ELEMENTARY STUDENT/PARENT HANDBOOK 2018-2019

MOUNTAINVIEW CHRISTIAN SCHOOL
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WELCOME TO MOUNTAINVIEW

You are about to begin a new season of your life. This school year will become an important part of your future. At the end of the year, you will be a different person. You will have been changed by this year's experiences, and the exciting part is that how the experiences change you is totally up to you.

This can be an exciting year as you discover new friends, gather new knowledge, enjoy new social interaction, and strengthen your spiritual life through learning and using truths from God's Word. None of these rich and rewarding experiences will be forced upon you, but they will be yours as you reach forth and make them yours.

This handbook has been written for you and for your parents. Please read it carefully. There are many topics discussed which will be vital to your having a good school experience this year.

--Mary Winter, Elementary Principal
--Andrea Dugan, Superintendent

Mission Statement

Mountainview Christian School partners with parents, sending agencies, the Christian community and the Church to train up and educate children in a Christ-centered environment at an affordable cost.

Purpose Statement

Because Mountainview Christian School exists, students will gain academic competence, grow in maturity and cultural sensitivity, and develop in their relationship with Jesus Christ.

Vision Statement

We pursue academic EXCELLENCE in a place of GRACE, so that lives will be TRANSFORMED by Christ to IMPACT the world.

Philosophy of Education Statement

The end purpose of all education is to know, glorify and enjoy God. Therefore, we desire that all Mountainview students accept the gift of salvation that is only available by God's grace and through faith in Jesus Christ.

We affirm parents as the primary educators of their children. Mountainview's role is secondary and is meant to assist in partnership with parents. Teachers are entrusted by parents as stewards of their children's education and, accordingly, should work closely with parents to meet students' educational needs.

We affirm that the Bible is the ultimate standard of truth and that the Holy Spirit teaches us discernment and guides us to know and love God. We believe there is no distinction between "secular" and "sacred" truth; all truth originates with God. Thus, educators, and education in general, should enable students to see the unity of God's creation and his special revelation. This approach to a holistic, liberal arts education should logically lead students to a biblical worldview, causing students to adopt God's interpretation in every aspect of life, which includes the idea of thinking eternally rather than temporally. Consequently, education involves more than intellectual development; it also includes moral and social maturity, emotional and physical well-being, creative and artistic expression, and spiritual depth.

We affirm that education should cultivate an appreciation for God's creativity and each individual's value as a unique image bearer of the Creator, which should result in promoting and taking greater joy in beauty, creation, the arts, culture, and human relationships.

We affirm that children, as members of the human race, are fallen creatures, redeemed through Christ, yet they live in a fallen world. Since children are not morally neutral beings, their education should be proactive in promoting godly living, morals, and worldview.

We affirm that the relationship between teachers and students should be modeled on Jesus' manner with people. It should emphasize the welfare of individuals above the acquisition of knowledge and be characterized by the fruits of the Spirit. In applying discipline seasoned with grace, as led by the Holy Spirit, we hope to further assist students in knowing and understanding God.

We believe an education according to the above philosophy provides opportunity for every student to become a responsible and productive part of society, impacting the world for God's purpose and glory.

Statement of Faith

This is the statement of faith for Mountainview Christian School. All school board members, administrators and teachers must unreservedly affirm and support the following doctrinal commitments:

1. We believe there is one true God, the almighty Creator of all things, eternally existent in three Persons: God the Father, God the Son, and God the Holy Spirit. (Genesis 1:1; Matthew 28:19; Luke 3:22; John 10:30; 2 Corinthians. 13:14)
2. We believe the Bible is the only revealed Word of God, which is divinely inspired, trustworthy, authoritative and full of power. (2 Timothy 3:16; 2 Peter 1:20-21)
3. We believe in the humanity and divinity of the Lord Jesus Christ (John 1:1-3, 14), in His birth by a virgin (Isaiah 7:14; Matthew. 1:18-23; Luke 1:35), in His life without sin (Hebrews 4:15 and 7:26), in His miracles (John 2:11), in His sacrifice and atoning death through the shedding of His blood (1 Corinthians 15:3; 2 Corinthians 5:21; Ephesians 1:7; Heb. 2:9), in the resurrection of His body (Luke 24:36-43; John 11:25; 1 Corinthians 15:4), in His ascension to the right hand of God the Father (Mark 16:19), and in His second powerful and glorious coming. (Acts 1:11; Revelation 22:7)
4. We believe in justification by God's grace to all who repent and put their faith in Jesus Christ alone for salvation. (John 3:16-21 and 5:24; Romans 5:8-11; Ephesians 2:8-10; Titus 3:5-7; 1 Peter 1:18-19)
5. We believe in the indwelling presence and transforming power of the Holy Spirit enabling Christians to live a holy life exhibiting the fruits of the spirit. (Romans 8:9,13-14; 1 Corinthians 3:16; Galatians 5:22-25; Ephesians 4:30 and 5:18)
6. We believe in the resurrection for the saved and the lost; the saved will be raised to eternal life, and the lost will be given over to eternal condemnation. (John 5:28-29)
7. We believe in the spiritual unity of believers in our Lord Jesus Christ, manifest in worshipping and witnessing, making disciples throughout the world. (Matthew 28:18-20; 1 Cor. 12:12-13; Gal. 3:26-28; Eph. 4:3-6)

School Leadership Structure

Mountainview Christian School is sponsored by Yayasan Sekolah International Koinonia (YSIK). This foundation was given permission by the Indonesian government to establish an international school. YSIK is the official link between the government and the school. YSIK has delegated to the School Board the responsibility for the total educational program of Mountainview. School Board is governed by the Carver Policy Governance model (https://www.carvergovernance.com/) and is

responsible for the hiring, monitoring, and dismissal of the superintendent. The superintendent is the liaison between the School Board and the entire school faculty and staff.

MCS School Board for 2018-19 school

Chair: DJ Searcy
Vice Chair: Brent Armistead
Secretary: Courtney (Koko) Wisdom
Member: Betsy Kirk
Member: Paul Suh
Member: Gert-Jan DeGraaf
Member: Anita Dudek
Member: Linda Joyner
Member: Steve Fairbanks

Accreditation

Mountainview is accredited with the Association of Christian Schools, International since 2008 (ACSI, https://www.acsi.org/) and with Accrediting Commission for Schools Western Association of Schools and Colleges since 2018 (ACS WASC, https://www.acswasc.org/). Our students are provided with a quality Christian education and are tested regularly using NWEA's Measures of Academic Progress (https://www.nwea.org/map-growth/) or other standardized testing to ensure that their performance level is comparable to that of their American peers. Our graduates go on to attend universities and colleges in America, Korea, Canada, Australia and elsewhere.

Curriculum

Mountainview's curriculum is based on an American system with a Christian foundation, an intentional integration of biblical worldview within all content areas, and uses materials from both Christian and secular publishers. United States' Common Core State Standards (http://www.corestandards.org/) are used to guide learning objectives in English / Language Arts and Mathematics. The Next Generation Science Standards (http://www.nextgenscience.org/) contain the learning objectives for science courses. The framework for social studies' learning objectives is based on National Council of Social Studies standards (https://www.socialstudies.org/standards). In addition to the core curriculum of English, math, science, social studies and Bible, we offer fine arts, physical education, computer and various elective classes to broaden our students' knowledge and experience. One of our "distinctives" at Mountainview states that we will always seek to prepare students for entry into North American higher educational systems.

Parents may request a copy of the Course of Study of any course, which details the class's goals, units, materials, assessment and biblical worldview foundation. A copy of the Scope and Sequence, which shows how a class helps students meet the long-term learning goals of that subject is also available upon request. To help improve students learn and provide other means of assessment in addition to tests and quizzes, our teachers provide a variety of activities, projects and papers as appropriate to the subject matter and the students' age.

Bible reading, scripture memory and prayer are a part of every school day at Mountainview. In view of this an applicant should consider the following items:

1. Enrollment in the school constitutes an agreement by the parents and the student to participate in Christian teaching and activities.
2. All instruction at Mountainview is Christian in nature, but is non-denominational and non-creedal.
3. All students must actively participate in Bible classes, chapel, devotions, Bible memory work, and other religious activities of the school.
4. The Bible instructor or classroom teacher may ask each student to prepare for and participate in devotional programs.

EXPECTED STUDENT OUTCOMES (ESOs):

Mountainview Christian School wants its students to pursue academic excellence in a place of grace so that lives will be transformed by Christ to impact the world.

In order to achieve this, our goal is to graduate students who...

1. Academic:
    a. Desire knowledge, enjoy discovery, and search for God's truth in all areas of life.
    b. Apply critical thinking skills to inquiry, problem solving, and worldview.
    c. Complete course work in preparation for higher education or employment
2. Character:
    a. Understand the principles of Christian truth and live out a personal relationship with Jesus Christ.
    b. Develop integrity and a sense of justice.
    c. Develop self-discipline and responsibility.
    d. Respect and love others and value cultural diversity
3. Impact:
    a. Demonstrate global citizenship and good stewardship of creation.
    b. Demonstrate Christ's love in word and deed to family, school, and community.

History

The Mountainview Christian School is recognized by the government of Indonesia as an international school in Salatiga, Central Java. Mountainview offers American curriculum classes from Kindergarten to Grade 12 to foreign students wishing to be taught in the English language.

Mountainview was founded in 1981 (as Central Java Inter-Mission School) by representatives from Bethany Fellowship and the Christian Church in Indonesia in an effort to educate their own children, as well as other foreign children, in the best way possible. The School Board has now added several other organizations to its membership. In June of 2001, the name of the school was officially changed to Mountainview International Christian School and then updated again in 2015 to Mountainview Christian School (in compliance with Indonesian regulations), also known as Mountainview or MCS.

The school began in one rented house with no boarding facility. There were seventeen students and three teachers. Through the years the facilities have expanded to include land on which has been built an elementary school including library and computer lab, a secondary school including library and computer lab, a soccer field and track, several dormitories, an auditorium/fine arts building, a two-court gym, locker rooms, swimming pool, playgrounds, multiple staff apartments, and maintenance facilities.

ACADEMIC POLICIES

Elementary Grading Scale

Third through Sixth Grade uses the following scale:	**Second Grade uses the following scale**:
A 92-100% Excellent, achieving highest level.	A 90-100% Excellent, achieving highest level.
B 83-91.9% Above average performance.	B 80-89% Above average performance.
C 74-82.9 % Average work, expected of most students	C 70-79% Average work, expected of most students
D 65-73.9% Poor quality or minimum amount of work	D 60-69% Poor quality or minimum amount of work
F 0-64.9% Failing work which signifies lack of understanding of the material	F 0-59% Failing work which signifies lack of understanding of the material

- **Kindergarten and First Grade measures proficiency of particular skills that are described within the report card. Please see classroom teacher if you have any questions or concerns.**

A student who is experiencing serious difficulty in achieving acceptable grades may be placed on academic probation. In this event, the administration will contact the parents and notify them of the problem, specifying a date by which the student must be able to achieve satisfactory work if he is to remain at Mountainview.

