



**HANDBOOK FOR FAMILIES**

**2009-2010**

**WITH A SUPPLEMENT FOR STAFF**

## THE HISTORY OF GREEN SCHOOL

Green School opened its doors to its first student enrolment in September 2008 after more than two years of planning. It was the dream of Founders, John and Cynthia Hardy to create a school in Bali for international and local students based on the principles of an holistic education, and to house the school in an architecturally stunning setting which embraced the environment and set the bar for sustainability of the world. Its location in Sibang in the south of the island straddles the Ayung River.

Its opening enrolment was 108 students in six classes. The school is recognized has an operational licence issued by the local authorities and was granted an international school licence by the Ministry of Education of the Republic of Indonesia in early 2009.

## CULTURE OF GREEN SCHOOL

A GREEN school in which:

- 'Learning is by doing'.
- The essential skills of reading, writing, mathematics and science are developed to a high degree.
- There is a curriculum which includes the evolution from nature to ecology to environment to sustainability. A curriculum which emphasizes students getting hands dirty, and getting mud between the toes.
- Students develop into stewards of the environment.
- The geographical and cultural context of doing this in Bali are recognized.

### Mission

- Delivering a generation of global citizens who are knowledgeable about and inspired to take responsibility for the sustainability of the world.

By:

- Emphasising 'learning by doing';
- Placing great weight in developing social responsibility;
- Appreciating integrity, honesty, ethics, and compassion as core underlying values;
- Recognising the importance of a holistic education.

Through a Curriculum that:

- Develops the essential skills, of reading, writing, mathematics and science to a high degree
- Has a Green aspect which evolves from nature to ecology to environment to sustainability through a 'getting your hands dirty' and 'getting mud between your toes' approach;
- Recognises and celebrates the local geographical and cultural and artistic context;
- Is based on continuity and progression

In a Teaching and Learning Setting that:

- Embraces the environment using only natural and local resources in architecturally stunning bamboo structures;
- Inspires a living sense of creative problem solving;
- Continually explores the use of alternative clean energy;
- Seeks out scalable solutions to promote the longevity of the planet.

# CODE OF CONDUCT FOR STUDENTS

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*It is essential that staff are familiar with this and take responsibility for assisting in its enforcement*

This Code of Conduct is one of the means by which Green School will live up to its mission on behalf of all the people who work and study here.

The School on the one hand, and individual students on the other, have justifiable expectations of each other, including:

- Students have a **right** to expect that the School will provide a secure, nurturing environment to learn in; the School has a **responsibility** to provide this.
- The School expects students to behave in a way which will contribute to such a safe, friendly environment; it cannot tolerate behaviour which undermines this principle.

The Code of Conduct will be most effective in a caring environment where behaviour that is not in accordance with the Code is recognised and dealt with promptly and appropriately. With everyone's co-operation in striving for high standards, it will become a code that will not need enforcing, but by which the whole community can happily live and work together.

## 1. RESPECT FOR THE RIGHTS OF OTHERS

*Students are expected to respect the rights, needs and feelings of others. In return, they can expect such consideration to be shown to them. Everyone must act in a way that promotes the dignity, health and safety of others.*

In particular, no-one should initiate or be expected to tolerate:

- Bullying, intimidation, teasing or ostracising (verbal or physical);
- the use of language which is offensive;
- offensive use of electronic communication.

Public displays of intimate behaviour between students may cause offense to others and are therefore not appropriate.

## 2. THE SCHOOL ENVIRONMENT

*It is everyone's right to have a safe, clean and comfortable place in which to work. Looking after the environment is the responsibility of us all.*

- Interfering with School facilities causes inconvenience and discomfort to others. For example, students should not write or draw on whiteboards unless specifically asked to do so by a member of staff.
- Dropped rubbish causes our environment to be untidy and unhealthy. Rubbish and recycling bins are provided and should be used appropriately according to the nature of the rubbish.
- Matches and lighters must not be brought on to the School premises. Smoking is forbidden at all times on the School premises, on the way to school, on school trips and when representing the School.
- Food and drink should only be consumed in the designated areas and at the appropriate times.
- Students should be responsible for helping to keep the school clean and tidy. This will assist cleaners and other support staff in their work.

## 3. COURTESY

*Courtesy is an important part of our daily lives. It costs nothing but shows our respect for each other and makes life more pleasant for everyone.*

Courtesy involves, for example: speaking politely, listening carefully, doing as requested, making visitors welcome, not interrupting conversations, not pushing. These are not rules, but simply positive ways of behaving towards each other.

Examples of courtesy in the classroom would be:

- Addressing each other by name whenever possible;
- Using polite language such as "Excuse me", "Please", and "Thank you";
- Apologising if you accidentally hurt or inconvenience someone;
- Having the correct equipment and appropriate materials for each lesson;
- Apologising and giving a reason if you are late;
- Showing respect for other people's views and opinions and not ridiculing their mistakes;
- Packing away your lesson materials only when asked to do so;
- Doing as requested by a member of staff.

#### **4. MOVEMENT**

*For safety reasons everyone must take care when moving around our school. At some times our paths and staircases become crowded and may be slippery.*

Students should:

- Take particular care in the vicinity of younger students.
- Give way to visitors and other adults, and help anyone whose hands are full.

#### **5. PERSONAL PROPERTY**

*Everyone should take responsibility for looking after their own property. It is recommended that items of significant monetary or personal value are not brought into school.*

- Students must not interfere with other students' property in any way. This will be viewed very seriously.
- Items such as personal audio systems, portable video games and mobile phones must not be used during school hours.
- Money for trips, etc. should be handed in promptly.
- VALUABLES MUST NOT BE LEFT IN THE CHANGING ROOMS OR IN SCHOOL BAGS.
- If there is any damage to or theft of property, it should be reported promptly to the class teacher/tutor.

