



Secondary Parent and Student **HANDBOOK**

Global Jaya School

Emerald Boulevard, Bintaro Jaya Sektor 9,
Tangerang - Indonesia

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Accredited by





Dear Parents and Students,

It is our pleasure to be part of your child's educational journey. Whether you have been with the Global Jaya family for many years or only recently joined our school, you should know that we actively live our vision, which is as follows:

Global Jaya School facilitates the development of lifelong learners who:

- are creative problem solvers with a broad perspective of the world around them.
- are respectful, moral individuals who take pride in their national heritage.
- are equipped to participate in the international community as team members and leaders.

Through our daily classroom instruction, interactions with students, parents, and the community, and our decision-making process, we rely on our vision to guide us as a school. As a result, we are able to ensure that we holistically educate all of our Global Jaya students.

As such, you are encouraged to review our *Secondary School Parent & Student Handbook* to gain insight and clarification into our daily operations and procedures while helping you to learn more about our school.

We ask that you review this handbook, and if you require any additional information or clarification, please do not hesitate to contact us at the school.

Sincere regards,

Dr. Howard Menand
Head of School

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SECONDARY SCHOOL LEADERSHIP TEAM



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GLOBAL JAYA SCHOOL VISION & MISSION

Vision

- Global Jaya School facilitates the development of lifelong learners who:
- are creative problem solvers with a broad perspective of the world around them.
- are respectful, moral individuals who take pride in their national heritage.
- are equipped to participate in the international community as team members and leaders.

Mission

- Based on the vision, Global Jaya School will:
- provide experiences through which the knowledge and skills necessary to encourage problem solving are developed.
- cater for individual learning needs and a range of learning styles.
- develop students' communication skills to actualise their academic potential in both English and Bahasa Indonesia or their mother tongue.
- deliver and enrich an internationally accredited curriculum within an Indonesian context.

Motto

- "Gateway to the World."

Definition of Learning

- At Global Jaya School, learning is the lasting growth, change, and development of knowledge, skills, understanding, and behaviour.

The IB Learner Profile

As an IB World School, Global Jaya School looks to the IB Learner Profile as a guide to the character traits we wish to instill in our students. These ten attributes form the basis for the behavioural and developmental expectations for our students, but also represent the characteristics we seek to model for our students. Therefore, it is not just the students, but all members of the GJS community who should know, understand, and actively seek to develop these ten attributes. The full IB Learner Profile can be found on the following page.

THE IB LEARNER PROFILE



IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

ORIGINS AND BACKGROUND

Sekolah Global Jaya was established in July 1995, starting with preschool up to Year 4 with an initial total of about 90 students. The aim of the school was to provide a different educational opportunity for Indonesian students to prepare them to be actively contributing global citizens. This forward-looking vision was the idea of Bapak Ciputra who, at that time, was the President Director of PT Pembangunan Jaya as well as the Chairman of the Board of Commissioners of the Jaya Group.

To support its vision, Sekolah Global Jaya employed both Indonesian and expatriate educational leaders and teachers. Bahasa Indonesia and English were used in daily communication and learning. While the national curriculum remained as the reference for its teaching scope, Sekolah Global Jaya made use of internationally practiced teaching methods and resources. Over time, the school developed its own curriculum.

In 1999, Sekolah Global Jaya was accepted as a candidate school of the Western Association of Schools and Colleges (WASC) - an accrediting commission based in the USA – and obtained full accreditation in July 2001. In 2007, 2013 and again in 2018, the school successfully underwent re- accreditation.

The introduction of the International Baccalaureate Programmes (Primary Years Programme and Middle Years Programme) in March 2003 further internationalised the school curriculum. During the 2004-2005 school year, Sekolah Global Jaya was authorised by the International Baccalaureate Organization as an IB World School (PYP and MYP).

In February 2006 Sekolah Global Jaya was authorised by the IBO to use the IB Diploma Programme. As a result, students who attend Sekolah Global Jaya follow a consistent programme from K – 12 consisting of the PYP, MYP and DP before exiting the school.

In June 2009 Sekolah Global Jaya was officially recognised by the Indonesian Department of Education (DEPDIKNAS) as a nationally registered school with international standards. As a result, the school name was changed to **Global International Jaya School**.

In 2014, the Indonesian Ministry of Education and Culture implemented a new law forbidding the inclusion of the word 'international' in school names. Therefore, according to the regulation and a deadline of the 1st December 2014, we are now called **Global Jaya School**. The name change had no effect on our curriculum or any of the programmes offered at GJS, but our school status now called Satuan Pendidikan Kerjasama – Joint Operation School.

STRUCTURE AND ACCREDITATION

SCHOOL STRUCTURE

- Primary School: Kindergarten - Year 6
- Secondary School: Year 7 - Year 12

ACCREDITATION AND AUTHORIZATION

National Accreditation

TK	Accredited December 2006 – Status A. SPK Accreditation 2017 – Status A
SD	Established January 1995; accredited 1996, Status – “Disamakan” Re-accredited, 2003 – Status A, 2007 – Status A. SPK Accreditation 2019 - Status A
SMP	Established 1996; accredited December 1997, Status – “Disamakan” Re-accredited, 2006 – Status A. SPK Accreditation 2019 - Status A
SMA	Established 1998; accredited 1999, Status – “Disamakan” Re-accredited, 2007 – Status A. SPK Accreditation 2019 - Status A

INTERNATIONAL ACCREDITATION AND AUTHORIZATION

International accreditation and authorization necessitates that Global Jaya School operates at an approved standard accepted by the international education community.

Whole School:

Western Association of Schools and Colleges (WASC) accredited 2001. Re-Accredited, 2007, 2013, 2018, 2023.

WASC is an accrediting commission for schools and is based in the U.S.A. It is one of six regional accrediting commissions in the U.S.A. and accredits schools in California, Hawaii and East Asia.

WASC accreditation is given to schools that meet high standards of educational practice. This is recognised by universities and colleges across the U.S.A. Global Jaya School provides all graduating students with a school certificate that incorporates the WASC logo, thereby assisting universities in the USA to easily identify the standard of education the student has received.

The International Baccalaureate Organization (IBO)

Primary School:

- International Baccalaureate Organization’s (IBO) Primary Years Programme: authorized March 2005; reauthorized in March 2008, April 2013, April 2018, and April 2023.

Secondary School:

- International Baccalaureate Organization's (IBO) Middle Years Programme: authorized in September 2003; reauthorized in March 2009, April 2013 and April 2018.
- International Baccalaureate Organization's (IBO) Diploma Programme: authorized in February 2006; reaccredited in April 2013, April 2018, and April 2023.

IBO is a non-profit educational foundation based in Geneva, Switzerland offering the Diploma Programme for students aged 16 to 18 in the final two years of school, the Middle Years Programme for students in the 11 to 16 age range, and the Primary Years Programme for students aged 3 to 12 years.

The IBO has authorized over 4500 schools in 149 countries to teach these programmes. In addition, the organisation provides teacher-training, electronic networking and other educational services to these schools.

CURRICULUM

Our curriculum seeks to achieve the outcomes described by our vision, mission and the IB Learner Profile. Curriculum is reviewed every year to ensure that it is not only aligned to these principles, but that it also aligns with the needs of our student population. Please see the [appendix](#) for links to both MYP and DP guides.

Middle Years Programme (MYP)

The Middle Years Programme (MYP) provides a framework of academic challenge and life skills for students aged 11 to 16 years.

