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SEKOLAH MUTIARA HARAPAN

# Parent / Student Handbook

## Kindergarten & Primary



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# SEKOLAH MUTIARA HARAPAN

## PARENT/STUDENT HANDBOOK

### KINDERGARTEN - PRIMARY

#### INTRODUCTION

This handbook contains important information useful for you and your child to adapt to the school. Please contact school teachers or administration if there is any insufficient or unclear information. We are always glad to answer your questions and consider your proposals regarding the improvement of schoolwork.

All parents are expected to read and understand this handbook thoroughly. Parents have to sign the agreement regarding the information, policies, and procedures written on this handbook. The agreement will be kept in your child's file in the school.

#### I. SCHOOL VISION AND MISSION

##### *Vision*

To be a community of internationally minded, responsible and lifelong learners for the betterment of the immediate community and the world

##### *Mission*

Sekolah Mutiara Harapan is committed to educate all students to their full potential and become contributing members in the society by implementing a high standard curriculum incorporate International and national requirements

##### *Core Values*

Teamwork - Ownership - People Development - Integrity - Customer Satisfaction - Continues Improvement

## **II. ABOUT SEKOLAH MUTIARA HARAPAN**

Sekolah Mutiara Harapan was founded in 2003 by the Riau Andalan Pulp and Paper (RAPP) to cater to the academic needs of their employees' families during their employment in the company. The school is managed by RAPP, which commit its resources, talents, and abilities in building a school community that fosters and promotes self-expression, decisiveness, discipline, teamwork, and excellence through the best practices of the international curriculum and the Indonesian national programs.

Our school is a private, non-profit, kindergarten through high school coeducational school, providing a high quality education leading to Indonesian and international qualifications for the local and expatriate communities. The main languages of instruction are English and Bahasa Indonesian.

We are committed to educating all students to their full potential. They are encouraged to develop a joy for learning, independent thinking, and freedom of expression while maintaining a sense of responsibility to others through respect and cooperation. Our greater purpose is to equip our students to lead constructive and fulfilling lives, to appreciate, and respect a diverse range of cultures, and to have a sense of service and responsibility towards the world.

## **III. INSTITUTIONAL GOALS**

Sekolah Mutiara Harapan professes to

### **A Qualified and Enthusiastic Staff**

All educators at Sekolah Mutiara Harapan are competent and dedicated professionals who help students identify and develop their talents within the school and community. Sekolah Mutiara Harapan is committed to the continuous professional development of its staff.

### A School Community

An international school is a strong and cohesive community of faculty, staff, parents, and students that encourages the development of the skills and attitudes of responsible citizenship. We actively seek the involvement and cooperation of parents and the community.

### Accountability

Teachers, administrators, students and parents work together towards these educational goals and are accountable for student learning.

## **IV. ACCREDITATION**

Sekolah Mutiara Harapan is accredited by

- The International Baccalaureate (IB) for Primary Years Programme (PYP);
- Cambridge Assessment International Examination (CAIE) for Secondary 1, Secondary 2 and Advanced Level Program; and
- Indonesia National Accreditation Committee (BAN).

## **V. FACILITIES AND RESOURCES**

The Sekolah Mutiara Harapan campus provides a safe and stimulating learning environment where a diverse program, including academics, athletics, music and the arts, is offered. Our campus provides the students with comfortable classrooms, library, outdoor and indoor playground, ICT Lab, science lab, function room, lunch room etc.

We also provide additional language support, extracurricular activities, warm caring teachers, and counseling services, which will help students to work through a problem to find a solution, be it emotional, behavioral, academic, or interpersonal. The professional

guidance counselor offers guidance services for students to help understand themselves better, their own personal values, and the role their values play in decision making. The counselor will work closely with teachers and parents.

## **VI. INTERNATIONALLY RECOGNIZED CURRICULUM**

Sekolah Mutiara Harapan implements International Baccalaureate (IB) Primary Years Programme (PYP) for kindergarten up to primary 6, and applies Cambridge curriculum for grade 7-12 (junior and senior high school).

The PYP classes work with the program that integrates the standards of primary education in Indonesia and the International Baccalaureate Organization.

### **What is the IB-PYP?**

The International Baccalaureate Primary Years Programme (IB-PYP) is a curriculum designed for young learners (ages 3-12) in international schools. The IB-PYP offers the only international curriculum for this age range of students. Over 1,000 schools worldwide are currently involved with this Programme, which is funded and sponsored by the International Baccalaureate Organization (IBO) and lay member schools. IB-PYP member schools are appraised on a regular basis and are required to meet stringent membership criteria.

### **What will my child learn?**

The IB-PYP has designed a trans-disciplinary curriculum, which draws the individual disciplines together into a coherent whole, while preserving the essence of each subject. Your child will:

- develop a deep understanding of important concepts;
- conduct research into knowledge, which has local and global significance;
- acquire and practice a range of essential skills;



- be encouraged to develop positive attitudes towards learning, the environment, and other people;
- have the opportunity for involvement in responsible action and social service.

