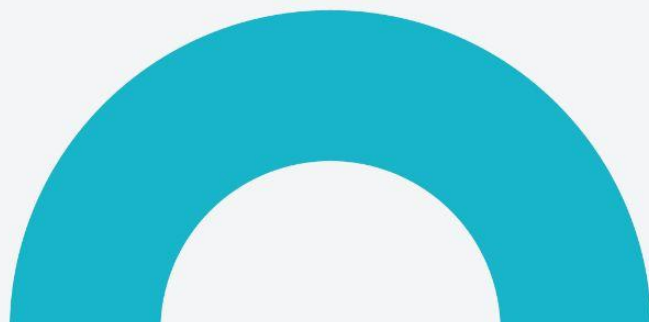
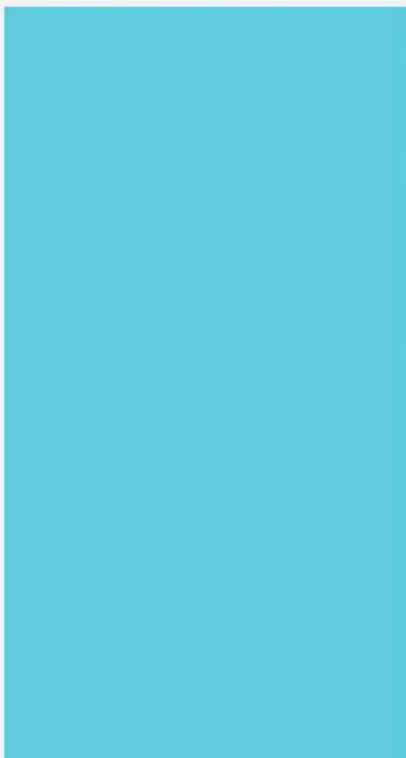


HIGH SCHOOL

PARENT HANDBOOK

2023-
2024



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ACRONYMS COMMONLY USED

Acronym	Explanation
ANBK	<i>Asesmen Nasional Berbasis Komputer</i> (National Assessment) for students in grade 8 and grade 11
ATL	Approaches to Learning
ATT	Approaches to Teaching
BES	Behaviour Expectation System
BoT	Board of Trustees
CAS	Creativity, Activity, Service – one of the three (3) components of the DP core
CH	Ciputra Hall
CCA	Co-Curricular Activities
CPO	Child Protection Officer
DP	IB Diploma Programme
EAL	English as an Additional Language
EE	Extended Essay – one of the three (3) components of the DP core
EOtC	Education outside the classroom
EP	Executive Principal
GLM	Grade Level Manager
GLP	Grade Level Programme – the activities students in a certain grade level undertake
GLT	Grade Level Team – teachers assigned to a certain grade level
GM	General Manager (responsible for administration and Board of Trustees liaison)
HCM	Human Capital Management, sometimes referred to as HR department
HoF	Head of Faculty
HR	Homeroom
HS	High School
HSAO	High School Administration Office
HSCP	High School Coordinating Principal
HSP	High School Principal
IBO	International Baccalaureate Organization (sometimes shortened to IB)
IDU	Interdisciplinary Unit
IEP	Individualised Educational Plan
IPE	Integrity, Professionalism and Entrepreneurship – Ciputra Group values
LEARN	The school's 'good manners' acronym
LP	IB Learner Profile
LRC	Learning Resource Centre (library)
MARCOMM	Marketing and Communication Department
MYP	IB Middle Years Programme
MPH	Multi-Purpose Hall
OSIS	Organisasi Siswa Intra Sekolah (the student representative body)
PE	Physical Education
PHE	Physical and Health Education
SC	Sekolah Ciputra
SCHSD	Sekolah Ciputra High School Diploma
SEAL	Social and Emotional Aspect of Learning
SEN	Special Educational Needs
SLT	High School Senior Leadership Team (VPMC/VPDC/VPSA/VPSW/HSP/HSCP)

ToK	Theory of Knowledge – one of the three (3) components of the DP core
VPDC	Vice Principal – Diploma Programme Coordinator
VPMC	Vice Principal – MYP Coordinator
VPSA	Vice Principal – School Administration
VPSW	Vice Principal – Student Welfare
WASC	Western Association of Schools and Colleges – SC is a fully accredited member

EMAIL ADDRESSES

Name	Role	Email address
High School Admin Office	Admin office	highschool@sekolahciputra.sch.id
R. Yunita Aryanti	High School Admin Staff for grade 10-12	yunitaaryanti@sekolahciputra.sch.id or highschool@sekolahciputra.sch.id
Agata Krisma	High School Admin Staff for grade 7-9	agatayanita@sekolahciputra.sch.id or highschool@sekolahciputra.sch.id
Christopher Allen	High School Coordinating Principal	callen@sekolahciputra.sch.id
Mark Hukom	High School Principal	mark@sekolahciputra.sch.id
Budhi Harto	Vice Principal of Student Welfare	budhiharto@sekolahciputra.sch.id
Gramelia	Vice Principal of School Administration	gramelia@sekolahciputra.sch.id
Simon Bradshaw	Vice Principal, DP Coordinator	simonbradshaw@sekolahciputra.sch.id
Stuart Ratcliffe	Vice Principal, MYP Coordinator	sratcliffe@sekolahciputra.sch.id
Dyah Ayu Ratnawati	Grade 7 Manager	dyahratnawati@sekolahciputra.sch.id
Rizal Rakhmat Dwianto	Grade 8 Manager	rizaldwianto@sekolahciputra.sch.id
Sofiyah	Grade 9 Manager	sofiyah@sekolahciputra.sch.id
Bayu	Grade 10 Manager	bayu@sekolahciputra.sch.id
Niken	Grade 11 Manager	niken@sekolahciputra.sch.id
Iven Wiraga	Grade 12 Manager	ivenwiraga@sekolahciputra.sch.id

PHONE NUMBERS

School	(031) 21001716
High School Admin Office	(031) 21001716 ext. 7403 (Ms. Nita) (031) 21001716 ext. 7411 (Ms. Agata)
School's WA	081515098888

INTRODUCTION

This handbook is designed to give an overview of common processes used within the High School. 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. The High School's Senior Leadership Team (SLT) will judge every system before them on its merits and demerits. This handbook is updated each year.

