

ELEMENTARY

PARENT

HANDBOOK

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Welcome to The Elementary.

This handbook is designed to give an overview of common processes used within the Elementary unit. These are based upon school policies. If there is any variation between this and the policy documentation, the policy is always correct. Similarly, a handbook cannot anticipate every possible situation that may arise. This handbook is updated each year.

VISION

Students of Sekolah Ciputra are proud of their national identity, embrace the spirit of entrepreneurship and professionalism, celebrate cultural diversity and possess the skills, integrity and resilience to participate in a changing global society.

MISSION

At Sekolah Ciputra we teach our students to:

- Take pride in their national and cultural heritage.
- Demonstrate integrity, respect and empathy toward others.
- Think critically and apply their learning in creative, innovative and entrepreneurial ways.
- Communicate their thoughts and ideas in Bahasa Indonesia, English and Mandarin.
- Achieve academically at the highest standard of which they are capable.
- Respond with confidence and reason to an ever-changing world.
- Fulfil their social and civic responsibilities, both nationally and globally.
- Embody the Ciputra Group values of integrity, professionalism and entrepreneurship. (IPE)

VALUES

Implicit in our Mission and Vision are the following values:

- Integrity
- Pride in National Identity
- Acceptance
- Responsibility

MOTTO

Non-Scholae Sed Vitae Discimus : We learn not for school but for life.

The school motto embraces the concept of life-long learning and encapsulates a belief in holistic, student centred learning.

OUR COMMITMENT TO SUSTAINABILITY

Sustainability is a word that is used a lot today and it is sometimes used without a clear understanding. This is why at Sekolah Ciputra we developed a really clear and easy motto for every single person in our school community to remember. It is **“Enough for Everyone Today. Enough for Everyone in the Future”**. You will see this motto in lots of places and that we are currently working through the Seven-Step programme towards achieving the International Green Flag Award¹.



The United Nations has asked all institutions and organisations to accept the responsibility for promoting and advancing the SDGs. This is obviously why we are working so hard to empower our students to go out into the world with a mindset of making the world a better place. Another one of our mottos is: **From Little things , Big things Grow** because we want our school community to understand that no matter how small the action, it does make a difference.

We want every member of our school community to start seeing the world through new lenses - through a new perspective and that is through the perspective of sustainability.

CURRICULUM

Sekolah Ciputra is an International Baccalaureate Organisation (IBO) continuum school. This means students follow an IBO programme during their entire journey at the school. Students in the EY use the IBO Primary Years Programme (Early Years) from PGB - PYPB. PYP 1 - 6 students use the IBO Primary Years Programme (PYP) while those in Grades 6 - 10 use the IBO Middle Years Programme (MYP) and Grades 11 and 12 follow the IBO Diploma Programme (DP). In the upper High School this can be customised so that students can take a course that best supports the next step in their learning journey. They can for example take the full IB Diploma or a pathway of Diploma Courses and other courses that support a pathway to Indonesian universities.

¹ Created in 2021 by PYP6 student Kathleen Oetomo.

THE IB PRIMARY YEARS PROGRAMME

The IB Primary Years Programme (PYP) comprises 6 Transdisciplinary Themes, framed around the IB Learner Profile, reflecting the International Baccalaureate's commitment to creating a collaborative, global community, united by a mission to make a better world through education.

Students and teachers in the Primary Years Programme engage in Units of Inquiry using Central Ideas and Lines of Inquiry to research, explore, analyse and represent their best thinking on issues related to the world in which we live. Teachers use questions to provoke further questions from students and then support and guide them in finding answers to their questions. There is a great deal of emphasis placed on students as agents of their own learning in classrooms where they are given choice, ownership and the chance to have their voices heard.

A Transdisciplinary Approach to teaching and learning means that all subject areas are explored within the context and content of the inquiry. Teachers identify and teach the scope and sequence of skills related to the various subjects that are needed for students to conduct their inquiries successfully.

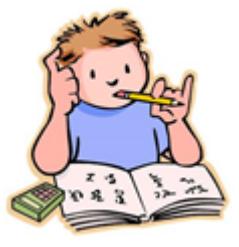
Assessment is done on an ongoing basis using a series of observations, tests, projects, quizzes, visual representations, artistic and athletic performances and oral presentations. [The Sekolah Ciputra Assessment Centre](#) is a depository for all procedures that have been developed to support Policy 2.12 Assessment.

The two graphics below capture the essence of the PYP. The central principle of the PYP curriculum framework is agency, which is threaded throughout the three pillars of the curriculum: the learner, learning and teaching and the learning community.

We believe that teaching "is implicitly transdisciplinary" (Albright, 2016: 532). The multiple elements of the PYP provide for students the foundation to develop transdisciplinary thinking, to explore real-life issues and to effect change. They support the development of "internationally minded people who recognize their common humanity and shared guardianship of the planet" (IBO 2017: 2).



THE IB LEARNER PROFILE

| | | | |
|--|---|---|--|
| The IB learner profile describes attributes of an international minded education.  | INQUIRER  We ask lots of questions on a range of topics | THINKER  We consider other perspectives | COMMUNICATOR  We share our ideas confidently |
| RISK-TAKER/COURAGEOUS  We are willing to try new things | REFLECTIVE  We think about ways to improve | CARING  We take care of each other and the planet | KNOWLEDGEABLE  We research in order to hold informed opinions |
| OPEN-MINDED  We listen and respect the ideas of others | PRINCIPLED  We are fair and honest in our actions | BALANCED  We have many interests and passions | |

Students at Sekolah Ciputra are given multiple opportunities to learn and to demonstrate these profile attributes. Students who demonstrate excellence are nominated to receive Learner Profile Awards

INDONESIA RAYA

Wage Rudolf Supratman



Indonesia tanah airku
Tanah tumpah darahku
Disanalah aku berdiri
Jadi pandu ibuku
Indonesia kebangsaanku
Bangsa dan Tanah Airku
Marilah kita bersatu
Indonesia bersatu
Hiduplah tanahku
Hiduplah negriku
Bangsaku Rakyatku semuanya
Bangunlah jiwanya
Bangunlah badannya
Untuk Indonesia Raya

Reff:
Indonesia Raya
Merdeka Merdeka
Tanahku negriku yang kucinta

Indonesia Raya
Merdeka Merdeka
Hiduplah Indonesia Raya

HYMN SEKOLAH CIPUTRA

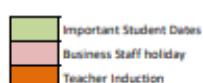
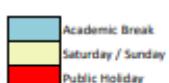
Our school hymn is sung at the beginning of assemblies and other special occasions.

| | |
|--|---|
| Sungguh indah Tempat kami belajar Menanam benih cinta kasih Tempat kami tumbuh berkembang | This wonderful place where we learn Plants seeds of love For us to grow and thrive |
| Setiap waktu Adalah kurniaNya Untuk mencipta dan berkarya Agar hidup tak sia-sia | Every moment is a gift For creating and working So that we do not live in vain |
| Reff: Seiring langkahku Menuju masa depan penuh ceria Selalu berpacu Wujudkan semangat hidup yang mulia Jadi manusia sejati Bagimu Ibu Pertiwi | Reff: We step forward to a bright future, always striving with spirit for a noble life As true children of our motherland. We are proud to be children of our nation And together with Sekolah Ciputra Achieve its aspirations |
| Kami bangga Menjadi putra bangsa Bersama Sekolah Ciputra Dalam wujudkan cita-cita | |

ACADEMIC CALENDAR 2023 - 2024

The academic year consists of four terms of 46 - 49 days in each term. There are two end of term holidays in December and May as well as religious and public holidays. The contact days for the 2023- 24 academic year is 194.

| 2023-2024 - draft 12 Oct 2022 | | | | | | |
|--|----|----|----|--------------------------|----|----|
| July 2023 | | | | JANUARY 2024 | | |
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | 1 | 2 | 3 |
| AUGUST 2023 | | | | FEBRUARY 2024 | | |
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | |
| 3 | 6 | 7 | 8 | 9 | 10 | 11 |
| 4 | 13 | 14 | 15 | 16 | 17 | 18 |
| 5 | 20 | 21 | 22 | 23 | 24 | 25 |
| 6 | 27 | 28 | 29 | 30 | 31 | |
| SEPTEMBER 2023 | | | | MARCH 2024 | | |
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | |
| 7 | 3 | 4 | 5 | 6 | 7 | 8 |
| 8 | 10 | 11 | 12 | 13 | 14 | 15 |
| 9 | 17 | 18 | 19 | 20 | 21 | 22 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| OCTOBER 2023 | | | | APRIL 2024 | | |
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 2 | 8 | 9 | 10 | 11 | 12 | 13 |
| 3 | 15 | 16 | 17 | 18 | 19 | 20 |
| 4 | 22 | 23 | 24 | 25 | 26 | 27 |
| 5 | 29 | 30 | 31 | | 1 | 2 |
| NOVEMBER 2023 | | | | MAY 2024 | | |
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 6 | 5 | 6 | 7 | 8 | 9 | 10 |
| 7 | 12 | 13 | 14 | 15 | 16 | 17 |
| 8 | 19 | 20 | 21 | 22 | 23 | 24 |
| 9 | 26 | 27 | 28 | 29 | 30 | |
| DECEMBER 2023 | | | | JUNE 2024 | | |
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | |
| 10 | 3 | 4 | 5 | 6 | 7 | 8 |
| 11 | 10 | 11 | 12 | 13 | 14 | 15 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | 1 | |
| Term 1 : 41 Term 2: 54 Semester 1: 95 | | | | Total teaching days: 194 | | |
| This is only a draft and a number of these dates are lunar or issued by the government and therefore are subject to change The calendar will be updated as event dates become known. (Version 12/10/2022) | | | | First day of Students : | | |



ABSENCES AND PUNCTUALITY

Sekolah Ciputra places a high emphasis on teaching our students important life skills such as punctuality, time management and responsibility. Arriving at school punctually and regularly ensures that our students are set up for success and are developing key skills for the future. Students who are habitually late and absent do not receive the same level of continuity of programming that their peers do. Late arrival is also disruptive to the learning of both latecomers and their peers.

The requirement of Indonesian law is that students have a 90% attendance rate. That consists of excused and unexcused absences. A ten percent absence rate is therefore defined as a student missing 20 school days.

The school may deem certain off site days as schools days, such as official trips , camps etc In the PYP, student attendance is registered each day through the Toddle Attendance Dashboard. Student absences must be registered as one of the following:

| Category | Permitted Reasons |
|--|--|
| Absent - Excused | Representing the school, region or country in a competitive or other activity(approved)*; wedding or funeral of the immediate family of student's parents; religious or legal obligations; Visa/passport issues, family emergencies. |
| Absent - Medical | Illness or sent home from school due to illness; medical appointments which cannot be made out of school time. |
| Absent - Unexcused (Unauthorised absence in Student Policy 3.9) | Truancy, day trips and holidays during school time, non-emergency leave, medical appointments which can be made out of school time; unexplained absences |
| Partial Absent | Lateness or partial absence before or after 11am. |

Any period of leave taken without the approval from the Elementary principals , or in excess of that agreed, will be classed as unexcused and may attract sanctions.

Student attendance/lateness during the day must be monitored by each teacher and absences followed up.

Parents are made aware of their obligations at the beginning of each year during the Parent Information Sessions and in each Parent memo issued throughout the year.

Students are made aware of their obligations during the induction process at the beginning of each year and throughout the year during registration and assemblies.

Parents of students who are indicated as having poor attendance will receive notification from the school at the following stages**:

| Days Absent | Follow Up |
|--------------------------------------|---|
| 5 days with no permission in a month | A letter from the PYP Coordinating Principal |
| 10 days absence in total | A meeting with the PYP Coordinating Principal |
| 15 days absence in total | A meeting with the Executive Principal |
| 20 days absence in total | Risk of repeating the year. |
| More than 20% absence from a class | Catch up was directed by the PYP Principals |

**This process will be applied where communication has not been deemed satisfactory

- *In certain extenuating circumstances (long term illness, hospitalisation, death in the immediate family, participation in competitions) parents have to submit documents and a decision will be made by the Executive Principal in conjunction with PYP Principals. Decisions will be based on: 1) the standing of the student, 2) the seriousness of the extenuating circumstances, 3) the possibility of this situation being repeated in the future, and 4) the possibility of providing remedial measures that will compensate for the loss of time.
- No student shall be allowed to leave the grounds of the school during the school day without the explicit written or confirmed telephone permission of his/her parent or guardian. If students must leave because of illness, the School Nurse will contact the parents. All medical appointments are expected to be scheduled outside school hours.
- After a student has been absent without notification for two days, the PYP Administration Staff will contact the family to enquire about the absence. If there is no response, they will inform the Principals. After 5 days of non-notification, the Principal will send through Toddle and email requesting an explanation.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

Absence Procedures

If a student is absent their parent must:

- Call the Elementary Office as soon as possible on the first day of absence on +62 31 7415017-8 or +61 31 21001716 or Email Ms Miranda mirandatanuli@sekolahciputra.sch.id
- Email/Toddle communicate with the Classroom Teacher explaining the absence.
- Send a doctor's note for any illnesses exceeding two (2) consecutive days.

If a student is absent we will:

- Telephone parents on the first day of absence if we have not been notified of absence. The EAO will do this.
- Invite the parent in to discuss the situation with the student's teacher(s) and Grade Level Team Leader if absences persist.

Leaving campus during the school day

There are three reasons why students leave school early:

Reason 1: When they have a pre-arranged appointment – e.g. dental/medical appointment.

- If a student has a pre-arranged appointment, parents should inform the Elementary Administration Office and the Classroom Teacher through email. Alternatively, students should bring a note into school signed by the parent. The email/note should contain the full name of the student, grade, date, time and reason for dismissal, his or her parent's daytime phone number and signature.
- Phone calls will not be accepted in place of a written note and neither will 'family business' or 'personal matter' be accepted as a valid reason for allowing a student to leave school during the school day.

Reason 2: When they become ill and need to go home

Punctuality

School begins at 7:30 a.m. for elementary students. At 7:30 a.m. Indonesia Raya begins and everyone in the building is expected to stand and sing or remain silent until the anthem comes to an end. Students who are not in the classroom when Indonesia Raya begins are considered late.