The MYP is a course of study designed to meet the educational needs of adolescents. The MYP aims to help students develop the knowledge, attributes and skills they need to participate in an ever-changing world. It equips students to be truly global citizens.

The MYP provides a framework within which we are free to create our own curriculum. The MYP framework emphasizes the development of intercultural awareness, communication skills and an understanding of the relevance of learning for all students.

Diploma Programme (DP)

The International Baccalaureate (IB) Diploma Programme is a demanding two year, pre-university course of study, culminating in externally-assessed examinations. It is designed for highly motivated, well organised students aged 16 to 19. In particular, the IB Diploma aims to:

- prepare students for tertiary studies
- provide students with a balanced education
- foster critical thinking skills

- encourage cultural understanding and respect
- develop international awareness and broaden perspectives.

To be eligible to attain the IB Diploma students have to study six subjects, three subjects at standard level and three subjects at higher level, and satisfactorily complete the requirements of the Extended Essay, Theory of Knowledge (TOK) and Creativity Activity and Service (CAS).

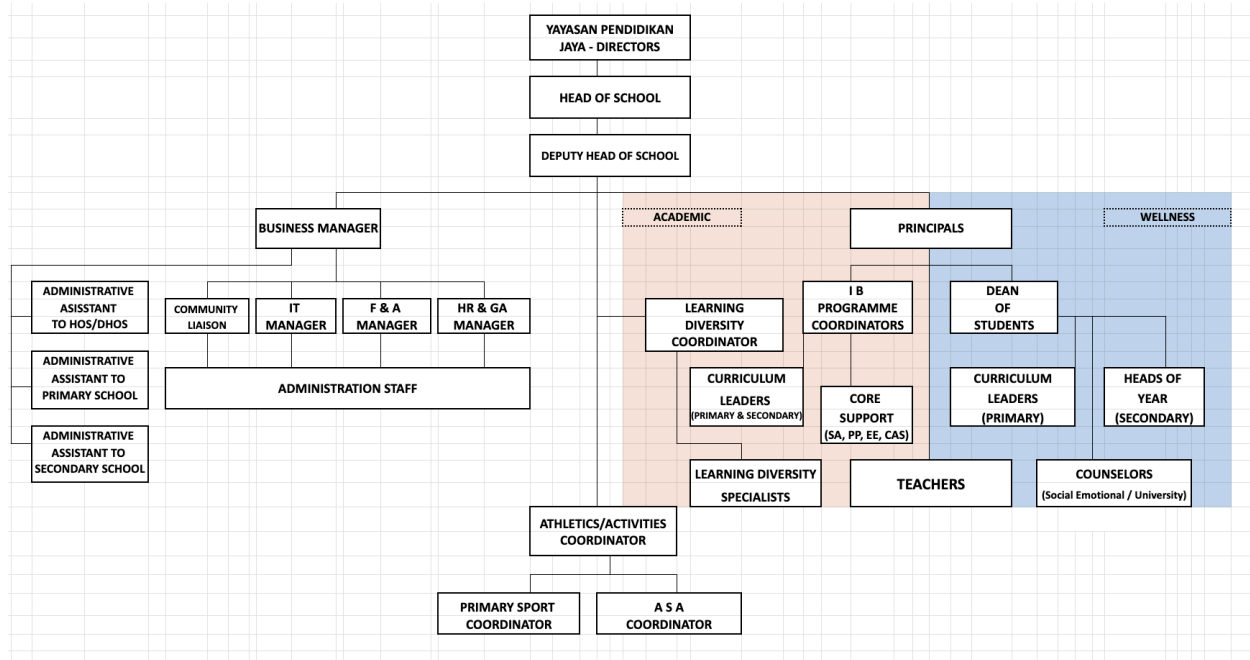
Indonesian National Curriculum

In addition to the IB MYP and DP, Global Jaya School also follows the Indonesian National Curriculum for all Indonesian students. Students in years 7-12 take Pendidikan Pancasila (Civics), Agama (Religion), and Bahasa Indonesia. Non-Indonesian students take Indonesian Studies in place of Pendidikan Pancasila.

Advisory

The Advisory curriculum covers important topics that will provide support to students as they become successful, independent and expert learners. It is designed to help students to learn strategies in connection with social emotional skills as well as to cover important, age appropriate topics such as self-care, self advocacy, safety, mental health and peer group issues. Heads of Year and Advisors are responsible for delivery of the curriculum through daily morning Advisory sessions, Friday Extended Advisory and Year Level Meetings.

TEACHING ORGANISATION AND TEACHING STAFF



ACADEMICS AND CURRICULUM

Subject Teacher

Teachers are organized into departments based on IB subject group(s) and often teach in both the Middle Years and Diploma Programmes. The primary function of teachers at Global Jaya is effectively delivering and assessing the collaboratively planned curriculum. Teachers may have many additional responsibilities beyond the classroom, including but not limited to: Advisory teacher, Curriculum Leader, Head of Year, coach, club sponsor, project or essay supervisor, and student supervision duties.

Curriculum Leader

The Curriculum Leader (CL) is a teacher who provides pedagogical leadership in the interest of improved student learning. She/he must be a model teacher who is able to coach others in all of the professional standards outlined below. The CL facilitates goal setting for team members and holds them accountable to the standards and expectations of GJS and our accrediting bodies. The CL is his/her team's representative to Coordinators, Principals and the Head of School based on the following responsibilities.

PASTORAL CARE & WELLBEING

Pastoral Care and wellbeing are integral to the academic success of our students and the overall wellness of the Global Jaya School Community. While pastoral care is the responsibility of all members of the community, the Secondary Dean of Students, with oversight from the Secondary School Principals, is responsible for the overall structure of the programme. The Dean of Students, Student Success Services,

Heads of Year and Advisors all play a vital role in ensuring the programme is delivered with integrity and that students' needs are met.

Counselors

Counselors provide a comprehensive guidance and counseling program designed to address the social, emotional, and educational needs of all students. The Secondary Counselor's primary responsibility is to provide guidance (to both students and teachers) to help ensure the social and emotional wellbeing of all students in their assigned year levels. The university counselor has additional responsibilities to help guide students in their decisions beyond Global Jaya School.

Heads of Years

The position of Head of Year (HoY) is primarily a pastoral position available to any Secondary school teachers who have shown a commitment to the values of Global Jaya. The HoY supports the work of the Advisors in ensuring the delivery of the Advisory curriculum. The HoY is responsible for tracking academic, attendance, and behavioural concerns and informing parents when the need arises. The HoY is also responsible for organizing Year Level meetings, and facilitating the students' planning and implementation of the Year Level Assembly.

Advisors

All Secondary School teachers, except Heads of Year, may be required to teach Advisory. The Advisor role is at the heart of all pastoral systems in Secondary and, as such, acts as a bridge between the student, parents and the school. The Advisor is accountable to the Heads of Year in terms of delivering the Advisory curriculum and with regards to all other matters. Where possible, in order to support the development of close, nurturing relationships, Advisory teachers will remain with their Advisory class throughout their Secondary school journey.

SECONDARY LEADERSHIP TEAM

Middle Years Programme Coordinator

The Middle Years Programme Coordinator (MYPC) is the leader of all aspects of the Middle Years Programme and works with principals, teachers and students to ensure the programme's effective implementation. The MYPC also works together with other IB Programme Coordinators as a whole school team, in collaboration with the Curriculum Coordinator, to advise Leadership and coordinate cross-programme activities, transitions and related curriculum needs.