In High School, we believe a school should be a safe, child-centred environment where teachers are idealistic about the potential of every child and tenacious in their support for students as they learn, take risks, and grow. We are collectively committed to preparing students for the ever changing world, the challenges of the 21st century and take seriously our obligation to respect, protect, and celebrate diversity – religious, racial, cultural, linguistic, political, and philosophical – and to ensure that our students thrive in settings that emphasise empathy, understanding, and respect. While our graduating students matriculate to some of the most prestigious colleges and universities around the world, we are especially proud of the emphasis we place on developing learners who, “Think critically and apply their learning in creative, innovative and entrepreneurial ways.” We want our students to acquire the skills and dispositions that will make them successful in life after they leave us. Such skills include the abilities to collaborate effectively with others, to critically analyse and solve problems, to innovate strategically and purposefully, to communicate with clarity, and to use technology effectively.

We also believe that certain dispositions are essential in the modern world and that the most successful are those who are highly reflective, engaged, empathetic, inquisitive, adaptable, and well rounded. Above all, we believe that dedication and effort are the most critical attributes of high-achieving individuals, and it is our goal to develop these qualities in our students.

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).

ABSENCES AND PUNCTUALITY

The school's Attendance Policy is guided by Indonesian Law, which requires students to have a 90% attendance rate. The following procedures outline how we will respond to attendance in the High School.

Both parents and students play an important part in making the Sekolah Ciputra High School successful. We aim for an environment that enables and encourages all members of the community to reach for excellence. For our students to gain the greatest benefit from their education, it is vital that they attend school regularly, on time, every day the school is open unless the reason for the absence is unavoidable.

Learning in the High School is very interactive, requiring the participation of the students with the teacher and one another during class. This is adversely affected when a student is absent or habitually late – not only for that student, but for the dynamics of the entire class both during their absence as well as upon their return, when time is taken to reintegrate them into the learning context of the class. Additionally, students who miss classes regularly place themselves at risk of not receiving their Sekolah Ciputra High School Diploma (SCHSD) [from Grade 9 onwards].

Helping to create a pattern of regular attendance is everybody's responsibility - parents, students and all members of school staff. To help us all to focus on this we will report to parents on how their student is performing in school and their attendance rate.

Understanding types of absence

Every absence from school has to be classified by the school as either EXCUSED or UNEXCUSED. This is why information about the cause of any absence is always required, preferably in writing.

Excused absences are times away from school for a good reason. This includes, but is not limited to:

- Absences covered by a medical certificate.
- A student being sent home sick from school.
- Attendance at a medical appointment, including dentist.

- Approved School excursion or sporting event.
- Suspension.
- Visa/passport issues.
- Family emergencies such as hospitalisation, death in the family, etc.

Unexcused absences are those which the school does not consider reasonable and for which no "leave" has been given by the High School. This includes, but is not limited to:

- Parents/carers keeping children off school unnecessarily.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Students who arrive at school late.
- Day trips and holidays in school time.

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 High School Office Attendance Hotline as soon as possible on the first day of absence on (031) 21001716 ext. 7403 or 7411 *OR*
- Email Ms. Nita and Ms. Agata, highschool@sekolahciputra.sch.id.
- 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.
- Invite the parent in to discuss the situation with the student's Grade Level Manager (GLM) and Vice Principal - Student Welfare (VPSW) 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.

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

Reason 3: When a parent arrives unexpectedly to take their son or daughter home.

Procedures for Reason 1

1. If a student has a pre-arranged appointment they should bring a note into school signed by the parent. The note should be given to the High School Admin Office on arrival. Alternatively the note with parent signature can be sent through the school WA number. The 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.

2. The student should have the High School Principal or High School Coordinating Principal sign the “permission to leave” form. If both the principals are out of the office, this form may be signed by a Vice Principal. The signed permission must be returned to the High School Admin Office.
3. The student should wait to be collected by their parent or a nominated adult (confirmed by correspondence between the school and parent).
4. Where the parent does not present to collect their son/daughter, a High School Admin Office staff member will phone the student’s parent to verify the details of the student’s request. The student will only be allowed to leave the premises after agreement is ascertained from the parent. The “permission to leave” form must then be stamped by a HSAO staff member.
5. The “permission to leave” form is handed to security as the parent and student leave the campus.
6. All “permission to leave” forms are filed by High School Admin staff and the information will be shared with all teachers in a student information file.