Contact Information

There are times when we need to contact parents about many things, including absence, therefore we need to have accurate contact numbers or email addresses at all times. It is vital that parents notify the Elementary Administration of any changes in contact information.

Summary

The Elementary School has a duty to promote good attendance. Equally, parents have a duty to make sure that their children attend. All school staff are committed to working with parents and students as the best way to ensure as high a level of attendance as possible and that every child's welfare and life opportunities are promoted.

ACADEMIC INTEGRITY

A commitment to academic integrity is the foundation for all academic behaviour at Sekolah Ciputra. School Policy 2.1 (available on the school website), specifically outlines what is required of students to be academically honest as well as the consequences for failing to do so. Importantly, academic integrity ensures consistency of practice and confidence in results. Sekolah Ciputra aims to focus on the positive practice of academic integrity at all times, rather than what constitutes academic dishonesty. In this manner, we are aiming to deeply embed a culture of academic integrity within the Elementary School, where students will learn to proactively reflect on and regulate their own research, referencing and other assessment practices.

APPROACHES TO LEARNING

The Approaches to Learning (AtLs) are a set of learning skills that students are explicitly taught across the whole Continuum (from Pre-Elementary to Grade 12). These are designed to give the students the necessary skills to be a successful independent learner as well as supporting the IB Learner Profile. (See IB Learner Profile).

AWARDS

Learner Profile Award

The Learner Profile Award is presented to one student in each class each semester. The student who receives this award has shown excellent understanding and growth in most or all of the attributes in the Learner Profile. This student stands out as a role model for others and represents the best of the IB Learner Profile.

Action Award

The Sekolah Ciputra Action Award is given to one student at each year level each semester. The student who receives the Action Award is a student who has managed to find an answer to the question: Now that you know this, what are you going to do? This is probably the most important question an IB student can answer.

Action Award Winners are students who have taken their learning to the highest level by finding ways to apply that learning to make the world a better place.

The process by which nominees and awardees are determined will be shared with parents at the first Parent Information session and ongoing throughout the year.

ASSEMBLIES

Assemblies are held weekly throughout the academic year alternating between Elementary and EYs and are organised usually by the PYP Coordinating Principal and SLT, in collaboration with the Elementary Staff or STUCO. The school aims to build student confidence in performing in front of large audiences using English, Bahasa Indonesia and Mandarin. Likewise, activities such as Ciputra's Got Talent, Musical Recitals and School Productions provide students with this opportunity.

In addition to these assemblies, each grade level will have a specific Assembly once a year to which parents are invited. Other assemblies celebrating important national and international events will also take place throughout the year including Chinese New year, Kartini Day, World Environment Day and many more. Some assemblies might still be in the form of a virtual assembly which gives the audience an opportunity to be involved through the platform's chat or sending reactions.

BEHAVIOUR EXPECTATION GUIDELINES

The following guidelines must be followed by all students and are important in developing the necessary self-management attributes of an independent learner.

1. Follow the student dress code by following the school uniform expectations.
2. Be on time - arrive in class or home room and be **seated ready to learn** for every lesson.
3. Come to class prepared with all the correct materials (text book, calculator, worksheet, work book, etc.).
4. Use electronic devices aligned with classroom instruction, including, but not limited to laptops, cell phones, and headphones. Students may not use any devices unless explicitly instructed to do so by the teacher.
5. Be polite and respectful to everybody at all times. Everyone has the right to learn and study and to be listened to. LEARN (the code of good manners) is taught to all students.
6. Listen actively when someone is speaking and do not interrupt.
7. Always follow requests/instructions from the teacher. Be actively involved in the lesson, be engaging and pay attention.
8. Ask permission, raise your hand, or follow individual class teacher's conversation rules before speaking, in order to respect others.
9. Wait for the teacher to indicate the lesson is over. Students are not allowed to wait for the bell in front of the door at the end of the lesson. **Class ends when the teacher dismisses students, not at the bell.**
10. Return all chairs to the previous arrangement and keep the classroom tidy.
11. Toilet breaks are discouraged in the first 10 minutes of a lesson or 10 minutes before the end (unless there is clearly an emergency).

The [Behaviour Management PYP](#) contains the procedures to be followed when a student

exhibits inappropriate behaviour.

BRING YOUR OWN DEVICE (BYOD)

Students in PYP 4 - 6 must ensure that devices for BYOD have the following minimum technical specifications:

Processor : Intel Pentium Core i5

Memory (RAM) : GB Video

Graphic : 1 GB Storage : 500 GB –

Hard Disk Drive

Networking : WiFi – 802.11 b/g/n/AC

VGA Operating System : Windows 10 Home or Windows Pro23

Processor : Intel Pentium Core i5

Memory (RAM) : 8 GB

Video Graphic : 1 GB

Storage : 500 GB – Hard Disk Drive

Networking : WiFi – 802.11 b/g/n/AC

Web Camera : VGA Web Camera

Operating System : Windows 10 Home

Optical (CD / DVD ROM) is no longer required

CALENDARS

The events calendar and academic calendar are regularly updated and can be found on the school website www.sekolahciputra.sch.id

CELL PHONE AND ELECTRONIC DEVICES

The use of electronic devices must be aligned with the school's instructions. The use of cell phones is not permitted in the Elementary School. PYP 4 - 6 are expected to BYOD and these devices are the sole responsibility of the students.

CHILD PROTECTION

The school recognises child protection as its highest priority. It has a child protection policy, 3.1 Student safety, a designated Board Member in charge of child protection, Pak Denny, a child protection officer and a child protection team. The team conducts an annual audit of processes within the school and has to report annually to the Board of Trustees as well as provide Professional Development to staff. If you have any concerns regarding child protection these should be immediately disclosed to the PYP Principal, PYP Coordinating Principal or Executive Principal.

CLASSROOM PLACEMENT

Classroom placements are made for the following year towards the end of the school year. Once a child is placed in a class he/she will not be moved unless there are overwhelming educational reasons to do so.

COMMUNICATION

The Elementary School model of education encourages and supports parental involvement in partnership with the school to ensure a successful educational experience for our learners. Parents should contact their child's Classroom, English Literacy or Single Subject teachers directly if and when they have questions or concerns about the programme. If parents have further questions after speaking with the teacher, they should contact the Principal. Parents with further questions or concerns can contact the Executive Principal. School encourages parents to use Toddle or email to contact teachers or via our Elementary School Administration Office (EAO) staff members:

- Ms. Miranda mirandatanuli@sekolahciputra.sch.id

Making Appointments

We believe the most productive and efficient exchange of information occurs by a pre-set appointment with the purpose of your meeting. This allows the teacher to prepare ahead of time and answer questions effectively. Occasionally matters arise that may need urgent communication. Please call the EAO to either make an appointment or leave a message. EAO staff will ask about the nature of the call and will send an email notification with a brief message to the teacher. This is important as it enables the teacher to prioritise the call. Teachers will call parents back within 48 hours.

All official school letters and notices are sent via email and Toddle; on occasion reminders may be sent by WhatsApp. Please ensure that your contact details with the EAO are correct to avoid missing any important communication. Please check your emails frequently. It is school policy that teachers will not respond to requests for their personal email addresses or mobile phone numbers. The school also has a very active website and Instagram account to communicate day-to-day activities.

COMPLAINTS

From time to time issues or problems arise that need to be resolved. If you have an issue relating to the classroom, the Classroom Teacher, English Literacy Teacher or Grade Level Curriculum Leader, they should be your first contact person. Other issues can be referred to the PYP Principal or Coordinating Principal. This is done by making an appointment through the EAO with a reason for the meeting. Issues cannot be raised when the other person is not prepared. Dropping into a classroom to raise an issue will not be accepted. Please note that

EAO staff will ascertain the general topic of the issue before an appointment is made so the teacher can be prepared. Note, issues will be dealt with individually, not collectively. For further information refer to Policy 5.5 Complaints.

DIGITAL CITIZENSHIP

Bring Your Own Device (BYOD)

From PYP 4 - PYP 6, students must provide their own device to use at school. Parents are advised of the specifications required close to the end of PYP 3 and students are expected to sign the [BYOD Agreement.pdf](#) at the beginning of each year.

Students are solely responsible for the security and maintenance of their device whilst at school.

Digital Citizenship Agreement

Every year all students must sign a digital citizenship agreement to use the school's IT facilities. This covers all issues associated with respectful and responsible use of IT. In the Elementary Unit each student and their parents are required to sign this agreement. There is a Lower [Digital Citizenship Agreement](#) for PYP 1 - 3 and an Upper [Digital Citizenship Agreement](#) for PYP 4 - 6.

EDUCATION OUTSIDE THE CLASSROOM (EOTC)

EOTC can come in many forms, such as a one-day outing, outdoor house competitions (sports day etc.), study tours and camps. Other than camps, outdoor education is organised by the respective teachers and faculty. The purpose of EOTC is to support the students' learning and enhance the curriculum within the school. Camps are organised by the Grade Level Curriculum Leader in collaboration with external organisers who are experienced in planning and supervising camps. The activities are designed to encourage personal development, curriculum enhancement and enjoyment. For further information please refer to Policy 2.14 Education Outside The Classroom.

EXTRA CURRICULAR ACTIVITIES

We pride ourselves on being able to offer a range of extra-curricular activities for students. These are organised in two 12 week blocks from a range of internal and outside providers. It is important to note that spaces in different SIGs are limited and that they are allocated on a first come, first served basis.

EMERGENCIES

The school practices for emergencies like fire, lockdown and earthquake. Also, the Health and Safety sub-committee meets regularly to identify and eliminate potential hazards. All parents visiting the school are required to know what to do in the event of an emergency.

This information is available to all visitors to the school as well as being displayed in the parent waiting room in both the MPH building and Elementary building.

FILMING

Filming is strictly forbidden within the school without the permission of the Executive Principal.

FLAG CEREMONIES INDEPENDENCE DAY

Independence Day (17th August) and Pancasila Day (1st June) are the two days that school holds flag ceremonies. The units alternate the organisation of this day. The ceremony normally involves all students from Grade 6 and above and all staff. After the flag ceremony, students change into their house colours and take part in traditional games for house competitions. Students leave school around 11:00 am. School provides lunch for staff and may leave from 11:30 am. Pancasila Day ceremonies are organised by each unit.

HOMEWORK

The school allocates homework to students. The purpose of homework is for parents to participate in their children's education. It is not intended to replace the quality time that parents need to spend talking with their children or sharing in enjoyable and relaxing family activities; therefore homework is not meant to become a cause of frustration at home. If homework becomes too stressful, on any given evening, please **STOP** and write the teacher a note explaining the problem. Homework may vary in length of time as well as in format.

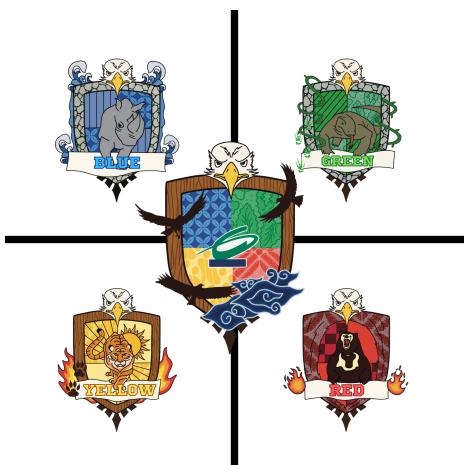
The following is a **GUIDELINE** that teachers may use for assigning formal homework.

| | | | |
|---------|------------|---------|------------|
| Grade 1 | 10 minutes | Grade 2 | 20 minutes |
| Grade 3 | 30 minutes | Grade 4 | 40 minutes |
| Grade 5 | 50 minutes | Grade 6 | 60 minutes |

Whether homework is assigned formally or not, parents are encouraged to spend time with their children reviewing the day's learning. Reading to or with your child is also considered to be homework for parents and their children every day. Developing a lifelong habit of reading every day will serve children well throughout their lives.

It is imperative that if you think the amount of homework is too much, too little or at the wrong level, you discuss the issue with the teacher. If your child has made a genuine effort at their homework but has struggled to complete it, please inform the teacher.

HOUSE SYSTEM



The House system at Sekolah Ciputra strives to create a supportive community and culture where students and staff feel safe to take risks, celebrate their success, and learn from failures together. The word 'House' in this context does not designate a building, but rather a body of people. It is a network of member relationships, developed through long acquaintance in a stable community and regular interaction throughout the year. The fundamental purpose of the house system is to portion Sekolah Ciputra into smaller communities that promote both learning and loyalty to the school overall. Through Houses, students and teachers alike become spirited team members who

care about each other and take ownership of their actions. The overall goal is for our students and staff members to flourish in an inclusive community that appreciates diversity, builds character, citizen scholars, and outstanding advocates. It is important for students to have the opportunity to play an active role and contribute to a community within their school, which allows them to develop skills and talents and acknowledges their successes in a wide range of ways. We encourage students to play an active role in the success of their house. Individual and team efforts are rewarded and students are expected to contribute to Inter-house competitions throughout the year.

HOUSES AND THE MASCOTS

There are four (4) Houses at Sekolah Ciputra with their very own mascot. They are:

- (1) Beruang House with Zuko the sun bear.
- (2) Badak House with Monto the Javanese rhinoceros.
- (3) Harimau House with Taz the Sumatran tiger.
- (4) Komodo House with Pascal the Komodo dragon.

Note: Felix the Eagle is the overall school mascot!



PYP students are invited to participate in a number of friendly competitions throughout the year in order to gain points for their houses. In the past, some of these activities have included Ball Carnivals, Cross Country and Athletics and more recently, during online learning, the Virtual 50K Challenge, the Virtual Workout Challenge and Book Week Character Dress Up Day.

Updated scores are posted around the school and announced at weekly assemblies. The winning House receives the House trophy in an assembly at the end of the year.

LOCKERS

A locker is assigned to every student. Students are responsible for their own locks and to keep their lockers locked when unattended. The school is not responsible for any personal items that are lost or stolen. Lockers are school property and must be kept clean, tidy and free from stickers or permanent marks.

LOST PROPERTY

As the whole school wears a uniform, it is important that all clothing and personal property are labelled clearly with the child's name. Teachers will emphasise to students that they (and not the classroom teacher) are responsible for their personal property. This is an important self-management skill. Please join us in encouraging students to be careful with their property. Should your child misplace an item, lost property is held in the lockers near the Security Desk.