Diploma Programme Coordinator

The Diploma Programme Coordinator (DPC) is the leader of all aspects of the Diploma Programme and works with principals, teachers and students to ensure the programme's effective implementation. The DPC also works together with other IB Programme Coordinators as a whole school team, in collaboration with the Curriculum Coordinator, to advise Leadership and coordinate cross-programme activities, transitions and related curriculum needs. The Diploma Programme Coordinator is responsible for ensuring all Diploma Programme and Diploma Courses candidates are properly registered for Diploma Exams.

Dean of Students

The Secondary Dean of Students is a member of the Global Jaya School Leadership team and is primarily responsible for leading programmes to monitor and maintain the wellbeing of students. The Dean of Students oversees the Advisory Programme and is a co-lead of the Child Protection Team.

Learning Diversity Coordinator–Updated 2024

The Learning Diversity Coordinator is a whole school position responsible for leading the Learning Diversity specialists. Responsibilities include identifying individual learning needs of students and developing appropriate learning plans to support each student.

Principal

The Secondary Principal is the pedagogical leader of the school with the following responsibilities:

- Articulate the Global Jaya School Vision and Mission to the community.
- Ensure school activities are in harmony with the expressed values of the school and with the corresponding strategic plans.
- Develop and nurture quality relationships, both within the school and beyond.
- Ensure the implementation of the IB learner profile in a way that is consistent with the GJS Vision and Mission and maintains a high standard of education.

SECONDARY STAFF LIST 2024-2025

Groups 1 & 2-Languages

Bahasa Indonesia

[Ibu Tisa](#) (CL)
[Pak Agung](#)
[Pak Arief](#)
[Ibu Wening](#)
[Ibu Widya](#)

English

[Pak Nick](#) (CL)
[Ibu Christine](#)
[Pak Derrick](#)
[Ibu Dornett](#)
[Pak Ian](#)
[Ibu Rose](#)

MFL

[Pak Adi](#) (CL)
[Ibu Julia](#)
[Ibu Yuni](#)

Group 3-Individuals and Societies

[Ibu Shweta](#) (CL)
[Pak Achmad](#)
[Pak Ali](#)
[Pak Greg](#)
[Pak Kunwar](#)
[Ibu Sheila](#)

Leadership

[Ibu Nelsy](#)
[Pak Edi](#) (Dean of Students)

Group 4-Sciences

[Ibu Agra](#)(CL)
[Pak Elvin](#)
[Pak Frederick](#)
[Ibu Laili](#)
[Pak Rizky](#)

Group 5-Mathematics

[Ibu Nia](#) (CL)
[Ibu Krisna](#)
[Ibu Lily](#)
[Ibu Nova](#)
[Pak Sanjay](#)

Group 6-Arts

[Ibu Abigail](#) (CL)
[Ibu Irene](#)
[Pak Jake](#)
[Ibu Muti](#)
[Ibu Vira](#)
[Ibu Widy](#)

Theory of Knowledge

[Pak Ram](#) (CL)
[Ibu Dornett](#)
[Ibu Sue](#)

Design

[Pak Irwan](#) (CL)
[Pak Dodin](#)
[Ibu Vira](#)

Teacher Librarian

[Ibu Aprinda](#)

Physical Health and Education

[Pak Totok](#) (CL)
[Pak Anto](#)
[Pak Alex](#)
[Pak Rama](#)
[Pak Tofan](#)

PPKn & Indonesian Studies

[Ibu Dewi](#) (CL)
[Pak Achmad](#)
[Pak Ali](#)
[Ibu Farha](#)
[Ibu Popy](#)

Religion

[Pak Eka](#) (CL)
[Pak Angga](#)
[Pak Bagus](#)
[Ibu Dayu](#)
[Ibu Mariani](#)
[Pak Nanda](#)

Student Success Services

[Ibu Dana](#) (CL)
[Ibu Amadea](#)
[Ibu Arrunna](#)
[Ibu Azizah](#)
[Ibu Deceiria](#)
[Ibu Dian](#)
[Ibu Sheila](#)

IB Coordinators

[Ibu Sue](#) (MYPC)
[Ibu Muti](#) (SA)
[Ibu Popy](#) (PP & SA)
[Pak Ram](#) (DPC & TOK)
[Pak Sanjay](#) (Extended Essay)
[Ibu Widy](#) (CAS)

Administrative Assistants

[Ibu Agnes](#) (Years 10-12)
[Ibu Nina](#) (Years 7-9)

HEADS of YEAR, ADVISORY TEACHERS, AND ALLOCATION

Year 7	Year 8	Year 9
Pak Ian (HOY) ian@globaljaya.com	Ibu Lily (HOY) lily@globaljaya.com	Pak Dodin (HOY) dodin_a@globaljaya.com
Pak Achmad (7A) seftian@globaljaya.com	Ibu Vira (8A) elvira.c@globaljaya.com	Ibu Farha (9A) farha@globaljaya.com
Pak Elvin (7B) elvin@globaljaya.com	Ibu Muti (8B) muti@globaljaya.com	Ibu Krisna (9B) krisna@globaljaya.com
Pak Arief (7C) arief@globaljaya.com	Pak Ali (8C) alim@globaljaya.com	
	Ibu Julya (8D) julya@globaljaya.com	
Year 10	Year 11	Year 12
Pak Tofan (HOY) tofان@globaljaya.com	Pak Jake (HOY) jake@globaljaya.com	Ibu Widya (HOY) widya@globaljaya.com
Ibu Abigail (10A) abigail@globaljaya.com	Ibu Aprinda (11A) aprinda@globaljaya.com	Ibu Christine (11A) christinem@globaljaya.com
Pak Rama (10B) rama@globaljaya.com	Pak Derrick (11B) derrick@globaljaya.com	Pak Kunwar (12B) kunwars@globaljaya.com
Pak Fred (10C) frederick@globaljaya.com	Ibu Widy (11C) widy@globaljaya.com	Pak Sanjay (12C) sanjayb@globaljaya.com
Pak Totok (10D) totok@globaljaya.com	Ibu Dornett (11D)) dornett@globaljaya.com	Ibu Rose (12D) rose@globaljaya.com

ADVISORY

Advisory takes place the first 10 minutes of school on Monday through Thursday and for 55 minutes on Friday mornings. Advisory ensures that our students have an adult support network in school looking out for the academic and wellbeing needs of each individual. The Advisory teacher acts as a bridge between students and their subject teachers, and also works to build a sense of community and support with peers in the same year or class. The Advisory teacher is a teacher whom you can ask for help in academic, social, or future planning issues and helps to keep students informed about Global Jaya events and activities.

SECONDARY BELL SCHEDULES

The Secondary School operates on a six period (55 minutes) timetable Monday-Thursday, and a modified four period timetable on Fridays in order to accommodate for Friday Prayer. On assembly days, there will be no morning break and time will be taken from the periods before and after the assembly.