Procedures for Reason 2

1. If a student becomes ill, he/she should then report to the High School Nurse who will assess the student’s condition. The student may remain in the High School medical room for a maximum of one hour. If, after this time, the High School Nurse believes the student is not well enough to return to class and therefore needs to go home, the High School Nurse will contact the student’s parents.
2. Once parents have been notified, the High School Nurse will provide the student with a “permission to leave” form.
3. If the student is able to, they will be asked to go to the High School Admin Office and present the signed “permission to leave” form which must then be stamped. The student waits in the HSAO until the parent or appointed adult arrives.
4. The parent signs the “permission to leave” form (from the High School Nurse) and both parent and student leave.
5. A HSAO staff member then sends out an email to all grade level teachers of the student informing them of the student’s departure (time and reason identified) from the campus.
6. The “permission to leave” form is handed to security as the parent and student leave the campus.
7. All “permission to leave” forms are filed by High School Admin staff and the information will be shared with all teachers in a student information file.
8. A student who is sent home sick during the school day must provide a doctor’s certificate on their return to school if they are absent for two days or more. Failure to provide a doctor’s note within 48 hours of returning to school will result in the absence being recorded as an unexcused absence.

Procedures for Reason 3

1. If a parent arrives to take a student home, a High School Admin Office staff member checks the student’s timetable, goes and collects the student and brings them to the Admin Office.
2. The student comes to the High School Admin Office where they fill out a “permission to leave” form and has their parent sign it.
3. The student should go to the HSP or HSCP asking them to sign the “permission to leave” form. Their signature on this form: (i) authorises the student to leave school and (ii) informs the High School Admin Office staff that the student will be absent from classes.
4. The “permission to leave” form is shown to a High School Admin Office staff member for it to be stamped.

5. The “permission to leave” form is handed to security as the parent and student leave the campus.
6. All “permission to leave” forms are filed by High School Admin staff and the information will be shared with all teachers in a student information file.

NOTES:

1. Any request to leave school during the school day may be challenged by any High School Senior Leadership Team (SLT) member.
2. A Grade 11 or Grade 12 student may be released “on his or her own” only with verified parental permission for Reason 1 ONLY. This only applies to a grade 11 and grade 12 with a driver licence AND who take their own vehicle to the school. *This does not apply to Grade 7-10 students.*
3. Every set of six (6) periods missed by a student (excused or unexcused) will be considered a full day’s absence.
4. The High School Admin Office may contact parents to set up a meeting with the respective Grade Level Manager and/or the Vice Principal of Student Welfare if there are concerns about any request to leave school.

Persistent Absenteeism

Persistent absenteeism will do considerable damage to any child’s educational prospects and we need parent’s fullest support and cooperation to tackle this. We monitor all absences thoroughly. The parent of any student who is at risk of moving towards persistent absenteeism will be informed of this immediately so that the situation can be rectified.

Notifications For Attendance Issues

Days Absent	Action
2 days absence without notification	A phone call from High School Admin Office staff
5 days in any given month	A letter from the High School Coordinating Principal
10 days absence in total	A meeting with the High School Coordinating Principal
15 days absence in total	A meeting with the Executive Principal (EP)
20 days absence in total	Risk repeating the year
More than 20% absence from a class	Catch up as directed by Unit Principals

Lateness

Poor punctuality is not acceptable. The school day starts at 7:30am and we expect all students to be in class at that time. If a student has a persistent late record, parents will be asked to meet with their respective Grade Level Manager and/or the Vice Principal of Student Welfare to resolve the problem.

Taking Time Off During School Time

Taking time off during school time will affect a student's schooling as much as any other absence and we expect parents to help us by not taking children away during school time.

All applications for leave must be made in advance. In making a decision, the High School will consider the circumstances of each application individually, including the nature of the event, frequency of requests, advance notice, and any previous pattern of leave in term time.

It is important that you understand the circumstances when leave in school time will not be authorised:

- When a pupil is just starting the school. This is very important as the student needs to settle into their new environment as quickly as possible.
- Immediately before, during and after assessment periods.
- Where a student's attendance rate is already below (90%) or will fall to or below that level as a result of taking time off.

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

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 High School Admin Office of any changes in contact information.

Summary

The High 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 (AI) is the foundation for all academic behaviour at Sekolah Ciputra (SC). The complete guide to assessment procedure, academic integrity as well as School Policy 2.1 on academic integrity are available online on our [Assessment Help Centre](#). The guide 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.

The recent development in the field of artificial intelligence can be seen as a threat for some. However, we as well as the IB believe this innovation should be managed rather than opposed. A general guideline to artificial intelligence usage is that it should not be used as a tool to generate student's work entirely. However, any material produced by an artificial intelligence software must be referenced correctly. The practice, the ethical impact as well as the consequences of using artificial intelligence will be addressed by teachers in the classrooms, but require full cooperation of all stakeholders to ensure that all students work with integrity.

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 High School, where students will learn to proactively reflect on and regulate their own research, referencing and other assessment practices.

ASESMEN NASIONAL BERBASIS KOMPUTER (ANBK, NATIONAL ASSESSMENT)

Forty-five (45) students from Grade 8 and Grade 11 will sit the National Assessment. The government decides on the dates of the assessment which typically happens in September or October. All the participants are randomly selected by the system from the Ministry of Education. The aim of National Assessment is to evaluate the quality of education. The assessment is not intended as a requirement for High School graduates or to assess the ability of each student.

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 (LP) - see IB Learner Profile.

ASSEMBLIES

Assemblies are held throughout the academic year. 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.

BAHASA INDONESIA, CIVICS AND RELIGION

Under the guidance of the Ministry of Education, in the MYP (grade 7-10) we teach seven hours of Bahasa Indonesia, four hours of Civics and four hours of Religion over two weeks. In the senior High School (grade 11-12) we teach six hours of Bahasa Indonesia (can be more at higher level), three hours of Civics and four hours of Religion over two weeks. In these subjects English is used for clarification only.