Educational Testing: The school reserves the right to administer any educational testing deemed appropriate by the classroom teachers and principal. A special learning program (including an individualized educational program) may be required if indicated by testing. Additional fees may be required for individualized instruction.

Each year in grades 1 - 9, the Measures of Academic Progress (MAP) will be given at least once in the 1st semester and once in the 2nd semester. Results will be sent home to parents following each assessment window.

Students in ELL class will be given an English language proficiency test towards the end of the school year to determine their readiness to move from their ELL support class to Indonesian class. Students will be reassessed when they enter Secondary.

Homework: In order to develop good study habits, as well as to reinforce what is learned in the classroom, students usually will be given homework assignments daily. On average, a student in 1st or 2nd grade should have about 15 minutes worth of homework. A student in 3rd or 4th should have about 30 minutes. And a student in 5th or 6th should have about 45-60 minutes of homework. This will vary some according to the teacher and individual needs. If your child is struggling with the amount of homework, please feel free to discuss this with your student's teacher.

We do encourage parents to express an interest in homework assignments, but we ask that they not take responsibility for the accuracy or neatness of their child's homework. Projects or homework sent home is to be primarily done by the child. By communicating their interest in the child's daily work, parents can greatly enhance the learning process begun at school. Helping the child verbalize what is being learned, as well as what he still finds confusing, tends to strengthen the parent-child bond. The child also will grow in self-discipline as the teacher and the parents continually encourage him to complete the assignments.

Transfer Students: Students transferring into Mountainview will usually enter into the grade level that they were currently in. However, an entrance level test will be given and the student will be evaluated to make sure they are on grade level. Parents should submit records of the child's previous school experience: report cards, transcripts and any other information that would be helpful to the school.

Students Arriving After the Semester Begins: For the academic success and smooth social transition of the students, it is very important for families to arrive at the beginning of a semester. We recognize the impossibility of that in some situations, however, and so we have created a policy to help us balance the need to offer a valid and complete semester of education with the desire to avoid unnecessary burdens on the students. This policy is our best attempt to develop a plan that will ensure the best academic success and the smoothest transition possible in the circumstances. As always, we are willing to work with families to help meet their individual needs. Contact the principal for details of the policy if your child(ren) must miss more than a few days of the semester.

Academic Dishonesty

We consider honesty to be a primary Christian ethic and one which is especially important to a school community. Therefore, any form of academic dishonesty -- whether cheating, copying or plagiarism -- carries very serious consequences. See the Standard of Conduct Discipline Plan for details.

Definition of terms

1. Cheating is any form of getting information unfairly for a test or other graded assignment. It can involve giving or receiving answers to a test, quiz or assignment, or the discussion of test materials with students who have not yet taken the test.
2. Copying is submitting another person's work as one's own.
3. Plagiarism is using the words or ideas (even a paraphrase) of another writer without giving proper credit. Whether intentional or not, plagiarism is stealing; it is claiming someone else's work as your own.

Retention

Retention of students may be considered when the student is receiving failing grades in two or more subjects in reading and/or math and the teacher recommends non-promotion. Mountainview will look at the holistic view of the child, carefully weighing the physical, mental, social, and emotional maturity, as well as the academic achievement of the individual. Retention may also be considered when a student has been absent for more than 15 days in one semester.

Records Review: Parents or guardians who would like to review their child's file should contact the principal to set up a viewing. Files may not be removed from the office

ADMISSIONS

Current School and Boarding Admissions Policies and Procedures, along with the Admissions Testing Calendar, can be obtained from the school Registrar (registrar@mtview.id) or on our website: www.mtview.id.
Non-discrimination Policy: Mountainview does not discriminate on the basis of gender, race, color, or ethnic origin in admissions or administration of its policies and programs.

Probationary Period: Newly admitted students are on probationary status for one year. Their re-enrollment at Mountainview for a second school year will depend on their academic success and their adjustment to school culture and policies. New ELL students, especially, must demonstrate the ability to succeed in an all-English environment. This determination will be made during or at the end of their first year, depending on testing, grades, and consultation with teachers. Failure to meet standards may necessitate a student's being placed in a lower grade, repeating the current grade, or even withdrawing from Mountainview. Of course, no student is guaranteed a continuing place at Mountainview—even after the probationary period—if school policies and administrative decisions are not respected.

Re-enrollment

For Current Students - In January of each school year, the registrar will send the Online Enrollment Package to all current parents. The package is accessed through ParentsWeb. Parents are required to submit the Online Enrollment Package to confirm their child/children's enrollment plan in the ensuing year. Mountainview will NOT hold a space for students whose parents failed to submit the Online Enrollment Package by April 1st of the prior school year.

For Returning Students - A student who withdraws from Mountainview may re-enroll provided that there is a space available in the given grade level. The parents should contact the registrar to confirm the space

availability. If a space is available, the parents may proceed the re-enrollment process by submitting the Online Enrollment package. If a student has been absent from Mountainview for more than 1 year, a fully completed application file including academic and English Language proficiency testing, will be required.

Furlough / Sabbatical leave - Furlough/Sabbatical leave is part of the family life on the field and Mountainview recognizes such dynamics. A family who is planning to take sabbatical leave must inform the Registrar's Office by email. To confirm their enrollment plan, parents should submit the WILL NOT ENROLL option in the Online Enrollment Package (within ParentsWeb). Mountainview does NOT hold a space for student taking more than a year furlough. While tuition payment is not required during sabbatical leave, Mountainview may require payment to secure space for the student. If a furloughing family does not inform the Registrar's office in writing prior to departure, their status will be treated as a "returning student", see above.

ATTENDANCE

School Day

Classes for 1st through 6th grade begin promptly each day at 7:45am and dismiss at 2:45pm. Kindergarten begins at 7:45am and dismiss at 12:00pm. Mountainview is responsible to supervise students beginning at 7:30am until 2:45pm. Exceptions to this policy will be made for students participating in after-school clubs, athletics, or tutoring with supervising instructor. Teachers are on campus until 3:00pm daily and appointments may be scheduled with the elementary office (eloffice@mtview.id) to see them prior to their 3:00pm departure.

Calendar for 2018-19 school year

The "Year at a Glance" calendar can be accessed electronically on the Mountainview website at this link. The current weekly calendar can be accessed electronically on the Mountainview website at this link.

Drop Off

Morning Drop Off: Monday through Friday children may be dropped off at the elementary school at 7:30 am. **Students must be with an adult until 7:30am, when teachers will begin supervising students.** Please use the roundabout for dropping your child off in the morning, staying to the left, stopping at the front doors and allowing your child to get out then proceeding to the right in front of the auditorium. Please be aware of students walking or riding bikes across this area as well. If it is necessary for you to come into the school, please park your car at the parking lot in front of the high school and then walk over to the elementary. Please remind drivers that they are not to park in front of the school or auditorium as this will cause congestion in that area.

Afternoon Dismissal:

Students will be dismissed from the front door of the elementary school. Students that are walking or being picked up by a walking parent/helper/sibling will be dismissed to the person picking them up. Students going home in cars will wait within the lobby and be picked up from the doorway. Teachers will be on duty to help with the picking up of students.

Parents/drivers should be prompt in picking up their children at 2:45pm (12:00pm for Kindergarten). If there is any change as to who is picking your child up, or if you will be late, please phone the school office as soon as possible. If there is no one there to pick up your child, we will have your child call home. Also please inform your drivers of how they are to pickup and drop off your children. Thank you.

After-School Hours

Following dismissal, **parents are responsible for the care and supervision of their students.** Students will be dismissed at 2:45pm and should be picked up promptly at that time. If you are going to be late to pick up your child, please notify the school as soon as possible.

After-School Play: We know that since there are no parks or other play areas in Salatiga, the elementary is a great place to play after school hours or on the weekends. However, **we require that elementary students have a supervising adult** (parent, responsible adult, etc.) watching the students when they play during non-school times. Because we are concerned for your child's safety, this rule will be enforced. Please do not send your children to play at the school unless they are supervised. Please note that students may only play in the field or in the gym if it is open and available; school rooms are off limits during after-school hours. Also

please make sure that your children leave the area clean and all equipment where it belongs when they are finished.

Absences

For optimum learning, parents should make every effort to have students present whenever school is in session. When an absence is necessary, parents are asked to ***give a week's notice if possible***. This gives the teacher time to adjust plans and due dates if necessary, and it gives the student time to do some work in advance, making the absence much less stressful for all.

Throughout this policy, the word absence means missing any portion of the school day, including late arrival and early dismissal.

Excused Absences: Following are reasons for excused absence:

- Illness (note or phone call from parents required upon return to school; a doctor's note may be required)
- Visa requirements (notification required in advance: one week's notice if possible)
- Family emergencies (explanatory letter or phone call from parents required)
- For late arrivals, traffic problems may be accepted as an excused reason on an occasional basis, but regular problems need to be avoided by earlier departures. (note or call from parents required)
- Planned absences if sufficient notice is given and the reason is approved: At the elementary school we appreciate and prefer that all planned absences be requested for students with a written or email notice submitted to the principal for approval two weeks in advance. This helps your student's teachers better prepare work that can be taken with the student so that he does not fall behind on his school work.
- We expect routine medical and dental needs of the students to be taken care of by the parents on weekends or after school hours if possible. If this is not possible, parents should follow the procedures to request approval as for any other planned absence.

Unexcused Absences: Absences for any other reason (such as tardiness due to oversleeping) will be unexcused, and therefore credit for make-up work will not be given. This includes absence for reasons that might have been approved but for which permission was not requested in advance.

Reporting to the Office:

- *Returning to School after an absence*: Unless the absence was pre-approved, students must bring a note from their parents to the teacher or elementary office. If the student does not have a note the student will be given an unexcused until a note is brought to the office.
- *Leaving Early*: Any student needing to leave school early must report to the office before leaving. Students will not be permitted to leave without a parent or a note/call from a parent.

Make-up Work: For excused absences, a student may ask for and submit make-up work. It is the student's responsibility to contact individual teachers to ask for make-up work and due dates after any absence. To receive credit for missed assignments, a student must make up all work by the dates set by the teacher. For planned absences, all work should be completed as set up with the teacher.

Participation in Extracurricular Activities: Any student who is absent for any portion of the school day due to illness or an unexcused absence may not participate in extracurricular activities (including open gym, sports practices, etc.) that day. A student who misses the whole day due to illness or an unexcused absence may not even attend any extracurricular activity. Exceptions must be approved by the event sponsor and the principal.

