



MOUNTAINVIEW CHRISTIAN SCHOOL

EXCELLENCE•GRACE•TRANSFORMATION•IMPACT

Elementary
STUDENT HANDBOOK
2026-2027



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Welcome

Greetings Students and Parents,

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 interactions, 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 your parents. Please read it carefully. There are many topics discussed which will be vital to your having a good school experience this year.

Blessings,

Ellen Seo M.Ed

Elementary Principal



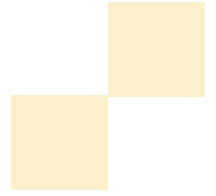
School History

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, a soccer field and track, several dormitories, an auditorium/fine arts building including art and music classrooms, a two-court gym, locker rooms, swimming pool, playgrounds, campfire gathering area, multiple staff apartments, and maintenance facilities. In June 2019, Mountainview moved administrative offices, including Finance Office, Legal Office, Security, Director of Administrator's office, and Head of School Office to the new Welcome & Administrative Center.

Mission & Vision



Mission

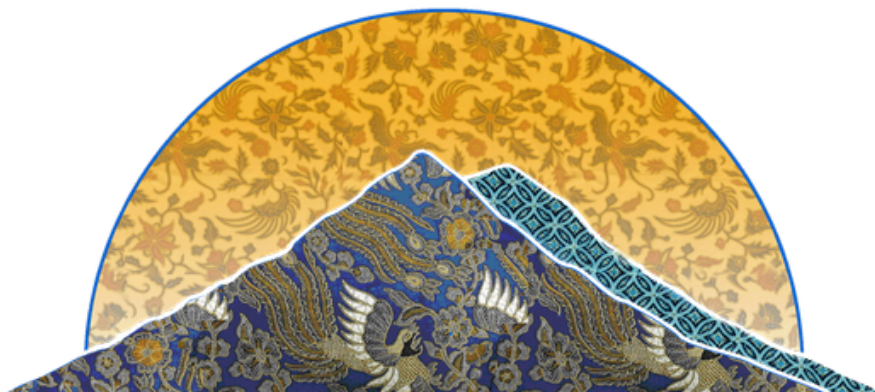
Mountainview Christian School partners with parents, sending agencies, the Christian community, and the church to train up and educate children in a Christ-centered environment at an affordable cost.

Vision

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

Purpose

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



Philosophy



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 the 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. (Gen. 1:1; Matt. 28:19; Luke 3:22; John 10:30; 2 Cor. 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 Tim. 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; Matt. 1:18-23; Luke 1:35), in His life without sin (Heb. 4:15 and 7:26), in His miracles (John 2:11), in His sacrifice and atoning death through the shedding of His blood (1 Cor. 15:3; 2 Cor. 5:21; Eph. 1:7; Heb. 2:9), in the resurrection of His body (Luke 24:36-43; John 11:25; 1 Cor. 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; Rev. 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; Rom. 5:8-11; Eph. 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. (Rom. 8:9,13-14; 1 Cor. 3:16; Gal. 5:22-25; Eph. 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. (Matt. 28:18-20; 1 Cor. 12:12-13; Gal. 3:26-28; Eph. 4:3-6)



School Leadership Structure

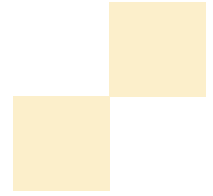
Mountainview Christian School (MCS) is sponsored by Yayasan Sekolah International Koinonia (YSIK). This foundation was given permission by the Indonesian government to establish a school. YSIK is the official link between the government and the school. YSIK has delegated to the School Board the responsibility for the total educational program of Mountainview. The 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 Head of School. The Head of School is the liaison between the School Board and the entire school faculty and staff.

MCS School Board for 2026-27 school (schoolboard@mtview.id)

Chair: Betsy Kirk.
Secretary: Alisha McIlroy
Member: Jess Schultz
Member: Jason Drummond

Member: Kent Parrish
Member: Katherine Mosher
Member: Amanda Moore

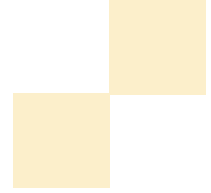
Accreditation



Mountainview is accredited with the Association of Christian Schools, International since 2008 (ACSI, <https://www.acsi.org/>) and with the 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