NURSE

A school nurse is available on site to administer to the needs of the students in our care. Should they feel unwell; students will be taken to the Elementary Health Room. If it is deemed to be minor, they will be returned to class. If the child is too unwell to continue at school, the parents will be contacted.

Should any injury be deemed serious and warrant further medical investigation, the child will be taken to the nearest hospital. You will be contacted immediately and informed as to where your child has been taken and the circumstances. Your child will be accompanied to the hospital by an adult who will remain until you arrive.

Please do not ring the nurse asking her to go to a classroom to check on your child. It is important that the nurse is in her clinic in the event of emergencies.

If the child needs to take medications during the day, please give them directly to the nurse to administer at the required times.

Parents should inform the school if their child has contracted a contagious disease and should keep their child at home until such a time that they have been cleared to return to school by a medical professional.

PARENT CONDUCT

Sekolah Ciputra recognises that a successful partnership with parents is an integral part of twenty first century learning. This partnership should be built on mutual respect and understanding as well as the obligations of the school towards its students, staff and other parents. The school has a responsibility to all parents to ensure that their children are in a safe, friendly and secure environment.

To ensure that there are clear guidelines for parent and school interactions to better facilitate an effective learning partnership, we invite you to review [Policy 5.1](#)

PARENT MEMO

A Parent memo will be issued once a month to all parents. The memo will contain information regarding upcoming events and activities. This is a very important mode of communication and will be the primary source of information for parents in the Elementary unit.

PARENT/STUDENT SURVEY

Each year the school undertakes a parent and student survey to help gather information on how we can continue to improve the school. We strongly encourage your participation in the surveys as well as the focus groups so that we can help foster a true partnership.

PARENT SUPPORT GROUP (PSG)

The PSG is a voluntary parent organisation that meets regularly to help the school with a range of academic and social events. If you are interested in joining, you can contact the QAO or sign up at the parent information sessions which are run at the start of each academic year.

POLICIES

All policies in the school are on a regular review cycle. All policies related to parents and students are available on the school website.

REPORTING SCHEDULE

The Elementary Unit provides four opportunities for student learning to be reported on to parents.

Throughout the year, ongoing teacher-student conferences regularly occur and the student's portfolio is updated through Toddle.

During Online Learning, a regular Monthly Informal Chat was initiated and was highly successful in establishing and maintaining a clear and transparent line of communication between teacher(s) and parents. Teachers will continue the Monthly Informal Chat in a virtual mode to ensure that communication between school and home remains strong.

| | |
|---|--|
| <p>TERM 1</p> <p>THREE WAY CONFERENCE</p> <p>The Three Way Conference is an opportunity for students, teachers and parents to discuss and explore the student's goals and the progress made towards those goals.</p> <p>Through the following, parents are able to learn about the child's learning styles and habits.</p> <ul style="list-style-type: none"> ● share work samples ● share progress towards goals ● understand background of students <p>This is a great opportunity for parents to gain a deeper insight into their child's learning.</p> | <p>TERM 2</p> <p>FORMAL ELECTRONIC REPORT</p> <p>The Elementary School issues students a formal, written report in each subject at the end of each semester. This is in the form of an eReport² and is designed to provide parents with an accurate record of their child's performance in the classroom (academically, socially and emotionally). It also includes the Learner Profile Self Assessment *</p> <p>PARENT TEACHER CONFERENCE</p> <p>Parent Teacher Conferences (PTCs) are a wonderful chance to further enhance school-home communication regarding a student's learning. Parents are provided the opportunity to meet with each subject teacher and learn about their child's academic performance, as well as each teacher's expectations.</p> <p>Research shows that students learn more, have higher grades, and have better school attendance when parents are involved in their child's education.</p> |
| <p>TERM 3</p> <p>STUDENT LED CONFERENCE</p> <p>There are three main components that will be shared by students: work they are proud</p> | <p>TERM 4</p> <p>FORMAL ELECTRONIC REPORTS</p> <p>The Elementary School issues students a formal, written report in each subject at the end of each semester. This is in the form of</p> |

² A printed, signed and stamped copy of every report is kept on file at school for DIKNAs. The school will provide the same document if and when parents require this for school transfer.

In all other circumstances, parents are more than welcome to print a copy for themselves if they would like a hard copy for archiving/sharing purposes.

| | |
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| <p>of; work they can improve on; and their goals.</p> <p>In doing this, we hope that this opportunity will help parents gain a clear insight into the kind of work their child has been doing and support the development of their child's learning by offering meaningful feedback.</p> <p>The students are responsible for leading the conference, sharing their learning process with their parents, discussing and reflecting upon samples of work, and identifying strengths and areas for improvement.</p> | <p>an eReport³ and is designed to provide parents with an accurate record of their child's performance in the classroom (academically, socially and emotionally). It also includes the Learner Profile Self Assessment *</p> <p>Parent Teacher Conference on request.</p> |
|--|---|

*Please note that all payments to the school must be up to date in order to receive a report.



STUCO

The Student Council (STUCO) is run **by students, for students, to students**. It is also responsible for providing a variety of services to students. Students can get involved in its management, through committees, councils and general meetings, or become one of its elected officers. It is headed by an elected President (PYP 6) and Vice President (PYP 5 or 6). Students who wish to join STUCO will apply and move through [STUCO Election Program - POSITION and JOBDESC](#) recruitment process after which students are selected to represent all grade levels.

The Vision of STUCO

Student council has an open-door admission policy and is committed to the cultural growth of each student regardless of race, colour, gender, disability, religion, national origin and age. It strives to promote development and learning through a wide variety of educational programmes.

³ A printed, signed and stamped copy of every report is kept on file at school for DIKNAs. The school will provide the same document if and when parents require this for school transfer.

In all other circumstances, parents are more than welcome to print a copy for themselves if they would like a hard copy for archiving/sharing purposes.

The Mission of STUCO

To provide students an opportunity to promote positive school initiatives in order to strengthen their leadership skills by initiating, promoting and supporting school events.

The Purposes of STUCO

- Develop within individuals a sense of responsibility in order to model appropriate behaviours reflecting PYP profiles and attitudes
- Represent students' feelings, opinions and interests
- Give students a share in decision making
- Help develop potential leaders through leadership
- Encourage students to promote and develop school activities

STUCO MOTTO

"LEARNING IS MORE WHEN ONE DOES MORE
SEIZES THE DAY AND MAKES A DIFFERENCE"

STUDENT CODE OF CONDUCT

Students, parents, caregivers and staff share the responsibility for student learning and behaviour. Good citizenship, respect and courtesy create a positive, harmonious and safe learning environment.

By implementing a consistent set of behaviour guidelines, we aim to:

- help students develop self-discipline and a positive attitude toward learning
- teach students effective strategies for resolving conflicts through peaceful means

On school property students will:

- respect the personal rights and belongings of others and avoid physical confrontations
- express themselves politely, without vulgarity or rudeness
- exit the building promptly and safely during breaks and at the end of the school day
- walk in a quiet and orderly manner in the halls
- not vandalize or damage school property such as lockers, desks, computers etc.

In the classroom students will:

- follow classroom agreements
- work to their full potential
- arrive on time with the materials necessary for learning
- avoid disrupting the learning of others
- seek teacher help, guidance and clarification when needed

Students who do not respect the guidelines above can expect to face consequences. Our first approach is to use misconduct as an opportunity to educate students in responsible decision-making and respectful relationships. Incidents of misconduct are first addressed by staff, a warning is given and the incident is recorded in a student management system at the

school. Repeated misconduct involves students having to reflect on their behaviour and identify strategies for improvement. This is shared with parents and the incident is once again recorded. If the misconduct persists, staff and parents meet to discuss ways of supporting the student and possible consequences.

Serious incidents involving physical aggression, bullying or behaviour that threatens the safety of staff and students will immediately be referred to the principals or the vice-principal of Student Safety and Well-being and may result in suspension or expulsion.

STUDENTS APPEARING IN PUBLIC

Student Appearance in Public Sports Competitions

In all sporting competitions, the uniforms worn by participants must display the school name clearly, and spelled correctly. The School logo and IBO logo must be clearly and correctly displayed. The uniforms must use only the School colours of dark blue, dark green, turquoise and white. The design of the uniform must be approved by the Executive Principal before manufacture.

Non-sporting competitions: Unless otherwise specified in the competition rules, full School uniform must be worn. Non-uniform jackets, other clothing items and/or accessories may not be worn unless approved by the Executive Principal.

Camps, field trips and study tours

Usually, neat casual clothing is appropriate for both teachers and students. If an event requires students to wear School uniform, a full School uniform must be worn. Non-uniform jackets, other clothing items and/or accessories may not be worn unless approved by the Executive Principal. It is the responsibility of supervising teachers to ensure that the dress code is followed by participating students.

Outside school hours

If a student wears the School uniform at any time, a full School uniform must be worn. Non-uniform jackets, other clothing items and/or accessories may not be worn unless approved by the Executive Principal. When wearing School uniform, students are expected to behave in an exemplary manner. This includes not frequenting locations that are viewed as unsuitable for young people by the general public (such as bars and on-line gaming establishments).

STUDENT REFERENCES

From time to time requests are made for references for students, this may be made by a school or the parents of the student. All such requests must be forwarded to the Principals

who will determine the appropriate personnel to complete the reference. Staff may not write a personal reference for a student on school letterhead and give it directly to a student.

STUDENT SUPPORT

Sekolah Ciputra believes that every child is unique and special; and that every child has the right to an education that addresses his/her individual needs. As a learning community that prioritises mutual respect among learners, the expectation of the school is that differences will be accepted and appreciated. Sekolah Ciputra is committed to admitting and supporting learners with different learning styles and needs, where practicable, as part of its Learning Support Programmes.

For Further information refer to our [Student Support Handbook](#).

TODDLE

The primary way in which the Elementary Unit communicates information on student progress and activities is through the online platform Toddle which incorporates not only our Parent Communication needs but also our planning, assessment, reporting, data and record keeping and student portfolio needs.

TRANSPARENCY

Children in our school have the right to be treated equally. Preferential treatment will not be tolerated. It is for this reason that the giving of gifts, exchanging personal mobile/email contacts and invitations to teachers are discouraged. Personal relationships between parents and teachers can blur the lines of professionalism. All students have the right to enjoy a positive, professional relationship with their teacher and equal access to opportunities within the school.

TUTORING

Paid tutoring from teachers at Sekolah Ciputra is discouraged. If there is an exceptional reason why your child needs tutoring from a particular teacher, please discuss with the PYP School Principal or PYP School Coordinating Principal.

UNIFORM

Issues of uniform and presentation are often quite open to individual interpretation. The premise underlying this guideline is that the ultimate judgement as to whether uniform or presentation complies with school expectations lies with the Senior Leadership Team at Sekolah Ciputra.

Students should always maintain a neat and tidy appearance. Clothes must be clean and in good condition. Girls' skirts should come down to the knees. If your child needs to come to

school out of uniform for any reason they need a note/phone call to be out of correct uniform from the Elementary Administration Office.

Student Dress Code

| | |
|---|--|
| PYP 1 - 6 Formal Uniform | <p>Girls: Skort in school fabric using the pattern provided by the school, black sports shoes and white socks. If there is a second colour on the sports shoes, it must be white. Shoe laces are to be black and no flashing lights, wheels etc. are permitted on shoes.</p> <p>Boys: Shorts in school fabric, white shirt, black sports shoes and white socks. Shoe laces are to be black and no flashing lights, wheels etc. are permitted on shoes.</p> |
| Sports Uniform | <p>All students must wear school sports shorts and t-shirts for PE days. A t-shirt in the “house” colour – red, blue, yellow or green is provided for all students. This t-shirt should be worn for school-wide sports events and class sports activities.</p> <p>Students may wear a white school jacket or white jacket with no hood if cold or unwell.</p> |
| Batik | <p>Wearing batik on Friday is optional but strongly encouraged as an expression of pride in our cultural heritage.</p> <p>Girls must wear formal Batik shirts with sleeves and straight cut hem with either school uniform or dress skirt/trousers. Approved black shoes and socks must be worn.</p> <p>Boys must wear formal batik shirts with sleeves, collar and straight cut hem with either school uniform trousers/shorts or dress trousers. Approved black shoes and socks must be worn</p> |

Jewellery and Accessories:

Girls:

- Watch, simple stud earrings only
- Hair accessories for girls must be in one of the colours of the uniform.

Boys:

- Watch
- Boys are to have a neat, plain, short haircut (above the collar).

Hairstyles:

Hairstyles must be of a conservative nature and should reflect the professional character of a place of learning; therefore extreme hairstyles are expressly forbidden. Hair longer than collar length must be tied back and remain so, for the duration of the day.

Extreme Hairstyles include, but are not exclusive to, mohawks, patterns shaved into the hair, fauxhawks, dyed hair or hair extensions are expressly forbidden. Hair products such as gel, goo, spray or mist are also forbidden.



Approved Black Shoes:

We acknowledge that it is sometimes difficult to purchase appropriate shoes that are plain black. Shoes must be predominantly black, with black laces and if there is another colour it must be white-no other colour is acceptable, even on a logo or on the side of the soles. Shoes must have flat heels.

USE OF STUDENT IMAGES

As per the signed agreement during enrolment, the school will use images of students for promotional purposes as required. These may be used on school notice boards, Instagram, the website or billboards.

VISITORS TO THE SCHOOL

Sekolah Ciputra values the support and partnership of parents and welcomes the presence of parents in our school. As part of our commitment to student safety, we have to balance the

presence of parents in the school against visitors having unrestricted access to students. For this reason we ask everyone to observe the following rules to keep our students safe and our learning environment uninterrupted.

- Parents and caregivers may walk students to their classrooms before the start of the day and leave promptly BEFORE classes begin at 7:30 (Elementary) or 8:00 a.m. (Pre-Elementary).
- Parents who need to visit the school for specific reasons, such as meetings with staff, must enter through the school's main entrance and sign in before proceeding to their meeting.
- A parent lounge is provided in the main building for parents waiting for meetings etc.
- Parents and caregivers who need to drop items off for students during school hours, must bring the items to the Elementary administration office and request that the items be given to the child. PARENTS AND CAREGIVERS ARE NOT PERMITTED TO OPEN STUDENTS' LOCKERS DURING SCHOOL HOURS.
- Parents and caregivers picking up students after school may wait in the elementary gate to meet students.
- Parents/visitors are at all times expected to behave in a calm and reasonable manner, respecting the rights of all at the school to a safe, pleasant and non-confrontational manner.
- Parents/visitors are at all times expected to dress in a modest manner aligned to the student and staff dress code standards; activewear is not appropriate dress for parents/visitors.