Bell Times	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-7:40	Advisory				7:30-8:25 Extended Adv
7:45-8:40	Period 1				8:30-9:25 Period 1
8:45-9:40	Period 2				9:25-9:45 Break
9:40-10:05	Break				9:50-10:45 Period 2
10:10-11:05	Period 3				10:50-11:45 Period 3
11:10-12:05	Period 4				11:50-12:30 Prayer
12:05-12:55	Lunch				12:30-13:30 Lunch
13:00-13:55	Period 5				13:35-14:30 Period 4
14:00-14:55	Period 6				14:30-15:30 ASA
15:00-16:00	Meetings	ASA	Enrichment	ASA	

M-Th Assembly Schedule	
Advisory	7:30-7:40
Period 1	7:45-8:40
Period 2	8:45-9:20
Assembly	9:30-10:15
Period 3	10:25-11:05
Period 4	11:10-12:05
Lunch	12:05-12:55
Period 5	1:00-1:55
Period 6	2:00-2:55

Friday Assembly Schedule	
Extended Adv	7:30-8:25
Period 1	8:30-9:05
Assembly	9:15-10:00
Period 2	10:10-10:45
Period 3	10:50-11:45
Prayer	11:50-12:30
Lunch	12:30-1:30
Period 4	1:35-2:30

1/2 Day PD Bell Schedule	
Advisory	7:30-7:40
Period 1	7:45-8:20
Period 2	8:25-9:00
Period 3	9:05-9:40
Break	9:40-9:55
Period 4	10:00-10:35
Period 5	10:40-11:15
Period 6	11:20-11:55
Staff Lunch	12:00-13:00

ATTENDANCE—Updated 2024

Regular attendance is required throughout the year to maximize a student's educational experience.

It is an expectation that students maintain a 100% attendance record. A record of their attendance is kept by the Head of Year. Global Jaya School follows the Ministry of Education and Culture recommendation that, in order to earn credit for their classes, students must maintain a minimum of 90% attendance in every class. Because we have approximately 190 school days per year, GJS has set the maximum days of absence at 19 days. In cases where a student is at risk of exceeding more than 19 absences, the school will intervene in a timely manner to develop potential avenues of support for the student and/or to discuss suitable placement for the student at a school other than Global Jaya. Additionally, students with excessive absences may be prohibited from participating in extracurricular and sports activities that require them to miss additional lessons from school. These decisions will be made on a case by case basis and connect directly to our philosophy that attendance at school is important to maximize a student's learning experience.

Since Global Jaya School recognizes the importance of consistent student attendance, we track attendance per class in the Secondary School. For example, if a student misses the first two periods, but attends all other classes that day, the student will be counted absent for the first two classes, but present for the rest. When it comes to tracking attendance, we do not distinguish between approved or unapproved absences; an absence from class is an absence from learning. Heads of Year will communicate with parents whose child has missed a number of classes and will call for meetings if a child misses 10 lessons, and again at 15 lessons. These documented meetings are proactive measures to support student attendance at school in partnership with the student and their families, and parent attendance at these meetings is required.

Tardiness is tracked for all classes and is closely monitored for morning Advisory. Since time in lessons is critical to the learning of students, everyone is encouraged to get to school on time each day. Over time, being late to school will result in lost learning. There is no designation of late by permission. A student is either counted present, absent, or late to morning Advisory. As with absences, tardys are closely tracked by the school. When students accrue an excessive number of tardys, the school will conduct documented meetings with parents to discuss potential solutions for getting to school on time.

Finally, absences from advisory will be reflected as the absence total on term and semester reports. Thus, it is important that students arrive to school on time for advisory so that their advisory absences are not counted against their total allowed absences.

Permission to be absent

Students in Years 7-12 are expected to attend all classes throughout the academic year. Regular absenteeism results in disruptions to learning and not only affects the student involved but also their peers, the teacher, and administrators.

If parents are aware that their child will be absent from school, parents must contact the Secondary School Administrative Assistants at adminassistants@globaljiva.com. The Administrative Assistants will change the child's attendance appropriately. In case of extended absences for non-medical purposes, such as engagement with the Learning Enhancement Program, a letter of explanation must be provided to the Principals. The Principals will give permission for this absence at their own discretion. The absences are still recorded, but the Principal's decision will be taken into account if an excessive number of absences brings progression into question. When students accrue absences, they must request permission from their subject teachers to complete any makeup work and submit the work at a date agreed upon with the subject teacher.

LATE ARRIVAL

When students arrive late to school—after 7:30 am—they must get a late pass from the Secondary School Administrative Assistant. The late pass must be given to the classroom teacher, and the school administrative assistant will mark the student late in Managebac.

EARLY DISMISSAL

Students who need to leave school during school hours for appointments and/or other appropriate reasons must submit their request to the Secondary School Administrative Assistants at adminassistants@globaljiva.com to complete an early leave form. Completed early leave forms can be picked up from the Secondary School Administrative Assistants.

END OF SCHOOL DAY DISMISSAL—Updated 2024

At the end of the school day, students must leave campus or be with a supervised sport, activity, or Global Jaya faculty member. On Monday-Thursday, students should either be with their designated sport/activity or leave campus by 16:00. On Friday, students should be with their designated program or leave campus by 15:30. Once students finish their sport or activity, they should wait by security at the entrance to the school for their ride in order to leave campus in a timely manner.

REPORTING AND GRADING—Updated 2024

Students in the Secondary School receive reports at the end of each term. For Terms 1 & 3, students in Years 7-11 establish one ATL focused goal through their advisory. Additionally, term 1 and 3 reports include grades on summative tasks from these respective terms—term 1 or 3. Finally, students in Years 7-11 receive grades, as well as personalized feedback from teachers on their Semester 1 and Semester 2 Reports.

Students in Year 12 receive grades and personalized comments on all reports in Year 12. The final report for Year 12 students is released in Term 3. This report is largely based on the Year 12 Mock IB Exams, which students take in February or March. These final Year 12 reports also determine the graduation

status of our Year 12 students. For more information about graduation requirements, please see the [Internal Progression Procedures](#) document.

For a complete explanation of grading procedures in MYP and DP, please refer to the handbooks linked in the [Appendix](#).

Awarding of GJS Year 12 Graduation Certificate:

The GJS Graduation Certificate will be awarded to a candidate provided all of the following requirements have been met-

- Achieve a minimum average score of '3.5' points in a minimum of 4 IB Diploma subjects throughout the 2-year programme.
- Satisfactory completion of requirements for:
 - Creativity, Activity and Service (CAS)
 - Theory of Knowledge
 - IB May Examinations (all Internal Assessments submitted, all IB exams taken)
- No more than 19 absences.

Progression Policy–Updated 2024

Progression Requirements and Procedures

Students do not automatically progress to the next year level at the end of each academic year. MYP and DP have different criteria for progression. These procedures are designed to inform parents, students, teachers and leadership of whether or not the student is prepared for the challenges of the next year level, as well as to identify what support might be necessary in order for the student to achieve academic success. All students, regardless of year level, must maintain regular attendance in all classes by not exceeding 19 absences in any single subject.

For progression in the MYP

Years 7 & 8

All students in Years 7 & 8 must have a minimum of 29 points (average of 5 courses with a grade of '4' and 3 courses with a grade of '3') across all MYP subjects to progress to the next year level.

Years 9 & 10

Students in Years 9 & 10 take one fewer class than students in Years 8 & 9; therefore, all students in Years 9 & 10 must have a minimum of 26 points (average of 5 courses with a grade of '4' and 2 courses with a grade of '3') across all MYP subjects to progress to the next year level. Year 10 students must complete and pass the Personal Project with a score of 3 or higher and complete the Service as Action requirements as part of automatic progression as full DP students.

For all MYP Students:

At the end of **each term (term 1, semester 1, term 3, and semester 2)**, the academic performance of MYP students will be assessed in line with our 4 Tier Framework outlined below. Students who are not

on track to meet the minimum requirements for progression will be placed in Tier 3 or 4 and receive the corresponding level of monitoring and support. The progression of Tier 3 and 4 students from one year level to the next will be evaluated based on the minimum Year Level expectations with potential decisions for a student to include: promotion to next year level with no academic contract, promotion to the next year level on academic contract, or retention in current year level. Philosophically, Global Jaya does not support year level retention as an effective educational tool; however, there are extreme circumstances where retaining a student in his or her current year level is in the best interest of the student.