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Curriculum



Curriculum

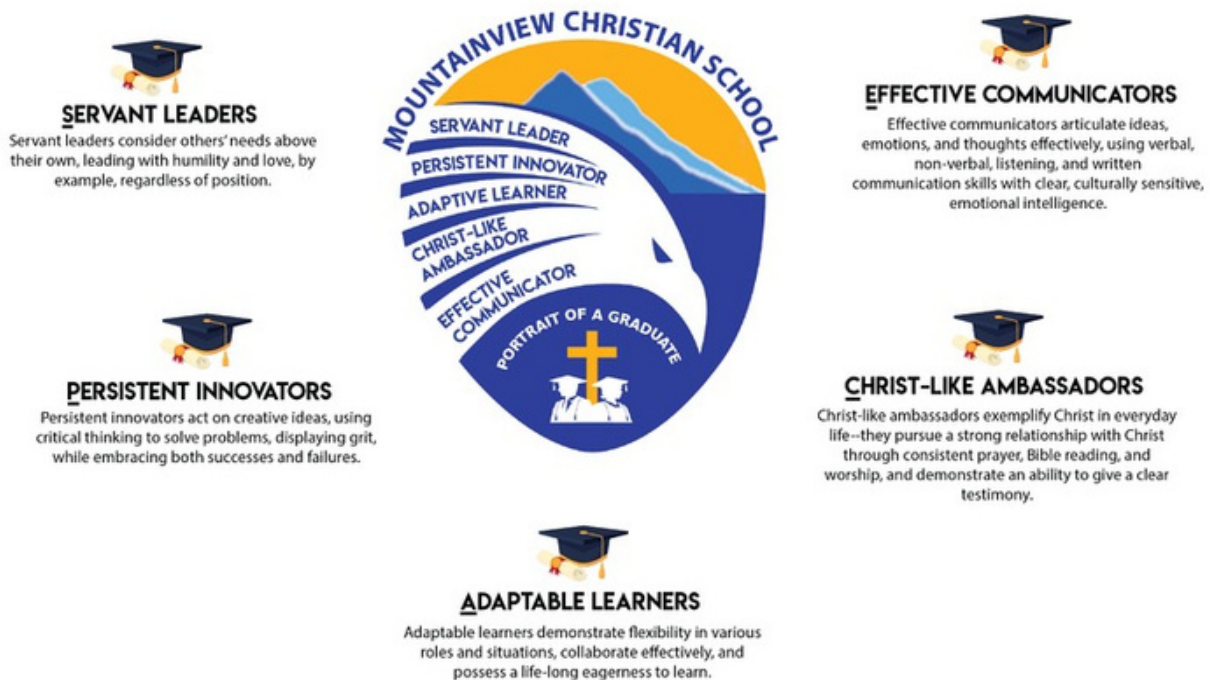
Mountainview's curriculum is based on an American system with a Christian foundation, an intentional integration of biblical worldview within all content areas, and uses materials from both Christian and secular publishers. United States' Common Core State Standards (<http://www.corestandards.org/>) 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 the Aero Social Studies Standards (http://projectaero.org/aero_standards/socialstudies/socialstudies.pdf). 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 English-instruction higher educational systems.

Parents may request a copy of the Course of Study of any course, including the class goals and biblical worldview foundation. To improve students' learning 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 parts of student life 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 instructions at Mountainview is Christian in nature but non-denominational.
3. All students must actively participate in Ethics classes, chapel, devotions, small group discussions, Bible memory work, and other religious activities of the school.

Expected Student Outcomes (ESO):



MCS 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 are...

1. **Servant Leaders** consider others' needs above their own, leading with humility and love, by example, regardless of position.
2. **Persistent Innovators** act on creative ideas using critical thinking to solve problems, displaying grit, embracing both successes and failures
3. **Adaptable Learners** demonstrate flexibility in various roles and situations, collaborate effectively, and have a life-long eagerness to learn.
4. **Christ-Like Ambassadors** exemplify Christ in everyday life -- they pursue a strong relationship with Christ through consistent prayer, Bible reading, and worship, and demonstrate an ability to give a clear testimony.
5. **Effective Communicators** articulate ideas, emotions, and thoughts effectively, using verbal, non-verbal, listening, and written communication skills with clear, culturally sensitive, emotional intelligence.

Academic Policies



Grading Scale

Kindergarten and First Grade measure proficiency in standards-based skills described in the report card.

Second through Fifth Grade uses the following scale:

A 90-100% Excellent, achieving highest level.