**What are the PYP peculiarities?**

The Program Philosophy is the development of children's personality with an international perspective. The IB Learner Profile (a model of an ideal student) is the system of personal features necessary for the successful self-realization.

**The IB Learner Profile:**

**Inquirer-** Developing child's natural curiosity. He/she acquires skills for the target and constructive research. He/she likes to study and his/her aspiration for knowledge continues the whole life.

**Thinker-** He/She takes the initiative to apply the skills of critical thinking for solving the complex problems.

**Communicator-** He/She receives the information and confidently expresses ideas in more than one language including the language of math symbols

**Risk-taker-** He/She confidently without any anxiety independently explores new roles, ideas and strategies in the unknown situation. He/she stands for ideas that he/she believes in.

**Knowledgeable-** He/She spends much time in the school studying the global subjects. When exploring he/she gets much information.

**Principled-** He/She is honest and fair. He/she takes responsibility and makes decisions from his/ her beliefs.

**Caring-** He/She feels the needs and feelings of people around, and helps them.

**Open-Minded-** He/She respects the opinions, values, and traditions of other people and cultures, considers different points of view.

**Balanced-** He/She understands the importance of physical and mental equilibrium. He/she can control his/her emotions and behavior.

**Reflective-** He/She thinks about his/her education and analyzes constructively the personal weaknesses and strengths.

### **How can I support my child's learning?**

The Program sees learning as a partnership between student, parent and school. The degree of parental involvement may vary from school to school but the fundamentals of parental support remain the same.

You can help your child by

- Maintaining regular contact with the school;
- Reading books with your child;
- Supporting your child's mother tongue;
- Assisting your child with research projects;
- Attending curriculum information sessions in school and parent-teacher conferences; and
- Providing an appropriate setting and structured routine for doing homework.

### **Will the IB-PYP help my child fit into another school?**

Although no school or curriculum can guarantee a perfect fit when children transfer to a new school, particularly a school in a different country, parents are assured by the following points:

#### *When transferring to schools in national systems:*

- Close attention is paid to a range of national curricula when developing the IB-PYP.
- Students transferring from international schools usually have no trouble with the standards of national schools.

When transferring to other international schools:

Students in other schools implementing the IB-PYP will have common learning experiences in terms of conceptual development, skill acquisition, positive attitudes and meaningful action. There will be less uniformity of specific content in certain areas, since schools will naturally wish to reflect the unique nature of their own locations.

Find more about IB programs at [www.ibo.org](http://www.ibo.org)

## **VII. INDONESIAN NATIONAL CURRICULUM**

The school has integrated the Indonesian National Curriculum in the school program according to the requirements set by the Indonesian Ministry of Education for the SPK (Satuan Pendidikan Kerjasama)/affiliated schools in Indonesia.

## **VIII. ACADEMIC CALENDAR**

Our school academic calendar is from July to June. We usually have about three weeks holiday at the end of Semester 1 and around 4-5 weeks holiday at the end of the school year. The school hours are reduced during the month of Ramadhan (Moslem fasting month). The academic calendar is circulated at the beginning of each school year. Parents can access the school calendar in our school website or school information system.

## **IX. ADMISSIONS POLICY & REQUIREMENTS**

Sekolah Mutiara Harapan, in keeping with its mission, believes in the vital role of education in the attainment of right values and attitudes; so it opens its doors to applicants who have the necessary preparation and qualification for international education.

- Submission of pertinent papers such as birth certificate and report card of previously attended level or class

- Personal appearance of the parents with the school principal to discuss matters regarding placement and requirements
- National students may be admitted only at the beginning of the school year except children of newly hired employees of the company
- New national students have to go through a placement test to assess their English language and math skills.
- Student must be four years of age no later than 1 July for enrollment in Junior Kindergarten.

Expatriate students may be admitted at any time during the academic year. Parents should bring a photocopy of their child's passport ID page in order to verify that the child is a non-Indonesian passport holder, and copies of previous school records. Children will be placed in the class which the principal, teacher, and parent believe to be the best placement for the child. An entry test will be given to assist in placement. The final decision on the child's educational placement remains with the school. Students enrolling with special considerations may come to the office for clarification. These will be handled on a case-to-case basis.

## **X. TUITION FEE**

When a student registers in school, it is understood that he/she is enrolling for the entire school year (12 months); hence, he/she is expected to pay the tuition fee stipulated by the school. A student who transfers or otherwise withdraws within the school year has to pay a certain percentage of the tuition fee as stipulated by the school administration. If parents decide to take a holiday within the school year, the tuition fee allotted for those weeks may not be refunded.