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 homeroom and be seated ready to learn before the second bell 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, mobile phones, and headphones. Students may not use any devices unless explicitly instructed to do so by the teacher.
5. All mobile phones must be put in a school locker or in the student bag if not needed for class. Any mobile phone use during class must come with explicit teacher permission.
6. Ask for permission to leave class i.e. toilet, photocopy room, LRC, High School Nurse etc. If students are using their mobile phone for class they are not allowed to take it with them.
7. 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.
8. Listen actively when someone is speaking and do not interrupt.
9. Always follow requests/instructions from the teacher. Be actively involved in the lesson, be engaging and pay attention.
10. Ask permission, raise your hand, or follow individual class teacher's conversation rules before speaking, in order to respect others.
11. 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. The class ends when the teacher dismisses students.
12. Return all chairs to the previous arrangement and keep the classroom tidy.
13. Toilet breaks are discouraged in the first 10 minutes of a lesson or 10 minutes before the end (unless there is clearly an emergency).

Our behaviour expectation focuses more on restorative justice according to the following tiers.

TIER	EXAMPLES OF BEHAVIOUR
1	<ul style="list-style-type: none"> • Be on time to school. • Be on time to class. • Use electronic devices aligned with classroom instruction. • Follow the school's Language Policy • Attend all scheduled classes and activities. • Use the locker provided by the school, and lock it. • Complete all work to the best of his/her ability. • Follow the school dress code. • Be prepared for class with all the correct materials. • Be responsible for his/her own belongings. • Use the school bandwidth appropriately.
2	<ul style="list-style-type: none"> • Behave appropriately in class. • Be polite and respectful to everybody at all times. • Always follow requests/instructions from any teacher or staff member. • Behave correctly during exams and all other assessment tasks. • Report, on time, for any detentions he/she has been given. • Attend school or provide an acceptable reason if absent/go home early. • Habitual or recurring minor misconduct.
3	<ul style="list-style-type: none"> • Acts that are deemed to be racist, threatening, or harassing in nature (including sexual harassment). • Possessing, using or providing tobacco, alcohol, or non-medicinal drugs. • Bullying or hazing in any form. • Verbally abusing teachers. • Bringing a weapon on campus. • Attempting or threatening to cause physical injury to another person. • Damaging or attempting to damage school or private property. • Stealing or attempting to steal school or private property. • Willfully using force or violence or causing physical injury. • Disrupting school wide activities or causing disturbances in other classes or activities. • Using electronic means or otherwise to access, create or transmit pornographic material. • Serious or repeated breaches of the school's Academic Honesty Policy. • Behaving in a manner deemed to be potentially harmful to self, others or the school's reputation and not covered in any tier. • Habitual or recurring major misconduct.

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 described in the Learner Profile and in our school vision.



Follow the school dress code by following the school uniform expectations. If you have to wear a non-uniform item get a pass from the student office.



Be on time - arrive in class or home group and be **seated ready to learn** before the second bell of the lesson.



Come to class prepared with all the correct materials (text books, calculator, worksheets, work books, pens and pencils etc.)



Use electronic devices aligned with classroom instruction, including but not limited to laptops, cellphones, and headphones. You may only use these devices if explicitly instructed to do so by the teacher.



Put any/all cell phones in your locker or the classroom cell phone drop box when you enter the classroom. **Any cell phone use during class must come with explicit teacher permission.**



Ask for permission to leave class and carry a corridor permit issued by your teacher. Phones in class are to stay in class. Phones in lockers are not to be accessed.



Be polite and respectful to everybody at all times. Everyone has the right to learn and study and to be listened to. Check the LEARN poster. It outlines expectations for good manners.



Listen actively when someone is speaking. Do not interrupt when trying to continue a conversation.



Always follow requests or instructions from the teacher. Be actively involved in the lesson, be engaging and pay attention. Ask permission, raise your hand, or follow the individual class teacher's conversation rules before speaking, in order to show respect for others.



Wait for the teacher to indicate that the lesson is over. **Class ends when the teacher dismisses students, not at the bell.**



Return all chairs to the previous arrangement and keep the classroom tidy.



Take your toilet breaks in your own time. Toilet breaks are not allowed in the first 10 minutes of a lesson or 10 minutes before the end (unless there is clearly an emergency).

CALENDARS

The events calendar and academic calendar are regularly updated and can be found on the [school website](#) in the section “For Parents”.

MOBILE PHONE AND ELECTRONIC DEVICES

The use of electronic devices must be aligned with the school’s instructions, including mobile phones. Students can keep their phone in their locker otherwise it must be put into the container which is in all classrooms or be put into the student bag, on silent mode. Students may use their mobile phones for personal use before and after school and during breaks. Students who exhibit a pattern of inappropriate mobile phone usage will be required to give their phone to the class teacher who then will follow it up with the Vice Principal of Student Welfare.

BRING YOUR OWN DEVICE

All students must ensure that devices for BYOD have the following minimum technical specifications:

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

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, 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 (BoT) as well as educate staff. If you have any concerns regarding child protection these should be immediately disclosed to the High School Coordinating Principal, High School Principal or Executive Principal.

CLASSROOM PLACEMENT

Classroom placements are made for the following year towards the end of the school year. The school reshuffles each class, before the SLT makes final alterations. Classes will be identified by a generic name. Once a child is placed in a class he/she will not be moved. You are welcome to speak to the respective Grade Level Manager or the Vice principal of Student Welfare prior to placements being made if you have concerns about your child’s placement (before the end of April). Staff (including SLT members) will not discuss the merits of different teachers with parents.