B 80-89% Above average performance.

C 70-79% Average work, expected of most students

D 60-69% Poor quality or minimum amount of work

F 0-59% Failing work which signifies a lack of understanding of the material

ESOs, Work Habits, and Social Skills use the following scale;

4-Consistently Exhibits

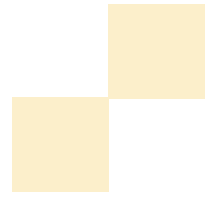
3-Often Exhibits

2-Sometimes Exhibits

1-Rarely Exhibits

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.

Academic Policies



Homework

In order to develop good study habits, as well as to reinforce what is learned in the classroom, students may be given homework assignments. Not including daily reading, on average, a student in Kindergarten or 1st or grade might have about 15 minutes worth of homework. A student in 2nd or 3rd grade might have about 30 minutes, and a student in 4th or 5th grade should have about 45-60 minutes of homework. This will vary 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 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.

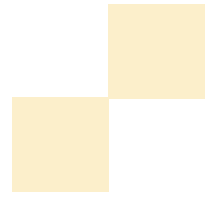
Educational Testing

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 each semester. Results will be sent home to parents following each assessment window.

Students in ELL classes will be given an English language proficiency test annually to determine their readiness to move from their ELL support class to an Indonesian class. Students will be reassessed when they enter Secondary.

Academic Policies



Retention

Retention of students may be considered when the student is receiving failing grades in two or more subjects in reading and/or math, or the student is not able to function at grade level, 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.

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 ensure 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, families need to arrive at the beginning of a semester. We recognize the impossibility of that in some situations, however. 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 policy details if your child(ren) must miss more than a few days of the semester.

Academic Policies

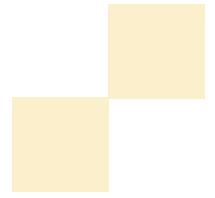


Academic Dishonesty

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, such as receiving a zero on work or suspension. 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 discussing test materials with students who have not yet taken the test.
2. Using AI or googling answers is also cheating.
3. Copying is submitting another person's work as one's own.
4. 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.



Elementary AI Use Policy

At Mountainview Christian School, we believe in equipping students with the skills and discernment needed to thrive in a rapidly changing, technology-driven world. Artificial Intelligence (AI) is one such technology that has the potential to be a powerful tool for learning, creativity, and productivity. As students enter high school, they will begin learning how to use AI tools responsibly and ethically to support their academic growth.

However, in Elementary school (Grades K–5), our primary focus is building foundational reading, writing, problem-solving, and critical thinking skills. Over-reliance on AI tools at this stage can greatly hinder the development of these essential abilities. For this reason, ***students are not permitted to use AI tools (such as ChatGPT, Grammarly, or image generators) to complete or assist with school assignments unless explicitly instructed by a teacher.***

Academic Integrity and Consequences

If it is discovered that a student has used AI to generate or assist with an assignment, ***this will be treated as plagiarism.*** The assignment will receive no credit, and disciplinary action will follow the school's established procedures for academic dishonesty.

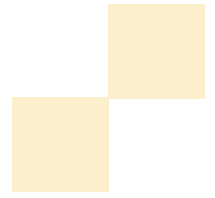
What to Do Instead

If a student is struggling with an assignment or unsure how to begin:

- Ask your teacher for help or clarification.
- Speak with a classmate to brainstorm ideas together (if permitted).
- Use notes, textbooks, or other approved resources.
- Practice writing drafts by hand to strengthen your thinking and communication skills.

We want our students to grow in wisdom and truth, developing not just academic competence, but also the character and habits that honor God and serve others well. As AI becomes more integrated into society, our students will be ready to use it responsibly, but only after they've laid a strong foundation through their own hard work, curiosity, and guided practice.

Academic Policies



Records Review

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

Scholarships

Mountainview budgets for a small number of scholarships each year to help families that may be struggling. Please contact your school principal for the application if your family is in need of extra financial help. All scholarship applications are due on April 1st for the upcoming school year. Decisions will be made on all applications after the April 1st deadline and parents will be notified.

Admission Policies

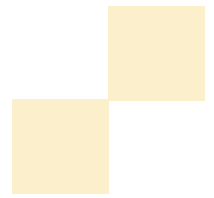
Current School and Boarding Admissions Policies and Procedures, along with the Admissions Testing Calendar, can be obtained from the school Registrar (registrar@mtview.id) or on our website: www.mtview.id.