#### **6. ATTENDANCE AND PUNCTUALITY**

*Absence of even one day will cause students to miss lessons and lose out on teaching. Students should avoid being absent unless they are unwell or have some other legitimate reason to miss school.*

- Students should register daily with their teacher/tutor.
- Students are expected to be punctual for registration.
- A student who is absent for any reason should bring an explanatory note on his/her return to school.
- Teachers/tutors should be informed by parents in advance of any appointments (e.g. medical/dental) during school time. Whenever possible, appointments should be made out of school time.
- Students arriving late should register with the Principal's Office.

#### **7. LEAVING THE SITE**

*The School takes very seriously the responsibility it has for students whilst in session. We need to know who is on the site at all times.*

- Students may only leave the premises during the day with the express permission of a member of staff.

#### **8. PERSONAL APPEARANCE**

*The School recognises the need for tidy, safe and comfortable attire and for a business-like approach to personal appearance.*

- Students are responsible for their personal appearance and are expected to take pride in it.
- Hair should be kept clean.
- Over-casual appearance and extreme styles will not be tolerated.

#### **9. OUT OF SCHOOL, REPRESENTING THE SCHOOL, AND TRAVELLING TO AND FROM SCHOOL**

*Each member of the School represents the whole community and should strive to maintain the high reputation that Green School enjoys. Such a reputation could quickly be destroyed for everyone by the actions of a few careless individuals.*

Good behaviour and appropriate attire and language are expected at all times when representing the School at events, taking part in field study trips or adventure holidays, and travelling to and from School.

## PROFESSIONAL STAFF IN EDUCATION

### BRIEF BIO ON DIRECTOR

#### Ronald Stones OBE

Directing the Green School Project – which embraces Green School, Green Camp Bali, and Green Enterprises – he has a background in traditional international education. He holds an MBA in Educational Leadership and first degree and qualification in education from Britain. He has been chief executive and head of three of the region's most prestigious international schools. Most recently he was with Sampoerna Foundation, directing a school quality improvement program in Indonesia. He has been awarded several honorary positions including recognition by Britain's Queen Elizabeth II for his services to education. He joined this project at the end of 2008.

### BRIEF BIOS ON GREEN SCHOOL TEACHING STAFF FOR 2009-2010

#### Andrew Dalton – Principal

Andrew holds a Bachelor's degree in Electrical and Electronic Engineering, a Postgraduate Qualification in Education (Mathematics), and the National Professional Qualification for Headteachers (UK). He is a Master's student in Educational Management. He started out his career in Engineering before deciding to take professional training to teach. He hails from Britain where he started his teaching career. New to Green School, his most recent position was Headmaster of Bromsgrove International School in Thailand – a day and boarding school. Prior to that he held a Senior School Management Team position at Tanglin Trust School, Singapore. He is single, and is an avid sportsman who is actively involved in charitable work.

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#### Anak Agung Putra Rangki – Indonesian Consultant

Agung holds a Doctorate degree in English from IKIP, Malang. He is from Bali and has been teaching English, Bahasa Indonesia and Cultural Studies corporately and privately to a range of ages for a number of years.

#### Susan Allen – Creative Arts

Susan holds a Bachelor's degree in Psychology, a Master's in Environmental Studies, and is a PhD student in Holistic Education. She had more than fifteen years' experience in TEFL teaching at secondary and tertiary level in Canada and overseas before switching to teaching younger children. She is Canadian and married to Susiawan.

#### Glenn Chickering – Sports and Activities

Glenn holds a Bachelor's degree in Interpersonal and Public Communications, and a TEFL qualification. He is American, and has held a number of short term positions as a camp counselor and a teacher – for the past three years in Asia. Glenn has recently married Melinda. He has always been a keep sportsman.

#### Desak Putu Ratmini – Indonesian Class Teacher

Desak holds a teaching qualification from STKIPN in English from Singaraja, North Bali. She is Indonesian and has been teaching in private and public schools to a range of ages for nearly ten years.

#### Katharine Lane – International Primary Class Teacher – new to Green School

Katharine holds a Bachelor's degree in English and Politics, and a Postgraduate Qualification in Education (English – Primary). She hails from Britain where she began her teaching career. For the past nine years she has been with Tanglin Trust School, Singapore in which she has taught all ages in the Junior School. She was most recently Head of Humanities. Single, her interests include fitness and outdoor activities.

#### Jerry Lloyd – International Primary Class Teacher – new to Green School

Jerry holds a Bachelor's degree in Liberal Arts (with a concentration on Psychology), and a Teaching Credential from California State University. For the past fourteen years he has been teaching Grades 1 and 2 in three different schools, most recently in Anaheim, California. He is American, but is about to take up permanent residence in Bali.

#### Jan Maraire – Creative Arts

Graphic artist, teacher and performer, Jan moved to Bali from Maui, Hawaii in 2008. She has dedicated over 20 years to the study of traditional Shona music from Zimbabwe, and she helped to popularize marimba music in the US. Jan brings a set of specially designed marimba instruments to Green School, and her sons Eddy and Isami are also students at the school.

Sara Mononen – Learning Support Specialist

Sara holds a Bachelor's degree specializing in Psychology, and a postgraduate qualification in Teaching and Learning. She is also a TEFL certified teacher. Her teaching career spans New Zealand, South Korea and Canada from young children to adults – from teaching English as a Second Language to class teaching to individual tutoring.

Joel Mowdy – English Specialist – new to Green School

Joel holds a Bachelor's degree in English Literature and Creative Writing, and a Master of Fine Arts in Creative Writing which is his passion. He is American but for the past three years has been in international education in Lithuania, following an early career in tertiary education. He is a published writer. He is becoming a Green School parent of a three-year old son.

Luh Peni Betasari – Indonesian Class Teacher – new to Green School

Peni was born and raised in Singaraja, Bali, and currently lives in Bali. After graduating with a degree in teaching in 2005, she has primarily worked at Sekolah High/Scope as a Kindergarten and First Grade teacher. Peni is excited to join the Green School community and learn more about sustainability in education.