Minimum Attendance Requirement: A student who misses more than fifteen school days in any given semester—regardless of the reason—puts his/her credit for that semester in jeopardy. This may affect promotion. Within a week of the fifteenth day of absence, parents must submit to the principal a written request for a waiver of the attendance requirement. The school will attempt to notify parents when the number of absences is approaching the limit, but it is ultimately the parents' responsibility.

BEHAVIORAL GUIDELINES - Elementary Expectations

Be Safe

Be Responsible

Be Respectful

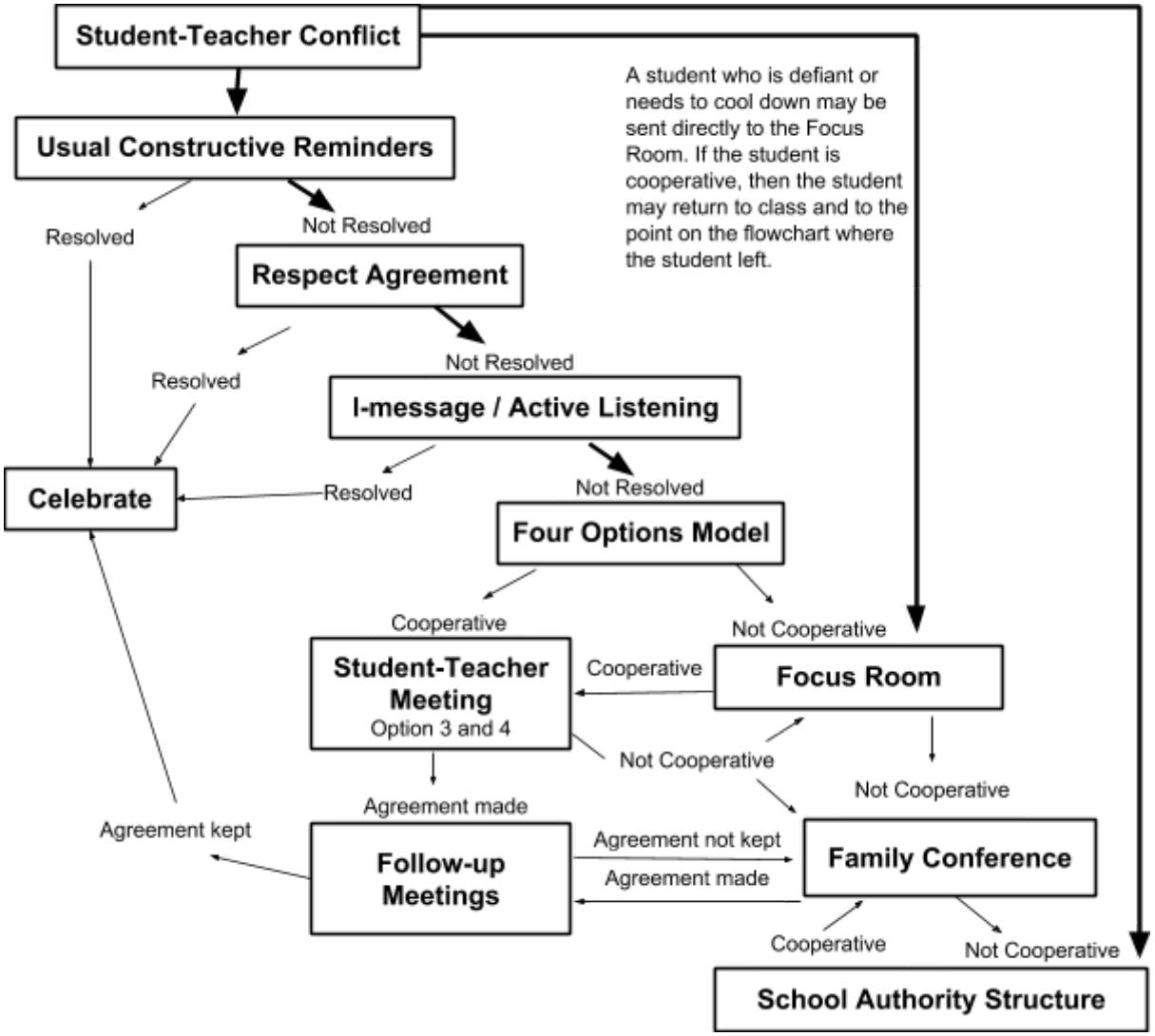
These expectations are clearly described in multiple areas of our campus. Look for posters that describe behaviors that are safe, responsible, and respectful in classrooms, hallways, lunch areas, gymnasiums. Teachers teach, model, encourage, and reinforce these expectations throughout each school day. We believe it is important to teach students what they SHOULD do, rather than focus on the behaviors that are not allowed. For example, we teach students to *walk* in the hallways because it is safer for the community (rather than repeated say do NOT run).

When students do not follow these expectations, we follow the principles of Discipline that Restores to help restore brokenness caused by the misbehavior.

Discipline that Restores

Mountainview Christian School believes in a discipline plan that is fair, restorative, and consistent. We feel that all students have a right to go to school in a safe environment. Each student also deserves the opportunity to learn in an atmosphere of respect, free from the influence of disruptive classmates. Each student and teacher has a responsibility to help create and maintain a respectful, safe and stimulating learning environment. We realize that there will be times when students forget their responsibility or are temporarily unwilling to be cooperative. For this reason we have developed a plan of discipline that has as its goal restoring both a safe and stimulating environment and restoring those who are negatively impacted by the misbehaviour. Teachers and students will develop a Respect Agreement for each class/grade level and then will use the following plan shown in the chart below in dealing with conflicts. See the flowchart below for a visual summary of this restorative discipline plan. You can also refer to the Parent section of our website www.mtview.id for a detailed description of this approach.

FLOW CHART OF DISCIPLINE THAT RESTORES



<u>Standard of Conduct</u>

Mountainview is a Christian school, and we therefore have some standards which are based on the Bible and on Christian ethics. Other guidelines may be motivated by our understanding of what constitutes safe, sensible and respectful behavior in our circumstances. All members of the school community are expected to honor these guidelines, which we have chosen to help us maintain a positive and effective learning environment.

Moral/biblical Principles: It is our expectation that all members of the Mountainview community will honor Christ in all behavior and interactions, both in and outside of school. We expect our students to internalize Scriptural principles and ask themselves if certain actions are consistent with Christian testimony. Consequences for infractions of these principles may be invoked even when the misbehaviors are not directly associated with the school. Among other behaviors which would not be acceptable to a Christian witness are the following:

- **Dishonesty:** Dishonesty dishonors God and undermines trust, which is the foundation for positive relationships.
  - *Cheating:* Students are to do their own work. Giving or receiving information to/from others for graded work or copying the work of another student is dishonest and unacceptable.
  - *Plagiarism:* Blatant plagiarism is equally unacceptable. Students are responsible to work on understanding and avoiding all forms of plagiarism, although “technical plagiarism” is dealt with more leniently.

- *Lying:* Integrity is essential for good relationships and mutual respect. Lying is unacceptable.

- **Abusive/Profane/Offensive Communications**: All forms of communication, including websites and other electronic communications, should honor Christ and show respect for others and for the school. Gossip, uncharitable criticism, profanity, and any other detrimental speech/communications are unacceptable.
- **Violent or Threatening Behaviors**: All members of the Mountainview community are expected to show respect and concern for one another. Students are to refrain from fighting and even from responding violently if attacked by another. Threats and bullying are equally unacceptable.
- **Respect for Authority:** Students can expect to be treated with respect and need to show respect to everyone.
  - *To Teachers*: Refusing to do what a teacher asks is disrespectful and is considered insubordination.
  - *To Indonesian Staff*: Students should respond respectfully if asked to do something by an Indonesian employee. Rather than making requests directly to Indonesian staff, students should ask a teacher for help.

Non-biblical Guidelines: The following guidelines have been developed to facilitate the smooth and positive functioning of the school. While most of these guidelines are practical rather than moral in nature, a willful refusal to submit in any area becomes a moral issue.

- **English only**: Because we are an English-language school, we expect all students to speak English during school hours (both during and in between classes). The use of English socially is critical in attaining proficiency. Elementary Only: There may be occasions when a student will be asked to use Korean, usually to communicate to another student who is a new English language learner.
- **Electronic Devices**: Elementary Only: Hand phones may be left at the school office or with the classroom teacher during school hours.
- **Safety:**
  - Students are not to carry weapons or other dangerous materials on campus. This includes cigarette lighters, slingshots, pocket knives, guns [including pellet, BB and paintball], etc. On dress-up days, like Spirit Days, Book Character Day, etc. students may want to dress up using play swords or light sabers. Play weapons are permitted on those days only, as long as they are used appropriately and are not sharp/dangerous.
  - Students are to act appropriately in all areas. No running in halls, sitting on lockers or roughhousing.
- **Campus Policies/Restrictions**:
  - Students are to arrive for school and for each class promptly, being seated and ready by the bell.
  - Students are not allowed in the building until 7:40am when the first bell rings, and are expected to be in their seats and ready at 7:45am when the second bell rings.
  - Mountainview is a closed campus. Students are to stay on campus during school hours.
  - Elementary Students may not go to the dorms without permission from the principal.
  - Students are expected to attend class.
  - Students are to spend the entire lunch period at the lunch area.
  - The campus is closed at 9:00 PM on Sunday through Thursday and at 10:00 PM on Friday and Saturday. This means non-dorm students may not enter after that time, and if they are on campus, they must leave. The exceptions are (1) if they have a parent with them, (2) if a school-approved, chaperoned event is still going on.
  - Students* must ask permission to enter the teacher's lounge. Students* may not use the copier. *(except for teachers' aides while on duty)
- **Facilities Policies**:
  - *Care of facilities:* Students need to treat the building and all of the equipment and supplies of the school well (i.e. desks, books, and lockers…) and use these materials in the way they were designed to be used. We expect them to actively participate in keeping our facilities clean and in good condition for all to enjoy.
  - *Cubbies:* Nothing is to be left on top or on the floor in front of the cubbies.
  - *Gum*: Gum chewing is not allowed at school.
  - *Food:* Only water is allowed in the auditorium, on the gym floor and in class.
  - *Auditorium:* Students are not allowed to use the auditorium unsupervised.
  - *Gym*: See the Gym Use Policies for full information about gym hours and care of the facility.
- **Vehicle Policy:**
  - Students may ride bicycles to campus. There is covered parking at the secondary school to park your bike. Please advise your child to be careful walking through the parking lot as there will be many cars driving in and out of the parking lot. Students are encouraged to lock their bicycles. Although we will

supervise this area to the best of our ability, we cannot be responsible for damaged or stolen bicycles, especially bicycles left overnight at the school. Usually, bicycles left in the school parking lot after 5:00 pm will be locked up. If you are wanting to retrieve a bicycle, please talk to a guard at the front entrance. Bicycles are not to be ridden during school hours and are not to be ridden inside courtyard of the elementary.