Non-discrimination Policy: Mountainview does not discriminate based on 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 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.

Admission Policies



Re-enrollment

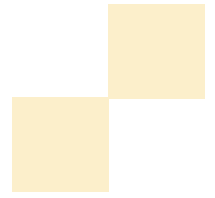
For Current Students - In January of each school year, the registrar will send the Online Enrollment Package to all current parents. The package is accessed through ParentsWeb. Parents must submit the Online Enrollment Package to confirm their child/children's enrollment plan in the ensuing year. Mountainview 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 with 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 family life on the field, and Mountainview recognizes such dynamics. If a family plans to take sabbatical leave, they 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 students 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 before departure, their status will be treated as a "returning student" see above.

Attendance



School Day

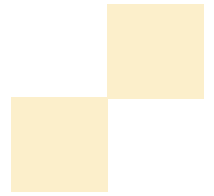
- Arrival: between 7:15-7:40
- School hours: Monday-Friday 7:45-2:45
- Recess/snack: 10:15-10:30
- Lunch/Recess (Grades 1-5): 12:00pm
- Dismissal: Kindergarten - 12pm | Grades 1 - 5 - 2:45pm

Classes for 1st through 5th grade begin promptly each day at 7:45 am and dismiss at 2:45 pm. Kindergarten begins at 7:45 am and dismisses at noon. Mountainview is responsible for supervising students beginning at 7:30 am until 2:45 pm. Exceptions to this policy will be made for students participating in after-school clubs, athletics, or tutoring with a supervising instructor. Teachers are on campus until 3:00 pm daily, and appointments may be scheduled with the elementary office (eloffice@mtview.id) to see them before their 3:00 pm departure.

2026-27 School Calendar

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](#).

Attendance



Drop Off

Morning Drop-Off: Monday through Friday, children may be dropped off at the elementary school between **7:15 a.m. and 7:45 a.m.** From 7:15-7:30 am, students who arrive early will wait in the Elementary Foyer. From 7:30-7:40 am, students who have arrived early will be supervised on the playground. At 7:40 am, students will proceed to their classroom to prepare for the day.

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. 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 do not to park in front of the school or auditorium, as this will cause congestion in that area.

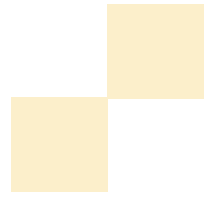
Absences

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.



Attendance



Absences

Excused Absences: The following are reasons for an excused absence:

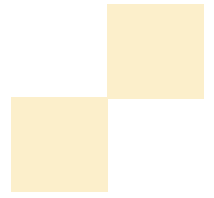
- Illness (note or phone call from parents required upon return to school; a doctor's note may be required)
- Visa requirements (notification required in advance: one week's notice if possible)
- Family emergencies (explanatory letter or phone call from parents required)
- For late arrivals, traffic 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, they will be given an unexcused absence 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.

Attendance



Absences

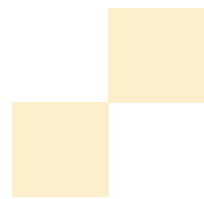
Make-up Work: For excused absences, a student may ask for and submit make-up work. It is the student's responsibility to contact individual teachers to ask for make-up work and due dates after any absence. To receive credit for missed assignments, a student must make up all work by the dates set by the teacher. For planned absences, all work should be completed as arranged 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 attend any extracurricular activity. Exceptions must be approved by the event sponsor and the principal. Students who miss the school day may not play on campus after school on the day they are absent.

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.



Supplies, Lunch and Snacks



Supplies

Students will be required to have basic supplies such as pencils, erasers, colored pencils, scissors, and glue sticks to use at school and at home. Mountainview will purchase other necessary classroom supplies needed at school and needed for special projects.

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. and/or their PE grade will be affected.

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, they will be provided by Mountainview

Lunch and snack

Snack and Lunch: Each student is responsible to bring a healthy mid-morning snack and lunch each day to school along with a water bottle (Please remember that nothing but water is allowed in the gym for P.E. or in classrooms). 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.