For progression in the DP

Year 11

Students enrolled in the IB Diploma Programme must achieve a minimum score of 24 in order to progress to Year 12 as Diploma candidates. Courses candidates must achieve a minimum average of 3.5 points in a minimum of 4 subjects in order to progress to Year 12. Students who do not meet these minimum requirements at the end of semester 2, the Programme Coordinators will communicate with the parents and will advise on an individual basis in the development of an education plan best suited to their needs. Students not meeting DP academic requirements will be placed on Tier 3 or Tier 4 level of support and potentially must repeat the academic year or pursue educational opportunities elsewhere.

4 Tier Framework of Support

Tier 1–Students in tier 1–Students meeting the progression requirements fall in tier 1. Support of tier 1 students is support provided to all students.

Tier 2–At Risk Students–Tier 2 students are meeting minimal passing standards. They do not receive direct support in tier 2, but their academics are monitored by HoYs/CLs. Tier 2 students are encouraged to seek out extra support through teacher office hours and to productively use study blocks each week.

Tier 3–Academic Contract–Students in tier 3 have not earned enough points to automatically progress to the next year level. Tier 3 students receive the following levels of support: quarterly parent meetings with principal; academic tracker completed every other week and shared with parents; check in meetings with advisor; and ATL goal setting.

Tier 4–Academic Probation–Students with 2 or more terms in a row of low academic standing are placed on academic probation. Tier 4 students receive the following levels of support: quarterly parent meetings with principal; academic tracker completed every other week and shared with parents; check in meetings with advisor; ATL goal setting; Cross-reference with SSS for Research Based Interventions; Risk of promotion on contract, retention, or DP courses

*DP students on academic probation are not eligible for the full diploma. Tier 4 DP students must choose the courses pathway.

Global Jaya School - Graduation Requirements

A Global Jaya Graduation Certificate will be granted to GJS students who have met the conditions listed below. These conditions are determined by the school and are in no way connected to the requirements

of the IB Diploma, nor are they an indicator of obtaining certificates or a diploma from the International Baccalaureate Organization.

1. Achieve an average score of '3.5' points or above in a minimum of 4 IB Diploma subjects throughout the 2-year programme.
2. Satisfactory completion of requirements for:
 - a. Creativity, Activity and Service (CAS)
 - b. Theory of Knowledge
 - c. Extended Essay (IB Diploma Programme students only)
 - d. Consistent lesson attendance throughout the two-year programme, keeping under the maximum of 19 absences.

Students enrolled in the IB Diploma Programme must achieve a minimum score of 24 in order to progress to Year 12 as Diploma candidates. Courses candidates must achieve a minimum average of 3.5 points in a minimum of 4 subjects in order to progress to Year 12. Students who do not meet these minimum requirements at the end of semester 2, the Programme Coordinators will communicate with the parents and will advise on an individual basis in the development of an education plan best suited to their needs. Possible outcomes could include: placement on a student success plan, mandatory enrichment with their subject teachers, transition from the IB Diploma Programme to IB Courses, specific-subject level changes, repetition of Year 11, or the recommendation to pursue educational opportunities elsewhere.

MID SEMESTER CONFERENCES (MSC)--Updated 2024

Mid Semester Conferences are held at the end of Term 1 and the end of Term 3. These conferences are designed to be a three-way conversation between parents, students, and the student's teachers. The purpose of the conferences is to discuss student reflections and the individual summative task performance grades from either term 1 or term 3 depending on the time of the MSC in order to ensure students, parents, and teachers are in agreement about the student's strengths and areas for improvement. The goal in all of these meetings should be to provide the student with the confidence and tools to improve as the year progresses.

Prior to Mid Semester Conferences, parents will receive an email with information about how to register. Parents who miss the deadline to register may set meetings with individual teachers for the week after MSCs have finished.

AFTER SCHOOL ACTIVITIES AND ATHLETICS

GJS Athletics and ASAs

Home Athletics ASAs Calendar Media Achievements

Athletics and ASAs

Updates from the Athletics and Activities Department

November 2nd: Welcome back from the 1 week break, we hope you are all well rested and took so much time off school work.

Do make sure you check in to the Athletics page for some physical challenges you might want to do, coming up in the 2nd Semester we will be running some pre-recorded workouts for you all to try at home, so watch this space for more information on that!

Our ASA's continue to run in both Primary and Secondary, and we hope to share some of the exciting things that have been accomplished by our programs in December.

As always stay safe and stay healthy!

October 20th: We have updates for both Primary and Secondary Athletics in terms of challenges and activities you can do at home, go have a look and give them a shot!

Contact for Athletics
athletics@globaljaya.com

Contact for ASAs
asas@globaljaya.com

Current Sport Seasons Postponed as per Government regulations

Online ASA's are being held in

The purpose of After School Activities at Global Jaya School is to support students' special interests while giving them opportunities to refine their chosen skills. Participation in After

School Activities for secondary students is optional.

Global Jaya offers a range of After School Activities (ASA) that target a wide variety of topics, they are designed to help students explore their interests. Some of our ASAs that have been offered are as follows: The Seekers (WSC, MUN, HMCA, public speaking), GJS TV (Global Jaya News Production), Photography club, Fashion Design club, Martial Arts, Computer programming, and Karaoke Club. Global Jaya also offers academic enrichment/support sessions run by teachers and are opt in and opt out at your teachers recommendation. Students may also create or run an ASA as part of their CAS project such as Student Ambassadors or Hawkspot. This is just a snapshot of some of the ASA offered at Global Jaya. A comprehensive list is shared at the start of every term where students are able to sign up and enroll in their ASA. These selections change based on what the teachers offer and any external providers we may engage with. Once a child selects an After School Activity, they are not permitted to change it until the next semester.

Activities led by Global Jaya School teachers are free of charge, while those conducted by outside providers are charged according to the price quoted. Payment can be made through the school cashier. All payments must be made before the activity commences. Students will not be permitted to participate unless payment has been made.

ATHLETICS

Global Jaya is currently part of the JAAC sport conference. In this conference, the Hawks compete in the following sports: soccer/football, volleyball, basketball, badminton and swimming. In middle school (years 7-9) GJS competes in U15 competitions against SPH-LV/KV/SC, AIS, ACS, STL, BSJ, JIS and ACG. In the high school (years 9 - 12) teams compete in Junior Varsity and Varsity level competitions in the JAAC against SPH-LV/KV/SC, AIS, ACS, STL, JIS, BSJ and ACG. Training runs twice a week Tuesday-Friday, starting at 3:15pm and running until 4:45pm for our U15 teams and until 5:00pm for our Varsity teams. Games occur after school or on Saturday mornings. Our sports seasons are as follows: Season 1-Volleyball and Soccer/Football (Varsity/JV), Basketball (U15), Season 2-Basketball (Varsity/JV), Volleyball (U15), Season 3-Badminton (Varsity/JV/U15), and Whole Year-Swimming (Varsity/JV/U15).

EXPECTATIONS FOR ATHLETICS AND ASAs–Updated 2024

Students must be present in school on the day of a match, game, or event in order to participate in the event as a representative of GJS. If a student is absent from school, then the student is not eligible to participate in an event or game after school. **Additionally, students participating in after school and evening activities are expected to be in school the following day and must maintain appropriate attendance standards throughout the school year.**

Students are required to follow all school rules in any ASA and Athletics. Athletics students are required to sign the athletics contract and pay the non-refundable athlete fee of 550,000 Rp. At any time that a student does not follow the Athletics contract they may be removed from the team and/or suspended from representing the school in sport. Students recognise that once they sign up for an ASA they are committing to attending that activity for the entire term. It is understood that if a student does not

commit or stops showing up they will be removed from the ASA and it may mean that the student will not be able to sign up for an ASA in the following term.