Suspension/Expulsion Guidelines

A student suspension may be enforced at any time for serious violations of Mountainview's standard of conduct, such as violating the rights or endangering the safety of another person or committing damage to school or another person's property. Suspension may be in-school or out of school, depending on the severity of the misbehavior.

Expulsion may be considered in an extreme violations of Mountainview's standard of conduct, and will be decided upon by the elementary principal and the superintendent.

Playground Rules:

- Students are to observe boundaries and be in sight of the supervising teacher/volunteer at all times.
- Once on the field or in the gym, students need permission before re-entering the classroom area to use the restrooms or for any other reason.
- Grades 4-6 are not to play on the jungle gyms when the younger grades are also out playing.
- Ball playing should be on the soccer area of the field or in the gym.
- Students should walk on the sidewalks to and from the playground/gym.
- Fighting of any sort will not be tolerated. Students caught fighting will be dealt with by the principal and teacher. Parents will be notified.
- Slides are for sliding down, not for climbing up.
- Swings are to be used with caution. Students may not play in front of the swings. Students are not permitted to jump off of the swing at the end of his turn.
- The monkey bars are only to be used when there is close teacher supervision.

Skateboards/Roller Blades/Skates on Campus

In general we want to stress…

- Have fun, be safe, and protect our equipment and facilities.
- Areas skateboards/roller blades/skates are allowed:
  - cement corridors around gym at gym floor level (unless there is other activity in that area)
  - parking areas if no vehicles present
  - cement sidewalks
- The following actions are not allowed anywhere on campus:
  - No grinding
  - No jumping from one level to another (like off a curb or single step)
  - No stair jumping, grinding, or use of rails.
- The following areas are always closed to skateboarding:
  - in gym (on plastic flooring)
  - on all tiled floors (inside or outside)
  - around classrooms or offices between 7:00 AM and 5:00 PM during normal school days.
  - in areas where there are a lot of people (even if the area is normally "allowed")
  - in and around the gym seating area including upper corridor
  - playground

"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it. " Hebrews 12:11

ELEMENTARY DRESS CODE

All clothing needs to be **modest**, **clean** and **culturally sensitive**.

The following guidelines are provided to help you apply the above principles to specific areas of dress. These apply to all campus and non-campus school activities unless special guidelines have been drawn up due to the nature of the event.

- Shirts/blouses for both girls and boys must have sleeves. Exceptions are: K-2 girls are allowed to wear sundresses as it is still appropriate at that age. Also it is acceptable to wear sleeveless shirts while playing team sports after school.
- Hats are not to be worn during the school day, except during P.E., recess, and outdoor field trips.
- Clothing may not have rips or holes.
- Shorts/skirts/dresses/culottes must be no more than one hand-width above the knee.
- Students need to keep shoes on their feet at all times while they are at school. The only exception to this is if the teacher gives special permission to take their shoes off in their specific class. Please have students wear or bring sports shoes for P.E. days.

P.E. Uniform: The P.E. uniform is a Mountainview P.E. T-shirt and shorts. The shorts should come to just above the student's knee and be athletic shorts. P.E. T-shirts may be purchased at the school office. Students need to wear athletic/sports shoes for Gym class.

If you have any questions, please contact the elementary office, eloffice@mtview.id

ENTRANCE to CAMPUS PROTOCOL

We desire Mountainview Christian School to be a **safe place** for our students, their families, staff, faculty, School Board members, and Yayasan members to grow and learn, be encouraged, and support one another both within school hours and after the school day is finished. Beginning February 5th, 2018, Mountainview Christian School campus will be an **"entrance with Mountainview ID only**" campus. Exceptions to be described below: Contact office@mtview.id if you have any questions.

Mountainview Christian School ID include:

- Full Name
- Photo identification
- MCS Status (student, staff, parent, teacher…)
- Issuing Date
- Expiration Sticker -- all IDs expire at the end of each school year, new stickers will be added for returning students, staff, faculty, parents, board, and yayasan members
- Superintendent's signature

Mountainview Christian School IDs grant access to:

- Entrance through front gate or back gate of campus
- Playground, gym, and field use during appropriate hours
- Swimming pool access during pool hours

Access to the weight room requires training and purchase of a keycard

- Access is reserved to our current secondary students and their parents, current staff, current faculty, former & current School Board members, former & current Yayasan members.
- Training by PE/Athletic department is required
- Keycard may be purchased for Rp. 60.000 in (Main Office/Secretary)
- *Part time status families must pay minimum tuition value equivalent to the Community Membership Fee (Rp. 3.000.000 per family) to have access to weight room

Who is granted the privilege of holding a "Mountainview Christian School ID"?

- Current Secondary Students
- Current MCS National Staff & spouses (children may enter with parent & MCS ID)

- Current MCS Expat Teachers & spouses (children may enter with parent & MCS ID)
- Current MCS Board Members, Former Board Members living in Salatiga
- Current MCS Yayasan Members, Former Yayasan Members living in Salatiga
- Current parents of Mountainview students

Who may apply for a "Mountainview Community ID" as a community member?

- MCS alumni (graduated students) living in Central Java
- Parents of MCS alumni living in Central Java
- Current Christian Service Community Members living in Salatiga

Mountainview Community IDs are available following:

- Completed online application (including basic demographic information and photocopy of passport) found on http://www.mtview.id/admissions/community_application.cfm
- References from 2 (two) current MCS ID holders
- Annual membership fee of Rp. 2.000.000 per person or Rp. 3.000.000 per family

Mountainview Community member IDs includes

- Full Name
- Photo identification
- Issuing Date
- Expiration Sticker -- all IDs expire at the end of each school year, new stickers can be purchased with additional annual membership fee
- Superintendent's signature

Special Options for MCS Alumni (graduated students) not living in Central Java

- Alumni may apply for a "Mountainivew Community ID" - FREE for 1 month
- Must present current personal ID (passport, driver's license, etc) to Secondary Office
- Alumni are reminded to respect school hours (7:45am - 2:45pm). Visits during the school day should be pre-arranged with faculty or staff.

Can visitors enter campus *without a Mountainview ID*?

- Must enter from FRONT GATE only -- no back gate entrance is permitted
- With an appointment with a current MCS staff or faculty - confirmed by SATPAM
- OR be accompanied by current Mountainview ID holder -- this ID holder will be responsible for the visitor and must accompany their guest the entire time

During Special Events (athletic, fine arts, and community events…)

- Non-Mountainview ID holders must present a SIM / KTP to SATPAM at front gate
- Visitors must remain in the designated area for the event
- If visitor is seen in undesignated area, SATPAM (or MCS staff) will escort the visitor to leave campus immediately

What about DRIVERS? And PEMBANTUS?

- MCS Parents must register their driver and/or pembantu with the SATPAM, contact office@mtview.id to register
- Copy of SIM or KTP is required
- Driver / pembantu **may NOT stay** on campus during the school day
- Deliveries only
- *Preschool and elementary students must be supervised **by a parent** during non-school hours

Are animals/pets allowed on campus?

- Pets must be secured on a leash at ALL TIMES while on campus
- If your pet damages our facilities or property, the owner is responsible to paid to repair or replace the broken item
- If your pet poops anywhere on our property, you must pick it up and dispose of it in a proper area

Can Mountainview facilities be used for large group gatherings?

- A scheduled event for a group of 10+ people must receive prior permission to use Mountainview facilities (single or recurring events included)

- Group representative (MCS ID-holder) complete REQUEST for LARGE GROUP form (http://www.mtview.id/events/large_group_request.cfm) at least 2 weeks prior to the event. This representative is expected to be present at the event and help maintain MCS expectations of care and respect for people and facility.
- Request should include date, purpose of the event, start time, end time, estimated number of people, specific facilities requested, parking needs, name of person responsible & contact information
- Mountainview expects all trash will be cleaned up and facility supplies will be returned to original position immediately following the event. If this expectation is not followed, a clean up fee may be required and permission for any additional events may be denied.

Reminders for usage

- *Playgrounds, gymnasiums, and pavilion spaces are for student use only during school hours (7:30am - 2:45pm).* Community members should respect these hours and use these spaces after school only. (Exceptions may be made for specific circumstance such as Moms in Prayer International uses pavilion space on Tuesday mornings. Please see Main Office for details.)
- PE and Athletic Department have priority for the use of gymnasiums and swimming pool. Please see Athletic Director for specific schedules.

Mountainview reserves the right to remove a Mountainview Christian School ID or a Mountainview Community ID from any individual who does not respect or honor the campus, facilities, or people within the gates (without a refund).

AGREEMENT for Mountainview ID and Community Member ID holders - I will:

- Treat all people (including expat and nationals) on campus with respect and kindness
- Care for the facilities
- Clean up after myself -- throw away any trash
- Use facilities properly and follow any posted advisories
- Take responsibility to report any damages that occur while using any school property

FACILITIES & ROUTINES

Computer Policy

General Disclaimer: The administration of Mountainview retains the right to change these rules and policies without notice. In such an event, the new policy will be posted in the computer lab, the library, and on the website. It is the computer user's responsibility to familiarize himself with these rules and policies on an ongoing basis.

- Mountainview is not responsible for any offensive or inappropriate material that is found on the Internet.
- Mountainview reserves the right to inspect the content of any computer belonging to the school or any privately owned computer, or storage device that is accessing the network on campus through our system.
- The Mountainview IT staff will maintain a firewall to prevent the ability to access inappropriate sites from any school computer.

Computer Usage Policies and Procedures:

1. Computer Access: the lab and library computers may be used by the following people only:
   a. Students with a current Mountainview I.D.
   b. Faculty
   c. Approved Guests (including family members of students or faculty, alumni and part-time students)
2. Computer Usage Priority: Mountainview provides these facilities for use by current Mountainview students for the completion of their course work at Mountainview. Computer usage not related to coursework is considered of lesser priority. In the event the computers are all in use, anyone may be asked to give up his computer to someone needing it for coursework.
3. Printing: all printed pages must be paid for at the current fee schedule at the time of printing. No printed pages may be taken by a student until they are paid for.
4. Care of Equipment and Facilities:
   a. Food, beverages and candy are not allowed in the lab or library.

b. Finishing a work session: users are to shut down lab computers and log off library computers. Then push in chairs, clean workstations and throw trash away.