Lunchtime

Lunch is from 12:00-12:30 pm. If you are dropping off lunch for your child, please drop it off by 11:45 am in front of our elementary library with your child's lunch container labeled with his/her name and grade level and placed by their labeled grade level on the table. Lunch may also be ordered through Ibu Hesti in the elementary school office if you prefer. Our staff will deliver student lunches to the lunch area. After lunch, students will take their lunch containers back to class to be taken home at the end of the day. Please note that parents/helpers/drivers are not allowed to stay in the children's lunch or recess areas. Our instructional staff will continue to provide proper supervision during our lunch and recess times. If you'd like to schedule a special time to eat lunch with your child off campus or in another area of campus, please inform Ibu Hesti in the elementary office.

Arrival and Dismissal Procedures

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 foyer and be picked up from the doorway. Teachers will be on duty to help with the picking up of students.

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



Elementary students will only be dismissed to their parents or to those whose parents have given permission to pick up their child. Please call, WA, or email the office if you would like your child to go home with a friend or if someone else is picking them up. (this includes birthday parties) If you would like to give ongoing permission to a house helper, a friend, or another student's parents, this can also be done through the Elementary office.

4th & 5th grade students may also be given ongoing permission to walk or ride a bike home at the discretion of parents. These students must depart campus immediately to comply with our after-school supervision policy. Please make a rainy day plan with your child if they are supposed to walk or ride their bikes home.

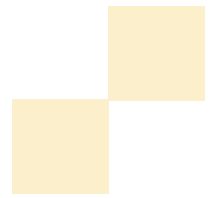
After -School Hours

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

After-School Play: We know that since there are few parks and other play areas in Salatiga, the campus 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, High School student sibling, 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 gym if it is open and available; school rooms and the elementary courtyard are off-limits during after-school hours. Please ensure that your children leave the area clean and all equipment where it belongs when they are finished.



Weekly Schedule



	Monday	Tuesday	Wednesday	Thursday	Friday
7:45-8:00	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
8:00-8:45					CHAPEL
8:45-9:30	Indo/Ell - 4	Pe-4	Indo/Ell - 4	PE-4	Indo/Ell - 4
9:30-10:15	Art- 1 PE-2 Indo/Ell-5	PE-1 Library-2 Computer-5	Music- 1 Art-2 Indo/Ell-5	Library-1 PE-2 SEL-5	PE-1 Music-2 Indo/Ell-5
10:15-10:30	Recess				
10:30-11:15	Art - K PE- 3 SEL-4	Music- K Library- 3 Art-4	PE-K Art-3 Computer-4	Library-K PE-3 Music-4	PE-K Music-3 Library-4
11:15-12:00	Library-5	Art-5	PE-5	Music-5	Computer-K Pe-5
12:00-12:30	K-Dismissal/ 1 st -5 th Grade Lunch				
12:30-1:15	Indo/Ell-1	Computer-1	Indo/Ell-1	Sel-1	Indo/Ell-1
1:15-2:00	Indo/Ell-2	SEL-2	Indo/Ell-2	Indo/Ell-2	Computer-2
2:00-2:15	Computer-3	Indo/Ell-3	SEL-3	Indo/Ell-3	Indo/Ell-3
2:45-3:00	Dismissal 1 st -5 th Grades				

Q= Quarter

S

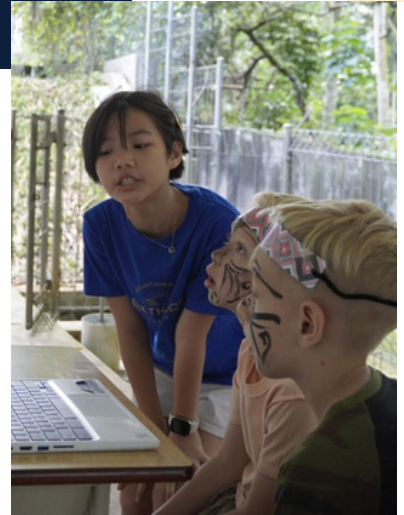
Kindergarten only has computers 1st and 4th quarters

Behavioral Guidelines

Be Safe
Be Responsible
Be Respectful
Be Kind

Elementary Expectations

Be Safe * Be Responsible * Be Respectful * Be Kind



These expectations are clearly described in multiple areas of our campus. Look for posters that describe safe, responsible, and respectful behaviors in classrooms, hallways, lunch areas, and 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 repeatedly saying do NOT run).