Trudy Rilling-Collins – Science Specialist – new to Green School

Trudy holds a Bachelor's degree in Science specializing in Forest Insect and Disease Pest Management. Her secondary teaching credential in sciences and mathematics is from California State University. Her career began in research before evolving into education of teachers and students. She is American, most recently based in California. She is accompanied by her husband.

Andrew Slavin – Leading Learning Support Specialist – new to Green School

Andrew holds a Bachelor's degree in Economics, a California Certification in Cross-Cultural, Language and Academic Development, and a Teacher's Licence from Oregon. He has more than fifteen years' experience in management and teaching across all ages in Elementary and Middle. Most recently, he was Intervention Specialist and Counselor in Oregon. He is becoming a Green School parent of a Kindergarten child.

Rachel Sparks – International Primary Class Teacher – new to Green School

Rachel holds a Bachelor's degree in Contemporary Studies (Geography), and a Bachelor's degree in Education. She hails from Canada and for the past two years has been teaching in an international school in Thailand at the beginning of her career. Over the past three summers she has planted 300,000 trees in British Columbia. Single, her interests include outdoor activities.

Susiawan – Creative Arts

Susiawan is a graduate of ITB, Bandung in Fine Arts and Design. His career spans teaching, facilitating, writing, illustrating, editing and as an artist, exhibiting in painting, photography, and puppetry in Indonesia and in Canada. He is Indonesian but with Permanent Resident status in Canada.

Dawn Teddi Wiedemann – International Pre K and Kindergarten Class Teacher

Dawn holds a Master of Fine Arts in Film and Fine Arts Photography. Born and brought up in America, she now has Indonesian citizenship. She has a wealth of professional experience in education – teaching all ages from Pre-School to College – and has been trained in Steiner methodology. She is a Green School parent.

Jimmy Tulus – Leading Indonesian Teacher – new to Green School

Jimmy holds a Bachelor's degree in Chemical Engineering, but immediately embarked on a career of English teaching on graduation. For the past six years he has been teaching English at secondary and tertiary levels. He hails from South Sumatra, but was most recently employed in a state senior high school in Denpasar. Single, he has a passion for teaching and learning.

Veronika Nariswari – Indonesian Class Teacher

Vero holds a teaching qualification from STBA Pertiwi, and is certified in High Scope Development in Early Childhood Education. She comes from Java and was formerly teaching in Jakarta.

Lee Wood – International Early Years Class Teacher – new to Green School

Lee holds a Bachelor's degree in Fine Arts, and a Waldorf Teacher Training Certificate. She is licensed and registered as an Early Childhood Director and Teacher in California and Hawaii. She has more than twenty years of experience in Early Childhood education in America and overseas. Single, she lists yoga and walking and trekking amongst her interests.

Jonathan Wright – Humanities and Green Studies Specialist

Jonathan holds a Bachelor's degree in Textual Studies and a Master's in Theology. He is of Australian nationality and has had a career in training and in education at secondary and tertiary levels. He was formerly Secondary Vice-Principal at Springfield International School, Jakarta.

BRIEF BIO ON GREEN SCHOOL DOCTOR

Dr. Ating Solihin received his MD from the University of Gadjah Mada in Jogjakarta in 1989, and went on to pursue post-graduate study at the University of North Carolina at Chapel Hill in the United States. He has lived and worked in some of Indonesia's most remote regions and brings many years of experience in handling emergency cases in the field and managing infectious diseases. Dr. Atin has a strong interest in biodiversity conservation, making him an especially good fit with Green School. He is also an accomplished jazz saxophonist.

## **ABSENCE FROM BALI**

When both parents are to be out of Bali at the same time, and guardianship of children is to be temporarily assigned to others, the Principal's Office should be informed of the name and contact details of the guardian. This is to ensure that we are able to contact the appropriate guardian in case of emergency. It is strongly recommended that in such cases a letter of guardianship be given to the temporary guardian.

## **ACCESS TO THE SCHOOL**

Access to the school is only possible between 07:00 and 19:00 on weekdays and for special events. At all other times the gates will be closed and security officers will prevent access to the site unless prior permission has been granted.

## **ACTIVITIES – CO-CURRICULAR**

Green School offers a range of sporting, musical and recreational activities after school. The programme is administered by the Director of Sports and Activities who is based in Heart of School. Details of each term's co-curricular programme are issued at the beginning of each term.

## **ANNOUNCEMENTS VIA THE WEBSITE**

In cases where it is unclear whether a piece of news via the media – for instance – may affect the operation of the School, an attempt will be made to upload an announcement to the front page of our website, so that Green School families can seek clarity on the School's position. See [www.greenschool.org](http://www.greenschool.org)

## **ASSEMBLIES**

Assemblies at Green School are of a non-religious, non-denominational, non-sectarian nature, and are:

- A time for reinforcing group behaviour and dynamics;
- Celebratory;
- A time for performance;
- A time for delivery of the Life Skills aspect of the curriculum.

## **ATTENDANCE OF STUDENTS**

Attendance is expected on all school days, as published in the Green School Calendar, unless a student is on medical, examination, or special circumstances leave agreed by the Principal. Academic work will not normally be given to a student to cover any period of leave from school, unless the absence is prolonged and unavoidable.

## COMMUNICATION BETWEEN HOME AND SCHOOL

We believe in keeping channels of communication open between home and school. There are regular occasions throughout the school year when parents have the opportunity to meet with teachers and tutors and discuss individual students' development.

Parents having concerns about progress, attitudes, work, behaviour, or any other problem are urged to make an appointment via the Principal's Office with the student's class teacher or tutor.

It is essential for the good development of your child that he/she feels that his/her parents have confidence in his/her school and teachers. If, from time to time, there are things about which parents are concerned, parents are encouraged to come into school to discuss those concerns, rather than airing the concerns in front of children. We want our students to be proud of being Green School students, and to be happy coming to school.