Computer Lab/Library Rules

1. Computer Hard Drives:
   a. Under no circumstances should any system or program file be altered. Altering the windows screen saver or desktop appearance as well as software/hardware settings is not permitted.
   b. Saving or downloading files to any of the hard drives or servers is not permitted. Any such files will be erased when the computer is shut down All files should be saved on CD's or on flash disks.
   c. The installation of software is not permitted. The lab is not a game room. All software installations on school computers are to be approved and installed by the director of information technology. This includes files downloaded from the Internet
2. Prohibited Behaviors:
   a. Copying software is strictly prohibited.
   b. Inappropriate language or behavior is not permitted and will not be tolerated in the lab or library or in any computer usage (i.e., e-mails, homepages, etc.).
   c. Offensive materials on the Internet are not to be accessed through Mountainview's network using any computer located at Mountainview. A firewall is installed on all computers to prevent access to inappropriate sites, however if anyone accidentally accesses an offensive site they are to close it and report the mistake immediately to the director of information technology, a teacher or administrator. Anyone who knowingly accesses these pages will lose internet privileges and will be subject to further disciplinary actions.

Disciplinary Actions: Any student found in violation of the computer usage rules may be subject to the loss of access to Mountainview computers and server for a length of time to be determined by the appropriate computer faculty and principal on a per-incident basis. Further disciplinary action will be instituted for any use of inappropriate language, access of offensive material or any other activity not consistent with Mountainview's Standard of Conduct.

Chromebook Policy

Purpose of Use

Chromebooks are provided for the purpose of supporting the educational mission of the school. Mountainview is dedicated to pursue academic excellence in a place of grace so that lives will be transformed by Christ to impact the world. The school's goals, in providing Chromebooks to students are to promote academic excellence in the following ways: facilitate resource sharing and research, enhance innovation, encourage creativity and collaboration, expand communication, and increase productivity.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including, but not limited to, those stated in the Parent/Student Handbook. Members of Mountainview are expected to use all computing devices, as well as the school's network, in a responsible and ethical manner.

Operating System and Security

Students may not use or install any other operating system on their Chromebook. The current version of Chrome OS will be installed, supported and managed by the school.

Updates

The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection

Chromebooks use the principle of "defence in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.

Software -Google Apps for Education

Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms. All work is stored in the cloud.

Chromebook Damage/Repair
If damage occurs to a Chromebook, the student or teacher should immediately inform the IT department so that the Chromebook company can be contacted and repairs can be done in a timely manner. **If damage occurs intentionally, it will be the parents' responsibility to pay the full cost of the repair or replacement of the computer.**

Chromebook Use
Backgrounds and Themes - Students must not change the desktop theme.
Sound - Sound must be muted at all times unless permission is obtained from a teacher. Individual headphones may be brought from home for use with the Chromebooks.
Logging into a Chromebook - Students will log into their Chromebooks using their school issued education account that has been set up by our IT department. Students should never share their account passwords with others. If the password is compromised, inform the class teacher who will arrange to have the password reset.
Managing and Saving Digital Work with a Chromebook - The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.

Chromebook Care
Carrying Chromebooks - Always transport the Chromebooks with the bottom supported and the screen closed.
Protecting the Screen
- Close the Chromebook screen before moving it.
- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- When screens need cleaned, they should be cleaned by a teacher with a soft, dry cloth.
- Do not bump the Chromebook against lockers, walls, floors, etc. as it will eventually break the screen.

General Precautions
- No food or drink is allowed next to your Chromebook while it is in use.
- To conserve battery life Chromebooks should be shut down before moving them.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Mountainview.
- Chromebooks should be returned to its appropriate cart and slot, and plugged in to recharge when finished being used.

Chromebook Labels - All Chromebooks are labeled by the cart letter and slot number on the bottom of the computer, and should always be returned to their appropriate cart and slot number. Students will be assigned Chromebooks according to their student number.

Gym Use Policy
HOURS OF USE
- The gym is closed from 9:00 PM to 6:30 AM every day unless opened by an adult.
- The gym may be used any other times during the day provided there are no scheduled activities.
- If the gym is open in the evening under adult supervision, students must leave the gym in time to be off campus by the posted times. See "After-Hours Campus Use," later in the Facilities section.

CARE OF FACILITY
- The following items are not allowed on the gym floor:
  - Muddy shoes
  - Shoes with marking soles (Please use shoes dedicated for gym use if possible.)
  - Food or drink (other than water).

  The following items (or similar wheeled items) may never be used on the gym floor because that would void our warranty: Bicycles, tricycles, Skateboards, scooters, Inline or other roller skates
- Lights:
  - Turn off lights and fans when you are done.
- Do not hang on or climb on the basketball rims, nets, or supports.

- Sports Nets: To set up volleyball and badminton nets, portions of the floor must be lifted up. A short training session is required to do this. The standards are locked up in the storage closets.
- Damages: Please report any damage or repair needs to the main office.

PARKING: Visitors and parents may park in gym parking area. Please do not park or ride bicycles or motorcycles or any wheeled vehicles in the corridors around the gym.

TOILET FACILITIES: The two bathrooms on the west end of the north gym are traditional squat pots. They are primarily for our guards and outside workers but are always open for anyone to use (but will probably not be stocked with toilet paper).

COMMON COURTESY:

- The gyms are for everyone; so unless you are part of an official event, you must include others in the activity. Be considerate and strive to get others involved.
- Be considerate of the dormitory when using the gym or weight room in the early morning or late night hours. Some dorm bedroom windows are very close!

EMERGENCIES:

- A campus phone is located at the Pos Jaga.
- Location of first aid kit: The nearest first aid kit is located at the South Gym.

FITNESS CENTER/WEIGHT ROOM

- Equipment can only be used after approval has been given by the Athletic Director. ALL participants MUST be trained on each piece of equipment and MUST have completed ALL paperwork BEFORE they can start.
- Sign in and sign out at the front desk.
- Water ONLY! NO food or other drinks allowed in the weight room.
- NO profanity or horseplay at any time.
- Proper footwear and athletic attire is required to use the facility.
- NO CHILD UNDER GRADE 7 IS PERMITTED IN THE ROOM.
- Students in Grades 7, 8, and 9 can ONLY use the weight room if accompanied by a parent/guardian, teacher, or coach.
- For Grades 10, 11, and 12, a minimum of two participants must be present in order to use the equipment.
- Follow all safety tips for use of equipment:
    - ALWAYS warm up before lifting.
    - ALWAYS use a spotter on the free weights.
    - ALWAYS use correct lifting technique & NEVER lift more weight than you can safely handle.
    - NEVER clang or drop the weights.
    - Clean-up after yourself. Wipe down the equipment after use. Remove weights from the bars and return all equipment to its proper place when you are finished.
    - Take care of the equipment and report damages or misuse to the Athletic Director.
    - If there are others waiting to use the equipment, please limit your time to 30 minutes.
- WEIGHT ROOM HOURS: DAILY: 5:00 a.m.-9:00 p.m

LOCKER ROOM PRIVACY POLICY

Mountainview Christian School shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

- Locker rooms are provided for the use of physical education students, athletes, other activity groups, and individuals authorized by the school principal or the Superintendent. See the definition of Mountainview Community members.
- No cameras, video recorders, cell phones, or other devices that can be used to record or transfer images may be used in the locker rooms at any time.
- Under no circumstances can a person use a camera, video recorder, cell phone, or other recording device to capture, record, or transfer a representation of a clothed, unclothed, or partially clothed person in the locker room.

Anyone who violates this policy shall be subject to school disciplinary action. Mountainview Leadership including Superintendent, School Principals, and Athletic Director encourage community members to report any violations to Leadership. Together, we can protect the safety of our students and families.

SWIMMING POOL

Pool type: The MCS pool is a chlorinated pool that is 25mx20m. The depth of the pool ranges from 1m to 3m.

Hours: The pool is open 7 days a week at various times. Please see pool schedule at the pool for present pool schedule.

MCS runs various PE classes, after school swim clubs, swim electives and swim team programs throughout the school year. These programs have priority for swim times and the pool will be closed to outside use.

Who Can Use the Pool: All Mountainview Christian School ID and Community ID holders. Current MCS students including part-time students and immediate family members; all current national and expatriate staff and immediate family members; current and former MCS Board and Yayasan members and immediate family members.

Guests: From time to time those who qualify for pool privileges have out-of-town family members/guest visit Salatiga for a short time. Please feel free to bring your guests to the pool with you during their visit.

MCS Deep Water Test: MCS does not recommend swimmers to swim in the deep end of the pool until they have passed the MCS Deep Water Test.

Swimmer must swim any style in the deep end of the pool and back (40m) without stopping for rest, then immediately tread water for 1 minute.

If your child cannot do this, please swim alongside your child in the deep end. Lifeguards have the authority to ask a child to stay in shallow end if they have not passed this test. Lifeguards are available to give children DWT when the parents feel child is ready.

POOL RULES

Parents and adults are the first line of responsibility for their children. Adults accompanying children must remain on pool deck and supervise the safety and behavior of the children in their care. If a lifeguard deems a behavior or activity unsafe for the pool, adults must help enforce this with their children.

The MCS Lifeguard's duty is to enforce rules below and to help in emergency situations. Lifeguards also have pool maintenance duties. It is not their duty to play with your child.

- All guests sign-in to enter the pool area.
- All participants must obey the directives of the lifeguard at all times. Listen for lifeguard whistle blows. One blow=used to get swimmers attention. Three long whistle blows=clear pool immediately due to emergency, bad weather or pool closing time.
- Failure to abide by any of the pool rules may result in the loss of pool privileges.
- Appropriate swim attire is required in the pool area. Adults are expected to set the example with modest swim attire. Members are responsible to instruct their guests on how to attire themselves at the pool.

  Children - still using diapers must wear rubber pants along with their diaper or a swim diaper.

  Girls/Ladies – modest one or two piece swimsuits covering midriff area, no bikinis.

  Boys/Men – boxer or jammer style swimsuit. No underwear/speedo type.
- There is no running on the deck or inside the changing rooms.
- Diving is only permitted in the deep end.
- Dangerous activities such as pushing, shoving or throwing people into pool are to be avoided.
- Sitting, hanging onto or swimming over the lane ropes is not permitted.
- Swimmers must shower before using the pool if they are coming from gym/field and are covered in sweat. Please don't use the pool as your bath
- No chewing gum on the pool deck or in the water.
- No eating food in the pool.
- No glass bottles/containers on pool deck.

- No bicycles, roller skates, skateboards, inline skates or any motorized vehicles are permitted within the pool area.
- Please throw all trash into trash bins provided at pool.
- Please put away any chairs, kickboards, pull buoys that you used and take personal belongings with you.
- No smoking.
- School classes and swim team have priority over all other events.