EXTRACURRICULAR ACTIVITIES

We pride ourselves on being able to offer a range of extracurricular activities (ECAs) for students. These are organised in trimester from a range of internal and outside providers. It is important to note that spaces in different ECAs are limited and that they are allocated on a first come, first served basis. The options and schedule will be communicated to parents through the school’s [Events Website](#).

COMMUNICATION

The High School model of education encourages and supports parental involvement in partnership with the school to ensure a successful educational experience for adolescents. Parents should contact their child's teacher, HR Teacher, Grade Level Manager or Counselor when they have questions or concerns about the programme. If parents have further questions after speaking with the teacher, they should contact the Faculty Head (HoF) and/or the High School Principal or High School Coordinating Principal. Parents with further questions or concerns can contact the Executive Principal. Appointment with the Executive Principal can be made through Ms. Suryani, yani@sekolahciputra.sch.id. School encourages parents to use the email system to contact teachers or via our High School Admin Office staff members:

- Ms. Nita: yunitaaryanti@sekolahciputra.sch.id
- Ms. Agata: agatayanita@sekolahciputra.sch.id

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 High School Admin Office to either make an appointment or leave a message. High School Admin Office 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; on occasion reminders may be sent by WhatsApp. Please ensure that your contact details with the High School Admin Office 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 to communicate day-to-day activities.

COMMENDATIONS

The school has a system of commendations which are linked to the IB Learner Profile (LP). These add points to the school house competition and also influence the recipients of the LP awards which are issued at the end of each academic year.

COMPLAINTS

If you have an issue relating to the classroom, the Classroom Teacher, Homeroom Teacher or Grade Level Manager, they should be your first contact person. Should you have any complaints about how Sekolah Ciputra runs each Programme or about the International Baccalaureate itself, it is best that you email your concerns to the relevant Coordinator (MYP: sratcliffe@sekolahciputra.sch.id, DP: simonbradshaw@sekolahciputra.sch.id). All complaints will be responded to within two working days of the complaint being made. As per Policy 5.5 Complaints, we will investigate and resolve any complaint from any stakeholder with transparency and integrity. Complaints will be listened to, clarified and investigated by the most appropriate person. If the staff member who investigates your complaint is not able to provide a satisfactory response then the complaint will be moved to a more senior member of staff.

If you have not received a satisfactory outcome you are welcome to send the complaint to one of the High School Principals (mark@sekolahciputra.sch.id/callen@sekolahciputra.sch.id).

When complaints are resolved the complainant will receive notice of the outcome but will not be informed of any disciplinary consequences imposed on any student or staff member.

STUDENT SUPPORT SERVICES

The school has access to full-time Student Support members who are available to help with personal, academic or social issues. This can be done through self-referral by the student or parent, request by a teacher or referral by SLT members. College counselling is also available.

The goal of a High School Student Support member is to provide a proactive school counselling programme that promotes and enhances student learning and well-being. By promoting ideas around social and emotional learning, the school counselling programme will promote and advocate for opportunities that best support students through their educational experience.

Our Student Support members will work with students individually, as part of a small group or through the advisory programme. Counselling is provided as a short-term, solution-focused and confidential service that encourages students to identify personal strengths and take on the responsibility for developing and implementing effective strategies for success and happiness.

Services provided by High School Student Support include:

- learning support;
- university planning process;
- advocating for student well-being;
- individual student planning;
- responsive services as well as programme development and system support for the advisory programme.

CURRICULUM

Sekolah Ciputra is an International Baccalaureate continuum school. This means students follow an IB programme during their entire journey at the school. Students from Grades 7-10 use the IB Middle Years Programme (MYP) while those in Grades 11 and 12 follow the IB Diploma Programme (DP). Please note that 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 Sekolah Ciputra courses that support a pathway to Indonesian universities.

DAILY SCHEDULE

7:30am – 7:50am*	Homeroom (HR)
7:55am – 8:55am	Period 1
9:00am – 10:00am	Period 2
10:00am – 10:25am	Morning Break
10:30am – 11:25am	Period 3
11:30am – 12:25pm	Period 4
12:25 pm – 1:00 pm	Lunch Break
1:05 pm – 2:00 pm	Period 5
2:05 pm – 3:00 pm	Period 6

- Indonesia Raya will begin at 7:30am*, followed by prayer. Homeroom (HR) teachers are expected to have students stand for the national anthem and then lead them in prayer (or have a student do so).
- Students not in class when the bell rings will be considered late. They must present a late pass.
- Please remember that lockers are only to be accessed before school, during breaks, and after school. Encourage students to plan ahead and ensure they have all required materials.
- Occasionally daily timings are modified to accommodate various events. The structure of daily timings on days when these events are held will be shared with staff via our Daily Memo.

DIGITAL CITIZENSHIP

Every year all students must sign a digital citizenship agreement (see below) to use the school's IT facilities. This covers all issues associated with respectful and responsible use of IT.

DIGITAL CITIZENSHIP AGREEMENT 2023-2024

Sekolah Ciputra believes that the Internet and digital devices offer vast, diverse, and unique resources to students, parents, faculty and staff. Our goal in providing Internet access to students is to promote educational excellence by facilitating innovation, communication and collaboration.

To meet our goal, users are expected to abide by and model the accepted Digital Citizenship Agreement, which includes but is not limited to:

RESPECT YOURSELF

- I will **show respect** for myself through **my actions**.
- I will select online names that are **appropriate**.

RESPECT OTHERS

- I will show respect to others.
- I will use electronic mediums for positive interactions with other people.
- All forms of cyberbullying are unacceptable (Cyber bullying includes using technology to harass, tease, intimidate, threaten, or hurt another person by posting or sending inappropriate or hurtful messages or images through e-mail, chat, text messaging, or web sites).