The tuition fee is set by the school in Indonesian rupiah. And is paid monthly. For employees' children, the tuition fee is deducted from

the salary. For non-employees, parents have to transfer it to the *Yayasan* bank account.

Parents will be asked to sign a form to acknowledge that they are aware that this amount will be deducted from their monthly salary. Tuition fees should not be paid in cash. Parents will start paying the tuition fees by the month the child starts attending school, regardless of the number of days attended in that month. Parents may be expected to provide classroom support materials, including tape, glue, pencils, paper, etc.

## **XI. ROLE OF PARENTS**

Parents play an essential role in the process of educating their children. They are seen as vital in their child's learning process, and we aim to work positively together at all times.

Parents may support their child's learning by doing the following

- Working positively with the school
- Ensuring that their child attends school punctually and regularly
- Ensuring that their child wear proper and clean school attire
- Modelling good behavior, expressing themselves in a socially acceptable way
- Being involved in and supporting school programs, policies, and procedures
- Sending their child to school prepared for learning with homework completed.

We believe that educational success for all students cannot be completed without an effective partnership with all parents. Likewise, your input and involvement is greatly appreciated as we work to accomplish our school's goals. The school administration recommends parents to read the disciplinary policy, to keep in close contact with the class teacher and subject teachers as well.

## **XII. ROLE OF SCHOOL STAFF**

### **PRINCIPAL**

The principal is responsible for the effective operation of all aspects of the school program. Parents and students who have any questions or concerns relating to the general conduct of the school or matters pertaining to academic life should contact the principal. He/she chairs all faculty meetings of the section that he/she is responsible for. He/she ensures the success of student organizations, clubs, publications, and other educational activities. He/she works to ensure that life at our school reflects the school's commitment to diversity and the understanding of others' way of life. He/she ensures that the organizations of the school promote and reflect its ethical aspirations. He/she oversees the scheduling of students and the successful advancement of students through SMH. There is an open-door policy for all community members to see the principal.

### **ACADEMIC COORDINATOR**

The school assigns an academic coordinator to oversee the whole school academic standard. The academic coordinator is also responsible for the admission process of the international students. Parents may directly approach the academic coordinator for any concerns they may have about their children's academic issues.

### **CLASS TEACHERS**

A class teacher is a key figure in the relationship of parents and the school regarding disciplinary matters. Class teachers plan the academic work of the class, introduce the disciplinary policy to students and parents, supervise and correct students' behavior, and keep a constant contact with subject teachers and the school counselor.

Class teacher(s) will support students in meeting the expectations of the school and guides them during their time at SMH. The Class teacher organizes the taking of daily attendance and helps with the

coordination of class meetings or programs and grade-specific issues as they arise.

The Class teacher is free to use his/her discretion in fulfilling the responsibilities listed above since the ability to connect with students and a willingness to take initiative are important elements of the position.

One of the most important jobs of a teacher is to assess the quality of work done by the student. Only the teacher is in a position to assess that work in the context of the class, the discipline, the school, and the teacher's experience. The teacher must always feel free to go beyond what may be represented quantitatively in the grade book in order to ensure the quality of students' work. The teacher's assessment of the student's work should be accepted as authoritative.

Members of the faculty must not be pressured to change grades. Each faculty member has the right and responsibility to exercise his/her best judgment about the quality of the work done by each student. We are committed to this long-standing educational tenet. Our policy, following from this commitment, is that we will not negotiate grades. A grade will be changed only when we discover a computational or clerical error. Concerns should be addressed to each unit Principal.

### **XIII. LEARNING PHILOSOPHY**

**Cater to different learning styles.** Each individual student has specific needs. We believe children learn in different ways and at different rates and consider it as the teacher's responsibility to find ways that are best for each individual. It is effective to combine a variety of teaching methods.

We plan

1. Varying teaching method from day to day
2. Designing assessments and assignments to accommodate varying levels of need
3. Using real-life examples when discussing concepts. Students learn when the concepts presented are real. Students need to be shown how topics in the classroom relate to their lives outside of the classroom
4. Explaining the importance of learning concepts.

#### **XIV. BUILD GOOD VALUES AND BEHAVIOR**

As a community, we must aim to have a high level of personal behavior so that we all create a happy and positive environment.

We have high expectations of Mutiara Harapan students both inside and outside school. If it comes to our attention that inappropriate behavior has taken place that directly impacts on the school's reputation, then we reserve the right to consider taking disciplinary action. Any loss of or damage to school property will be charged to the student to purchase a replacement at full cost. Each incident is specific and so the response will be judged accordingly.

We plan

1. Teaching the students about society's view of appropriate behaviors
2. Providing role models for acceptable behavior

#### **Building Positive Teacher-to-Student Relationships**

The relationship between teacher and students is an essential part of student learning. Students who do not trust or respect their teacher will be less likely to learn from the teacher.

We plan

1. Spending a lot of time conversing with individual students
2. Avoiding negative or sarcastic language in the classroom.