Grade 8 and under

- Children in grade 8 or younger MUST be accompanied by a parent or other adult. Children grade 8 or younger may NOT be dropped off at pool to be supervised by pool staff. Personal drivers or pembantu are not permitted to supervise children. Exceptions will be considered. Please see Swim Program Coordinator or Athletic Director to apply.

Adults accompanying children must remain on pool deck and supervise the safety and behavior of the children in their care. If a lifeguard deems a behavior or activity unsafe for the pool, adults must help enforce this with their children.

Grades 9 - 12

- Students from grades 9 – 12 may come to the pool during regular pool hours without an adult to supervise as lifeguard is on duty.

Dorm Students: See your Dorm Handbook/Dorm parents for copy of the Dorm pool policy.

Adults: Parents and adults who qualify for pool privileges may come to the pool any time pool is open provided there is no MCS Swim Program taking place.

Personal Coaches: Please see the Swim Program Coordinator if you desire to hire a personal coach. MCS pool is both a community pool and school pool so these types of programs need to be approved/coordinated. Hiring secondary students or adults within the MCS community for swim lessons is fine. However, pool cannot be reserved for private times.

BAD WEATHER POLICY: The lifeguards are in charge of watching the weather. During rainy season especially, storms can come in and out quite quickly. If lightning is seen, the pool will be immediately cleared and closed. Lifeguards will sound 3 long whistle blasts to signal immediate clearing of the pool. No one may reenter the pool for 15 minutes from the last lightening sighting. The lifeguards are in charge of timing the lightning.

LANE LINES: When there are lots of people in the pool, lanes 1 and 2 will be reserved for lap swim. Lifeguards will put in a lane line for you. However, ONLY lanes 1 and 2. Do not request any other lane.

- Lap swimmers should be prepared to share the lane with others. When more than 2 swimmers are in the same lane, laps must be swum in a “circle” going counter clockwise. No diving is permitted from the blocks in lanes when other swimmers are using the lanes.

MCS assumes no liability for any personal injury or loss of or damage to personal property.

NO LIFEGUARD ON DUTY STATUS:

- At certain times of the year, MCS is closed due to holidays/breaks. Lifeguards sometimes will be given time off during these times. MCS will announce to the community via email/Facebook that the pool will be under a “No Lifeguard on Duty Status”.
- Pool hours will be posted. Side entrance gate will be unlocked by Satpam at specified times. Parents/Adults will need to enter by unlatching and relatching the side gate.
- No one, including adults, may ever swim alone.
- No children are to ever climb the gate and unlatch the gate latch.
- Parents/adults are fully responsible to maintain the gate and latch and watch any children under their care.
- Dorm students are never to be at the pool while there is no lifeguard on duty. See dorm policy for details.

Library

At the elementary, we have a wonderful selection of books for your child and family to check out on a weekly basis. Children will have the opportunity to have library once a week. Books, DVD, or VCD items may be

checked out at that time for a one-week period and renewed after that for a week at a time. Books that are damaged or lost will need to be replaced or paid for, depending on the value of the book. If the lost book is found after 2 months, we cannot refund the money because the money has already been used to purchase a new book. You would be able to keep the "found" book if that is the case. We hope that your whole family can make use of the library during the school year.

Homeschooling Families/MCS Community Members: A library pass is available for purchase in the business office for a Rp 700.000 refundable deposit and a Rp 100,000 non-refundable fee per family. For computer use access, student logins are available for purchase in the business office for a Rp 500,000 non-refundable fee per student. When using the library, the library rules must be followed. Items must be put back the way they were found (pillows back on the couch, books back on the right shelf or on the circulation desk, chairs pushed back under tables, etc.), and voices must be quiet. If there is a class in session, please wait to use the library until after the class has finished.

Phone Usage

The office telephone may only be used by students before and after school. Fees and regulations apply as follows:

- Local Calls: Students will need to pay Rp. 1000 in order to make a brief local call. Students will be billed if they do not have the cash to pay at the time of the call.
- Long-distance Calls (including all calls to Hand Phones): These calls will be listed and billed to students.
- Intercom Phones: The telephones in classrooms are intercoms (for calling other locations on campus) only. Students are not to use these without a teacher's permission and supervision.

Visiting the Dorms

Mountainview offers boarding for students who live out of town. Since our dorms are the homes for both the boarding parents and the boarding students, other students are asked to treat them as they would any friend's house. Non-boarding residents should knock and wait to be invited in. Our dorm parents want the dorms to be welcoming places for students to visit, but they also need the same privacy and consideration that would be granted any private home. The guidelines for the boarding homes are provided in the boarding home handbook, should you have any questions. Elementary students should only enter the dorm with the permission of both his/her parents AND the dorm parents.

Lost and Found

Items left at the end of the day in cubbies, the gym or elsewhere are put in the office "Lost and Found" Box. Students and parents may look in the "Lost and Found" for any items they may have misplaced or lost during the school hours. Clothing, items of value and all other items brought to school should be clearly labeled with your child's name.

Properly labeled items will be returned to the owner. The school secretary will hold smaller or more expensive items. Items that have not been retrieved by the end of each quarter will be given to charity. Please encourage your child to check the lost and found often.

FEES

School fees: All first semester fees and tuition payments are due on the announced date, which is always before the beginning of the semester. **The late fee is 10% of the tuition bill.**

Partial Tuition Fees for Late Enrollment		Refunds for Withdrawal (presuming 100% paid)	
Week 0-5	100% of fees due	Week 0-3	70% refunded
Week 6-8	75% of fees due	Week 4-6	55% refunded
Week 9-11	55% of fees due	Week 7-9	40% refunded
Week 12-14	40% of fees due	Week 10-11	25% refunded
Week 15+	30% of fees due	Week 12-13	10% refunded

Extracurricular Fees: Some extracurricular activities have special fees. See the Extracurricular Activities section for details.

Class Fees: Non-core classes which have high costs due to consumable materials have extra fees. These are due to be paid before the start of the semester. Such classes would include cooking and wood shop.

Monthly Billing: Because we recognize that students do not always have money with them at school, we have set up a billing system once a month. Students will receive a plastic envelope with a card with the amount of money due from the prior month. Students can be charged for water bottles, pop mie, phone usage, overdue book fees and any other charges that could have come up that month. Students then bring the bag with the money back to the elementary office. Students who have not had any fees that month will not receive an envelope.

HEALTH AND SAFETY

Liability Release and Guardianship

Parents will be required to complete and sign a Liability Release and Guardianship Form, which releases Mountainview from liability in the event of an accident or injury to the student at school or during a school-sponsored event, and which designates a guardian to make critical decisions when the parents cannot be contacted.

Documentation

The health form that accompanies the Application Form should state the parents' preference for medical treatment. A copy of this form will become part of the student's medical record and kept in the medical care log. For the protection of the staff and students, please notify the School Health Care Provider and the appropriate Principal of any potential staff medical needs or situation, including any potential blood-borne risks, i.e. AIDS/HIV or Hepatitis A or B antigen blood. School Health Care Provider will notify only personnel that may be affected and confidentiality will be maintained.

Illness

If the student is ill during the school year with a fever of 100 F (38 C) or above OR has vomited in the last 24 hours, he **must stay at home until the temperature has returned to normal** for 24 hours. If an infectious disease occurs (including but not limited to mumps, measles, boils, head lice, pinkeye, etc.), the student is required to stay home during the entire period that the condition is contagious so the other students are not exposed. If a student becomes ill at school, the school health care provider, secretary or principal will determine if the student needs to be sent home. If a student is to be sent home, he/she will be checked out from the school office. Until such time that the student can be picked up, the student will remain in the sick room in the school office.

Parents are expected to phone the school office by 8:30 a.m. on the day his/her child will be absent. In all cases, a note must be presented to the office upon the student's return to school. The written note must include the date or time of the absence, the reason for the absence, and be signed by the parent or guardian. If the school does not receive a note, the student may not make up the missed work. When the note has been submitted the student will receive an admit slip to be initialed by all teachers. It is the student's responsibility to request make-up work. See the Attendance Policy for more information.

Medications

If the student suffers from allergies or some other chronic illness that requires medication or supplies, we request clear, written instructions along with all necessary medication and equipment be given to the school nurse or office staff. Allergy information, as well as written instructions for care, will be included in the medical log of the student.

All prescription medications to be taken by or made available to a student during the school day (or during a school sponsored student activity) must be turned in to the School Health Care Provider, Principal, or an assigned adult at the beginning of the school day. The School Health Care Provider, Principal or the assigned adult will be responsible for the administration of the medicine at the appropriate time. In some cases, students may be authorized to administer their own medication, e.g. inhaler.

For students who are uncomfortable but need not be excluded from school, i.e. those who have a cold, upset

stomach, headache, etc., the School Health Care Provider or responsible staff member may administer over-the-counter medicines.

Illegal drugs, alcohol, and tobacco products are prohibited on Mountainview campus. A student with any of these in his/her possession will be immediately suspended and enrollment status may be terminated.

Physical Education

Physical education is a regular part of the school program; thus all students are required to participate unless they have a physical disability or provide written parental request for exemption or a modified fitness plan. Students who are enrolled in P.E. class but are not well enough to participate on a given day should give their PE teacher a note from their parents. To avoid foot injury and disease, tennis shoes or other sturdy closed shoes and socks are required for P.E. classes.

Immunization Information

Vaccines protect people from a variety of serious and sometimes deadly viruses and bacteria. Please review the following vaccination schedule to ensure adequate immunization and protection from diseases that are prevalent in central Java & recommended by the Center for Disease Control (CDC). Because MCS strives to ensure the health & safety of the students and in compliance with accreditation requirements, any student not immunized will not be allowed to attend school until they are in compliance.

Please view the Parent menu on our website (www.mtview.id) for additional helpful information about immunizations and the illnesses they guard against.

REQUIRED IMMUNIZATIONS

Immunization	**Schedule**	**Booster**
Tetanus, Diphtheria & Pertussis (DTaP)	5 doses by age 6. Given at ages 2, 4, 6 & 15-18 mo., and at age 4-6 years old (TDaP: recommended at age 11-12 yrs)	(Tetanus only). Every 10 years. If severe burn or puncture wound, booster if more than 5 years has elapsed.
MMR	2 doses: 12- 15 months & 4-6 years	None needed if given after 12 months of age
Polio (IPV)	4 doses: 2, 4, 6-18 months & 4-6 years	None needed.
Hepatitis A	2 doses: 6 months apart, must be at least 1 year old	Every 14-25 years (currently under study)
Hepatitis B	3 doses, beg. at birth (or any age), 2 months later, and 6 months after the first.	Required only if immunity falls below recommended levels (Immunity lasts at least 20 years)

STRONGLY RECOMMENDED IMMUNIZATION

Immunization	**Schedule**	**Booster**
Typhoid	Injection: 1 dose – must be 2 years old Oral: 4 tablets taken on alternate days – must be 6 years old	Injection: Every 2 years Oral capsules: 5 years
Varicella	2 doses: 12-15 months & 4-6 years	None

OPTIONAL IMMUNIZATIONS (recommended by the Center for Disease Control)

Immunization	**Schedule**	**Booster**

Japanese Encephalitis	3 Doses: Day 0, 7 and 30, must be at least 1 year of age	Every 2-3 years
Rabies	3 doses: Day 0, 7 and 21	Required only if immunity falls below recommended levels

An individual who is behind in immunizations should see a health provider for an alternate schedule.