RESPECT FOR PROPERTY

- I will respect the property of others including school IT property such as networks, hardware, software, or other user's files & data.

RESPECT INTELLECTUAL PROPERTY

- I will request permission to use resources.
- I will suitably cite any and all use of websites, books, and other media.
- I will only use software and media others produce with their permission.

PROTECT YOURSELF AND OTHERS

- I will ensure that the information, images and materials I post online will not put me at risk.
- I will not publish my personal details, contact details or a schedule of my activities.

- I will **consider** the information & images that I post online.
- I will **consider** what personal information about my life, experience or relationships that I post.

- I will not post photos of others or tag others on social media without their permission.
- I will show respect for other people and myself in my choice of websites.
- I will not visit sites that are degrading to others, pornographic, racist or inappropriate.
- I will not abuse my rights of access and I will not enter other people's private spaces or areas.

- This includes, but is not limited to, the creation, uploading, or downloading of computer viruses or other malicious software.

- I will use free and open source alternatives rather than pirating software.
- I will purchase licenses and register all software.
- I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses.

- I will report any attacks, abuse or inappropriate behavior directed at me or others.
- I will protect passwords, accounts and resources.
- If I receive inappropriate material, I will not forward it to others or use it maliciously.

Failure to abide by the school's Digital Citizenship Agreement may result in one or more of the following:

- Temporary loss of the student's personally owned device or school technology resources and disciplinary action to be determined by the teacher, SLT or Executive Principal of the school.
- The notification to the appropriate legal authorities for prosecution, if required.
- Responsibility for damages to all IT equipment, networks, and hardware or software systems resulting from deliberate or willful acts of vandalism.

DEFINITION

- Technology resources are defined as Internet access, computers and other devices.
- For our purposes "device" means school computers (laptop/iPad/desktop) and any privately owned wireless and/or portable electronic piece of equipment that includes laptops, notebooks, and tablets/slates, phones. Devices not listed may be allowed at the discretion of the teacher.

NOTE: Sekolah Ciputra **HAS FULL ACCESS TO ALL SYSTEMS FOR MONITORING** Purposes.

HIGH SCHOOL DIPLOMA

The Sekolah Ciputra High School Diploma can be awarded to a student from Grade 12 regardless of the pathway they choose. To qualify for the Sekolah Ciputra High School Diploma, students must satisfy the minimum requirement of credits and meet the non-academic requirements (see below). This requirement is meant as the minimum standard, and students are encouraged to exceed this whenever possible.

To achieve the full amount of allocated credits for a given subject, a student must achieve an average grade of 4 or higher across both of their semester reports for a given academic year.

Students transferring to Sekolah Ciputra (SC) part-way through Grade 9 or later may receive credit for equivalent courses at other schools or have certain requirements waived with the approval from the HSP and/or HSCP.

The Sekolah Ciputra High School Diploma credits are distributed as follows:

Grades 9-10: IB Middle Years Programme (MYP)

Subject	Hours (per 2 weeks)	Credits per semester
Bahasa Indonesian	7	0.50
English	7	0.50
Humanities	6	0.50
Science	7	0.50
Mathematics	7	0.50
Arts	5	0.25
Mandarin	4	0.25
Religion	4	0.25
Civics	4	0.25
Design	5	0.25
Physical & Health Education (PHE)	3	0.25
Service as action (only for semester 2 in 9th and 10th grades)		1
Personal Project (only for 10th grade in semester 2)		1
Total Grade 9 + Grade 10		Total = 19.00 credits

Grades 11-12: IB Diploma Programme (DP) Pathway or DP Courses or Sekolah Ciputra Courses

Subject	Hours (per 2 weeks)	Credits per semester
Group 1 (Literature)	HL: 8 hours; SL: 6 hours	0.50
Group 2 (Language)	HL: 8 hours; SL: 6 hours	0.50
Group 3 (Humanities)	HL: 8 hours; SL: 6 hours	0.50
Group 4 (Sciences)	HL: 8 hours; SL: 6 hours	0.50
Group 5 (Mathematics)	HL: 8 hours; SL: 6 hours	0.50
Group 6 (Arts)	HL: 8 hours; SL: 6 hours	0.50
Civics	3	0.25
Religion	4	0.25
PE	2	0.25
ToK/Entrepreneurship	4	0.25
Extended Essay (EE) (Semester 2 of 12th grade only)		1.00
CAS (Semester 2 for 11th and 12th grades)		1.00
Grade 11 (two semesters)		Grade 11 = 9.00 credits
Grade 12 (two semesters)		Grade 12 = 10.00 credits
		Total = 19.00 credits

Note: To receive a Sekolah Ciputra High School Diploma, the minimum credits that must be earned over Grades 9-12 is 34.00 out of 38.00 total.

In addition, students must:

- Have attended Sekolah Ciputra for at least the entire Grade 12 year.
- Demonstrate a satisfactory record of good behaviour throughout Grades 9-12. The SLT will decide whether this requirement has been met or not.
- Ensure all school fees and other costs owed to Sekolah Ciputra are paid in full.

DRIVING TO SCHOOL

Students under 17 **may not** drive to school. Students who drive to school must have a legal driving licence. The students must park in the students' parking area and display the Sekolah Ciputra parking sticker.

EDUCATION OUTSIDE THE CLASSROOM

Education Outside the Classroom (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, EOtC 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 GLM of each grade coupled by 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.

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 the MPH building. Please see a copy on Page 28.