## **XV. ASSESSMENT POLICY**

### **Philosophy**

1. Assessment is designed to improve student learning.
2. Reflection is an essential process of assessment and indicates understanding over time.
3. Assessment is anchored in authentic tasks.
4. Timely, direct, specific, and contextualized feedback is central to all learning and teaching.
5. Assessment allows the school to monitor effectiveness of programs and provides direction for teachers, learners, parents, administration, and overall school development.
6. Assessment provides students and teachers with feedback to revise performance and improve learning and teaching.
7. Assessments should be sensitive to and reflect cultural, linguistic, racial, class, learning, physical and gender differences.

### **Assessment Practices**

#### ***Pre-assessment***

All teachers will assess students' prior knowledge and experience before embarking on new learning experiences in an appropriate way.

#### **Formative Assessment**

- Through a variety of methods, ongoing and regular assessment will be used during the teaching and learning process to inform teachers and students about how the learning is developed. Formative assessment and teaching are directly linked, and provide feedback that is responsive to student needs, and inform teaching practice.

#### **Summative Assessment**

- Summative assessment happens at the end of a teaching and learning process or experience and is planned for in advance. The

assessment is designed so that students can demonstrate their learning in authentic contexts and apply it in new ways.

- Summative assessments may take a variety of formats (for example, written tests, essays, presentations, projects, research reports, etc.)

### **Reports:**

Criteria for effective reporting:

1. A means of giving feedback from assessment
2. Describes the children's learning
3. Identifies the areas of growth
4. Involving parents, children, and teachers
5. Comprehensive, honest, fair and credible
6. Clear and understandable for students, parents, administration, government, and other schools upon transfer

### **PYP REPORT CARDS**

1. To be completed twice a year at the end of each semester.
2. The report involves class teachers and specialist teachers.
3. To include class teachers' and main subject teachers' general comments based on IB learner Profile and students' progress.
4. May include parents' comment.

### **National Reports**

All national students will receive a National report at the end of each semester.

### **Conferences**

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

### **Three-Way Conference**

The aim of this conference is to provide a meaningful opportunity for students, parents, and the teacher. They will collaborate to establish and identify the students' strengths and areas to improve. Students will use their portfolio to set their goals with the guidance and support from teachers and parents. This conference will be held once a year, in the middle of the first semester.

### **Parent(s)-Teacher Conference**

The aim of this conference is to formally give the parents information of the students' progress and areas to improve. It will be held twice a year at the end of each semester (usually in January and June). Full reports will be issued showing the students' level of development with written comments. Goals will be identified suggesting clear strategies/actions for improvement.

### **Students-Led Conference**

The aim of this conference is to provide opportunities for students to present and showcase their learning progress to parents. SLC will be held once a year, usually in March. The reporting during SLC is based on the student's portfolio. Teachers will conduct the conference according to the SLC essential agreement.

### **Teacher-Student Conference**

TSC will be held on a continuous basis throughout the school year. This is an ongoing process that should almost happen daily.

## **XVI. THE EXHIBITION**

Students in the final year of the PYP carry out an extended, collaborative inquiry approach - the PYP Exhibition. At Sekolah Mutiara Harapan this takes place in the second semester. One of the

purposes of the PYP Exhibition is to provide a forum for student driven reporting. Other key purposes include the following:

- ✓ For students to engage and report on an in-depth, collaborative inquiry
- ✓ To provide students with an opportunity to demonstrate independence and responsibility for their learning
- ✓ To provide students with an opportunity to explore multiple perspectives of their topics
- ✓ For students to synthesize and apply their learning of previous years, and to reflect on their journey through the PYP
- ✓ To provide an authentic process of assessing student understanding
- ✓ To demonstrate how students can take action as a result of their learning
- ✓ To unite the students, teachers, parents and other members of the school community in a collaborative experience that incorporates the essential elements of the PYP
- ✓ To celebrate the transition of learners from PYP to Junior High Education

## **XVII. PROMOTION REQUIREMENTS**

Students who meet the required academic standards and maintain satisfactory level of achievement will be promoted to the next grade level at the end of the school year.

The requirements are the following:

1. Able to work independently.
2. Show mature development in skills, attitudes, and learner's profile.
3. Successful completion of all subject specific expectation. (Refer to the national government requirement)
4. Attendance (minimum **80% attendance** for PYP section)

**Accessibility:**

- Student's portfolio will be available to any student, teacher, administrator, visitors, or parent
- Report card will only be accessible to the student, teachers involved, respective parents, and the administration staff of the school information system

**XVIII. DISCIPLINARY POLICY**

**1. INTRODUCTION**

The disciplinary policy of Sekolah Mutiara Harapan has been developed to provide a safe and favorable learning atmosphere, forming the positive relationship between the school community members on the basis of mutual respect. Every student who applies for admission should understand that enrolling at Sekolah Mutiara Harapan provides entry into a school and community that is governed by rules and regulations for the perceived good of all.