Standard Precautions for Handling of Body Fluids (including, but not limited to, blood-borne pathogens):
Because all body fluids should be considered at risk for infection, standard precautions will be taken when handling body fluids. These standard precautions include wearing personal protective equipment when handling body fluids. When cleaning up blood, vomit or other body fluids, all persons should wear rubber gloves to protect themselves against any infectious diseases. Rubber gloves are to be available in the First Aid Cabinet in the school office.

Safety and Confidentiality
If a student reveals information that in the teacher's or counselor's opinion and discretion raises concerns for the health or safety (whether,physical, emotional, spiritual or mental) of a student, that information should be revealed to the principal and the student's parents. It is important to note that while teachers respect the privacy of students, that not everything said to a staff member may be kept confidential.

Anti-Bullying Policy
We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell the staff. If you would like a copy of our full policy, please see the Parent menu on the website (www.mtview.id) or contact the principal. If you want to report any concerns, contact the principal.

Bullying is the use of aggression with the apparent intention of hurting another person. Bullying results in pain and distress to the victim. Note that some kinds of bullying listed below cross over into other areas of abuse as well, such as child abuse or violent/threatening behaviors; such behaviors may be dealt with according to these other school policies as well.

Bullying can be:

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures), ridiculing
- Physical - pushing, kicking, hitting, any use or threat of violence, or any unwanted physical contact
- Verbal - name-calling, sarcasm, spreading rumors, teasing [could be racist or sexual in content]
- Cyber - All areas of internet, such as email & internet mobile threats or insults by text messaging & calls, misuse of associated technology, i.e. camera & video facilities

Child Abuse Policy
The staff and administration of Mountainview Christian School recognize that while abuse of any nature is a sad and difficult issue to deal with, it is also an unfortunate reality in this world. We have developed a policy to try to prevent abuse and to handle any abuse allegations that may arise. With any case that may arise, we agree, as a Christian community, to handle conflict and confrontation in a biblical manner. We will seek the good of all parties involved and attempt to handle each situation with Christ-like love. If you would like a copy of our full policy, please see the Parent menu on the website (www.mtview.id) or contact the principal. If you want to report any concerns, contact the superintendent.

Safety in Emergencies
While we have a good relationship with the community and feel relatively safe in Salatiga, we also have a crisis management team and keep in touch with local authorities as part of our contingency plan. We review emergency procedures and conduct various drills with our students throughout the school year. The purpose is to accustom our students and teachers to the procedures so that they will have good instincts and be able to behave calmly in the event of a real emergency. Parents who wish further detail concerning the number and

types of drills that we conduct can contact the main office to be put in touch with our security specialist or an administrator.

PARENT COMMUNICATION

RenWeb - Parentsweb

A primary tool for teacher-parent communication is RenWeb's Parentsweb. Teachers can post lesson plans, class activities, homework, and grades. Your child's report card can be accessed via Parentsweb following each quarter.

Instructions to Create a ParentsWeb Login

1. Please go to www.renweb.com.
2. Select Logins from the menu bar and ParentsWeb Login from the drop-down menu.
3. After the RenWeb ParentsWeb Login screen opens, please select Create New ParentsWeb Account.
4. Enter MV-IDN into the District Code field.
5. Enter in the Email field your email address as provided in your application to the school. (Contact Registrar@mtview.id if you are unsure of the email address provided.
6. Click the Create Account button.
7. You will receive an email from RenWeb Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours. Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
8. Click on the Save Username and/or Password button.
9. Close the window.
10. Return to Parentweb login page and enter your email and confirmed password

Mountainview Facebook Page (and Mountainview Groups)

Mountainview has a Facebook page (https://www.facebook.com/MountainviewCS/). In addition to email announcements, school leadership uses this forum to announce information publicly. Within this public page, Mountainview has created 4 "closed" groups (Mountainview-Athletics, Mountainview-Fine arts, Mountainview-Secondary Events, Mountainview-Elementary Events). Beginning July 2018, all photos of events will be shared in the appropriate group. You are encouraged to "join" the group(s) you would like to see photos and receive specific information from. These groups will be closely monitored for safety and appropriate content and are not available publicly. You are welcome to invite your extended family (grandma, grandpa, aunts, uncles, etc.) to also join these groups to help stay connected and share the good things happening at MCS.

Parent-Teacher Conferences

Parent/Teacher conferences are generally held at the end of the first and third quarters. We encourage both parents to attend these conferences, if possible, to discuss progress problems or questions with the teachers.

We invite parents to visit the school, the classroom, or the teachers whenever needs arise; however, we request that these appointments be made in advance. Please contact the office if you need assistance in setting up an appointment. We are eager for good communication between the home and the school as we strive together for the best training and education of our students.

Grievance

The following grievance policy has been developed to let you know the best way to voice concerns and help us create a better school.

First is the need for *confidentiality*. In order to accomplish this goal, we ask you to seek out the person closest to the problem or concern. In most cases, this will be the teacher of your children. If needed or desired, a principal or vice-principal can attend the meeting.

Second is the need for *expediency*. In order to accomplish this goal, we ask you to let the teacher or administrator know of the problem as soon as possible. Quick resolution of the concern or problem is crucial to any healing process and to building positive relationships between you, your child and your child's teacher. A hurt that has been ignored will usually grow worse and cause negative attitudes about one another and our school.

Mountainview Grievance Policy - Updated March 2016

Student/Teachers/Staff/Administration will follow established grievance procedures based on the principles of Matthew 18:15-17, ensuring that proper due process and documentation standards are observed. The Mountainview Organizational Chart will serve as a guide to the appeal process of a grievance. Adequate time frame for addressing grievances is desired. An ideal timeline for the total process listed below would be 30 days. Grievances should be processed in a timely manner. Issues that occur in and are not expressed by the end of an academic year will not be considered as valid grievances within the grievance policy.

Definition: A grievance exists if a student, teacher, staff, administrator feels that he/she has been wronged, by being subjected to any unjust act, policy, or procedure. The grievance can exist against the action of any student, teacher, staff, administrator, the School Board, or any organization or committee of the school.

Informal Level I
A person who has a grievance is to first privately approach the person or people whom the grievance is against and communicate the grievance verbally giving opportunity for positive dialogue.

Informal Level II
If resolution is not reached, the person with the grievance, along with one or more witnesses, should set an opportune time with the person or people whom the grievance is against. During this meeting, a written statement of the grievance should be presented to the person or people whom the grievance is against, again giving opportunity for positive dialogue. A dated signed copy of the statement should be kept.

Formal Level I
If resolution is still not reached, the person and the witnesses should approach the appropriate supervisor/administrator and share the grievance. A copy of the written statement is to be given to the supervisor/administrator. The administrator will research the grievance, talk with all primary parties, and act upon the grievance in a timely manner. The supervisor/administrator will document his/her decision. The supervisor/administrator's decision will be reported to all parties involved.

Formal Level II
If resolution is not reached at the administrative level, the grievance may be taken to the Superintendent. A copy of the written statement and the administrator's documentation is to be given to the Superintendent. The Superintendent will communicate with the administrator, act upon the grievance, document his/her decision, and report his decision to all parties involved.

Formal Level III
If resolution is not reached at the Superintendent level, a grievance appeal may be taken to the School Board. In this event, a copy of the grievance and documentation would be presented to the School Board. The School Board Chair will determine if the grievance appeal will be heard at a special called meeting or at a regular meeting of the School Board. The School Board will act upon the grievance. All decisions of the School Board are final. All proceedings will be recorded by the Recording Secretary. All parties have the right to legal counsel and have the right to call witnesses during formal grievance meetings (Formal Levels I - III).

Gifts to Mountainview Faculty, Staff, or Departments
The giving and receiving of gifts, benefits or hospitality are commonplace in everyday life. However, due to the potential conflict of interest, perceived bias or favoritism, Mountainview requests students and parents take caution in giving gifts or donations.

Faculty and Staff may not receive a gift or donation with value greater than Rp. 500.000 per school year from any current student or parent. No cash gift should ever be accepted.

Larger donations (valued more that Rp. 500.000) to specific classrooms or departments may be received by the Business Office *directly* and will be kept anonymous. For example, additional funds given to an elementary classroom library are appropriate and should be received by the Business Office. The classroom teacher will be informed of the gift, but not the name of the giver.

Acceptance of donations:

1. Donations of money, equipment or supplies must be accepted by the Business Office DIRECTLY.
2. Written documentation is required to record all donations. A description of the article, equipment item or amount of money is necessary. Serial numbers and model numbers on equipment should be used.
3. The contributor may designate a specific purpose for the funds.
4. The name of contributor will be kept anonymous.

RECOGNITION

Mountainview appreciates the many ways that students make positive contributions to the school program. The special atmosphere at this school is due largely to the high character and attitude of the students, its most precious asset.

Individual teachers recognize student contributions throughout the school year. Teachers may give prizes, awards, verbal praise and other positive reinforcement for effort or achievement above the ordinary in both academics as well as in character and attitude. Good work is often displayed for others to admire within each classroom. Please stop by your child's classroom often to see the work that he/she has accomplished.

SOCIAL MEDIA POLICY - Abridged

Mountainview Christian School recognizes that access to technology in school gives students, parents and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, this **Acceptable Use Policy** outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- Students, parents and teachers are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of social media can result in disciplinary action.
- Mountainview Christian School makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of social media technologies.

We encourage teachers, students, staff, and other school community members to use social networking/media (Twitter, Facebook, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.
We've created these social networking/media guidelines for you to follow when representing the school in the virtual world.

Please do the following:

- Use good judgment
- Be respectful
- Be responsible and ethical
- Be a good listener

Please be cautious with respect to:

- Images

Don't share the following:

- Confidential information
- Private and personal information
- Other sites .

And if you don't get it right…

- Correct mistakes immediately
- Apologize for the mistake if the situation warrants it.
- If it's a MAJOR mistake, please let someone know immediately

Netiquette

- Be courteous and respectful
- Some content online is unverified, incorrect, or inappropriate. Users should use trusted sources when conducting research via the Internet.
- **Do not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see**.

Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult immediately.

- Never share personal information without adult permission.
- Communicating over the Internet brings anonymity and associated risks, and you should carefully safeguard the personal information of yourselves and others.

Cyberbullying

Cyberbullying will not be tolerated. Engaging in bullying behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges.

Social Media Policy Agreement

To help protect the safety and reputations of myself, my friends, other people, and the Mountainview community, I will follow the expectations described in the Social Media Policy.
I will:

- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat social media carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Be cautious to protect the safety of myself and others.

*This is not intended to be an exhaustive list. Users should use their own good judgment when using social media

I will **not**:

- Use social media in a way that could be personally or physically harmful to myself or others.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others–staff or students.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use language online that would be unacceptable in the classroom.

*This is not intended to be an exhaustive list. Users should use their own good judgment when using social media

Limitation of Liability

Mountainview Christian School will not be responsible for damage or harm to persons, files, data, or hardware.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of volunteer privileges
- Removal from positions of leadership within Mountainview Christian School.
- Removal of student from Mountainview Christian School.
- Additional consequences determined by Administration.

SUPPLIES

Mountainview will purchase all the necessary school supplies for the first semester. Students will receive their pencils, paper, color pencils, and any other needed materials from their teacher. To help cover these costs, we ask parents to donate Rp 200,000. If supplies are needing replenished, another donation may be requested to cover supplies through the second semester.

Snack and Lunch: Each student is also responsible to bring a healthy mid-morning snack and lunch each day to school along with a large thermos of drinking water (Please remember that nothing but water is allowed in the gym for P.E.). Please make sure that the food is brought in an ANT-PROOF plastic container. The student's name needs to be clearly marked on all personal items, including any thermos, water bottle and lunch box.

Students are also required to have a P.E. Uniform: Mountainview T-shirt (purchased at the school office), athletic shorts and sturdy sports shoes. Students not wearing the P.E. uniform for P.E. will not be allowed to participate in P.E.

Please label all of your child's materials. The paper and notebooks needed for each class will be explained by your child's teacher. If there are specific supplies needed for your child's class, a list will be sent home by the teacher.

VOLUNTEERS

Each year the elementary has many needs for parent volunteers. We need parents throughout the school year to help with special days like International Day, Christmas Musical, or field trips. There are also opportunities to help with after school activities. We appreciate all the extra help we can get and encourage parents, if possible, to volunteer for these kinds of events. If you are interested in helping, please contact the elementary school office.

EXTRACURRICULAR ACTIVITIES

At the elementary, several extracurricular activities are offered, depending on parent volunteers and/or abilities of the staff. In the past, we have been able to hold several sport tournaments such as basketball three-on-three, badminton, floor hockey and others. We also have had soccer and basketball clinics offered on a weekly basis.

In addition, students have opportunities to participate in plays or musicals, as well as chess tournaments and art classes. The students greatly enjoy these extra activities, and we hope we will be able to continue with many of these activities in the coming year. Parents, If you would like to volunteer to help with any of the extra activities, please contact the school office. At times these extracurricular activities will require a participation fee. The amount will be announced at the beginning of the activity.

Participation in Extracurricular Activities: Any student who is absent for any portion of the school day due to illness may not participate in any extracurricular activity after school that day. A student who misses the whole day due to illness or an unexcused absence may not attend any extracurricular activity even as a spectator. Exceptions to this policy must be approved by the event sponsor and the principal.

Non-Mountainview students may participate in extracurricular activities as space allows. Elementary participants will pay the same fee as Mountainview students.

1st Quarter Calendar

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug 2018	29 Q1	30	31	1 Teacher Inservice	2 Teacher Inservice	3 Teacher Inservice	4
	5 Q1	6 10am - New Student Orientation	7 First Day of School	8	9	10	11
	12 Q1	13	14	15	16	17 No School Independence Day	18
	19 Q1	20	21	22 Teacher Inservice	23	24	25
	26 Q1	27	28	29	30	31 Elementary Clubs	1
Sept 2018	2 Q1	3	4	5	6	7	8
	9 Q1	10 MAP testing *School Board Meeting*	11 MAP testing *School Board Meeting*	12 MAP testing	13 MAP testing	14 MAP testing	15
	16 Q1	17 MAP testing	18 MAP testing	19	20	21	22
	23 Q1	24	25	26	27	28 Elementary Clubs	29
	30	1	2	3	4	5 End of Quarter 1	6
Oct 2018	7 Q1	8 QUARTER BREAK	9 QUARTER BREAK	10 QUARTER BREAK	11 QUARTER BREAK	12 QUARTER BREAK	13

2nd Quarter Calendar

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct 2018	14 Q2	15 Quarter 2 Begins	16	17	18 PARENT/ TEACHER Conferences after school	19 NO SCHOOL PARENT/ TEACHER Conferences	20
	21 Q2	22 Spirit Week	23 Spirit Week	24 Spirit Week PEP RALLY	25 Spirit Week	26 NO SCHOOL IISSAC SOCCER - Bali	27 IISSAC SOCCER - Bali
	28 Q2 IISSAC SOCCER - Bali	29	30	31	1	2 Elementary Clubs	3
Nov 2018	4 Q2	5 Service Week	6 Service Week	7 Service Week	8 Service Week	9 Service Week	10
	11 Q2	12	13	14	15	16	17
	18 Q2	19	20	21 NO SCHOOL ICEC - ACSI Conference	22 NO SCHOOL ICEC - ACSI Conference	23 NO SCHOOL ICEC - ACSI Conference	24
	25 Q2	26	27	28	29	30 **8th grade Play**	1
Dec 2018	2 Q2	3	4	5	6 **All School Christmas Chapel**	7 Elementary Christmas Musical @6:30pm & Christmas Bazaar @4pm - 8:30pm	8
	9 Q2	10 *School Board Meeting*	11 *School Board Meeting*	12	13	14 Early Dismissal End of Q2 and Semester 1	15
	16	17 CHRISTMAS BREAK	18 CHRISTMAS BREAK	19 CHRISTMAS BREAK	20 CHRISTMAS BREAK	21 CHRISTMAS BREAK	22
	23	24 CHRISTMAS BREAK	25 CHRISTMAS DAY	26 CHRISTMAS BREAK	27 CHRISTMAS BREAK	28 CHRISTMAS BREAK	29
	30	31 CHRISTMAS BREAK	1 New Year's Day	2 CHRISTMAS BREAK	3 CHRISTMAS BREAK	4 CHRISTMAS BREAK	5

3rd Quarter Calendar

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 2019	6 Q3	7 Teacher Inservice	8 2nd Semester Begins	9	10	11	12
	13 Q3	14 International Month begins MAP testing	15 MAP testing	16 MAP testing	17 MAP testing	18 MAP testing	19
	20 Q3	21 MAP testing	22 MAP testing	23 Early Dismissal	24	25	26
	27 **Q3**	28	29	30	31	1	2
Feb 2019	3 Q3	4	5 NO SCHOOL LUNAR NEW YEAR	6	7	8	9
	10 Q3	11 *School Board Meeting*	12 *School Board Meeting*	13	14	15 Early Dismissal Elem Travel Day & Potluck	16
	17 Q3	18 Spirit Week	19 Spirit Week	20 Spirit Week	21 Spirit Week PEP RALLY	22 NO SCHOOL IISSAC BASKETBALL - MCS	23 IISSAC BASKETBALL - MCS
	24 Q3 IISSAC Basketball - MCS	25 NO SCHOOL IISSAC Recovery Day	26	27	28	1	2
March 2019	3 Q3	4	5	6	7	8 End of Quarter 3	9
	10 Q3	11 QUARTER BREAK	12 QUARTER BREAK	13 QUARTER BREAK	14 QUARTER BREAK	15 QUARTER BREAK	16

4th Quarter Calendar

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March 2019	10 Q3	11 QUARTER BREAK	12 QUARTER BREAK	13 QUARTER BREAK	14 QUARTER BREAK	15 QUARTER BREAK	16
	17 Q4	18 Quarter 4 Begins	19	20	21 PARENT/ TEACHER Conferences	22 NO SCHOOL PARENT/ TEACHER Conferences	23
	24 Q4	25	26	27	28	29	30
	31 Q4	1	2	3 Early Dismissal	4	5 Book Character Day	6
April 2019	7 Q4	8	9	10	11	12	13
	14 Q4	15 MAP testing	16 MAP testing	17 MAP testing	18 All School Easter Chapel	19 NO SCHOOL Easter Break Good Friday	20
	21 Q4 EASTER!	22 NO SCHOOL Easter Break	23 Spirit Week MAP testing	24 Spirit Week MAP testing	25 Spirit Week MAP testing	26 IISSAC SWIM @ SIS & BADMINTON/CC @ Wesley	27 IISSAC SWIM @ SIS & BADMINTON/CC @ Wesley
	28 Q4 IISSAC SWIM @ SIS & BADMINTON/CC @ Wesley	29	30	1 Early Dismissal	2	3 Combined Elementary/ Secondary Music concert	4
May 2019	5 Q4	6	7	8	9	10 **Secondary Musical**	11 **Secondary Musical**
	12 Q4	13	14	15	16	17 Early Dismissal/ Elementary Track & Field Day	18
	19 Q4	20 Field Trip Day	21 Kinder & 6th grade Graduation	22 All Teacher Meeting	23 High School Graduation	24 Returning Teacher Meeting	25

DAILY PLANNER

DAILY SCHEDULE

School Begins	7:45 a.m.
Recess	10:15 - 10:30 a.m.
Kindergarten Ends	12:00 p.m.
Lunch Time	12:00 - 12:30 p.m.
School Ends	2:45 p.m.

Fill in the schedule below with your specials for each day: Music, P.E., Computer, Art, Indonesian or ELL, and Library so that you will remember what you need for that day!

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:45-8:30 am					
8:30-9:30 am					
9:30-10:15 am					
Recess					
10:30-11:15 am					
11:15-12:00 pm					
Lunch					
12:30-1:15 pm					
1:15-2:00 pm					
2:00-2:45 pm					

IDEAS FOR GOOD STUDY HABITS

- Write down daily assignments at school and take your assignment book home with you daily.
- Check your backpack at the end of the day to make sure you have everything you need for that evening's homework.
- Have a special place to keep your school materials and a quiet place to study.
- Set aside a definite time to work/study.
- Set goals and organize your work.
- Turn off the TV/radio/CD player or anything else that may distract you while studying.
- Ask for help when needed. If you can't get help right when you need it, go on to the next problem or assignment until you can get the help you need.
- Show your work to your parents on a daily/weekly basis.