Additional information about Parent Expectations can be found in [Policy 5](#).

WAITING ROOMS FOR PARENTS

There is a large parent waiting lounge located in the MPH building which parents are invited to use if waiting for an appointment in that main reception area and offices.

WASC ACCREDITATION

The school is a fully accredited member of the Western Association of Schools and Colleges (WASC). This is an international accreditation agency for schools. The advantages of being a WASC certified school gives our students access to a number of courses in US Colleges and Universities.

WEBSITE

The school website contains a huge amount of information. There is a drop down menu specifically for parents at www.sekolahciputra.sch.id

This booklet has been written to acquaint you with our school. Although every effort has been taken to include all the information you may need, please do not hesitate to contact the school if we can be of further assistance:

Ms Miranda mirandatanuli@sekolahciputra.sch.id

Phone: +62 31 21001716

PEMBUKAAN

Selamat datang di Sekolah Dasar.

Buku panduan ini dirancang untuk memberikan gambaran dari proses umum yang digunakan di unit Sekolah Dasar. Hal ini berdasarkan pada kebijakan sekolah. Jika ada perbedaan diantara buku panduan dan dokumen kebijakan, kebijakan sekolah selalu benar. Demikian juga, buku pegangan tidak dapat mengantisipasi setiap kemungkinan yang akan muncul. Buku panduan ini diperbarui setiap tahun.

VISI

Siswa-siswi Sekolah Ciputra bangga akan terhadap identitas nasional mereka, berjiwa entrepreneur dan profesional, menghargai keberagaman budaya dan memiliki berbagai keterampilan, integritas serta kemampuan beradaptasi untuk berpartisipasi di masyarakat global yang dinamis

MISI

Di Sekolah Ciputra kami mengajar siswa kami untuk:

- Bangga terhadap warisan budaya nasional
- Menunjukkan integritas, rasa hormat dan empati kepada orang lain
- Berpikir kritis dan menerapkan proses dan hasil pembelajaran dengan cara yang kreatif, inovatif dan berwawasan entrepreneur
- Mengkomunikasikan pemikiran dan ide dalam Bahasa Indonesia, Inggris dan Mandarin
- Mencapai standar akademik tertinggi sesuai dengan potensi yang dimiliki
- Memberikan respon terhadap perubahan yang terjadi dengan penuh percaya diri dan alasan yang bisa dipertanggungjawabkan
- Menunjukkan tanggung jawab sosial sebagai warga negara dan masyarakat global.

- Mewujudkan nilai-nilai Integritas, Profesionalisme dan Entrepreneurship dari Grup Ciputra. (IPE)

NILAI

Tersirat dalam Misi dan Visi kami adalah nilai-nilai berikut:

- Integritas
- Kebanggaan akan Identitas Nasional
- Penerimaan
- Tanggung Jawab

MOTO

*Non-Scholae Sed Vitae Discimus : Kami belajar bukan untuk sekolah
melainkan untuk kehidupan.*

Moto sekolah ini mencerminkan konsep pembelajaran yang berkelanjutan dan merangkum keyakinan kami terhadap pembelajaran yang utuh dan berpusat pada siswa.

KOMITMEN KAMI TERHADAP KEBERLANJUTAN



Keberlanjutan adalah kata yang banyak digunakan saat ini dan terkadang digunakan tanpa pemahaman yang jelas. Inilah sebabnya mengapa Sekolah Ciputra mengembangkan moto yang sangat jelas dan mudah diingat oleh setiap orang di komunitas sekolah kami. Moto ini adalah **"Cukup untuk Semua Orang Hari Ini. Cukup untuk Semua Orang di Masa Depan"** Anda akan banyak melihat semboyan ini di lingkungan sekolah dan kami sedang mengerjakan Program Tujuh Langkah untuk mencapai Penghargaan Internasional Bendera Hijau.

PBB telah meminta semua lembaga dan organisasi untuk menerima tanggung jawab untuk mempromosikan dan memajukan Tujuan Pembangunan Berkelanjutan. Ini adalah alasan mengapa kami bekerja sangat keras untuk memberdayakan siswa kami untuk ikut terlibat sebagai bagian dari masyarakat global dengan pola pikir membuat dunia menjadi tempat yang lebih baik.

Salah satu moto kami yang lain adalah: **Dari Hal Kecil, Hal Besar Tumbuh** karena kami ingin komunitas sekolah kami memahami bahwa sekecil apapun tindakan yang dilakukan, akan membuat suatu perbedaan.

Kami ingin setiap anggota komunitas sekolah kami mulai melihat dunia melalui lensa baru - melalui perspektif baru, yaitu melalui perspektif keberlanjutan.

KURIKULUM

Sekolah Ciputra adalah sekolah kontinum International Baccalaureate Organization (IBO). Ini berarti peserta didik mengikuti program IBO selama perjalanan belajar mereka di sekolah. Peserta didik TK menggunakan IBO Primary Years Programme (Early Years) mulai dari jenjang KB B - TK B. Peserta didik kelas 1 - 6 menggunakan IBO Primary Years Program (PYP) sedangkan peserta didik di Kelas 6 - 10 menggunakan IBO Middle Years Program (MYP) dan Kelas 11 dan 12 mengikuti IBO Diploma Program (DP). Di Sekolah Menengah Atas, hal ini dapat disesuaikan sehingga peserta didik dapat mengambil kelas yang paling mendukung langkah selanjutnya dalam perjalanan belajar mereka. Misalnya, mereka dapat mengambil IB Diploma penuh atau jalur Kursus Diploma dan program lainnya yang mendukung jalur ke universitas di Indonesia.

PROGRAM IB PRIMARY YEARS (SEKOLAH DASAR)

Program Tahun Dasar (PYP) IB terdiri dari 6 Tema Transdisipliner, mengacu pada Profil Pembelajar IB, yang mencerminkan komitmen International Baccalaureate untuk menciptakan komunitas global yang kolaboratif, disatukan oleh misi untuk membuat dunia yang lebih baik melalui pendidikan.

Peserta didik dan guru di Program Tahun Dasar terlibat dalam Unit Inkuiri menggunakan Ide Sentral dan Jalur Inkuiri untuk meneliti, mengeksplorasi, menganalisis, dan mewakili pemikiran terbaik mereka tentang isu-isu yang berkaitan dengan dunia tempat kita hidup. Guru menggunakan pertanyaan untuk memancing pertanyaan lebih lanjut dari peserta didik dan kemudian mendukung dan membimbing mereka dalam menemukan jawaban atas pertanyaan mereka. Ada banyak penekanan yang ditempatkan pada peserta didik sebagai agen pembelajaran mereka sendiri di kelas di mana mereka diberi pilihan, kepemilikan dan kesempatan untuk mendengar suara mereka.

Pendekatan Transdisipliner untuk pengajaran dan pembelajaran berarti bahwa semua bidang studi dieksplorasi dalam konteks dan isi inkuiri. Guru mengidentifikasi dan mengajarkan ruang lingkup dan urutan keterampilan yang terkait dengan berbagai mata pelajaran yang diperlukan bagi peserta didik untuk melakukan penyelidikan mereka dengan sukses.

Penilaian dilakukan secara berkesinambungan dengan menggunakan serangkaian observasi, tes, proyek, kuis, representasi visual, pertunjukan artistik dan atletik, serta presentasi lisan.

Dua grafik di bawah ini menangkap esensi dari PYP. Prinsip utama kerangka kurikulum PYP adalah agensi, yang dijalin di seluruh tiga pilar kurikulum: pembelajar, pembelajaran dan pengajaran, dan komunitas belajar.



Kami percaya bahwa pembelajaran “secara implisit bersifat transdisipliner” (Albright, 2016: 532). Berbagai elemen PYP memberikan dasar bagi peserta didik untuk mengembangkan pemikiran transdisipliner, untuk mengeksplorasi masalah kehidupan nyata dan untuk melakukan perubahan. Hal ini mendukung pengembangan “manusia yang berpikiran internasional yang mengakui kemanusiaan mereka yang sama dan menjaga planet ini bersama” (IBO 2017: 2).

PROFIL PELAJAR IB

| | | | |
|--|---|--|--|
| <p>Profil pelajar IB menggambarkan atribut pendidikan berwawasan internasional.</p>  | <p>PENANYA</p>  <p>Kami mengajukan banyak pertanyaan tentang berbagai topik</p> | <p>PEMIKIR</p>  <p>Kami mempertimbangkan perspektif lain</p> | <p>KOMUNIKATOR</p>  <p>Kami berbagi ide kami dengan percaya diri</p> |
| <p>PENGAMBIL RESIKO YANG PEMBERANI</p>  <p>Kami bersedia mencoba hal-hal baru</p> | <p>REFLEKTIF</p>  <p>Kami memikirkan cara-cara untuk menjadi lebih baik</p> | <p>KEPEDULIAN</p>  <p>Kami menjaga satu sama lain dan peduli terhadap planet ini</p> | <p>BERPENGETAHUAN</p>  <p>Kami meneliti untuk membentuk opini yang berdasar</p> |
| <p>BERPIKIRAN TERBUKA</p>  <p>Kami mendengarkan dan menghormati ide orang lain</p> | <p>BERPRINSIP</p>  <p>Kami adil dan jujur dalam tindakan kami</p> | <p>SEIMBANG</p>  <p>Kami memiliki banyak minat dan hasrat</p> | |

Siswa di Sekolah Ciputra diberi banyak kesempatan untuk belajar dan menunjukkan atribut-atribut profil ini. Siswa yang menunjukkan keunggulan dinominasikan untuk menerima Penghargaan Profil Pembelajar

INDONESIA RAYA

Wage Rudolf Supratman



Indonesia tanah airku
Tanah tumpah darahku
Disanalah aku berdiri
Jadi pandu ibuku
Indonesia kebangsaanku
Bangsa dan Tanah Airku
Marilah kita bersatu
Indonesia bersatu
Hiduplah tanahku
Hiduplah negriku
Bangsaku Rakyatku semuanya
Bangunlah jiwanya
Bangunlah badannya
Untuk Indonesia Raya

Reff:
Indonesia Raya
Merdeka Merdeka
Tanahku negriku yang kucinta

Indonesia Raya
Merdeka Merdeka
Hiduplah Indonesia Raya

HYMNE SEKOLAH CIPUTRA

Hymne sekolah dinyanyikan pada awal pertemuan bersama dan acara-acara khusus lainnya.

| | |
|---|--|
| Sungguh indah Tempat kami belajar Menanam benih cinta kasih Tempat kami tumbuh berkembang Setiap waktu Adalah kurniaNya Untuk mencipta dan berkarya Agar hidup tak sia-sia Reff: Seiring langkahku Menuju masa depan penuh ceria Selalu berpacu Wujudkan semangat hidup yang mulia Jadi manusia sejati Bagimu Ibu Pertiwi Kami bangga Menjadi putra bangsa Bersama Sekolah Ciputra Dalam wujudkan cita-cita | This wonderful place where we learn Plants seeds of love For us to grow and thrive Every moment is a gift For creating and working So that we do not live in vain Reff: We step forward to a bright future, always striving with spirit for a noble life As true children of our motherland. We are proud to be children of our nation And together with Sekolah Ciputra Achieve its aspirations |
|---|--|

KALENDER 2023 - 2024

Tahun ajaran terdiri dari empat triwulan dengan 46 - 49 hari di setiap triwulan. Ada dua periode hari libur akhir semester pada bulan Desember dan Mei serta hari libur keagamaan dan umum. Hari-hari aktif untuk tahun akademik 2023 - 2024 adalah 194.

| 2023-2024 - draft 12 Oct 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|----|----|----|---|----|----|---|---|---|---|---|---|---|---|---|---|---|----|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|--|--|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|--|--|
| July 2023 | | | | JANUARY 2024 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> | | | | S | M | T | W | T | F | S | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> | | | S | M | T | W | T | F | S | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AUGUST 2023 | | | | FEBRUARY 2024 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 6 | 7 | 8 | 9 | 10 | 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 13 | 14 | 15 | 16 | 17 | 18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 20 | 21 | 22 | 23 | 24 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | 1 | 2 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | 26 | 27 | 28 | 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SEPTEMBER 2023 | | | | MARCH 2024 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | 1 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 10 | 11 | 12 | 13 | 14 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | 17 | 18 | 19 | 20 | 21 | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | 1 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OCTOBER 2023 | | | | APRIL 2024 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>2</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>3</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>4</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>5</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> | | | | S | M | T | W | T | F | S | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 2 | 8 | 9 | 10 | 11 | 12 | 13 | 3 | 15 | 16 | 17 | 18 | 19 | 20 | 4 | 22 | 23 | 24 | 25 | 26 | 27 | 5 | 29 | 30 | 31 | | | | <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table> | | | S | M | T | W | T | F | S | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 8 | 9 | 10 | 11 | 12 | 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 15 | 16 | 17 | 18 | 19 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 22 | 23 | 24 | 25 | 26 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NOVEMBER 2023 | | | | MAY 2024 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td></td></tr> <tr><td>6</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>7</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>8</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>9</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table> | | | | S | M | T | W | T | F | S | | | | | 1 | 2 | | 6 | 5 | 6 | 7 | 8 | 9 | 10 | 7 | 12 | 13 | 14 | 15 | 16 | 17 | 8 | 19 | 20 | 21 | 22 | 23 | 24 | 9 | 26 | 27 | 28 | 29 | 30 | | <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> | | | S | M | T | W | T | F | S | | | | | 1 | 2 | 3 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | 1 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | 12 | 13 | 14 | 15 | 16 | 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | 1 | 2 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DECEMBER 2023 | | | | JUNE 2024 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td></td></tr> <tr><td>10</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>11</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> | | | | S | M | T | W | T | F | S | | | | | 1 | 2 | | 10 | 3 | 4 | 5 | 6 | 7 | 8 | 11 | 10 | 11 | 12 | 13 | 14 | 15 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td></td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> | | | S | M | T | W | T | F | S | | | | | 1 | 2 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | 1 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | 10 | 11 | 12 | 13 | 14 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | 1 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Term 1 : 41 Term 2 : 54 Semester 1: 95 | | | | July 2024 Total teaching days: 194 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | First day of Students : | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| This is only a draft and a number of these dates are lunar or issued by the government and therefore are subject to change. The calendar will be updated as event dates become known. (Version 12/10/2022) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

KEHADIRAN DAN KETEPATAN WAKTU

Sekolah Ciputra menekankan keterampilan hidup yang penting kepada peserta didik kami seperti ketepatan waktu, manajemen waktu, dan tanggung jawab. Tiba di sekolah tepat waktu dan teratur memastikan peserta didik kami siap untuk sukses dan mengembangkan keterampilan untuk masa depan mereka. Peserta didik yang biasanya terlambat dan tidak hadir tidak akan menerima proses perkembangan yang sama dengan rekan-rekan mereka. Keterlambatan juga mengganggu pembelajaran bagi mereka yang terlambat dan peserta didik lainnya.