The disciplinary policy is based on Sekolah Mutiara Harapan mission and philosophy statements where it is said that school community members' behavior should be governed by the following principles:

- **Mutual Respect**
- **Responsibility**
- **Consciousness**
- **Positive Attitude**

The disciplinary policy applies to all the members of the school community - students, teachers, and staff. Following the general behavior rules by all members of the school community is the required condition for successful learning and harmonious environment in the school. The disciplinary policy is reviewed once in every two years for amendments. Situations, which are not included in the disciplinary policy, are considered by the school administration.

## **2. EXPECTATIONS FOR STUDENTS**

### **Language**

Students are expected to talk in a normal voice without shouting, use appropriate language at all times, and avoid using any profane or vulgar language. They have to speak respectfully to one another and to adults.

English is one of the instructional languages at Sekolah Mutiara Harapan. Therefore, students are encouraged to speak **English** in the classroom at all times, unless they are in Indonesian classes. They are also encouraged to speak and practice their English during break, recess and lunch times.

**All faculty members must be the role models of this practice.**

### **Daily Attitudes**

Students should

- Demonstrate a respectful attitude towards others;
- Follow instructions of the school staff;
- Arrive to classes on time, do homework;
- Have necessary equipment and materials to be ready for the classes;
- Be careful with the school property and environment;
- Follow the behavior rules and safety procedures in the school labs, classrooms, library, outside the classrooms, etc.

### **Dress Code and Grooming**

Mutiara Harapan places great emphasis on the importance of the school uniform. All students and staff must wear appropriate clothes in the school according to the dress code and take a pride in their appearance. The school uniform should be worn from Monday to Thursday inside the school campus. Students who are not wearing

the prescribed uniform are not allowed to attend classes unless they have valid reasons. In this case, students must see the principal or his/her representative. The student concerned should bring an explanatory letter from the parents. Primary students must wear white socks and black shoes (Athletic style shoes are highly recommended) from Monday to Thursday. No hats are to be worn in the classroom, although they are permitted to be worn outside the class. Dress code for casual Fridays:

**Girls**

- Skirts and shorts: minimum length is 5 cm above the knees
- No tank top or spaghetti straps
- No off shoulder blouses
- Leggings worn as trousers are only allowed if the top is long enough
- No underwear visible at any time
- No inappropriate T-Shirt prints (swear words, drugs, nudity, etc.)

**Boys**

- Trousers should be worn around the waist, no underwear visible at any time
- Shirts must have sleeves. Singlets and sleeveless vests are not to be worn without any under shirt.
- No inappropriate T-Shirt prints (swear words, drugs, nudity, etc.)

Shoes for boys and girls: for safety reason, shoes must be closed-toe.

Earrings and Jewelry: Earrings and other jewelry should not interfere in sports activities or distract others.

Hairstyles: Boys' hair should not be below the shirt collar or cover the ears. Hair bangs should not cover the eyebrows. It should be neatly groomed with conservative styles rather than extremes. For example, spikes, steps and unnaturally colored hair are

unacceptable. Girls' hair should be neatly combed and if long, must be neatly tied in a pony-tail or others style with a pin or ribbon. Students and staff should maintain the standards of good grooming.

### **3. ENCOURAGEMENT**

The Disciplinary Policy is first of all based on development and support of students' positive behavior. The following encouragement is developed for stimulating students' positive constructional behavior:

A letter of appreciation is used by teachers to encourage students, recognize students' positive role in the class and stimulate further proper behavior. An appreciation note in the communication book is given by the teacher for exceptional behavior. Each member of the school staff should serve as an example for students in matters of discipline, dress code and should support the school's disciplinary policy.

### **4. DISCIPLINARY VIOLATIONS AND CONSEQUENCES**

The Disciplinary violations are as follows:

1. Leaving the school campus during the school hours without the school administration's approval
2. Forgery, alteration of school records and other documents
3. Theft
4. Fighting; endangering the safety of oneself or others
5. Bullying others, to include cyber-bullying
6. Bringing objects which might be dangerous for others
7. Smoking
8. Drinking alcohol, using drugs and bringing them to school
9. Violating the Computer and Internet Use Policy
10. Intentionally damaging the school property
11. Leaving the classroom without teacher's permission
12. Insubordination to a teacher
13. Using profane language



14. Bringing mobile phone to school
15. Littering in and outside the school
16. Violating rules of the classrooms, library, science laboratory, etc.
17. Dishonesty, cheating or giving answers to others during class activities or exams
18. Unauthorized removal of official notices and posters from the bulletin boards
19. Constantly being late in attending classes and/or submitting homework/assignments
20. Not following the school dress code.