Participation in extracurricular programs is an additional responsibility that students assume. These activities DO NOT exempt students from their regular school responsibilities.

GJS HOUSES

In order to build community, develop collaboration skills, and generate healthy competition, Global Jaya has a house system. Every student and teacher is allocated to one of the following houses below. There are house competitions held throughout the year, with a range of different skills and areas of interest to generate a strong sense of community and identity at Global Jaya. Each house has a house captain whose responsibility it is to ensure that the house is run in an inclusive way that contributes to a positive school spirit.



THE HAWKS



We refer to all members of our school community as 'Hawks' because each of the three houses are named after local birds. The image of the Hawk was designed by a former student, and it is now on every sports team jersey and is worn with pride by members of the student body who represent the school. However you are not just a Hawk when playing in a sports team. As soon as you join Global Jaya you represent the Hawks. In school or out of school, in sport, MUN, in ASA, once you are part of the Hawk community you remain part of that community for life.

STUDENT COUNCIL

Student council is an elected body that represents all GJS students. They voice the needs and concerns of the student body in order to make the school environment ideal for learning. Student council members perform many roles at GJS, including: helping new students transition into our school; serving as the liaison between students and staff; and planning events to raise school spirit. Some examples of our student council events are the 'Horror Movie Night' during Halloween, Hawks Cup, Valentines Week, and the many dress up days throughout the school year. If you want to join student council, recruitment is announced in August. The student council members change every year and are recruited through an interview process. To find out more about our student council, you can check out their Instagram account @gjscouncil.

STUDENT SUCCESS SERVICES (SSS)

The Student Success team, which consists of the Learning Diversity Coordinator, Dean of Students, 2 counselors, 1 university counselor, and 2 Learning Diversity specialists, offers support services for students, staff and parents. The counselors are able to assist students with personal problems, as well as with subject and career guidance. They can also provide information about outside services that can give assistance if personal problems arise. The Learning Diversity specialist will help students with individual learning needs.

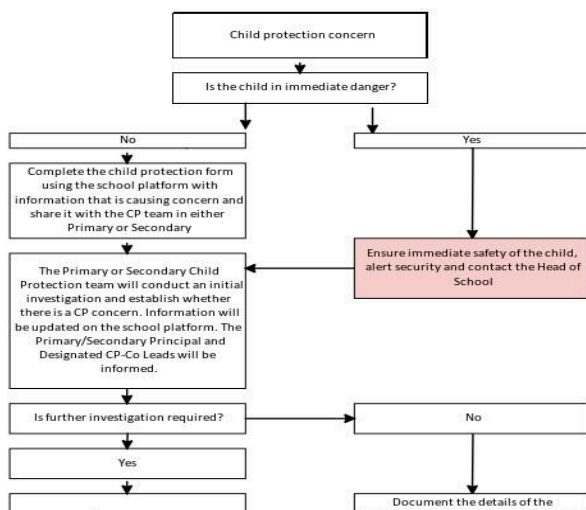
In general, the Student Success Services has the following responsibilities

- to provide counseling support for students
- to arrange/organize university and career center visits
- to act as a university information resource center
- to facilitate goal setting and individual career plans
- to provide career pathway advice
- to promote education exhibits and fairs
- to provide study skills and exam preparation programmes
- to provide learning support for students
- to provide harassment and bullying prevention programmes
- to provide puberty change and relationship education – Year 7-Year 9
- to provide a drug prevention programme
- to provide referrals to outside agencies, when necessary.

CHILD PROTECTION AND SAFEGUARDING

Global Jaya School (GJS) is committed to promoting and protecting the safety and the well-being of the children in its care. GJS believes that all children have a right to feel safe and to be safe, not only when they are at school, but also when they participate in school activities outside the school; therefore, it is our belief that all students have equal rights to protection from acts of abuse whether they occur at school or off campus. GJS believes that child protection reflects its core values and everyone working at the school is responsible for ensuring that the right to protection and access to confidential support systems are available to all community members.

If any person at GJS knows or suspects a child is in immediate risk of an act of abuse, or is a victim of an act of abuse, they will take necessary action and, if it is deemed necessary, will contact the designated Child Protection Coordinator. Click here to see the [Child Protection Policy](#) in full.



GJS Child Protection Team

Child Protection Designated Co-Lead	Child Protection Designated Co-Lead	Secondary School Child Protection Officer	Primary School Officers
Pak Edi: ext. 251	Ibu Dewi: ext. 209	Ibu Arrunna: ext 264 Ibu Amadea: ext 264	Ibu Ninggar: ext. 246 Pak Rully ext. 124

COMMUNICATION

Education is a group effort between the student, school, and parents/caregivers and we encourage consistent and positive communication between all parties involved. In order for this communication to be most effective, every situation has an optimal line of communication to follow. The first line of communication should always be between the student and teacher. If further communication is required, please follow the lines of communication below. All meeting requests must go through the Secondary School Administrative Assistants.

For academic matters:

Student→Teacher→Curriculum Leader→Programme Coordinator→Secondary Principal

For behavioural matters:

Student→Teacher→Advisor→Head of Year→Dean of Students→Secondary Principal

For social/emotional matters:

Student→Advisor→SSS→Dean of Students

Students are expected to check the Student Bulletin for daily updates. And students should actively check their email accounts and Managebac for messages from the school.

ManageBac

All official communication from the school will be sent via a message in ManageBac. ManageBac is also the means through which teachers communicate tasks, calendars, deadlines to students, formative feedback, and summative grades. Parents and students are registered with ManageBac accounts when enrolling at GJS and can use the program to message teachers.

Email

All students, teachers, and leadership members have Google email accounts through GJS. Students' emails end with the domain @student.globaljaya.com and all staff emails end with the domain @globaljaya.com. Email addresses for students are set up through the IT department and are usually based on the student's first name. Parent emails are not provided by the school, but parents should always keep their email up-to-date on ManageBac. If you do change your email, please login to ManageBac and change it via your profile.

Year Level Representatives

School communication will also be sent out by Year Level Representatives via WhatsApp.

Kontak

Kontak is the monthly online newsletter of Global Jaya School. It is a celebration of what has happened at Global Jaya School throughout the previous month.

Global Insights

Global Insights is a weekly communication to our community that highlights important upcoming events and school news.

Student Bulletin

The student bulletin is published daily. The link for the bulletin, which changes every term, can be found on the Year Level calendar in ManageBac. Students and parents are encouraged to bookmark this link in their browser.

FIELD TRIPS AND OVERNIGHT EXCURSIONS

Rationale:

It is our belief that learning through experience is one of the ways in which students can learn best. Using the community as a teaching resource will help students to understand the world they live in. It is envisaged that experiences outside the classroom that facilitate valuable learning become an integral part of the curriculum. The school field trip, retreat and camp programmes enable students to further their inquiry and develop their approaches to learning in a non-school setting. Field trips, retreats, tours

and camps may have creativity, activity, service, cultural, environmental, religious or outdoor emphasis and are important aspects of the educational programmes offered at Global Jaya School.