In our move to reduce the use of paper, we use e-mail as the main communication tool to include school-home contact. We therefore encourage that parents regularly check e-mail boxes for messages from the School.

## COMPARATIVE AGE GROUPING - ACCORDING TO EDUCATION SYSTEMS

Age of Child	Green School; USA	England	Singapore	Indonesia
3+	Pre-School	Nursery	Nursery	PAUD (Pendidikan Anak Usia Dini)
4+	Pre-School	Reception	Nursery	TK A (Taman Kanak-kanak)
5+	Kindergarten	Year 1	KG 1	TK B
6+	Grade 1	Year 2	KG 2	SD 1
7+	Grade 2	Year 3	P 1	SD 2
8+	Grade 3	Year 4	P 2	SD 3
9+	Grade 4	Year 5	P 3	SD 4
10+	Grade 5	Year 6	P 4	SD 5
11+	Grade 6	Year 7	P 5	SD 6
12+	Grade 7	Year 8	P 6	SMP 1
13+	Grade 8	Year 9	S 1	SMP 2
14+	Grade 9	Year 10	S 2	SMP 3
15+	Grade 10	Year 11	S 3	SMA 1
16+	Grade 11	Year 12	S 4	SMA 2
17+	Grade 12	Year 13	S 5 / JC 1	SMA 3

## CURRICULUM

A separate document, Green School's Curriculum is available to Green School families.

### Sharing Information on Curriculum

It is the School's policy NOT to release schemes of work, lesson plans or resources to any outside agencies or individuals without the express permission of the Director. Such information has been specifically designed for delivery within the Green School framework and as such is owned by Green School.

## DAILY ROUTINE

The School Day for 2009-2010		
	Start	End
Staff Briefing	07:50	08:00
Registration	08:15	08:30
Period 1	08:35	09:25
Period 2	09:30	10:20
Break	10:20	10:40
Period 3	10:45	11:35
Period 4	11:40	12:30
Lunch	12:30	13:15
Period 5	13:20	14:10
Period 6	14:15	15:05
Reflection & Clear-Up	15:05	15:15

Nursery and Pre-K: 08:30 – 12:30

## DRESS CODE

At Green School we want our students to be cool and comfortable, but not to be over-casual.

- Top – T-shirt, polo, button-down shirt or blouse. (Shirts should not display logos, profanity, or media images; no spaghetti straps and low cut tops. Please use discretion with attire.)
- Pants – Solid color shorts (hemlines 5cm above the knee or lower), trousers or skirts (hemlines to 5cm above the knee or lower).
- Footwear – Given the rugged nature of the campus, we recommend shoes with closed toes and backs. (Keene and Teva-type sandals are acceptable.) Shoes will not be worn in the classroom; students may wear flip-flops or other indoor shoes in the classroom (and may store them at school). Flip-flops are not recommended for outdoor use.
- Gym Clothing for Physical Education Class (PE): Sun hat, light cotton T-shirt, gym shorts, and gym shoes. Please provide a set of gym clothes that can be kept at school. All gym clothes and shoes should be labeled with students' names.
- Hats – It is a requirement that hats are worn for outdoor activities

## DRINKING WATER

Students are encouraged to have a water bottle that they can re-fill from our source of clean and regularly-tested water from our deep well. This drinking water is accessible in filled coolers around the site.

## EPI-PENS

Parents of children with severe allergies (such as predisposition to anaphylactic shock) which require treatment by epi-pen are requested to provide an epi-pen and sign a letter of consent for the administration of treatment in school.

Parents of such children may be required to accompany their child on field study trips or visits.

## EXAMINATIONS

Green School will be entering its first Grade 10 students for Cambridge IGCSE examinations in 2010.

Parents are advised that in order to comply with the timing of examinations, students may have to be quarantined.

Examination Fees are set by the Examination Board in each year. Such fees plus courier costs for the transportation of papers will be passed onto students' families.

## FIELD STUDY TRIPS

The safety of the students in our care is our paramount concern, and we always endeavour to ensure that all reasonable measures necessary to protect the children are anticipated, acted upon, observed and reviewed.

However, accidents and injuries do occur from time to time, often without anyone being at fault. We are, as we are sure you can understand, unable to offer compensation for any accident or injury which is not attributable to our fault.

Parents may therefore wish to look into the question of whether their own health, travel or other insurance policies offer adequate cover for accidents to their children which occur outside the home.

For all field study trips, a risk assessment is undertaken by the trip leader prior to departure; this risk assessment is then submitted to the Principal's Office for consideration, modification and final sanctioning.

An informative letter together with a permission form will be sent home to parents before a visit, and no student will be allowed on the trip unless a signed permission form has been returned to school. Parents may sometimes be invited to accompany trips and assist in supervising. The cost of field study trips is not included in School Fees; families are charged separately for such trips.

## FINANCE AND ADMINISTRATION

Green School is totally dependent on school fee income for its operation. The school is a non-profit organisation, registered as a yayasan in the Republic of Indonesia.

The Business Manager is a member of the School's Business Team and Management Team. He draws up - *in conjunction with the Director* - an Annual Operating Budget, and presents to the Board a proposal for the school fees required to finance that budget.

The Board is accountable to the parent body for the efficient management and administration of the school. It charges the Director, therefore, to draw up and implement controls to meet that efficiency. The Director works closely with the Business Manager to ensure those controls are reasonable within the operational framework of the school. The members of the Board of Governors receive no remuneration for their services.

## School Fees (all fees in US dollars)

New students are required to pay a one time initial registration Fee of \$750.

Termly school fees range progressively, based on a two term academic calendar

- \$2,250 ( Half-day Nursery and Pre-K program)
- \$3,900 (Full-day Kindergarten)
- \$4,350 (Grades 1-6)
- \$4,875 (Grades 7-10)

Building Fund charges are \$850 per student annually; they go towards the school's capital development.