#### **THE SERIOUS VIOLATIONS**

**Item #1-10, are considered as serious violations.**

The school is not responsible for lost, stolen, or damaged personal belongings.

#### **5. CONSEQUENCES OF INFRACTIONS:**

A notice is written in the communications book when there is a Disciplinary violation or problems with behavior. (Disciplinary Violation)

#### **Disciplinary procedures:**

**1<sup>st</sup> Notification/Violation:** The class teacher talks to the student regarding the disciplinary violation and writes down his (her) comments about the situation and the plan to improve it.

**2<sup>nd</sup> Notification/Violation:** The class teacher talks to the student regarding the disciplinary violation and writes down comments about the situation and the plan to improve it. The letter is then

sent to parents and returned the next day with the parents' signatures (Communication book).

**3<sup>rd</sup> Notification/Violation:** Written Warning sent to parents for signature and removal from extracurricular classes (2 weeks).

**4<sup>th</sup> Notification/Violation:** Meeting with parents to discuss possible Suspension (2 days or more).

**5<sup>th</sup> Notification/Violation:** Extension of suspension.

**SERIOUS VIOLATIONS:** Meeting with parents to discuss possible Suspension (2 days or more). Serious Violations could lead to expulsion from school.

The school has a file for every student. The teacher in charge should write down all violations and consequences of the student and keep them in the student's personal document.

## **6. INTERVENTION POLICY and PROCEDURES**

In the case of most serious issues, continuous detention and expulsion will be considered. Parents should be involved in the disciplinary process and in any event should be informed at all times. Records should also be kept of all behavioral problems by the class teachers and school counselor. All offenses committed inside or outside the classroom must be reported to the leadership team. Minor offenses may be handled judiciously by the class teacher.

For major offences, the class teacher reports in writing to the principal. The principal has the prerogative to investigate the case further or to convene a committee on discipline to make recommendations on the case. The parents are informed in writing and may see the principal to express their views and concerns, but they may not intervene in the investigation.

## **XIX. GENERAL INFORMATION**

### **1. Tutoring**

Tutoring of any student on and off campus at any time during the school year may be granted according to certain guidelines. Approval must come from the principal's office.

### **2. Notices-Field trips**

To enrich the curriculum and specific units of study, educational field trips are organized to take full advantage of the resources around. Sekolah Mutiara Harapan has the vehicles to provide transport for students during field trips. All field trips will be publicized by the teacher(s) in writing prior to the trip.

Date, time, destination and cost of the trip will be specified in a special letter.

Parents are asked to give written permission for their child to attend each scheduled school field trip. Without parents' written permission teachers will not take their child outside the school. Teachers will explain safety rules to the students prior to the trip.

### **3. Homework Policy**

Sekolah Mutiara Harapan aims to create an environment that encourages holistic development and allows students to lead a balanced life between school, rest and play. Homework is an essential part of school life to improve students' academic achievement. It is a natural extension of what children learn during the school day.

Teachers expect homework to be completed and handed in on time. Parents will be notified if the student repeatedly fails to submit school work or homework to support the student. We advise parents to provide a quiet working area free from distractions.

Types of homework: It should be varied (according to the age and grade level of each student), challenging, purposeful, and enjoyable. It could be reading, preparation for an upcoming class, reviewing of the lessons, or doing extension work. Most of the homeworks are for individual, but teachers may assign a group work as well.

**Homework objectives:**

*Learning:* Consolidate materials acquired during the lesson, prepare for creative work (compositions, reports, etc.)

*Developing:* Develop skills for independent work and cognitive interest.

*Educative:* Inculcate diligence and aspiration for studies.

Oral assignments are as important as written assignments and will be assessed as well. Students must do them independently and correctly. Homework should be done and handed over on time.

**4. Attendance**

Students who are regularly present at school make more rapid progress. To complete a year, a student must attend at least **80% of the effective school days**. Please plan family vacations and visits ahead of time to avoid interruptions of your child's learning.

Parents are strongly recommended not to take holiday before the summative exam dates. The school is not obliged to administer exams in advance to accommodate the personal leaves taken before the exams take place.

**5. School Hours**

Day	Kindergarten	Primary (Grade 1-6)
Monday - Thursday	7.30 - 11.45 AM	7.30 AM - 2.45 PM
Friday	7.30 - 11.30 AM	7.30 - 11.30 AM

At the completion of the school day, transport arrangements must be organized by parents to ensure students go home safely. **Parents are requested to drop and pick up their children on time.**

### **6. *Extracurricular Activities (After School Activities)***

After school activities are organized by Sekolah Mutiara Harapan to provide students a safe venue to develop a well-rounded personality. This program also aims to allow them to gain experiences in leadership, a greater sense of responsibility, and gain insights on interpersonal relationships among peers. After school activities are open for Grade 3 and up. The classes are held on every Monday, Tuesday, and Thursday, at 3.00 - 4.00 PM.