Aims:

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school and that valuable and rich learning takes place in the real world.
- To provide shared class experiences and a sense of group cohesiveness.
- To further develop the relationship between staff and students.
- To develop an appreciation of the natural environment.
- To provide a programme that delivers opportunities for skill and knowledge development.
- To encourage lifelong involvement in worthwhile leisure and community pursuits.
- To provide a programme that promotes the learner profile attributes.

Implementation:

Field trips

Half or full day excursions arranged by individual course teachers or departments.

Camps/Study Tours

Camps or overnight stays will embody a wide variety of curriculum elements which should be followed up upon return to the classroom. Camps (Year 7 Jogja, Year 11 CAS trip, etc.) and study tours (WSC, MUN, HMCA and other overseas trips) are paid for by the parents, with no funding from the school.

Week Without Walls

- Week Without Walls is a designated week during which all students except Year 12 are involved either in a school-organized camp/study tour, or a service project of their own design. If students or parents have organized a trip or service project of their own during this week, the school and/or teachers may assist in the planning process to ensure the trip meets Service as Action requirements, but GJS staff will not act as chaperones for these trips.

BEHAVIOR POLICY

The following paragraphs are excerpts from the GJS Behaviour Policy and Student Code of Conduct. Please peruse both by clicking the Behaviour Policy link in the appendix.

Rationale

Global Jaya School (GJS) is committed to promoting and protecting the safety and the well-being of the children in its care. We believe that children learn best when they are provided with a positive, safe and supportive environment in which to grow. Accordingly, all members of the Global Jaya community have both rights and responsibilities in contributing to sustaining our positive, safe and supportive community.

The driving principle behind our work is to, “... facilitate the development of lifelong learners who; have a broad perspective of the world around them; are respectful and moral individuals and who are equipped to participate in the international community as team leaders and leaders.” (Global Jaya School vision)

We aim to support students to develop, “... problem solving and communication” skills (Global Jaya School mission) and encourage them to be, “Inquirers, Thinkers, Communicators, Principled, Open-Minded, Caring, Knowledgeable, Risk-Takers, Balanced and Reflective.” (IB Learner Profile attributes)

Principles

As an IB World School, we believe in an holistic education, which means that we are concerned with developing the whole person. “Along with cognitive development, IB programmes are concerned with students’ social, emotional and physical wellbeing, and with ensuring that students learn to respect themselves, others and the world around them.” **“IB learners” What is an IB education? (updated June 2015, November 2019)**

The learner profile attributes inform our behavioural aims, the way that we reflect on and correct our behaviour and imply a commitment to help all members of the community to learn to respect themselves, others and the world around us.

Where students are not fulfilling their responsibilities as members of the GJS community, we aim to help the student to first identify that they are not meeting the responsibility and then help them to understand why this might be the case. If, through not meeting their responsibility, they impact on the rights of others, we aim to work restoratively with the students to help them to put things right.

We believe that in managing student behaviour, we must develop a culture of recognition across the school. By recognising and promoting the sorts of behaviours and interactions that we want to see in our positive learning community, we are modeling and emphasizing our expectations.

STUDENT CODE OF CONDUCT

The student code of conduct is built upon the rights and responsibilities that underpin our community values. For clarity, the code of conduct includes possible examples of when responsibilities are not fulfilled. These examples are included to illustrate the types of mistakes we might see in connection with the corresponding rights and responsibilities and should not be considered as an exhaustive list.

The code of conduct also includes an outline of possible school responses. The range of hierarchical responses indicate the different kinds of responses we might enact, depending on the severity and pervasiveness of the mistake. This list is meant for illustration purposes only.

At GJS, the student code of conduct is based on the following beliefs:

- Just as all students have rights, along with rights come responsibilities.
- Making mistakes is an ordinary part of what it means to be human.

- Our role as a school is to help students to:
 - learn from their mistakes
 - take responsibility for their actions
 - put the mistake right
 - help the student to ‘bounce back’ after making a mistake
- Responses should involve a consideration of individual circumstances as well as the rights, safety and wellbeing of all community members.
- Where mistakes are made, responses should be connected to the nature of the mistake in order to emphasize the learning opportunity.
- A distinction is made between the mistake and the child making the mistake.
- All investigations, interactions and responses are objective and open-minded; all parties are treated with respect and dignity at all times.

The Underpinning rights and responsibilities

Global Jaya Student Code of Conduct	
Rights	Responsibilities
<i>I have the right to be treated with dignity and respect</i>	<i>I have the responsibility to be a caring and compassionate, globally conscious citizen</i>
<i>I have the right to a positive, safe and secure environment (both physical and psychological)</i>	<i>I have the responsibility to contribute towards a positive, safe and secure environment (both physical and psychological)</i>
<i>I have the right to my own intellectual property</i>	<i>I have the responsibility to respect the intellectual property rights of others by adhering to the Academic Integrity Policy</i>
<i>I have the right to make progress in a broad and balanced, international curriculum</i>	<i>I have the responsibility to be present, punctual and ready to learn</i>

URINE DRUG SCREENING PROGRAMME–Updated 2024

This programme has been in operation at Global Jaya School since December 1999. The programme is designed to both preserve the welfare of the school community and to comply with the laws of Indonesia. The programme also ensures that problems can be detected early on so that affected students can be given proper support.

Any student in Secondary may be subject to a urine test for drugs at any time during the academic school year. No student is exempt.

Approximately 40 Secondary students are randomly selected, on an average, once per semester, to undergo a urine drug test. The students selected must report to the designated supervisor or Principal before 3;00 pm on the day of the testing to undergo the test. A notice will be sent home to parents asking them if the student is taking any medication that may affect the results. This is to be returned the next day.

A refusal will be considered to be the same as a positive test. If the test is positive the following actions will be taken:

1. A conference will be held with the parent or guardian of the student.
2. The student and his/her family will be urged to seek professional assistance and will be given the names and addresses of approved counsellors.
3. The Indonesian authorities will be notified.
4. The student may be suspended for two weeks and must attend six compulsory counselling sessions with an approved counsellor, at least two of which must be completed before the student returns to school.
5. When the student returns to school, they will be placed on a regular testing programme.
6. Parents will be responsible for paying the cost of these additional tests.
7. Two positive drug tests will result in a student's expulsion from Global Jaya School.

Any student who received a positive result for the presence of drugs, who is found to have altered or exchanged the sample or attempted to do so, or for whom there is a strong suspicious of drug use or for whom there is other strong suspicion of drug use, will be placed on a regular testing programme. Parents will be responsible for paying the cost of these additional tests.

Students voluntarily seeking aid or information concerning drug use are encouraged to contact the student counsellors, who will assist in giving the student information or help. Requests of this nature are kept confidential.

The possession and or sale of drugs (including alcohol and tobacco) will be treated with the utmost seriousness and illegal activity may result in Police Action. All members of the GJS community are reminded that the possession or selling of any drugs, including prescribed medical Marijuana and drugs in other countries, is a violation of Indonesian Law.

INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT)

Global Jaya is a Bring Your Own Device (BYOD) school, and all students are expected to responsibly follow the [ICT policy](#). You should bring your device to school each day, fully charged and ready for instruction. While using your device on campus, you are expected to follow our code of conduct expectations regarding the appropriate use of technology. Finally, GJS is not responsible for lost, damaged, or stolen devices.