*School Fees do not include charges for field study trips or adventure camps. They also do not include external examination fees for IGCSE. These are all charged separately.*

A refundable deposit equivalent of \$2,000 is held in the name of each student. That deposit is refunded on a student's leaving the school, provided that all fees have been paid and that notice of withdrawal has been given in accordance with published deadline dates. Otherwise, the deposit is forfeited.

## **FIRST AID CENTRE**

Green School has a First Aid Centre which is manned by a qualified medical doctor. We have an emergency system in place whereby a standby vehicle will transport a student or staff member who will be accompanied to BIMC for medical treatment. Parents will be immediately informed.

## **FOOD SERVICE**

Good, healthy and nutritious food is prepared in our kitchen each day for lunch. Most of the fresh produce is from our own organic gardens. The lunch service is available for purchase by students by advance order. Monthly menus are sent to families by email along with an order form.

## **HEALTH AND SAFETY**

A Health and Safety Policy is published separately.

Families should be reassured that there are procedures in place to deal with emergency situations, and that staff are trained in how to deal with these, and with simple first aid treatment.

## **HOMEWORK**

Homework is a requirement and is usually set on a regular basis as set out below.

### DAILY/WEEKLY TIME ALLOCATION

<u>YEARGROUP</u>	<u>DAILY READING</u>	<u>WEEKLY OTHER HOME ACTIVITIES</u>	<u>SUBJECTS</u>
Kindergarten	10 minutes	20 minutes	Activities will include vocabulary extension, handwriting skills, practical tasks (and Maths in Grade 1)
Grade 1	20 minutes	30 minutes	
Grade 2	20 minutes	50 minutes	English and Mathematics
Grade 3	20 minutes	60 minutes	English and Mathematics
Grade 4	20 minutes	90 minutes	English and Mathematics
Grade 5	20 minutes	2 hours	English and Mathematics and occasional research activities.
Grade 6	20 minutes	3 hours	English and Mathematics, Science or Humanities, Languages, and occasional research activities.
Grade 7			
Grade 8			
Grade 9		Approx. 15 hours	All subjects plus exam coursework and revision
Grade 10			

### Relevance

Homework should be a useful and positive experience. It is planned as an integral part of the total curriculum and therefore complements what is being taught in class. It provides a structured opportunity for students to become more independent and disciplined in their study habits, and creates a vital link between home and school by keeping parents informed of the work being undertaken at school, which they can then reinforce at home.

### Resources

If the Internet is to be used for homework research, teachers will specify the web sites that students should visit.

### The Role of Parents

Parents are asked to support the school by:

- ◇ providing a reasonable peaceful, suitable place in which students can do their homework;
- ◇ making it clear to students that they value homework, and supporting the school in explaining how homework can help them to make progress in school;
- ◇ encouraging students and praising them when they have completed homework assignments;
- ◇ expecting deadlines to be met, and checking that they are.

### Homework and School Holidays

Academic work will not normally be given to a student during school holidays.

## ILLNESSES

When a student has a temperature of more than 37.8 degrees, or is ill, parents are asked to:

- Inform the Principal's Office that the child is unable to come to school.
- Keep the child at home until fit to return to school.
- Do not let children control or keep possession of medicines of any description in school. Any medication must be handed in to the First Aid Centre with written directions by the parent.
- Send an explanatory note when the child returns to school after an absence.

If a student becomes unwell at school or hurts himself or herself, the nurse will contact parents if she feels that the child should be taken home.

## INFECTIOUS OR CONTAGIOUS DISEASES

The isolation periods for children suffering from such illnesses are given below and should be followed in all cases:

<u>ILLNESS</u>	<u>INCUBATION PERIOD</u>	<u>ISOLATION OF STUDENT</u>
Chickenpox	14-21 days	Until all scabs are dry
Fifth Disease (slapped cheek)	4-21 days	Not infectious after appearance of rash
German Measles	14-21 days	4 days from the appearance of rash
Hand, Foot, Mouth Disease	4-6 days	Until all sores have healed
Measles	10-14 days	4 days from the appearance of rash
Mumps	14-21 days	Several days after appearance of swell

## OTHER CHILDHOOD CONDITIONS

Conjunctivitis	Exclusion from school until eyes are back to normal
Head Lice	Exclusion from school until treatment has started
Impetigo	Exclusion from school until treatment has started
Verucca	Sores must be covered before participation in any aquatic activity

## INFORMATION AND COMMUNICATIONS TECHNOLOGY

### ICT – Students’ Use of the Internet

The following points form a framework for Green School.

- A code of conduct is drawn up between each student and the school. All students are expected to abide by this code. Failure to do so may result in disciplinary action.
- Access to the INTERNET is only available to students in the school’s supervised teaching environments.
- All monitors are easily visible to the teacher or supervising adult.
- Discussions on the dangers and pitfalls of the www are an integral part of the school’s Life Skills curriculum.
- Any homework that requires use of the Internet must be identify a list of suitable educational sites appropriate to the topics.
- We advise students that, in school, sites *are* monitored and machines *are* checked. Use of the INTERNET can be logged and recorded. Inappropriate use of the INTERNET may result in disciplinary action.

### ICT – General Advice to Parents

- Have home computers in places where they are easily visible.
- If your son/daughter says that their homework requires a computer, check the sites that are listed to be accessed.
- Net nannies are available and offer a degree of protection, but are not infallible.
- Check out some of the INTERNET sites that offer advice to parents (safekids.com and pagi.org.sg come recommended by Green School families).
- Ultimately the best protection against misuse of the INTERNET has to be informing and educating children. This will be more effective than any locks, passwords, net-nannies or threats.

