All final learning assessment data will be reviewed to decide on retention, promotion or placement of the students. The decision will be made in the last two weeks of school.

In Playgroup, Pre-kindergarten and Kindergarten, retention shall be considered only in unusual circumstances and with the approval of the student's parents. A written recommendation for retention, including suggestions for assistance for the student shall be signed by the student's teacher, parent and the Principal.

School personnel consisting of the Principal or his/her designee, classroom teachers, one teacher from the next grade level and parent will review cases of retention. They will make recommendations for any students who fail to meet the promotion criteria. Student record items for review may include report card grades, assessment tools including any evaluation, Reading Assessment, etc.

TUTORING

Students are encouraged and may be required to see teachers for tutoring. Tutoring services are also available for students receiving additional education services. Out of school tutoring is an option for the student's parents and may be requested for an individual student as a condition of admission or retention. Sampoerna Academy teachers are not permitted to privately tutor their students for pay.

HOMEWORK

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

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

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

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

INCURSIONS/EXCURSIONS (FIELD TRIPS)

Learning at Sampoerna Academy schools extend beyond the walls of the classroom. Students earn the right to participate in incursions/excursions (field trips) that are designed to enhance the curriculum learning and to prepare them for success in future endeavours. They may visit historic sites, museums, parks, and other settings that may enrich their understanding of the concepts learned in the classroom. Whenever excursions are held, parents will be notified, and their written approval must be obtained prior to the activity. Depending on the designated incursion/ excursion (field trip) venues and total costs, parents may be asked to provide some financial contribution to the activities. Details of the excursion will be communicated to Parents beforehand so that they can get involved throughout the process.

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

ASSEMBLY

School assembly is held once a week. It is focused on reinforcing character development, celebrating student achievement and providing important school updates. To celebrate achievements, certificates and acknowledgement may be provided not only for students but also staff.

CO-CURRICULAR ACTIVITIES

Co-curricular learning activities are mandatory activities provided at Sampoerna Academy to support and extend the learning that is conducted in the classroom. They occur during normal school hours.

EXTRA CURRICULAR ACTIVITIES

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

CLASS TIMETABLES

Sampoerna Academy class timetables are arranged at school level, resulting in different class period arrangements among the schools. Students will be provided with a copy of their timetable.

ACADEMIC YEAR CALENDAR

The Sampoerna Academy academic year calendar is created on an annual basis and distributed to parents in the beginning of each Academic Year. Scheduled events and holidays are subject to change. Parents shall be notified when changes occur.

STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

Please read the following information carefully.

Parents and student must sign this form and submit to the homeroom teacher. I understand and consent to the responsibilities outlined in the Sampoerna Academy 2019/2020 Student Handbook. I understand and agree that my child will be held accountable for his or her behavior and consequences as outlined in this document.

They will be held accountable at school, school-sponsored and school related activities, including school-sponsored travel. I understand that any student who violates the code of conduct is subject to disciplinary action as outlined in this Student Handbook. I further understand and consent to my parental responsibilities as outlined in this handbook.

Failure to sign this form does not remove my child's responsibility to abide by the stated policies. In consideration to my son/daughter's study in Sampoerna Academy, we, hereby irrevocably indemnify and hold Sampoerna Academy schools, its employees, its students and their parents harmless from and against any costs, liabilities, charges, direct, indirect or consequential losses and expenses (including legal costs on a full indemnity basis), damages, claims, demands, proceedings and/or actions which you may incur or suffer or sustain in any way directly or indirectly as a consequence of the actions or inactions of the school and its community to my son/daughter during his/her study in Sampoerna Academy.

DATE	PARENT NAME	PARENT SIGNATURE
DATE	PARENT NAME	PARENT SIGNATURE

NOTES



SAMPOERNA ACADEMY

Jakarta Campus

L'Avenue

Jln. Raya Pasar Minggu Kav. 16,
Pancoran, Jakarta Selatan

- ☎ (021) 50 2222 34 or 0813 3000 3002
- ☎ 0815 2222 234 (Primary)
0816 17 111 234 (Secondary)
- ✉ info@sampoernaacademy.sch.id
- 📍 Sampoerna Academy Jakarta
- 🌐 sampoerna.academy.jakarta

BSD City Campus

Jln. Raya Serpong BSD,
CBD Lot II-2 Lengkong Gudang,
Serpong, Tangerang Selatan

- ☎ (021) 505 56234 | (021) 505 56244
or 0811 9530 032
- ☎ 0857 8162 8888
- ✉ info@sampoernaacademy.sch.id
- 📍 Sampoerna Academy BSD
- 🌐 sampoerna.academy.bsd

Sentul Campus

Sentul Alaya, Sentul City

Cijayanti, Babakan Madang,
Bogor, Jawa Barat

- ☎ (021) 506 40234 | (021) 506 41234
or 0811 9530 031
- ✉ info@sampoernaacademy.sch.id
- 📍 Sampoerna Academy Sentul
- 🌐 sampoerna.academy.sentul

Medan Campus

Citra Garden

Kompleks Citra Garden
Jln. Jamin Ginting

- ☎ (061) 821 19 57
- ☎ 0811 6363 331
- ✉ info@sampoernaacademy.sch.id

Cipto

Jln. Dr. Cipto No. 6,
Medan Polonia

- ☎ (061) 455 06 06
- 📍 Sampoerna Academy Medan
- ✉ sampoerna.academy.medan

Surabaya Campus

Jln. Lontar Pakuwon Indah,
Surabaya

- ☎ (031) 33 234 234 or 0858 5917 6832
- 🌐 sampoerna.academy.sby
- ✉ info@sampoernaacademy.sch.id

sampoernaacademy.sch.id