UNIFORM POLICY—Updated 2024

Secondary Uniforms (Years 7 - 12):

- Batik shirt (Years 7 - 9) / Cream shirt** (Years 10 - 12)
 - Can be purchased from the shop as a short-sleeved shirt or tailored if a long-sleeved shirt is preferred.
- Navy blue shorts/skirt/trousers/skorts
 - Shorts, skorts or skirts must reach the knee. If desired, students may wear a longer short, skirt or skort.
- Socks
 - The style, length and colour of the socks are not specified by the school.
- Black shoes
 - Footwear must be black, or predominantly black. The type of footwear required is not specified by the school.
- Hijab
 - Hijabs are optional. The school does not require a specific colour of hijab but asks that it is aligned with one of our school colours (navy, teal, or the GJS batik design).

Please note that if your uniform does not meet our expectations, you may be provided with a school sarong or shirt to wear. By signing up to be a member of our community, you are signing up to abide by our rules and expectations.

For more detailed information about our uniform regulations, you can check our [Uniform and Dress Policy](#).

UNIFORM



FRIDAY BATIK DAY

The Global Jaya Vision states, “Global Jaya School facilitates the development of lifelong learners who are respectful, moral individuals who take pride in their national heritage.” One way in which we honour and respect Indonesian heritage is our weekly Friday Batik Day. Every Friday, Secondary students are able to choose to attend school wearing Batik, instead of the school uniform.

The following parameters are in place in order to ensure that Friday Batik Day celebrates the national heritage of Indonesia, rather than serving to function as a non-uniform day.

- Students may wear a Batik shirt, dress, sarong or kebaya.
- Smart casual wear must accompany the batik (no jeans, sweats, crop-tops, etc.)
- The batik should be the focal point of the outfit worn on Friday Batik Day.
- Students who do not wish to participate in Friday Batik Day are expected to wear the school uniform.



LUNCH/FOOD SERVICES—Updated 2024

Students are provided with a balanced and healthy diet from a reasonably priced menu. Rigid health and safety measures are in place to ensure food is fresh and hygienically prepared and handled.

Menus are changed regularly, and students can choose from packet meals, ala carte, and cafe sections.

Every day we provide:

1. Package Menu with Indonesian, Asian and Western options
2. Single Menu
 - Rice Bowl (Beef Teriyaki, Chicken Teriyaki, Bulgogi, etc)
 - Assorted Bakery & Snacks
 - Pasta (Spaghetti Bolognese, Lasagna, Mac N Cheese)
 - Burger
 - Vegetarian
3. Drink Counter
 - Hot and Cold beverages
 - Assorted bottled ready to drink options

Please scan the pre-order barcode for the menu and price lists or visit this link : <http://bit.ly/3IZAG6D>



Students can bring their own meals and drinks from their home to school, but parents will not be allowed to pass security to deliver nor will food items be stored by security.

Deliveries of commercial food are not permitted. **Please do not arrange deliveries of meals from commercial outlets and please do not arrange for drivers to drop off food deliveries from commercial entities.**

Cakes, etc., for birthdays or other celebrations, are discouraged. A Principal must authorize any food deliveries before they are delivered to the school.

Free filtered drinking water is provided at various sites around the school.

Method of Payment

All the transactions in the canteen are made using a cashless system with EDC (Credit Card & Debit Card), QRIS (OVO, GOPAY, Dana, Shoppe, Mobile Banking) and Flazz. For environmental reasons, no paper receipt is available.

Hours of Operation

The canteen offers food and drink service from 9.00 am through to 4.00 pm, Monday – Friday.

Contact Person

If you have questions, suggestions or complaints about our school canteen, please contact the school Canteen Coordinators (Ibu Silla and Pak Nawa). The Canteen Coordinators will be responsible for supervising the operation of the canteen and liaising between the school and the canteen provider.

CLASS CHANGE PROCEDURES—Updated 2024

For students in the MYP, class change is limited to the arts and design and language acquisition if it is the third language. Students will select a course for grades 9 and 10 of Visual Arts, Performing Arts, Theater, Film, Product Design or Digital Design. Also, students who are taking a third language may also decide to study Spanish, Mandarin, or Korean.

To request a subject change students must fill out [this doc](#) after a discussion with their current teacher, the proposed subject teacher, the Curriculum Leader for the proposed subject, and then submit [the doc](#) to the MYP Coordinator for consideration. Parents must also send a confirmation email to the MYPC requesting the course change. Students will move to the new classes after receiving the final email from the MYPC. Finally, students will only be permitted to make course changes in the first week of classes, unless there are other extenuating circumstances.

Language A and B Class Change Guidelines

At times throughout the year, students will request to change from a language A class to a language B class. Please know that these moves must be carefully considered so as not to disrupt a student's future Diploma plans and university intentions.

As a result, before a student changes a class, the following steps must be followed:

1. A meeting with the student must be held to consider the reason for the class change.
2. A determination must be made regarding the implications for IB DP and the student's university intentions.
3. The class change must be discussed with the parents.
4. Finally, the class change requires approval from the MYP or DP coordinators, and the principal must be informed of the class change.

For students in DP, subject/level change takes place in term 1 of Year 11. The student will fill out [the doc](#) after a brief discussion with the counsellor and current subject teacher, if required, and submit it to the Diploma Programme Coordinator (DPC) for consideration. The parents must send the confirmation email to DPC that they know and authorise the subject/level change request. The students will move to the new classes after receiving the final email from the DPC.

After term 1 in Year 11, the Subject/level change process may be initiated by the subject teacher based on the student's academic progress after the consultation and approval of the counsellor and curriculum

leader (CL). The meeting will be organised and attended by DPC, HOY, counsellor, student and parents. The final decision will be made and communicated by DPC.

Moving to Courses from Full Diploma in DP

Students considering a course change from full Diploma to Courses must follow these procedures.

- Students have until the end of term 1 in year 12 to make this schedule change.
- The student must meet with the diploma team, comprised of the Diploma Programme Coordinator, University counsellor and Head of Year of the advisory class, to explain the rationale for this schedule change.
- Other members of the student success team may be invited to the meeting depending on the needs of the change request.
- The final decision will be based on the student's academic needs and university pathway in tertiary education in consultation with the parents and student.
- The programme coordinator will communicate the final decision to the teachers, students and parents.

**All class change and course requests must be approved by the respective coordinators, and parents must approve of the requested changes.

VISITORS TO THE GLOBAL JAYA CAMPUS—Updated 2024

At times, students wish to have friends visit them at school. In these situations, and at least 24 hours before the visit, students must complete this form and have it signed by the teachers of the classes on the designated day of the visit. This completed form must be given to the Secondary Principal for final approval. Students may only request the visitation option two times per year.

SCHOOL LOCKERS

Students are assigned lockers at the beginning of the school year. It is the responsibility of the students to maintain a clean and hygienic locker. The lockers can be used to store personal and school items of the students. It should be noted that the school is not responsible for lost or stolen items from the lockers. Also, the lockers are the property of the school, and can be searched at any time. If students are found to have banned items in their lockers, they are responsible for the consequences of possessing these items in accordance with school policies.

ASSEMBLIES

The school holds regular assemblies throughout the school year, including year level assemblies and awards assemblies. During assemblies, students are expected to sit in the designated area for their year level, and students are expected to follow assembly expectations.

APPENDIX: LINKS TO POLICIES AND PROCEDURES

The following list of links will take you to the most up-to-date versions of GJS policies and procedures. It is the responsibility of all GJS staff to know and follow the information contained within.

General

- [School Website](#)
- [2024-2025 Whole School Calendar](#)
- [Term 1 and 3 Report Guide for Students](#)

Handbooks

- [Diploma Programme Handbook](#)
- [Middle Years Programme Handbook](#)

Policies

- [School policies on GJS website](#)

Procedures

- [Internal Progression Procedures](#)
- [Providing a Safe and Supportive School Environment](#)