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

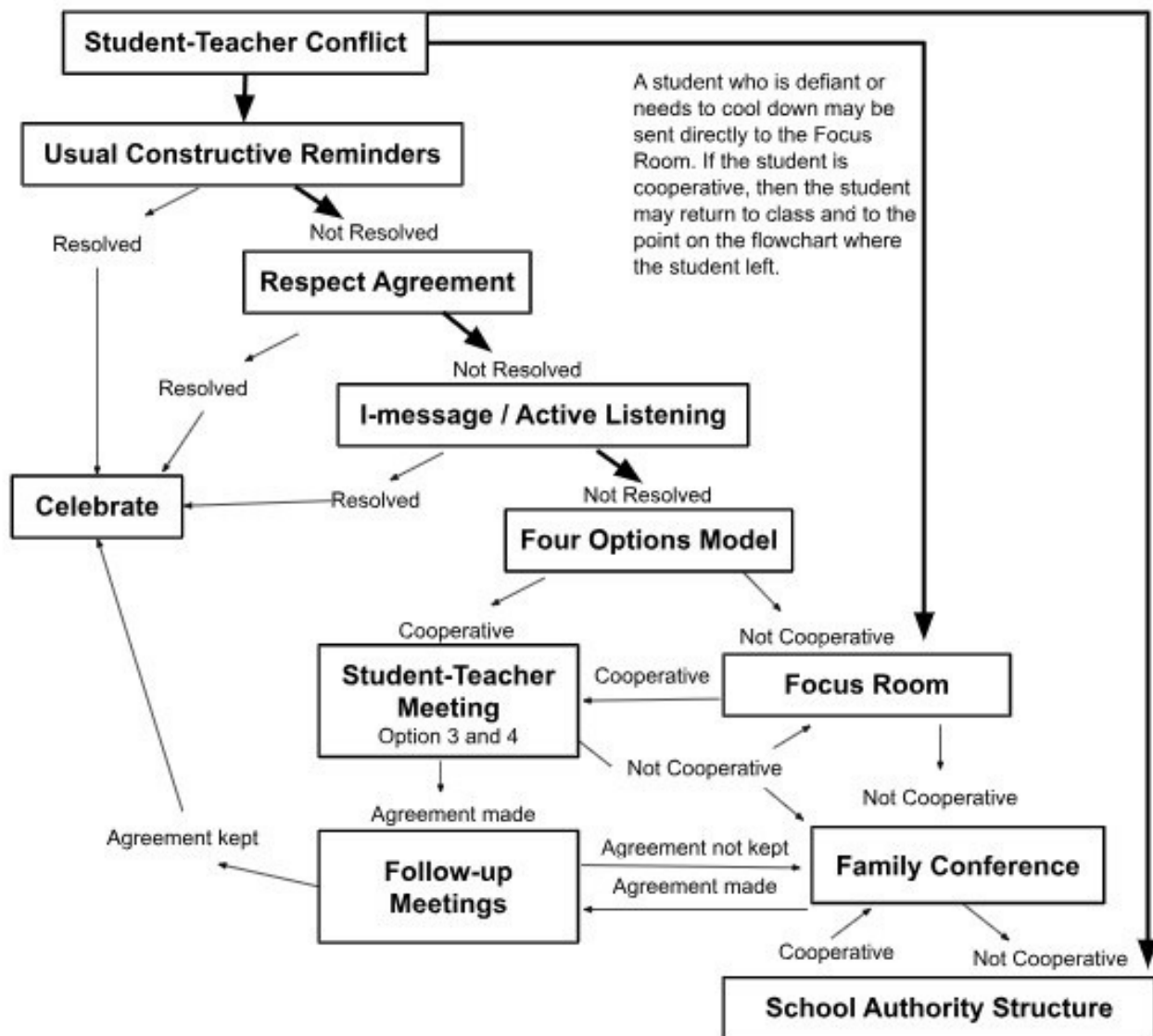
Discipline that Restores

MCS 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 of restoring both a safe and stimulating environment and restoring those who are negatively impacted by the misbehavior. 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.

Behavioral Guidelines

Be Safe
Be Responsible
Be Respectful
Be Kind

Discipline that Restores Flow Chart



Standard of Conduct

Mountainview Christian School aims to foster a positive and effective learning environment rooted in Biblical principles and Christian ethics. All members of the school community are expected to adhere to the following guidelines:

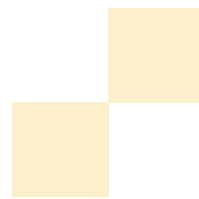


Moral/Biblical Principles

We expect that all members of the Mountainview community Honor Christ in all actions and interactions, both inside and outside of school.