## RESTRICTIONS FOR THE USE OF LAPTOPS

Use of Digital Recording Devices - Green School prohibits the use of digital recording technology without explicit permission from the Principal, and such use would contravene the school’s acceptable use policy and may result in disciplinary action and the requirement to permanently remove the equipment from the school.

Network Integrity and Security - The use of a personal laptop does not absolve students from complying with general rules for the safe use of the school network, as indicated in the school’s ‘acceptable use’ policy.

## **INFORMATION MANAGEMENT**

Green School's Principal's Office is responsible for maintaining up to date contact details from families of our students, so that when we need to contact them by e-mail or handphone phone, we are confident it can be done.

## **LEARNING SUPPORT**

Learning Support Teachers report to the Principal. They are responsible for designing a programme of support for those identified with a special need. That need may result from a learning disability, transience, or may be of a social or behavioural nature.

In some cases, they will then be responsible for delivering part or whole of that programme. That may be in the form of withdrawal from regular class for one-on-one or one-on-several guidance, or it may be in the form of support on an individual or group basis within regular classes; in other cases they will advise parents and teachers of how they can assist. LS Teachers work as a team and are assigned as appropriate to individual students.

## **LOST AND FOUND**

When an article of significant value is found it should be handed to the Principal's Office. Those who have lost such articles should go to the Principal's Office. At the end of each term, all unclaimed items are disposed.

The School cannot be held liable for any loss of any kind whatsoever that student may sustain.

## **MANAGEMENT TEAMS**

### Green School Management Team

Director  
Principal  
Business Manager  
Operations Manager  
Head of Admissions

### Mepantigan Management Team

Director  
Mepantigan Manager  
Operations Manager  
Admissions Executive  
Media Design Executive

### Green Camp Management Team

Director  
Program Director  
Director of Admissions  
Business Manager  
Operations Manager

### Land Management Team

Director  
Business Manager  
Operations Manager  
Special Projects Manager  
Integrated Farming Consultant

## **OPERATIONS DEPARTMENT**

The Operations Manager is a member of the School's Management Team. She reports directly to the Director, and leads a team of fifty which covers the following functions:

- ❑ Safety and Security - the provision of a service to look after our facilities and users;
- ❑ Logistics - the planning and setting up of events;
- ❑ Maintenance - the upkeep, repairs and renovations of the facilities;
- ❑ Domestic - the upkeep and cleaning of the facilities;
- ❑ Grounds - the upkeep and cleaning of the site.

The Operations Office is located on Level 1 of the Heart of School.

## **PARENT HELPERS**

Parents may be encouraged to help with trips, special occasions, special activities, in the library, etc., on a regular or occasional basis.

Working with parents this way is something we encourage at Green School and it assists in keeping open channels of communication between school and home. When parents assist in the classroom, the teacher remains in charge of the lesson.

## **PEST CONTROL**

Families should be aware that Green School takes a responsible attitude in the protection and health of our community.

This control includes green preventative indoor treatment for ants, rodents and cockroaches, and preventative outdoor treatment for snakes and termites. The site is regularly checked for snakes by a local expert.

## **PHONES**

Students are not allowed to use handphones on the school site during school hours. Violation of this rule by students leads to confiscation, with the handphone held in the appropriate school office until collected by parents.

## REPORTING TO PARENTS

At Green School, we believe that an effective reporting system is both necessary and desirable to ensure that the highest quality of information is made available to parents. There is therefore a balance of styles of reports during the year.

### Information on Curriculum

At the beginning of each year (or when a new student joins), parents are given information on the curriculum.

### Information Sessions

Early in the first term of every school year, each year group hosts an Information Session for parents. This is a time when teachers and tutors make presentations to parents on their curriculum plans for the year, and set the school's expectations on homework, as well as to explain routines. These sessions are seen as an important opportunity for teachers and parents to establish a strong working partnership for the year ahead.

### Reporting in Parent-Teacher Conferences

Sets of parent-teacher conferences are scheduled each year. In the first of these, as well as being an opportunity for parents and teachers to get to know each other better, and to exchange information on children, it will enable parents to learn of specific learning targets that have been identified for their children. Every family is scheduled for an appointment.

Staff and parents are encouraged to keep open channels of communication with parents, and, if a problem arises with a student, not to wait until the formal conferences to share it with each other, but to set up an appointment to meet each other. Staff will be responsive to parents wanting to meet them over particular issues by setting up appointments.

### Written Reports to Parents

Parents of all students receive

- A report card showing attainment and effort every half-term.
- A full written report of progress at the end of each term.

All written reports issued by Green School become a permanent record of a student's studies here and reflect our standards and expectations.

### Leavers' Reports

For students who leave Green School permanently at some point during the school year, a progress report is written in letter format.

### Open Mornings

Open Mornings are scheduled on a periodic basis. These are useful times for parents to gain information about what their children are doing in school.

## **SMOKING**

Families are advised that the Government of the Republic of Indonesia has ruled that all school campuses in the country are 'No Smoking' zones.

## **STUDENT COUNCIL**

The School Council serves to ensure that there is a student voice that is listened to at Green School. It maintains open channels of communication, and provides the School's Leadership and Management the opportunity to use student representatives as sounding boards or for feedback on new initiatives.

Students are elected from each year group to represent their peers.

## **TEMPORARY GUARDIANSHIP OF STUDENTS**

When both parents are to be out of the country at the same time, and guardianship is to be temporarily assigned to others, parents are advised to inform the Principal's Office of the name and contact details of the guardian.

## **TUTORING**

From time to time, the School is approached by parents who would like to arrange out-of-school tutoring for a Green School student. At upper secondary levels, a tutor may be sought by GCSE students who want specialist teaching to consolidate and/or extend their examination studies. In the primary and lower secondary years, tutoring is most often requested when a student requires preparation for an entrance examination leading to admission to another school. The Principal will be pleased to provide information and advice on transferring to other schools and will make the necessary arrangements for students to sit other entrance examinations.