Welcome to Sekolah Ciputra.
Selamat Datang di Sekolah Ciputra.

For your safety and for the safety of our students, please ensure you follow the instructions below.
Sebagai bagian dari prosedur keamanan Anda dan para siswa, mohon untuk mengikuti instruksi berikut ini.



PRIVACY (PRIVASI)

No images must be taken of any student or staff member without the permission of the Principal. Student safety is our utmost priority. *Tidak diperbolehkan untuk mengambil foto dari para siswa atau staf sekolah tanpa ijin dari Kepala Sekolah. Keselamatan siswa merupakan prioritas utama kami.*



STUDENT SAFETY (KESELAMATAN SISWA)

Volunteers/adults are reminded that they may not support or help a child in isolation as a matter of safety for all. *Relawan atau orang dewasa diingatkan untuk tidak memberikan pendampingan atau bantuan kepada siswa di tempat yang tertutup karena mempertimbangkan keselamatan semua pihak.*



ALARM (ALARM)

In the event of an alarm or emergency, please leave the building at the nearest exit and follow the instructions from security personnel. Do not re-enter the building until you have permission to do so. *Apabila alarm berbunyi sebagai tanda keadaan darurat, silahkan meninggalkan gedung melalui jalur keluar terdekat dan mengikuti instruksi dari personil keamanan. Tidak diperbolehkan kembali ke dalam gedung sampai ada instruksi dari pihak yang berwenang.*



FIRST AID (PERTOLONGAN PERTAMA)

Should you require first aid, alert a member of staff and they will call for assistance. *Jika Anda memerlukan pertolongan pertama, segera sampaikan kepada salah satu staf, mereka akan memanggil bantuan.*

FILMING AND PHOTOGRAPHY

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, the Instagram account, website or billboards. Visitors to the school cannot photograph or film students without permission from the principals (through marcomm).

FLAG CEREMONIES

Independence Day (17th August) and Pancasila Day (1st June) are the two days that we hold flag ceremonies for.

GIFTS

At Sekolah Ciputra, we discourage expensive gifts being given to any staff member as we feel it is important in terms of ensuring transparency within the school.

HOMEROOM TIME

At each grade level students are divided into groups of approximately 10-14 students and meet daily with a Homeroom (HR) teacher. The HR teacher is part of a grade level team led by a Grade Level Manager (GLM). This is the primary means of student administration as well as providing pastoral care for students. Specifically, it supports the students' social and emotional Approaches to Learning (AtL), and builds the characteristics of the Learner Profile. With an online or hybrid model of instruction, teachers may meet with students twice a day, at the beginning and at the end.

HOMEWORK

The school allocates homework to students from time to time. This is entered on our ManageBac system which parents can access. 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.

HOMEWORK SUPPORT CLUB

The school has a supervised homework support club which is held from 3-4 pm every Thursday. Teachers refer students to the club if they feel they need it. Parents may also ask the HR teacher to recommend their child to the club.

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 at Sekolah Ciputra

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

- (1) Beruang House with Zuko the sun bear as mascot. The House colour is Red.
- (2) Badak House with Monto the Javanese rhinoceros as mascot. The House colour is Blue.
- (3) Harimau House with Taz the Sumatran tiger as mascot. The House colour is Yellow.
- (4) Komodo House with Pascal the Komodo dragon as mascot. The House colour is Green.

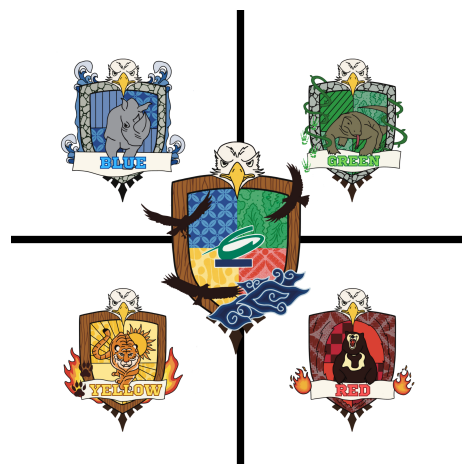
Note: Felix the Eagle is the overall school mascot!

Benefits of the House System

- It allows students and staff to have an opportunity to interact with students from all grade levels.
- Students have the opportunity to engage with true faculty mentors.
- It increases opportunities for student leadership.
- It allows students to participate in a variety of activities that are non-academic and non-athletic.
- It is a great way to know more people outside of the classroom setting.
- It can be a source of positive peer-pressure and motivation that can have a positive effect in the classroom.
- The school will benefit from increased school spirit and healthy competition.
- Studies show that schools with House systems have happier students and have more school spirit than they did before a House system was implemented.



School and house mascots (from left to right): Monto the Javanese rhinoceros, Zuko the sun bear, Felix the Eagle, Taz the Sumatran tiger, and Pascal the Komodo dragon



The school and each house crest, with the mascot illustrated in the centre of each House crest

HYMN SEKOLAH CIPUTRA

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

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

The IB Learner Profile (LP) is made up of a series of attributes that are linked to our school vision. The school actively teaches skills (AttLs) that support this development. The school also gives out LP awards to the students who best exemplify the traits described. The data for this is gathered from the commendation system. The LP is summarised on Page 32.

LANGUAGE LEVELS

Students that study Language and Literature may not opt for Language Acquisition for their qualifications. There is an expectation that students, for who Indonesian is their mother tongue, should not be accepted into an Indonesian language acquisition course. Similarly those who have successfully studied Language and Literature in English should not be allowed to study language acquisition in English.