Unacceptable Behaviors:

1. Dishonesty: Undermines trust and dishonors God.
2. Cheating: Students must complete their own work independently.
3. Plagiarism: Plagiarism is unacceptable; students should avoid all forms of it.
4. Lying: Integrity is crucial for relationships and respect; lying is not tolerated.
5. Abusive/Profane/Offensive Communications: All communications, including digital, should honor Christ and respect others.
6. Violent or Threatening Behaviors: Respect and concern for others are mandatory; fighting, threats, and bullying are prohibited.
7. Respect for Authority: Respectful behavior towards teachers and staff is essential.
 - To Teachers: Follow teacher instructions; insubordination is not allowed.
 - To Indonesian Staff: Respectful responses are required; requests should be directed through teachers.



Prohibited Activities

While on campus or at school-sponsored functions, the following activities are not allowed:

1. Bullying or Mocking
2. Using Bad Language (profanity)
3. Inappropriate Sexual Conduct
4. Harassment
5. Pornography
6. Occult Activities
7. Excessive Violence
8. Drugs, Tobacco, or Alcohol
9. Dangerous Items (like fireworks, knives, or guns without permission and oversight from the principal)

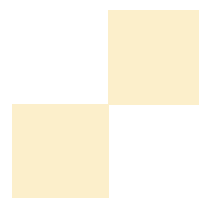
Digital Conduct

- Sending or forwarding inappropriate messages, photos, or images via any digital device is prohibited.

Consequences

- Infractions of these principles, even if occurring off-campus, may result in school probation or other disciplinary actions.

Mountainview Christian School expects all community members to uphold these standards to maintain a respectful, safe, and Christ-centered environment for learning and growth.



Additional Guidelines

These rules help our school run smoothly and safely. Everyone should follow them to keep our school a safe, happy place.

Language

- English Only: Speak English during school hours to facilitate English language learning, encourage cross-cultural friendships, and prevent isolation.
 - Elementary Only: You may use Korean to help a new student who is learning English. With teacher permission.

Electronic Devices

- Elementary Only: Handphones must be turned off and in your backpack during school hours. You must always have permission to turn your handphone on and/or use it during school activities and between the hours of 7:15-3:00 pm while on campus.
- Smart Watches will be treated just like cell phones and must remain in students backpacks during school hours for privacy reasons.

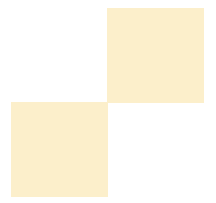
Safety

- No Dangerous Items: Do not bring weapons or dangerous materials like lighters, slingshots, pocket knives, or guns to school. Play weapons are allowed only on special dress-up days if used safely. If you bring a knife or gun, it will be taken away, and your parents will need to collect it. There may also be other consequences
- Safe Behavior: No running in the halls, roughhousing, or fighting while on campus

Campus Policies

- Be on Time: Arrive and be seated before the bell rings. You can enter the building at 7:40 am and should be in your seat by 7:45 am.
- Stay on Campus: Elementary students need permission from the principal to leave campus or go to the dorms.
- Attend Class: Always go to your classes.
- Lunch Time: Stay in the lunch area for the entire lunch period.
- Campus Hours: The campus closes at 9:00 PM Sunday through Thursday and 10:00 PM Friday and Saturday. Non-dorm students must leave by these times unless at a school-approved event.
- Teacher's Lounge: Ask permission before entering

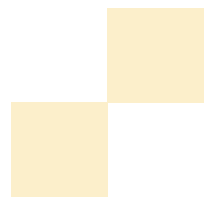
Standard of Conduct



Facilities Policies

- Take Care of the School: Treat the building, desks, and books well. Help keep everything clean and in good condition.
- Cubbies: Keep the area around your cubby clear.
- No Gum: Gum chewing is not allowed.
- Food and Drinks: Only water is allowed in the auditorium, on the gym floor, and in classrooms.
- Auditorium: Only use the auditorium when a teacher is supervising.
- Gym: Follow the Gym Use Policies for gym hours and rules.