When the School is contacted by parents about tutoring, we are willing to provide the names and telephone numbers of tutors known to the School, but we do not make any specific recommendations. To assist parents/tutors, Green School teaching staff may give advice on subject content that should be covered by a tutor. It is the School's policy NOT to release schemes of work, lesson plans or resources to any outside agencies or individuals. Such information has been specifically designed for delivery within the Green School framework and as such is owned by Green School.

A member of the teaching staff can deliver out-of-school tutoring as long as the work involved does not interfere with professional duties at Green School. In general, Green School teachers do not tutor students they teach in school. There may, however, be exceptional circumstances in which it is preferable for the teacher to tutor the student: for example, when a student has to make up considerable ground in an examination course because of a late start, or prolonged illness. All cases of tutoring involving Green School teaching staff should be referred to the Principal.

Matters relating to remuneration for tuition should be agreed between the tutor and the parent concerned. The School has no involvement in the payment for the tuition, whether given by a Green School teacher or an out-of-school tutor.

## UPDATING OF FAMILY'S CONTACT DETAILS

It is important that the School is informed immediately of any changes to the family's contact details to include home address, home telephone number, e-mail address, and parents' hand-phone numbers. All updates should be forwarded to the Principal's Office.

## WHAT STUDENTS MUST NOT BRING TO SCHOOL

- Expensive jewelry;
- Alcohol and tobacco;
- Weapons and other dangerous items;
- Toys - including electronic games and pets;

Students bringing items of value to school (such as handphones, MP3 players or iPods) should note that the School cannot be held liable in the case of loss or damage to such items.

## WARUNG

Green School's Green Warung sells healthy snacks and drinks throughout the day (except at lunch time) and after school. It is a wi-fi environment and serves refreshments to parents who want to relax and meet there.

A Green Market is a regular feature of the Green Warung when fresh produce from our gardens is available for purchase.

## WHAT STUDENTS SHOULD BRING TO SCHOOL

School bag.

Re-usable Water bottle – to be re-filled with clean water at Green School.

Pencil Case - containing: HB pencils, sharpener, eraser; metric 30cm ruler; coloured pencils; felt pens; dry glue stick (UHU); Gel Writer; geometry set; calculator (scientific – Grades 6 and above)

## WITHDRAWAL OF STUDENTS

Families are reminded that, in agreeing to the terms and conditions of taking up places in Green School, notice of withdrawal from the School (in writing) must be received by the School at least one month before the intended date of withdrawal if payment of a financial penalty is to be avoided. Notice of withdrawal may be given to expire either on the last day of a half-term or on the last day of a full-term. For the purpose of computing the relevant one month notice period, school holiday periods are not taken into account (so notice must be given at least one full teaching month before the intended date of withdrawal).

*The deadline dates for withdrawal and for giving notice of withdrawal to be received by the School are published in the School Calendar, and are reminded in newsletters. They are strictly adhered to.*

## YEARBOOK

Towards the end of each school year, Green School publishes and sells a yearbook. It is a pictorial record of the year's events and people, as well as a contribution to the School's legacy.

## **SUPPLEMENT FOR STAFF**

### **ABSENCE**

The Principal must be informed of any absence as soon as possible, and the date of return. Staff are requested to arrange any medical or other appointments outside of the school working day whenever possible.

### **ACTIVITIES – EXPECTATIONS OF STAFF**

The activities program (which runs mainly after school hours and at weekends) is run by the Director of Sports and Activities.

It is an expectation that all teachers become involved in this program and offer their services as leaders of activities, or as leaders or coaches of teams. In a school as small as Green School, this program is an important feature of community building; the involvement of parents is encouraged.

### **BEHIND THE SCENES**

The following staffs are key to the operation of Green School and its offshoots:

#### Business Office

Ajay Dalmia– General Manager

Widiantara, ST. – I.T. Master

Putu Cahya Januarta – I.T Assistant

#### Director’s Office

Noviyani Setiawati – Assistant to the Director

Pipit Purnama Sari – Special Projects

Rezalina – Liaison Manager

#### Operations

Nina Tresia, ST. – Operations Manager

Made Pasek – Facilities Manager

Made Supena – Maintenance Supervisor

Gede Darmawan – Buildings Repair

and a team of gardeners, housekeepers, security...

#### Principal’s Office

Betta Selvary – Assistant to the Principal

#### Student Admissions

Purnami Lestari (Ami) SS. – Admissions Manager

## **CLASSROOM ASSISTANT – JOB DESCRIPTION**

Each classroom has Classroom Assistant. Working hours: 07:30 to 16:30 Monday to Friday during term time, plus one week before the beginning of each term.

Responsible to: Homeroom Teacher

Liaison by: Operations Manager

Responsible for:

- Classroom set up at the beginning of the day;
- Stock replenishment in the classroom;
- Messages for the homeroom teacher;
- Photocopying as requested;
- Set up of specialist lessons;
- Clear up after specialist lessons;
- Supervision of students at lunchtimes as directed by the Principal and Teacher on supervisory duty;
- Maintaining order and security in the bunker;
- Assistance with supervision at dismissal time.
- Any other reasonable duty.

## **COMMUNICATION – BETWEEN SCHOOL AND HOME**

It is important that teachers maintain good relationships with parents. An easy way to do that is to be pro-active in regular communication. E-mail is an accepted form of communication (though nothing beats face-to-face meetings) and teachers are asked to check e-mail at the beginning and end of each day, and to acknowledge receipt of messages.

If a teacher wants to circulate a message to the parents of students in a class and the content has anything to do with policy, such a message should be cleared by the Principal first. When sending group e-mail, recipients should be entered into the bcc box to protect privacy of email addresses.

## **DRESS CODE AND APPEARANCE**

It is crucial that staff lead an example regarding dress code and appearance.

Green School regularly hosts visitors, guests and prospective students and their parents. All staff are therefore expected to wear smart and professional dress appropriate to the Green School environment.