Students have the freedom to choose what after school activities they would like to enroll in. A student is expected to be regular in attending the activities that he/she opts for. School recommends each student to attend 2 (two) activities in a week. Most of the after school activities are free of charge. Prior notice will be given regarding such arrangements. The classes offered are varied such as sports, arts, drama, cooking, dance, etc.

### **7. *Absences***

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

The following are reasons to be considered excused:

- Family emergency or illness
- Death of a family member or relative
- Health care appointments
- Processing documents for international students

Long absence (more than 2 days) due to illness should be confirmed by a proper medical document.

### **8. *Makeup Work***

Any student officially excused from school is allowed a reasonable amount of time to complete missed work. Each teacher provides guidelines for makeup work. The student is responsible for obtaining direction from the teachers concerning any missed assignment. If a student is absent for an extended period of time, parents should contact the student's class teacher for makeup assignments. If an absence is unexcused, the student may complete assignments at the teacher's discretion.

### **9. *Tardiness***

Regular tardiness influences on the learning process of your child and other students as well and can result in their poor academic progress. Teachers check the students' attendance daily and make records in the school information system. A student is considered late if he/she comes after class has started. Students who come late need to obtain a tardy pass at the school lobby in order to attend their classes. If students are often late, the school administration will send a notification letters to the parents. A warning letter will be sent for students with frequent tardiness. The principal may give disciplinary consequences for habitually tardy students.

### **10. *Picking Up Your Child Early***

If during the school day, you need to pick your child up early, please inform the class teacher or the leadership team beforehand. The teacher will give a special pass that you must show the teacher on duty or the school security guard when leaving the school campus. **Students are not allowed to leave the school campus without the class teacher or leadership team's permission.**

### **11. Visitors**

Except in emergencies, visitors of both students and/or teachers may not be entertained during class hours. Authorized school visitors who enter the classroom should be accorded due courtesy however we do not encourage students to stand and greet as it interrupts classes in session.

### **12. Health and Hygiene**

The school is concerned with cleanliness and safety of students in the campus. Because of concerns about soil-borne bacteria, students are required to wear shoes at all times when they are outside of the classrooms. They are taught to wash their hands before eating, after using the toilet and after blowing their nose. The school has adopted the “**NO SMOKING**” policy while students are in attendance at school. The school premises are designated as “**NO SMOKING**” areas.

### **13. Sickness, Communicable Diseases, and First Aid**

A student who has a fever, is ill, or is infectious (mumps, chicken pox, sore-eyes, etc.) **should not come to school**. This is to avoid the spread of communicable diseases. Certain communicable diseases will require a permit issued by our company clinic or a physician before the infected student may return to school.

Parents of any student with head lice or nit infestation will be called and student will be sent home for treatment. The student will be checked regularly until nit free.

Parents of other students exposed to these communicable diseases will be notified.

Parents should notify the school by phone or in writing in case their child cannot come to school due to illness.

If a child is injured or in pain the school staff will render the first aid if necessary. School staff will inform the parents. Parents are requested to give the name and phone number of contact persons in case of more serious injuries or illnesses. At registration, parents are required to complete the medical form for each child.

If a student has a medical emergency in school or a school-related activity and the parent cannot be reached, school personnel will seek emergency medical treatment at the company clinic immediately.

#### ***14. Immunization***

School is required to follow the immunization program set by the Indonesia Health Department for all Indonesian children. The immunization is done by the medical team from the government local hospital. Parents will be notified and should give statement in writing whether they want their children to take the immunization or not. Expatriate parents who need immunization for their children, are advised to contact our company clinic or company doctor for the guidelines and procedures.

#### ***15. Fire/Emergency Drill***

Regular emergency evacuation drills are conducted at the direction of our company Safety department and the school emergency response team (ERT). All students, teachers and staff must follow the evacuation procedure as posted in each classroom and school area. Briefing will be done prior to the drill.

#### ***16. Parent-Teacher Association (PTA)***

Our school has an active PTA with a set of executive committee members who are running the organization. All SMH parents are invited to take part in this association.



Aims and Functions of SMH Parent-Teacher Association:

1. Promote connections and communications between parents and school and to establish a partnership between them
2. Promote the development in academic performance and the physical and mental health of children through close home-school co-operation
3. Develop the potential of parents and strengthen their relationship with their children through planning and conducting a variety of developmental and recreational activities
4. Provide a channel for both parents and the school to exchange opinions concerning school policies for promoting the development of the school

## **XX. COMMUNICATION WITH PARENTS**

Communication between parents and school personnel is a key component of student success and to create a strong partnership. Parents are responsible for notifying the school of any change of address and telephone number. Our communication media with parents are as follows:

- School information system (AIMSIS)
- Student communication book
- The school website/email/WhatsApp group
- Parents information session
- Parents conferences

### **School Information System**

AIMSIS is an academic information management system in school that we use to connect parents with teachers. Using this system, you are able to check the school academic calendar, your child's academic progress, absences, school information, exam schedule etc. Each parent and student will be given a user name and password to login to AIMSIS.