Persyaratan hukum Indonesia adalah bahwa peserta didik memiliki tingkat kehadiran 90% yang terdiri dari ketidakhadiran yang diijinkan dan tidak diijinkan. Oleh karena itu, tingkat ketidakhadiran sepuluh persen didefinisikan sebagai 20 hari ketidakhadiran peserta didik di sekolah. Sekolah dapat menganggap hari libur tertentu sebagai hari sekolah, seperti kegiatan ekskusi, perkemahan, dll.

Di SD, kehadiran peserta didik dicatat setiap hari melalui Toddle Attendance Dashboard. Absensi peserta didik harus daftarkan sebagai salah satu dari berikut:

| Kategori | Alasan yang Diperbolehkan |
|---|---|
| Ketidakhadiran- Dijinkan | Mewakili sekolah, daerah atau negara di kompetisi atau kegiatan lain(dijinkan)*; pernikahan atau kedukaan keluarga dekat dari orang tua peserta didik; kegiatan keagamaan religious or keperluan hukum; permohonan VISA/paspor, keadaan darurat keluarga. |
| Ketidakhadiran - Dijinkan | Sakit atau dipulangkan ke rumah karena sakit; janji temu medis yang tidak dapat dilakukan diluar jam sekolah. |
| Ketidakhadiran - Tidak Dijinkan (Ketidakhadiran yang tidak diijinkan di Peraturan Peserta Didik 3.9) | Pembolosan, perjalanan dan liburan dihari sekolah, ijin yang tidak darurat, janji temu medis yang dapat dilakukan diluar jam sekolah; ketidakhadiran tanpa alasan |
| Ketidakhadiran Setengah Hari | Keterlambatan atau ketidakhadiran setengah hari sebelum atau sesudah pukul 11 |

Setiap periode cuti yang diambil tanpa persetujuan dari kepala Sekolah Dasar, atau lebih dari yang disepakati, akan digolongkan sebagai tidak sah dan dapat dikenakan sanksi.

Kehadiran/keterlambatan peserta didik pada siang hari harus dipantau oleh masing-masing guru dan ketidakhadirannya ditindaklanjuti.

Orang tua akan diberitahukan mengenai kewajiban mereka di awal tahun pada Sesi Informasi Orang Tua dan di setiap memo Orang Tua yang dikeluarkan sepanjang tahun.

Peserta didik akan diberitahukan mengenai kewajiban mereka selama proses pengenalan sekolah di setiap awal tahun dan sepanjang tahun selama pertemuan bersama.

Orang tua peserta didik yang terindikasi kurang kehadirannya akan mendapat pemberitahuan dari pihak sekolah dengan tahapan sebagai berikut**:

| Hari Absen | Tindakan |
|--|---|
| 5 hari tanpa ijin dalam satu bulan | Surat dari Koordinator Kepala Sekolah |
| 10 hari total ketidakhadiran | Pertemuan dengan Koordinator Kepala Sekolah |
| 15 hari total ketidakhadiran | Pertemuan dengan Kepala Sekolah Eksekutif |
| 20 hari total ketidakhadiran | Resiko tidak naik kelas |
| Lebih dari 20% ketidakhadiran di kelas | Arahan perbaikan nilai dari Kepala Sekolah |

**Proses ini akan berlaku jika komunikasi dianggap tidak memuaskan

- *Dalam keadaan khusus tertentu (sakit jangka panjang, rawat inap, kedukaan keluarga dekat, partisipasi dalam kompetisi) orang tua harus menyerahkan dokumen dan keputusan akan dibuat oleh Kepala Sekolah Eksekutif dan Kepala Sekolah SD. Keputusan akan didasarkan pada: 1) keadaan siswa, 2) keseriusan situasi yang terjadi, 3) kemungkinan situasi terulang di masa mendatang, dan 4) kemungkinan memberikan perbaikan untuk mengkompensasi kehilangan waktu.
- Tidak ada peserta didik yang boleh meninggalkan area sekolah selama hari sekolah tanpa izin melalui telepon, tertulis atau dikonfirmasi secara langsung oleh orang tua atau walinya. Jika peserta didik harus pulang karena sakit, Perawat Sekolah akan menghubungi orang tua. Semua janji temu medis diharapkan dapat dijadwalkan di luar jam sekolah.
- Jika peserta didik tidak hadir tanpa pemberitahuan selama dua hari, Staf Administrasi SD akan menghubungi pihak keluarga untuk menanyakan ketidakhadiran tersebut. Jika tidak ada tanggapan, mereka akan menginformasikan kepada Kepala Sekolah. Setelah 5 hari tanpa pemberitahuan, Kepala Sekolah akan mengirimkan surat melalui Toddle dan email untuk meminta penjelasan orang tua.

Meskipun ada anak yang tidak masuk sekolah karena sakit, terkadang mereka enggan untuk masuk sekolah. Masalah apapun terkait dengan rutinitas kehadiran paling baik dipilih antara sekolah, orang tua dan anak. Jika seorang anak enggan untuk hadir, bukanlah hal yang baik untuk menutupi ketidakhadirannya mereka atau membiarkan mereka tidak hadir. Ini memberi

kesan bahwa kehadiran menjadi tidak masalah dan biasanya memperburuk keadaan.

Prosedur Absen

Jika peserta didik absen, maka orang tua harus:

- Menelepon Kantor Admin dengan segera pada hari pertama absen di +62 31 7415017-8 atau +61 31 21001716 atau mengirim Email ke Ibu Miranda mirandatanuli@sekolahciputra.sch.id
- Berkommunikasi dengan guru kelas melalui Email/Pesan Toddle untuk menjelaskan alasan absen
- Mengirim surat keterangan dokter jika sakit lebih dari dua (2) hari berturut-turut.

Jika seorang siswa tidak hadir, kami akan:

- Menelepon orang tua pada hari pertama ketidakhadiran jika kami belum diberitahu tentang ketidakhadiran. Admin SD akan melakukan ini.
- Mengundang orang tua untuk mendiskusikan situasi dengan guru siswa dan Koordinator Kelas jika ada insiden ketidakhadiran tanpa informasi yang terus-menerus.

Meninggalkan kelas selama hari sekolah.

Ada tiga alasan mengapa siswa meninggalkan sekolah lebih awal:

Alasan 1: Ketika mereka memiliki janji temu yang telah diatur sebelumnya – misalnya janji temu gigi/medis.

- Jika seorang siswa memiliki janji temu yang telah diatur sebelumnya, orang tua harus memberi tahu Kantor Administrasi Sekolah Dasar dan Wali Kelas melalui email. Atau, siswa harus membawa catatan ke sekolah yang ditandatangani oleh orang tua. Email/catatan harus berisi nama lengkap siswa, kelas, tanggal, waktu dan alasan meninggalkan kelas, nomor telepon orang tuanya yang dapat dihubungi dan tanda tangan.
- Panggilan telepon tidak akan diterima sebagai pengganti catatan tertulis dan 'urusan keluarga' atau 'masalah pribadi' juga tidak akan diterima sebagai alasan yang sah untuk mengizinkan seorang siswa meninggalkan sekolah selama hari sekolah.

Alasan 2: Ketika mereka sakit dan harus pulang

Ketepatan Waktu

Sekolah dimulai pukul 07.30 untuk siswa SD. Pukul 07.30 Indonesia Raya dimulai dan semua orang di gedung diharapkan untuk berdiri dan bernyanyi atau tetap diam sampai lagu kebangsaan berakhir. Siswa yang tidak berada di dalam kelas pada saat Indonesia Raya dimulai dianggap terlambat.

Informasi Kontak

Ada kalanya kita perlu menghubungi orang tua tentang banyak hal, termasuk ketidakhadiran, oleh karena itu kami perlu memiliki nomor kontak atau alamat email yang akurat setiap saat. Sangat penting bahwa orang tua memberitahu Administrasi SD tentang setiap perubahan dalam informasi kontak.

Ringkasan

Sekolah Dasar memiliki tugas untuk mendorong kehadiran yang baik. Demikian pula, orang tua memiliki kewajiban untuk memastikan bahwa anak-anak mereka hadir. Semua staf sekolah berkomitmen untuk bekerja dengan orang tua dan siswa sebagai cara terbaik untuk memastikan tingkat kehadiran setinggi mungkin dan bahwa kesejahteraan dan kesempatan hidup setiap anak selalu diprioritaskan.

INTEGRITAS AKADEMIK

Komitmen terhadap integritas akademik adalah dasar dari semua perilaku akademik di Sekolah Ciputra. Kebijakan Sekolah 2.1 (tersedia di situs web sekolah), secara khusus menguraikan apa yang diperlukan siswa untuk jujur secara akademis serta konsekuensi jika tidak melakukannya. Yang penting, integritas akademik memastikan konsistensi praktik dan keyakinan dalam hasil.

Sekolah Ciputra bertujuan untuk fokus pada praktik positif integritas akademik setiap saat, daripada apa yang merupakan ketidakjujuran akademik. Dengan cara ini, kami bertujuan untuk menanamkan budaya integritas akademik secara mendalam di Sekolah Dasar, di mana siswa akan belajar untuk secara proaktif merenungkan dan mengatur penelitian mereka sendiri, referensi dan praktik penilaian lainnya.

STRATEGI-STRATEGI PEMBELAJARAN

Strategi-strategi pembelajaran (AtLs) adalah seperangkat keterampilan belajar yang secara eksplisit diajarkan kepada siswa di seluruh Kontinuum (dari Pra-Dasar hingga Kelas 12). Ini dirancang untuk memberikan siswa keterampilan yang diperlukan untuk menjadi pembelajar mandiri yang sukses serta mendukung Profil Pembelajar IB. (Lihat Profil Pembelajar IB).

PENGHARGAAN

Penghargaan Profil Pembelajar

Penghargaan Profil Pembelajar diberikan kepada **satu peserta didik di setiap kelas pada setiap semester**. Peserta didik yang menerima penghargaan ini berhasil menunjukkan pemahaman dan perkembangan yang sangat baik dalam **hampir semua atau seluruh atribut Profil Pembelajar**. Peserta didik ini **menjadi panutan** bagi yang lain dan mewakili setiap atribut pada Profil Pembelajar.

Penghargaan Aksi

Penghargaan Aksi Sekolah Ciputra diberikan kepada **satu peserta didik di setiap tingkatan kelas pada setiap semester**.

Peserta didik yang menerima Penghargaan Aksi adalah peserta didik yang dapat menemukan

jawaban dari pertanyaan: Setelah kita mengetahui/mempelajari hal ini, apa dapat kita lakukan? Ini merupakan pertanyaan paling penting yang dapat dijawab oleh seorang peserta didik IB.

Pemenang Penghargaan Aksi adalah mereka yang berhasil menerapkan pembelajaran mereka untuk menciptakan lingkungan yang lebih baik.

Proses pemilihan nominasi dan penerima penghargaan akan diberitahukan kepada orang tua pada sesi pertama Informasi Orang Tua dan sepanjang tahun akademik berjalan.

PERTEMUAN BERSAMA

Pertemuan Bersama diadakan setiap minggu sepanjang tahun akademik dan bergantian antara SD dan PAUD, serta direncanakan dan diatur oleh Koordinator KepSek PYP dan tim kepemimpinan PYP, dengan berkolaborasi dengan staf SD atau StuCo. Sekolah bertujuan untuk membangun kepercayaan diri siswa untuk tampil di depan banyak orang menggunakan bahasa Inggris, Bahasa Indonesia, dan Mandarin. Demikian pula, kegiatan-kegiatan seperti *Ciputra's Got Talent*, *Musical Recitals* dan *School Productions* memberikan kesempatan ini kepada siswa.

Selain pertemuan bersama ini, setiap tingkat akan memiliki pertemuan bersama khusus setahun sekali yang mengundang orang tua. Pertemuan lain yang merayakan acara penting nasional dan internasional juga akan berlangsung sepanjang tahun termasuk Tahun Baru Imlek, Hari Kartini, Hari Lingkungan Hidup Sedunia dan masih banyak lagi. Beberapa pertemuan bersama akan berlangsung secara caring dimana pemirsa punya lebih banyak kesempatan untuk ikut terlibat melalui kolom percakapan atau mengirimkan reaksi positif.

PANDUAN DAN PEDOMAN PERILAKU

Berikut panduan dan pedoman harus diikuti oleh semua siswa dan penting dalam mengembangkan atribut manajemen diri yang diperlukan dari pembelajar mandiri.

1. Ikuti aturan berpakaian siswa dengan mengikuti panduan pemakaian seragam sekolah.
2. Tepat waktu - tiba di kelas atau ruang rumah dan **duduk siap untuk belajar** untuk setiap pelajaran.
3. Datang ke kelas siap dengan semua materi/perlengkapan yang benar (buku teks, kalkulator, lembar kerja, buku kerja, dll).
4. Gunakan perangkat elektronik yang sesuai dengan instruksi kelas, termasuk, namun tidak terbatas pada laptop, ponsel, dan *headphone*. Siswa tidak boleh menggunakan perangkat apa pun kecuali diinstruksikan secara eksplisit oleh guru.
5. Bersikap sopan dan hormat kepada semua orang setiap saat. Setiap orang berhak untuk belajar dan belajar dan untuk didengarkan. *LEARN* (kode sopan santun) diajarkan kepada semua siswa.
6. Dengarkan secara aktif ketika seseorang sedang berbicara dan jangan menyela.
7. Selalu mengikuti permintaan/instruksi dari guru. Terlibat secara aktif dalam pelajaran, terlibat dan memperhatikan.