LOCKERS

A locker is assigned to every student. 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.



IB learner profile

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

As IB learners we strive to be:

<p>INQUIRERS We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.</p> <p>KNOWLEDGEABLE We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.</p> <p>THINKERS We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.</p> <p>COMMUNICATORS We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.</p> <p>PRINCIPLED We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.</p>	<p>OPEN-MINDED We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.</p> <p>CARING We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.</p> <p>RISK-TAKERS We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.</p> <p>BALANCED We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.</p> <p>REFLECTIVE We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.</p>
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The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

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Bachillerato Internacional®

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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 near the entrance to the library/learning resource centre (LRC). Students should contact the Vice Principal of Student Welfare and/or the High School Attendant to claim their lost property.

MANAGEBAC

This is the primary way in which the High School communicates information on student progress. All parents are able to log in to ManageBac. If you have any difficulties, please contact the High School Admin Office.

NEWSLETTERS

A link to the newsletter is emailed out approximately every two months. All previous newsletters are archived on the website.

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

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. **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.**

OSIS

Organisasi Siswa Intra Sekolah, or OSIS for short, is the school's student representative body. It is headed by an elected Captain and Vice Captain who are Grade 11 students. Together, the Captain and Vice captain are responsible for putting together a team of students representing all grade levels to provide a range of service and social activities for the school. They also give guidance and advice to the school's senior leadership team on matters such as student survey results.

PARENT CONDUCT

Interactions between parents and school staff must always be courteous and conducted in the spirit of trying to encourage the best possible educational outcomes for children.

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 PR and School Event Coordinator, Ms Cornelia, on cornelianatalia@sekolahciputra.sch.id or sign up at the parent information sessions which are run at the start of each academic year.

PARENT TEACHER CONFERENCES (PTCs)

Parent Teacher Conferences (PTCs) are a wonderful opportunity 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.

Research shows that students learn more, have higher grades, and have better school attendance when parents are involved in their child's education.

The timing of PTCs has been decided with student growth in mind. Each academic year, we hold four (4) parent teacher conferences (PTCs):

- In the beginning of Term 2 (Oct)
- At the end of Semester 1 (Dec);
- In the beginning of Term 4 (Apr)
- At the end of Semester 2 (Jun).

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.

REFERENCES

Teachers regularly write references for students for college acceptance purposes. The High School Student Support University Counsellors will outline the process for interested students.

REPORTS

The High School issues students with an electronic report card at the end of each semester. The purpose of report cards is to provide parents with an accurate record of their child's performance in the classroom (academically, socially and emotionally). Please note that all library books (which includes textbooks) must be returned (or renewed) and any outstanding payments to the school must be up to date in order to receive a report.

Students will also receive progress reports at the end of Term 1 & Term 3. A progress report is not the same thing as a semester report card as they do not include teacher comments. A progress report, however, serves an important role in allowing teachers, students and parents to track how well a student is doing. In turn, this gives students a chance to correct study habits, modify their behaviours and make other changes to keep themselves on a positive academic course.

STUDENT APPEARANCE IN PUBLIC

Sports Competitions

In all sporting competitions, the uniforms worn by participants must display the school name clearly, and spelt correctly. The School 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 Sports Coordinator 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 EP.

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 EP. 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 EP. 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).

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.

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 senior staff at SC.

Students should always maintain a neat and tidy appearance. Clothes must be clean and in good condition. Hair must be in a neat and tidy style and collar length for boys. Colour and extreme styles are

expressly forbidden. Girls' skirts should come down to the knees. Makeup is discouraged and must be unobtrusive. If your child needs to come to school out of uniform for any reason they need a note/phone call and collect a pass to be out of correct uniform from the HSAO.

Jewellery

- Girls: Watch, simple short earrings, hair accessories that match one school colour.
- Boys: Watch.

Student Dress Code

GRADES 7- 8	<p>Girls: Approved school skirt (green and blue plaid) or trousers, approved black shoes and plain white socks.</p> <p>Boys: Approved school shorts (green), approved school shirt, approved black shoes and plain white socks.</p>
GRADES 9-12	<p>Year 9 Girls: Approved school skirt (green and blue plaid) or trousers, approved black shoes and plain white socks.</p> <p>Girls: Approved school skirt (green) or trousers, approved black shoes and plain white socks.</p> <p>Boys: Approved school trousers (green), approved school shirt, approved black shoes and plain white socks.</p>

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.

Physical Education (PE) Uniform

Girls: School sports shorts, school tee shirt/house tee shirt, school or white socks and appropriate sports shoes.
Boys: School sports shorts, school tee shirt/house tee shirt, school or white socks and appropriate sports shoes.

Students may wear their PE uniform to school when they have sports in the first two periods. They must get changed into their full dress code uniform after the PE lesson. Students who have PE after break must come to school in their full school uniform. Students may wear a white school jacket or white jacket with no hood if cold or unwell.

Batik

Wearing Batik on Friday is optional. However, we encourage our students to support and show pride in our cultural heritage.

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.

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.

Casual flower motifs, tee-shirts, jeans, shorts, casual trousers and tank tops are not acceptable.

WAITING ROOMS FOR PARENTS

There is a small area available in the High School Admin Office ~~HSAO~~ and a larger parent waiting lounge located in the MPH building.

WASC ACCREDITATION

The school is a fully accredited member of 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 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. Yunita: yunitaaryanti@sekolahciputra.sch.id
- Ms. Agata: agatayanita@sekolahciputra.sch.id

Phone: (031) 21001716 ext. 7411 or 7403

Email: highschool@sekolahciputra.sch.id