### **Students Communication Book**

A Communication Book is one of ways to inform students and parents about student's progress and behavior. Students must write down homework in the book. Class teachers check communications books every day. Please remember to check your child's communication book.

### **Parents Information Session**

School holds **parents information session** at the beginning of every school year so you can be informed about the school programs. Additionally, every year, we offer PYP Workshop for parents. Parents may get full information regarding programs, teaching and assessment methods. We strongly recommend you to attend such sessions.

### **Parent conferences**

There are several conferences for parents during the school year. Issues regarding students' progress and behavior will be discussed (for detail, please refer to assessment policy).

## **XXI. COMMUNICATIONS POLICY**

We have established a communication channel in order to serve you and your children and request you to follow the communication path:

1. Any concerns, questions, doubts, etc., with regards to your child's performance or behavior, must be brought to the class teacher first. The class teacher is in a position to know each child's character and situation in the class/school.
2. If after meeting with the teacher, the parent is not satisfied, then an appointment with the principal should be made. If necessary, the principal will invite teachers involved to join the meeting.

The school trusts that all parents at all times will treat teachers and staff with respect.

## **XXII. RIGHT TO AMEND**

In all school policies, the school leadership team, in consultation with the school board, retains the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

*For more updated news, activities, and latest information about our school, you can visit us at [www.smh.sch.id](http://www.smh.sch.id)*

*Contact us at: [sekolah\\_mutiara\\_harapan@aprilasia.com](mailto:sekolah_mutiara_harapan@aprilasia.com)*

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*Last reviewed: January 2019*

**XXIII. APPENDIX I**

**SEKOLAH MUTIARA HARAPAN**  
**Computer Lab and Internet Use Policy**  
**Townsite Campus**

In order to provide educational materials and opportunities for research, we are pleased to give our students an access to school computer lab and Internet. Student's use of school's computers, networks, and Internet services is a privilege, not a right. To ensure a safe, efficient, and appropriate use of technology, we need to ask all the students and parents to read and sign the following agreement. Please note that, failure to read and complete this form may result in technology use restrictions, and is considered as serious violations.

1. When connected to the **Internet**, all work and web sites visited must be school-related and appropriate. The following Internet uses will result in immediate disciplinary action:
  - a. Accessing inappropriate materials by submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, threatening, discriminatory, harassing and/or illegal
  - b. Playing computer games
  - c. Attempting to log-in to a prohibited web site
  - d. Posting private information about his/her self or other students
  - e. Copyright infringement (replicating or using software, music or other protected files without the permission of the owner)
  - f. Making purchases of any product or service
  - g. Doing any cyberbullying acts to others
  
2. Student/s should promise to handle the computers and other devices in a safe and responsible way and he/she should not carry any food and drinks in the computer lab. If by breaking any of the rules and if the computer is damaged, he/she will be responsible for the maintenance fee.

3. Student/s should not “customize” the computer settings in any way unless given explicit permission by the teacher or a staff member. This includes:
  - a. Changing the appearance of the display (colors, fonts, desktop pictures)
  - b. Downloading any programs from the Internet or loading any software from a CD/DVD
  - c. Adding personal music files for synchronization with an MP3 player
  - d. Adding passwords
4. Student/s will respect his/her classmates by never attempting to maliciously access, harm or destroy the data of another user. He/She will never delete or edit other student’s files on their folders/directories or on their other storage devices such as USB.
5. Student/s will print responsibly and gain permission from the teacher before printing any documents in the computer lab.
6. Students are allowed to bring their laptop to school. The usage is under teacher’s guidance and supervision.
7. **Student Security:** A student is advised to not reveal his/her full name, address, telephone numbers or any other personal information on the Internet. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.
8. School assumes no responsibility for personal devices that are brought to school by the students.

*All parents are to acknowledge and sign the agreement of this policy.*

**XXIV. APPENDIX II**

**SEKOLAH MUTIARA HARAPAN**  
**Parental Consent (Use of Child's Photos/Images)**

We are asking approval at your end for the school to publish photographs of your child on the school's publications. Such publication would include:

- ✓ School newsletters (online and printed)
- ✓ School's official website and social media
- ✓ Annual school magazines (e.g. yearbook)

The photographs that will be published are the actual classroom learning and activities of the students, school's programs or events, and students' achievements and/or work samples done by your child in a variety of ways.

The use of your child's photographs/images to be published in the above publications are for

- ✓ School's information or updates to parents, school community, or external parties
- ✓ School's promotional or publicity purposes (e.g. brochures or leaflets); and
- ✓ Showing pride on the child's work, talents, skills, and achievements.

*(Parents are to sign the parental consent approval form)*