8. Minta izin, angkat tangan, atau ikuti aturan percakapan guru kelas individu sebelum berbicara, untuk menghormati orang lain.
9. Tunggu sampai guru memberi isyarat bahwa pelajaran sudah selesai. Siswa tidak diperkenankan menunggu bel di depan pintu pada akhir pelajaran. **Kelas berakhir saat guru membubarkan siswa, bukan saat bel berbunyi.**
10. Kembalikan semua kursi ke pengaturan sebelumnya dan jaga agar kelas tetap rapi.
11. Izin ke toilet tidak dianjurkan dalam 10 menit pertama pelajaran atau 10 menit sebelum pelajaran berakhir (kecuali ada keadaan darurat yang jelas).

Pengaturan Perilaku PYP berisi prosedur yang harus diikuti ketika seorang siswa menunjukkan perilaku yang tidak pantas.

MEMBAWA PERANGKAT ANDA SENDIRI (BYOD)

Siswa di PYP 4 - 6 harus memastikan bahwa perangkat untuk BYOD memiliki spesifikasi teknis minimum sebagai berikut:

Prosesor : Intel Pentium Core i5

Memori (RAM) : GBVideo

Grafik: 1 GB Penyimpanan : 500 GB –

Hard DiskDrive

Jaringan: WiFi – 802.11 b/g/n/AC

VGA Sistem Operasi : Windows 10 Home atau Windows Pro23

Prosesor : Intel Pentium Core i5

Memori (RAM) : 8 GB

Grafik Video : 1 GB

Penyimpanan : 500 GB –Hard Disk Drive

Jaringan : WiFi – 802.11 b/g/n/AC

Kamera WebKamera Web :VGA

Sistem Operasi : Windows 10 Home

Optical (CD / DVD ROM) tidak lagi diperlukan

KALENDER

Kalender acara dan kalender akademik diperbarui secara berkala dan dapat ditemukan di website sekolah www.sekolahciputra.sch.id

PONSEL DAN PERANGKAT ELEKTRONIK

Penggunaan alat elektronik harus sesuai dengan petunjuk sekolah. Penggunaan telepon seluler tidak diperbolehkan di Sekolah Dasar. PYP 4 - 6 diharapkan BYOD dan perangkat ini adalah tanggung jawab siswa.

PERLINDUNGAN ANAK

Sekolah mengakui perlindungan anak sebagai prioritas utama. Hal ini didukung dengan kebijakan perlindungan anak, 3.1 Keselamatan siswa, Anggota Dewan yang ditunjuk untuk bertanggung jawab atas perlindungan anak, Pak Denny, petugas perlindungan anak dan tim perlindungan anak. Tim melakukan audit tahunan dari proses di dalam sekolah dan harus melaporkan setiap tahun kepada Dewan Pengawas serta memberikan Pengembangan Profesional kepada staf. Jika Anda memiliki kekhawatiran mengenai perlindungan anak, hal ini harus segera dilaporkan kepada Kepala Sekolah TK/SD atau Kepala Sekolah Eksekutif.

PENEMPATAN KELAS

Penempatan kelas dilakukan untuk tahun berikutnya menjelang akhir tahun ajaran. Setelah seorang anak ditempatkan di kelas dia tidak akan dipindahkan kecuali ada alasan pendidikan yang luar biasa untuk melakukannya.

KOMUNIKASI

Model pendidikan Sekolah Dasar mendorong dan mendukung keterlibatan orang tua dalam kemitraan dengan sekolah untuk memastikan pengalaman pendidikan yang sukses bagi peserta didik kami. Orang tua harus menghubungi guru Kelas, guru Bahasa Inggris atau Mata Pelajaran yang lain yang mengampu anak mereka secara langsung jika dan ketika mereka memiliki pertanyaan atau kekhawatiran tentang program tersebut. Jika orang tua memiliki pertanyaan lebih lanjut setelah berbicara dengan guru, mereka harus menghubungi Kepala Sekolah. Orang tua dengan pertanyaan atau masalah lebih lanjut dapat menghubungi Kepala Sekolah Eksekutif. Sekolah mendorong orang tua untuk menggunakan Toddle atau email untuk menghubungi guru atau melalui anggota staf Kantor Administrasi Sekolah Dasar kami:

- Ibu Miranda mirandatanuli@sekolahciputra.sch.id

Membuat Janji

Kami percaya pertukaran informasi yang paling produktif dan efisien terjadi dengan janji yang telah ditentukan sebelumnya dengan menyampaikan tujuan pertemuan. Hal ini memungkinkan guru untuk mempersiapkan sebelumnya dan menjawab pertanyaan secara efektif. Kadang-kadang muncul masalah yang mungkin memerlukan komunikasi mendesak. Silakan hubungi admin SD untuk membuat janji atau meninggalkan pesan. Staf admin SD akan bertanya tentang sifat panggilan dan akan mengirimkan *email* pemberitahuan dengan pesan singkat kepada guru. Hal ini penting karena memungkinkan guru untuk memprioritaskan panggilan. Guru akan menelepon orang tua kembali dalam waktu 48 jam.

Semua surat dan pemberitahuan resmi sekolah dikirim melalui *email* dan Toddle; kadang-kadang pengingat dapat dikirim melalui WhatsApp. Harap pastikan bahwa detail kontak Anda dengan admin SD adalah kontak yang benar untuk menghindari kehilangan komunikasi penting. Silakan periksa *email* Anda secara berkala. Merupakan kebijakan sekolah

bahwa guru tidak akan menanggapi permintaan alamat email pribadi atau nomor ponsel mereka. Sekolah juga memiliki website dan akun Instagram yang sangat aktif untuk mengkomunikasikan kegiatan sehari-hari.

KELUHAN

Dari waktu ke waktu muncul masalah atau masalah yang perlu diselesaikan. Jika Anda memiliki masalah yang berkaitan dengan ruang kelas, Guru Kelas, Guru Bahasa Inggris atau Koordinator Kelas, mereka harus menjadi kontak pertama Anda. Masalah lain dapat dirujuk ke Kepala Sekolah PYP. Hal ini dilakukan dengan membuat janji melalui admin SD dengan alasan pertemuan. Masalah tidak dapat diselesaikan ketika orang lain tidak siap. Datang ke ruang kelas untuk menyampaikan masalah tidak akan diterima. Harap dicatat bahwa staf admin SD akan memastikan topik umum dari masalah tersebut sebelum janji dibuat sehingga guru dapat mempersiapkan. Harap diingat, masalah akan ditangani secara individual, bukan kolektif. Untuk informasi lebih lanjut, lihat Kebijakan 5.5 Pengaduan.

KEWARGANEGARAAN DIGITAL

Membawa Gawai Pribadi (BYOD)

Dari PYP 4 - PYP 6, siswa harus menyediakan perangkat/gawai sendiri untuk digunakan di sekolah. Orang tua diberitahu tentang spesifikasi yang diperlukan menjelang akhir PYP 3 dan siswa diharapkan untuk menandatangani [Perjanjian BYOD.pdf](#) pada awal setiap tahun.

Siswa bertanggung jawab penuh atas keamanan dan pemeliharaan perangkat mereka selama di sekolah.

Perjanjian Kewarganegaraan Digital

Setiap tahun semua siswa harus menandatangani perjanjian kewarganegaraan digital untuk menggunakan fasilitas TI sekolah. Ini mencakup semua masalah yang terkait dengan penggunaan TI yang terhormat dan bertanggung jawab. Di Unit SD setiap siswa dan orang tuanya wajib menandatangani perjanjian ini. Ada [Perjanjian Kewarganegaraan Digital \(1-3\)](#) untuk PYP 1 - 3 dan [Perjanjian Kewarganegaraan Digital \(4-6\)](#) untuk PYP 4 - 6.

KEGIATAN EKSTRAKURIKULER (ECAs)

Kami bangga dapat menawarkan berbagai kegiatan ekstrakurikuler bagi siswa. Kegiatan ini diatur dalam dua blok 12 minggu dari berbagai pelatihan internal dan eksternal. Penting untuk dicatat bahwa ada batasan jumlah peserta pada kegiatan ekstrakurikuler yang berbeda dan bahwa penempatan siswa pada kegiatan tersebut dilakukan sesuai prioritas yang mendaftar lebih dahulu.

PENDIDIKAN DI LUAR KELAS (EOTC)

EOTC bisa mengambil berbagai bentuk, seperti tamasya satu hari, kompetisi untuk poin 'house' di luar ruangan (hari olahraga dll), studi wisata dan perkemahan. Selain perkemahan, pendidikan luar kelas diselenggarakan oleh guru dan fakultas masing-masing. Tujuan EOTC adalah untuk mendukung pembelajaran siswa dan meningkatkan kurikulum di sekolah. Perkemahan diselenggarakan oleh Koordinator Kelas bekerja sama dengan penyelenggara eksternal yang berpengalaman dalam merencanakan dan mengawasi perkemahan. Kegiatan dirancang untuk mendorong pengembangan pribadi, peningkatan kurikulum dan kesenangan. Untuk informasi lebih lanjut, silakan lihat Kebijakan 2.14 Pendidikan di Luar Kelas.

DARURAT

Sekolah berlatih untuk keadaan darurat seperti kebakaran, penguncian dan gempa bumi. Juga, sub-komite Kesehatan dan Keselamatan bertemu secara teratur untuk mengidentifikasi dan menghilangkan potensi bahaya. Semua orang tua yang mengunjungi sekolah diharuskan untuk mengetahui apa yang harus dilakukan jika terjadi keadaan darurat. Informasi ini tersedia untuk semua pengunjung sekolah serta dipajang di ruang tunggu orang tua baik di gedung MPH maupun gedung SD.

FILM

Perekaman dilarang keras di dalam sekolah tanpa izin dari Kepala Sekolah Eksekutif.

UPACARA BENDERA HARI KEMERDEKAAN

(17 Agustus) dan Hari Pancasila (1 Juni) adalah dua hari sekolah mengadakan upacara bendera. Unit bergantian mengelola hari ini. Upacara biasanya melibatkan semua siswa dari Kelas 6 ke atas dan semua staf. Setelah upacara bendera, siswa mengenakan kaos warna tim mereka dan mengikuti permainan tradisional untuk lomba antar tim. Siswa meninggalkan sekolah sekitar pukul 11:00. Sekolah menyediakan makan siang untuk staf dan dapat pulang dari pukul 11:30. Upacara Hari Pancasila diselenggarakan oleh masing-masing unit.

PR

Sekolah memberikan pekerjaan rumah kepada siswa. Tujuan dari pekerjaan rumah adalah agar orang tua dapat berpartisipasi dalam pendidikan anak-anak mereka. Ini tidak dimaksudkan untuk menggantikan waktu berkualitas yang dibutuhkan orang tua untuk berbicara dengan anak-anak mereka atau berbagi dalam kegiatan keluarga yang menyenangkan dan santai; oleh karena itu pekerjaan rumah tidak dimaksudkan untuk menjadi penyebab frustasi di rumah. Jika pekerjaan rumah menjadi terlalu menegangkan,

pada suatu malam tertentu, harap **BERHENTI** dan tulis catatan kepada guru yang menjelaskan masalahnya. Pekerjaan rumah dapat bervariasi dalam jangka waktu dan format.

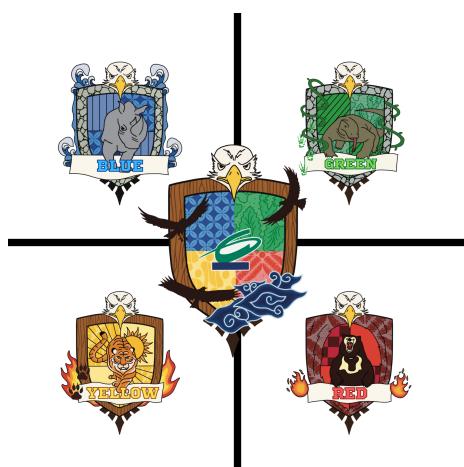
Berikut ini adalah **PANDUAN** yang dapat digunakan guru untuk memberikan pekerjaan rumah formal.

| | | | |
|---------|----------|---------|----------|
| Kelas 1 | 10 menit | Kelas 2 | 20 menit |
| Kelas 3 | 30 menit | Kelas 4 | 40 menit |
| Kelas 5 | 50 menit | Kelas 6 | 60 menit |

Apakah pekerjaan rumah diberikan secara formal atau tidak, orang tua didorong untuk meluangkan waktu bersama anak-anak mereka meninjau pembelajaran hari itu. Membaca untuk atau bersama anak Anda juga dianggap sebagai pekerjaan rumah bagi orang tua dan anak-anaknya setiap hari. Mengembangkan kebiasaan membaca seumur hidup setiap hari akan bermanfaat bagi anak-anak sepanjang hidup mereka.

Sangat penting bahwa jika menurut Anda jumlah pekerjaan rumah terlalu banyak, terlalu sedikit atau pada tingkat yang salah, Anda mendiskusikan masalah tersebut dengan guru. Jika anak Anda telah berusaha dengan sungguh-sungguh dalam mengerjakan pekerjaan rumahnya tetapi kesulitan untuk menyelesaiannya, harap beritahukan kepada gurunya.