Overly-casual appearance will be deemed inappropriate and unacceptable. Nose studs (other than for religious reasons) are to be avoided; male staff are requested not to wear earrings. Tattoos are to be kept 'invisible'.

## EMAIL PROTOCOL

### Background

We accept that email can be an efficient and reliable form of communication if used well. If not used well, it can lead to an emotional response, fatigue from overwhelm of volume and content. In order to guide Green School users in good practice, the following protocol has been developed.

### Subject Line

We always enter a brief subject line.

### To, cc and bcc

We think carefully about the recipients of each e-mail message. Accessing the Board of Directors through email is a no-go area unless a Board member instigates the action. Communication with the Board should be through the Director or.

### Content – Number of Words

We bear in mind that the recipients of our messages are sometimes huge consumers of email. We make a candid attempt therefore not to send e-mail about trivia, not to use e-mail when a simple conversation can be at least equally efficient, and not to use too many words.

### Response

We usually respond to email messages within 24 hours of receiving them. If we are on traveling, we usually respond to email within 48 hours provided there is easy access to internet at our destinations.

## FIELD STUDY TRIPS

When a teacher has an idea about taking a group of students on a field study trip, the concept, the curriculum justification, and the estimated cost should first be discussed with the Principal.

Once approval has been granted, the teacher – or nominated leader of the trip – should undertake a risk assessment, and should send an informative letter about the trip, requesting parents of students to grant their permission for their children to participate.

### PERMISSION FORM FOR A FIELD STUDY TRIP

The safety of the students in our care is our paramount concern, and we will endeavour to ensure that all reasonable measures necessary to protect the children are observed at all times.

However, accidents and injuries do occur from time to time, often without anyone being at fault. We are, as we are sure you can understand, unable to offer compensation for any accident or injury which is not attributable to our fault. Parents may therefore wish to look into the question of whether their own health, travel or other insurance policies offer adequate cover for accidents to their children which occur outside the home.

Student's Name \_\_\_\_\_ Class \_\_\_\_\_

I give my permission for my child to participate in the field study trip as described above on the date given.

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

## HANDPHONES – STAFF USE

Staff should have mobile phones switched to silent and should not respond to incoming calls when working in the proximity of students. Staff may make outgoing calls during their personal time (break, lunch, non-contact) but should not do so in the proximity of students. Staff should be aware that students are not allowed to use handphones on the school site during school hours. Violation of this rule by students leads to confiscation.

*Staff should not make personal calls whilst teaching or supervising students.*

## INFORMATION AND COMMUNICATIONS TECHNOLOGY – STAFF USE

Green School, as a developing organization, positively encourages staff to develop ICT knowledge and skills, including use of the Internet. It is accepted that some research will mean accessing sites that are not directly related to school business and may be of a personal nature.

- Staff are asked to restrict their use of ICT for professional and personal matters to non-teaching times. The use of the Internet, World Wide Web, email, Facebook or accessories should not compromise the workload.

## LUNCHES

Staff who want to order student-type lunches may do so according to the menu. Such lunches must be paid for in advance. A free-of-charge nasi bungkus is available every day to all staff in the Mepantigan Centre.

## MEETINGS PROTOCOL

### Venue

We select a venue which offers little distraction in the way of noise, and in which participants can be comfortable.

### Agenda

An agenda is circulated before the meeting, and participants read the agenda to prepare for the meeting, and take that agenda to the meeting.

### Handphones and Walkie-Talkies

At the beginning of each meeting a protocol is agreed. Off or vibrate or...

### Behaviour within the Meeting

A Chair of Meeting is appointed. Participants' views are listened to without interruption. Voices are not raised. No-one is made to feel ashamed. There is an approach of team problem solving. The Chair makes sure that the subject of discussion remains on task, and that all views are listened to.

### Refreshments

Refreshments are usually provided at the beginning of a meeting, and discretely throughout the meeting.

### Recording Decisions

The Chair will decide who will record the key decision points of a meeting. The record of meeting will be circulated to all participants (and maybe others – according to the decision of the meeting).

## PHOTOCOPYING

At Green School we try to minimize the need for using too much paper. We send out to a local photocopy shop when we want quantities of copies. Advance notice is therefore required for this service.

## REPAIRS AND MAINTENANCE

Staff should submit the following form to the Operations Department when noticing the need for a repair.

### OPERATIONS DEPARTMENT – REPAIRS REQUEST FORM

Requested by		Signature	
<b>Nature of Report</b>			
Location		Date reported	

## REQUEST FOR SUPPLIES AND REIMBURSEMENT

Requests for educational supplies should be made to the Principal's Office. Staff wanting to make purchases should gain prior approval from the Principal.

## SMOKING

Staff are advised that the Government of the Republic of Indonesia has ruled that all school campuses in the country are 'No Smoking' zones. Those who want to smoke must leave the campus to do so.

## SUPERVISORY DUTIES

All staff are required to take an active and responsible role in supervising students during arrival hours, breaks, lunches, and dismissal hours.

A roster is drawn up by the Principal to enable staff to plan their week ahead.

## **TIMETABLES AND TIME-KEEPING**

Staff are expected to adhere to the fixed lessons and times on the timetable. *There is no bell system to signify the start and end of lessons at Green School; the efficient change-over of lessons depends on diligent time-keeping by teachers.*

## **VISITORS ON SITE**

Any member of staff wanting to invite a visitor onto the site during school hours or outside school hours should inform the Operations Manager who will alert Security.

## **WEATHER**

Bali has a high rate of lightning storms particularly during the rainy season.

*It is our policy that at the first signs of thunder and/or lightning, staff supervising outdoor activities MUST call students to order and remove them to a safe and protected place. They should remain in that safe and protected place until fifteen minutes after the last sign of thunder and/or lightning. This policy must be strictly adhered to; no staff member has the authority to take a risk.*