SISTEM POIN KELOMPOK



Sistem Poin Kelompok di Sekolah Ciputra dibentuk untuk menciptakan komunitas dan budaya yang mendukung siswa dan staf merasa aman untuk berani mengambil risiko, merayakan keberhasilan mereka, dan belajar bersama dari kegagalan. Kata Kelompok dalam konteks ini suatu bangunan, melainkan sebuah kumpulan orang. Ini menunjukkan jalinan hubungan antara setiap anggota, yang dikembangkan melalui pengenalan berkelanjutan dalam komunitas yang stabil dan interaksi reguler sepanjang tahun. Tujuan utama dari sistem poin kelompok adalah untuk membagi anggota Sekolah Ciputra ke dalam komunitas yang lebih kecil yang mempromosikan pembelajaran dan

loyalitas kepada sekolah secara keseluruhan. Melalui kelompok, siswa dan guru bersama-sama menjadi anggota tim yang bersemangat, peduli satu sama lain dan berani mengambil tanggung jawab atas tindakan mereka. Tujuan keseluruhannya adalah agar siswa dan staf kami berkembang dalam komunitas inklusif yang menghargai keragaman, membangun karakter, menjadi masyarakat yang cendekian dan penasihat yang cakap. Penting bagi siswa untuk memiliki kesempatan berperan aktif dan berkontribusi pada komunitas di sekolah mereka, yang memungkinkan mereka untuk mengembangkan keterampilan dan bakat serta mengakui

keberhasilan mereka dalam berbagai cara. Kami mendorong setiap siswa untuk berperan aktif dalam mengusahakan kesuksesan kelompok mereka. Upaya individu dan tim diberikan penghargaan dan siswa diharapkan untuk berkontribusi pada kompetisi antar kelompok selama sepanjang tahun.

KELOMPOK DAN MASKOT

Ada empat (4) Kelompok di Sekolah Ciputra dengan maskotnya sendiri. Mereka adalah:

- (1) Kelompok Beruang dengan Zuko si beruang madu.
- (2) Kelompok Badak dengan Monto si badak Jawa.
- (3) Kelompok Harimau dengan Taz si harimau Sumatera.
- (4) Kelompok Komodo dengan Pascal si Komodo

Catatan: Felix si Burung Rajawali adalah maskot utama sekolah!



Siswa SD diundang untuk berpartisipasi dalam sejumlah kompetisi persahabatan sepanjang tahun untuk mendapatkan poin bagi kelompok mereka. Di tahun-tahun sebelumnya, kegiatan-kegiatan ini berupa karnaval bola, lari lintas alam dan olahraga atletik. Sedangkan selama pembelajaran daring, kegiatannya diselenggarakan dalam bentuk tantangan berlari 50K secara virtual, tantangan berolahraga virtual, dan hari berpakaian ala karakter dari buku cerita.

Setiap pembaharuan skor ditampilkan di sekitar area sekolah dan diumumkan pada pertemuan bersama mingguan. Kelompok yang menang akan menerima sebuah piala saat pertemuan bersama di akhir tahun.

LOKER

Setiap siswa memiliki sebuah loker sekolah. Siswa bertanggung jawab untuk kunci mereka sendiri dan untuk menjaga loker mereka terkunci saat tanpa pengawasan. Sekolah tidak bertanggung jawab atas barang-barang pribadi yang hilang atau dicuri. Loker adalah milik sekolah dan harus dijaga kebersihannya, rapi dan bebas dari stiker atau tanda permanen.

BARANG HILANG

Karena seluruh sekolah mengenakan seragam, penting bahwa semua pakaian dan milik pribadi diberi label dengan jelas dengan nama anak. Guru akan menekankan kepada siswa

bahwa mereka (dan bukan guru kelas) bertanggung jawab atas milik pribadi mereka. Ini adalah keterampilan manajemen diri yang penting. Mari bersama-sama kita mendorong anak-anak untuk berhati-hati dengan properti mereka. Jika anak Anda lupa meletakkan barang, barang yang hilang akan disimpan di loker dekat Meja Keamanan.

PERAWAT

Seorang perawat sekolah tersedia di lokasi untuk memenuhi kebutuhan siswa dalam perawatan kami. Apabila siswa merasa tidak sehat; siswa akan dibawa ke Ruang Kesehatan. Jika tidak terlalu serius, mereka akan dikembalikan ke kelas. Jika anak terlalu sakit untuk melanjutkan sekolah, orang tua akan dihubungi.

Jika ada cedera yang dianggap serius dan memerlukan penanganan medis lebih lanjut, anak tersebut akan dibawa ke rumah sakit terdekat. Anda akan segera dihubungi dan diinformasikan ke mana anak Anda dibawa dan situasinya. Anak Anda akan ditemani ke rumah sakit oleh orang dewasa yang akan tetap tinggal sampai Anda tiba.

Tolong jangan menelepon perawat dan memintanya pergi ke ruang kelas untuk memeriksa anak Anda. Adalah penting bahwa perawat berada di kliniknya jika terjadi keadaan darurat. Jika anak perlu minum obat di siang hari, berikan langsung kepada perawat untuk diberikan pada waktu yang diperlukan.

Orang tua harus memberi tahu sekolah jika anak mereka terkena penyakit menular dan harus menjaga anak mereka di rumah sampai mereka diizinkan kembali ke sekolah oleh profesional medis.

PERILAKU ORANG TUA

Sekolah Ciputra menyadari bahwa kemitraan yang sukses dengan orang tua merupakan bagian integral dari pembelajaran abad kedua puluh satu. Kemitraan ini harus dibangun di atas rasa saling menghormati dan pengertian serta kewajiban sekolah terhadap siswa, staf, dan orang tua lainnya. Sekolah memiliki tanggung jawab kepada semua orang tua untuk memastikan bahwa anak-anak mereka berada dalam lingkungan yang aman, ramah dan aman.

Untuk memastikan bahwa ada pedoman yang jelas untuk interaksi orang tua dan sekolah untuk memfasilitasi kemitraan pembelajaran yang efektif dengan lebih baik, kami mengundang Anda untuk meninjau [Kebijakan 5.1](#)

MEMO ORANG TUA

Memo orang tua akan diterbitkan sebulan sekali untuk semua orang tua. Memo tersebut akan berisi informasi mengenai acara dan kegiatan yang akan datang. Ini adalah cara komunikasi yang sangat penting dan akan menjadi sumber informasi utama bagi orang tua di unit SD.

SURVEI ORANG TUA/SISWA

Setiap tahun sekolah mengadakan survei orang tua dan siswa untuk membantu mengumpulkan informasi tentang bagaimana kami dapat terus meningkatkan sekolah. Kami sangat mendorong partisipasi Anda dalam survei serta kelompok fokus sehingga kami dapat membantu membina kemitraan sejati.

KOMUNITAS ORANG TUA (PSG)

Komunitas orang tua adalah organisasi orang tua yang sukarela bertemu secara teratur untuk membantu sekolah dengan berbagai kegiatan akademik dan sosial. Jika Anda tertarik untuk bergabung, Anda dapat menghubungi QAO atau mendaftar pada sesi informasi orang tua yang diadakan setiap awal tahun akademik.

KEBIJAKAN

Semua kebijakan di sekolah berada pada siklus tinjauan reguler. Semua kebijakan yang terkait dengan orang tua dan siswa tersedia di situs web sekolah.

JADWAL PELAPORAN

Unit SD memberikan empat kesempatan belajar siswa untuk dilaporkan kepada orang tua. Sepanjang tahun, konferensi guru-siswa yang sedang berlangsung secara teratur terjadi dan portofolio siswa diperbarui melalui *Toddle*.

Selama pembelajaran daring, obrolan informal bulanan reguler diawali dan sangat berhasil dalam membangun dan memelihara bidang komunikasi yang jelas dan transparan antara guru dan orang tua. Obrolan Bulanan ini akan tetap berlanjut secara daring untuk memastikan komunikasi yang kuat antara sekolah dan orang tua.

| | |
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| TRIWULAN 1 KONFERENSI TIGA ARAH Konferensi Tiga Arah adalah kesempatan bagi siswa, guru, dan orang tua untuk mendiskusikan dan mengeksplorasi tujuan siswa dan perkembangan yang dicapai | TRIWULAN 2 LAPORAN ELEKTRONIK FORMAL Sekolah Dasar menerbitkan laporan tertulis formal untuk setiap mata pelajaran pada setiap akhir semester kepada siswa. Ini |
|--|---|

| | |
|--|---|
| <p>untuk menuju tujuan tersebut.</p> <p>Melalui hal berikut, orang tua dapat mempelajari gaya dan kebiasaan belajar anak.</p> <ul style="list-style-type: none"> ● berbagi contoh pekerjaan ● berbagi kemajuan menuju tujuan ● memahami latar belakang siswa <p>Ini adalah kesempatan besar bagi orang tua untuk mendapatkan wawasan yang lebih dalam tentang pembelajaran anak mereka.</p> | <p>dalam bentuk rapor elektronik⁴ dan dirancang untuk memberi orang tua catatan akurat tentang kinerja anak mereka di kelas (secara akademis, sosial, dan emosional). Ini juga mencakup Penilaian Diri Profil Pembelajar *</p> <p>KONFERENSI ORANG TUA GURU</p> <p>Konferensi orang tua guru adalah kesempatan bagus untuk lebih meningkatkan komunikasi sekolah-rumah mengenai pembelajaran siswa. Orang tua diberikan kesempatan untuk bertemu dengan setiap guru mata pelajaran dan belajar tentang kinerja akademik anak mereka, serta harapan masing-masing guru. Penelitian menunjukkan bahwa siswa yang belajar lebih banyak, memiliki nilai lebih tinggi, dan memiliki kehadiran di sekolah yang lebih baik ketika orang tua terlibat dalam pendidikan anak mereka.</p> |
| <p>TRIWULAN 3</p> <p>KONFERENSI TERPIMPIN SISWA</p> <p>Ada tiga komponen utama yang akan dibagikan oleh siswa: pekerjaan yang mereka banggakan; pekerjaan yang dapat mereka tingkatkan; dan tujuan belajar mereka.</p> <p>Dengan melakukan ini, kami berharap kesempatan ini akan membantu orang tua memperoleh wawasan yang jelas tentang jenis pekerjaan yang telah dilakukan anak</p> | <p>TRIWULAN 4</p> <p>LAPORAN ELEKTRONIK FORMAL</p> <p>Sekolah Dasar menerbitkan laporan tertulis formal untuk setiap mata pelajaran pada setiap akhir semester kepada siswa. Ini dalam bentuk rapor elektronik⁵ dan dirancang untuk memberi orang tua catatan akurat tentang kinerja anak mereka di kelas (secara akademis, sosial, dan emosional). Ini juga mencakup Penilaian Diri Profil Pembelajar *</p> |

⁴Salinan laporan yang tercetak, ditandatangani, dan di stempel sekolah disimpan di arsip di sekolah untuk keperluan DIKNAS. Sekolah akan memberikan dokumen yang sama jika dan ketika orang tua memerlukan ini untuk pindah sekolah.

Dalam semua keadaan lain, orang tua dipersilakan untuk mencetak salinan untuk diri mereka sendiri jika mereka menginginkan salinan cetak untuk tujuan pengarsipan.

⁵ Salinan setiap laporan yang dicetak, ditandatangani, dan distempel disimpan di sekolah untuk DIKNAS. Sekolah akan memberikan dokumen yang sama jika dan ketika orang tua memerlukannya untuk proses pindah sekolah.

Untuk kebutuhan lainnya, orang tua dipersilahkan untuk mencetak secara mandiri salinan untuk diri mereka jika dibutuhkan.

| | |
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| <p>mereka dan mendukung perkembangan pembelajaran anak mereka dengan menawarkan umpan balik yang berarti.</p> <p>Para siswa bertanggung jawab untuk memimpin konferensi, berbagi proses pembelajaran mereka dengan orang tua mereka, mendiskusikan dan merenungkan contoh pekerjaan, dan mengidentifikasi kekuatan dan area untuk perbaikan.</p> | <p>Konferensi Orang Tua dan Guru berdasarkan permintaan.</p> |
|--|---|

*Harap dicatat bahwa semua pembayaran ke sekolah harus terbaru untuk menerima laporan.

STUCO

Dewan Siswa (STUCO) dijalankan oleh siswa, dari siswa, untuk siswa. Dewan Siswa juga bertanggung jawab untuk menyediakan berbagai layanan kepada siswa. Siswa dapat terlibat dalam pengelolaannya, melalui komite, dewan dan rapat umum, atau menjadi salah satu pejabat terpilih.

Dewan siswa dipimpin oleh seorang Presiden terpilih (kelas 6) dan Wakil Presiden (kelas 5 atau kelas 6).

Siswa yang ingin bergabung dengan STUCO akan mendaftar dan mengikuti proses pemilihan [Program Pemilihan STUCO - POSISI dan PERAN](#) dimana setelahnya siswa dipilih untuk mewakili semua tingkatan kelas.



Visi STUCO

STUCO memiliki kebijakan yang bersifat terbuka dan berkomitmen untuk pertumbuhan budaya setiap siswa tanpa memandang ras, warna kulit, jenis kelamin, disabilitas, agama, asal negara, dan usia. Kami berusaha untuk mempromosikan pengembangan dan pembelajaran melalui berbagai program pendidikan.

Misi STUCO

Memberikan kesempatan kepada siswa untuk mempromosikan inisiatif sekolah yang positif guna memperkuat keterampilan kepemimpinan mereka dengan memprakarsai, mempromosikan, dan mendukung acara sekolah.

Tujuan STUCO

- Mengembangkan rasa tanggung jawab dalam diri individu untuk menjadi teladan perilaku yang sesuai yang mencerminkan profil dan sikap pembelajar PYP
- Mewakili perasaan, pendapat, dan minat siswa
- Memberikan kesempatan bagi siswa untuk terlibat dalam pengambilan keputusan

- Membantu mengembangkan calon pemimpin melalui kepemimpinan
- Mendorong siswa untuk mempromosikan dan mengembangkan kegiatan sekolah

MOTTO STUCO

“BELAJAR LEBIH KETIKA BERBUAT LEBIH
WARNAI HARI DAN MEMBUAT PERBEDAAN”

KODE ETIK SISWA

Siswa, orang tua, pengasuh, dan staf berbagi tanggung jawab untuk pembelajaran dan perilaku siswa. Kewarganegaraan yang baik, rasa hormat dan kesopanan menciptakan lingkungan belajar yang positif, harmonis dan aman.

Dengan menerapkan seperangkat pedoman perilaku yang konsisten, kami bertujuan untuk:

- membantu siswa mengembangkan disiplin diri dan sikap positif terhadap pembelajaran
- mengajarkan siswa strategi yang efektif untuk menyelesaikan konflik melalui cara damai

Terhadap properti sekolah siswa akan :

- menghormati hak pribadi dan milik orang lain dan menghindari konfrontasi fisik
- mengekspresikan diri mereka secara sopan, tanpa kesan tidak hormat atau kasar
- keluar dari gedung dengan segera dan aman selama istirahat dan pada saat pulang sekolah
- berjalan dengan tenang dan tertib saat di aula
- tidak merusak barang milik sekolah seperti loker, meja, komputer dsb.

Di dalam kelas siswa akan :

- mengikuti kesepakatan kelas
- belajar dengan penuh potensi
- datang tepat waktu dengan materi yang dibutuhkan untuk belajar
- menghindari mengganggu pembelajaran kelas lain
- mencari bantuan guru, bimbingan dan penjelasan jika membutuhkan

Siswa yang tidak menghormati pedoman di atas akan menghadapi konsekuensi. Pendekatan pertama kami adalah menggunakan peringatan sebagai kesempatan untuk mendidik siswa dalam pengambilan keputusan yang bertanggung jawab dan hubungan yang saling menghormati. Insiden pelanggaran pertama kali ditangani oleh staf, sebuah peringatan akan diberikan dan insiden tersebut dicatat dalam sistem manajemen siswa di sekolah. Pelanggaran yang dilakukan secara berulang akan melibatkan siswa harus merefleksikan perilaku mereka dan mengidentifikasi strategi untuk perbaikan. Hal ini disampaikan kepada orang tua dan insiden itu sekali lagi direkam. Jika kesalahan berlanjut, staf dan orang tua bertemu untuk membahas cara mendukung siswa dan kemungkinan konsekuensinya.

Insiden serius yang melibatkan serangan fisik, intimidasi atau perilaku yang mengancam keselamatan staf dan siswa akan segera dirujuk ke kepala sekolah atau wakil kepala sekolah bagian Keselamatan dan Kesejahteraan Siswa dan dapat mengakibatkan skors atau dikeluarkan dari sekolah.

PENAMPILAN SISWA DI PUBLIK

Penampilan Siswa dalam Kompetensi Olahraga Umum

Dalam semua perlombaan olahraga, seragam yang dikenakan oleh peserta harus mencantumkan nama sekolah dengan jelas, dan dieja dengan benar. Logo Sekolah dan logo IBO harus ditampilkan dengan jelas dan benar. Seragam hanya boleh menggunakan warna sekolah biru tua, hijau tua, biru kehijauan dan putih. Desain seragam harus disetujui oleh Kepala Sekolah Eksekutif sebelum pembuatan.

Kompetisi non-olahraga: Kecuali ditentukan pihak lain dalam peraturan kompetisi, seragam Sekolah lengkap harus dikenakan. Jaket yang bukan seragam, jenis pakaian lainnya dan/atau aksesoris tidak boleh dipakai kecuali disetujui oleh Kepala Sekolah Eksekutif.

Perkemahan, Kunjungan Lapangan dan Wisata Studi

Biasanya, pakaian sederhana yang rapi cocok untuk guru dan siswa. Jika suatu acara mengharuskan siswa untuk mengenakan seragam sekolah, seragam sekolah lengkap harus dipakai. Jaket tidak seragam, jenis pakaian lainnya dan/atau aksesoris tidak boleh dipakai kecuali disetujui oleh Kepala Sekolah Eksekutif. Guru pengawas bertanggung jawab untuk memastikan bahwa aturan berpakaian diikuti oleh siswa yang berpartisipasi.

Di luar jam sekolah

Jika seorang siswa memakai seragam sekolah pada tiap kesempatan, seragam sekolah lengkap harus dipakai. Jaket yang bukan seragam, jenis pakaian lainnya dan/atau aksesoris tidak boleh dipakai kecuali disetujui oleh Kepala Sekolah Eksekutif. Saat mengenakan seragam sekolah, siswa diharapkan berperilaku teladan. Ini termasuk tidak mengunjungi lokasi yang dianggap tidak cocok untuk anak muda oleh masyarakat umum.

REFERENSI SISWA

Dari waktu ke waktu permintaan referensi untuk siswa dibuat, ini dapat dilakukan oleh sekolah atau orang tua siswa. Semua permintaan tersebut harus diteruskan ke Kepala Sekolah yang akan menentukan personel yang tepat untuk melengkapi referensi. Staf tidak boleh menulis referensi pribadi untuk seorang siswa di atas kop surat sekolah dan memberikannya langsung kepada seorang siswa.

DUKUNGAN SISWA

Sekolah Ciputra percaya bahwa setiap anak adalah unik dan istimewa; dan bahwa setiap anak berhak atas pendidikan yang memenuhi kebutuhan pribadinya. Sebagai komunitas belajar yang mengutamakan sikap saling menghormati antar peserta didik, harapan sekolah adalah agar perbedaan dapat diterima dan dihargai. Sekolah Ciputra berkomitmen untuk menerima dan mendukung siswa dengan gaya dan kebutuhan belajar yang berbeda, jika memungkinkan, sebagai bagian dari Program Dukungan Pembelajarannya.

Untuk informasi lebih lanjut, silahkan membaca [Buku Pegangan Dukungan Siswa](#).

TODDLE

Media utama dimana unit SD mengkomunikasikan tentang kemajuan dan kegiatan siswa adalah melalui aplikasi *Toddle*, yang tidak hanya menggabungkan kebutuhan komunikasi orang tua tetapi juga rencana pembelajaran, penilaian, pelaporan, penyimpanan data dan catatan serta kebutuhan portofolio siswa.

TRANSPARANSI

Anak-anak di sekolah kami memiliki hak untuk diperlakukan sama. Perlakuan istimewa tidak akan ditoleransi. Karena alasan inilah pemberian hadiah, bertukar kontak ponsel/email pribadi dan undangan kepada guru tidak dianjurkan. Hubungan pribadi antara orang tua dan guru dapat mengaburkan garis profesionalisme. Semua siswa memiliki hak untuk menikmati hubungan yang positif dan profesional dengan guru mereka dan akses yang sama terhadap peluang di sekolah.

BIMBINGAN BELAJAR

Bimbingan belajar berbayar atau tidak berbayar dari guru di Sekolah Ciputra adalah dilarang. Jika Anda merasa anak Anda membutuhkan dukungan tambahan di luar sekolah, harap diskusikan hal ini dengan Kepala Sekolah TK/SD.

SERAGAM

Masalah seragam dan apa yang direpresentasikannya seringkali cukup terbuka untuk interpretasi individu. Premis yang mendasari pedoman ini adalah kepastian mengenakan seragam atau representasinya sesuai dengan harapan sekolah yang terletak pada staf senior di Sekolah Ciputra.

Siswa harus selalu menjaga penampilan yang rapi dan bersih. Pakaian harus bersih dan dalam kondisi baik. Rambut harus dalam gaya rapi dan kerah panjang untuk anak laki-laki. Warna rambut dan gaya ekstrim secara tegas dilarang. Rok anak perempuan harus sampai ke lutut. Riasan tidak disarankan dan harus tidak mencolok. Jika anak Anda perlu datang ke sekolah tanpa seragam karena alasan apa pun, mereka memerlukan catatan/panggilan telepon dan mengambil izin untuk tidak mengenakan seragam dari Kantor Administrasi SD.

Aturan Pakaian Siswa

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| PYP 1 - 6 Seragam Formal | <p>Anak Perempuan: Skort dari bahan kain sekolah menggunakan pola yang disediakan sekolah, sepatu olahraga hitam dan kaos kaki putih. Jika ada warna kedua pada sepatu olahraga, itu harus putih. Tali sepatu harus hitam dan tidak ada lampu berkedip, roda, dll. yang diizinkan pada sepatu.</p> <p>Anak Laki-Laki: Celana pendek bahan sekolah, kemeja putih, sepatu olahraga hitam dan kaos kaki putih. Tali sepatu harus hitam dan tidak ada lampu berkedip, roda, dll. yang diizinkan pada sepatu.</p> |
| Seragam Olahraga | <p>Semua siswa harus mengenakan celana pendek dan kaos olahraga sekolah untuk hari olahraga. Sebuah kaos dengan warna tim – merah, biru, kuning atau hijau disediakan untuk semua siswa. Kaos ini harus dipakai untuk acara olahraga di seluruh sekolah dan kegiatan olahraga kelas.</p> <p>Siswa dapat mengenakan jaket sekolah putih atau jaket putih tanpa tudung jika dingin atau tidak sehat.</p> |
| Batik | <p>Mengenakan batik pada hari Jumat adalah opsional tetapi sangat dianjurkan sebagai ekspresi kebanggaan warisan budaya kita.</p> <p>Anak perempuan harus mengenakan kemeja Batik formal dengan lengan dan ujung lurus dengan seragam sekolah atau rok/celana panjang. Sepatu dan kaos kaki hitam yang disetujui harus dipakai.</p> <p>Anak laki-laki harus mengenakan kemeja batik formal dengan lengan, kerah dan ujung lurus dengan celana/celana seragam sekolah atau celana panjang resmi. Sepatu dan kaos kaki hitam yang disetujui harus dipakai</p> |

Perhiasan dan Aksesoris:

Anak Perempuan:

- Jam tangan, hanya anting/tindik sederhana
- Aksesori rambut untuk anak perempuan harus dalam salah satu warna seragam.
- Aksesoris seperti hair extension tidak diperbolehkan dan warna rambut harus natural.

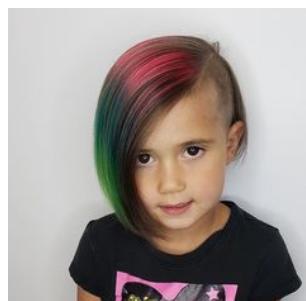
Anak Laki-Laki:

- Jam tangan
- Anak laki-laki harus memiliki potongan rambut pendek yang rapi, polos, (di atas kerah).

Gaya Rambut:

Gaya rambut harus bersifat alami dan harus mencerminkan karakter sebagai salah seorang pelajar; oleh karena itu gaya rambut ekstrim sangat tidak diperbolehkan. Rambut yang lebih panjang dari kerah harus diikat ke belakang selama jam sekolah.

Gaya rambut ekstrim termasuk *mohawk*, rambut yang dicukur dengan sebuah pola, *fauxhawk*, rambut yang diwarnai, atau ekstensi rambut secara tegas dilarang. Produk rambut seperti *gel*, zat pelengket rambut, atau semprotan rambut juga dilarang.

**Sepatu Hitam yang Disetujui:**

Kami menyadari bahwa terkadang sulit untuk membeli sepatu yang sesuai dengan warna hitam polos. Sepatu harus didominasi warna hitam, dengan tali hitam dan jika ada warna lain harus putih-tidak ada warna lain yang dapat diterima, bahkan pada logo atau di sisi sol. Sepatu harus memiliki tumit yang rata.

PENGGUNAAN FOTO SISWA

Sesuai dengan perjanjian yang ditandatangani pada saat pendaftaran, sekolah akan menggunakan foto siswa untuk tujuan promosi sesuai kebutuhan. Foto ini dapat digunakan di papan pengumuman sekolah, instagram, situs web atau papan reklame.

PENGUNJUNG KE SEKOLAH

Sekolah Ciputra menghargai dukungan dan kemitraan orang tua dan menyambut kehadiran orang tua di sekolah kami. Sebagai bagian dari komitmen kami terhadap keselamatan siswa, kami harus menyeimbangkan kehadiran orang tua di sekolah dengan pengunjung yang memiliki akses tidak terbatas ke siswa. Untuk alasan ini kami meminta semua orang untuk mematuhi aturan berikut untuk menjaga siswa kami aman dan lingkungan belajar kami tidak terganggu.

- Orang tua dan pengasuh dapat mengantar siswa ke ruang kelas mereka sebelum dimulainya hari dan segera pergi SEBELUM kelas dimulai pukul 7:30 (Dasar) atau 8:00 pagi (Pra-Dasar).
- Orang tua yang perlu mengunjungi sekolah untuk alasan tertentu, seperti pertemuan dengan staf, harus masuk melalui pintu masuk utama sekolah dan masuk sebelum melanjutkan ke pertemuan mereka.
- Ruang orang tua disediakan di gedung utama untuk orang tua yang menunggu pertemuan dll.
- Orang tua dan pengasuh yang perlu menitipkan barang kepada siswa selama jam sekolah, harus membawa barang tersebut ke kantor administrasi SD dan meminta agar barang tersebut diberikan kepada anak . ORANG TUA DAN PENGASUH TIDAK DIIZINKAN MEMBUKA LOKER SISWA SELAMA JAM SEKOLAH.
- Orang tua dan pengasuh yang menjemput siswa sepulang sekolah dapat menunggu di gerbang SD untuk bertemu siswa.
- Orang tua/pengunjung selalu diharapkan untuk berperilaku tenang dan wajar, menghormati hak semua orang di sekolah dengan cara yang aman, menyenangkan, dan tidak konfrontatif.
- Orang tua/pengunjung selalu diharapkan untuk berpakaian sopan sesuai dengan standar aturan berpakaian siswa dan staf; pakaian aktif bukanlah pakaian yang pantas untuk orang tua/pengunjung.

Informasi tambahan tentang Harapan Orang Tua dapat ditemukan di [Kebijakan 5](#).

RUANG TUNGGU ORANG TUA

Terdapat ruang tunggu orang tua besar yang terletak di gedung MPH yang dapat digunakan orang tua jika menunggu janji di area resepsi utama dan kantor.

AKREDITASI WASC

Sekolah ini adalah anggota terakreditasi penuh dari *Western Association of Schools and Colleges* (WASC). Ini adalah lembaga akreditasi internasional untuk sekolah. Keuntungan menjadi sekolah bersertifikat WASC memberi siswa kami akses ke sejumlah perguruan tinggi dan Universitas AS.

SITUS WEB

Situs web sekolah berisi banyak sekali informasi. Ada menu drop down khusus untuk orang tua di www.sekolahciputra.sch.id

Buklet ini ditulis untuk mengenalkan Anda dengan sekolah kami. Meskipun segala upaya telah dilakukan untuk memasukkan semua informasi yang mungkin Anda butuhkan, jangan ragu untuk menghubungi sekolah jika kami dapat membantu lebih lanjut:

Ibu Miranda mirandatanuli@sekolahciputra.sch.id

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