Bicycle Policy

- Park bikes immediately at the designated racks when you arrive. Bikes left around campus will be confiscated and a parent will need to collect them.
- You may not ride your bike from the front gate to the big gym parking lot, on playgrounds, in gyms, pavilions, or in the elementary courtyard during school hours.
- Be careful riding through the parking lot due to car traffic.
- The school is not responsible for lost or damaged bikes, especially those left overnight

Skateboards, Roller Blades, and Skates on Campus

- Have Fun Safely: Enjoy using skateboards, rollerblades, and skates while keeping safety in mind and protecting school property.
- Allowed Areas:
 - Cement corridors around the gym at gym floor level (unless another activity is happening)
 - Parking areas when no vehicles are present
 - Cement sidewalks
- Not Allowed:
 - No grinding
 - No jumping from one level to another (like off a curb)
 - No stair jumping, grinding, or use of rails
- Always Closed Areas:
 - In the gym (on plastic flooring)
 - On all tiled floors (inside or outside)
 - Around classrooms or offices between 7:00 AM and 5:00 PM during school days
 - In crowded areas
 - In and around the gym seating area
 - Playground

Standard of Conduct

Playground Rules

- Stay in Sight: Always stay within the boundaries and be visible to the supervising teacher or volunteer.
- Permission Needed: Ask for permission before leaving the field or gym to go back to the classroom area.
- Jungle Gyms: Grades 4-6 should not play on jungle gyms when younger students are using them.
- Ball Games: Play ball games only on the soccer field or in the gym.
- Walk on Sidewalks: Use sidewalks to walk to and from the playground or gym.
- No Fighting: Physical fighting is not allowed. Students caught fighting will be disciplined by the principal and teacher, and parents will be informed.
- Slide Rules: Slides are for sliding down only; do not climb up them.
- Swing Safety: Use swings carefully. Do not play in front of swings or jump off at the end of your turn.
- Monkey Bars: Use monkey bars only with close teacher supervision.

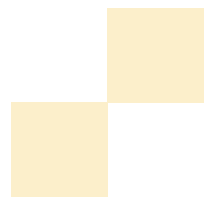
Suspension/Expulsion Guidelines

At the Elementary level our focus with code of conduct infractions will be an attitude of teaching and training students however, 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 the case of an extreme violation of Mountainview's standard of conduct and will be decided upon by the elementary principal and the Head of School .



"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.

General Clothing Rules

- Shirts/Blouses:
 - Must have sleeves for both girls and boys.
 - Exceptions:
 - Girls in K-2 can wear sundresses.
 - Sleeveless shirts are allowed for team sports after school.
- Hats and Hoodies:
 - Not to be worn during the school day.
 - Exceptions: During P.E., recess, and outdoor field trips.
- Clothing Condition:
 - No rips or holes allowed.
- Shorts/Skirts/Dresses:
 - Must be no more than one hand-width above the knee.
- Shoes:
 - Must be worn at all times.
 - Exception: Teachers may give special permission to remove shoes in their classroom.
 - Wear or bring sports shoes for P.E. days.

*These dress code rules apply to all school activities, both on and off-campus, unless special guidelines are provided for specific events.

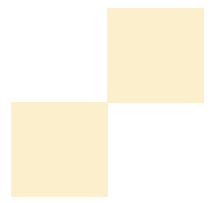
P.E. Uniform

- Required Attire:
 - Mountainview P.E. T-shirt and shorts.
 - Shorts should come just above the knee and be athletic shorts.
 - P.E. T-shirts can be purchased at the school office.
 - Wear athletic/sports shoes for Gym class.

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

***“Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your bodies.”
1 Corinthians 6:19-20 NIV***

Entrance to Campus Protocol



We desire MCS 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. To facilitate this goal MCS campus is an “entrance with Mountainview ID only” campus. Exceptions to be described below:

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

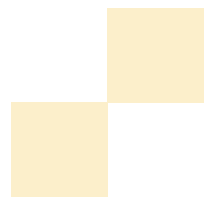
Mountainview Christian School IDs grant access to:

- 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, and current Community ID holders.
- 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

Entrance to Campus Protocol



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

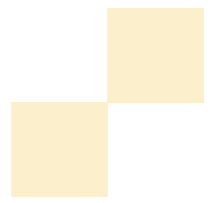
Mountainview Community IDs are available as follows:

- 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
- Head of School's signature

Entrance to Campus Protocol



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

- Alumni may apply for a “alumni 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.
- Alumni continuing to live in Central Java may apply for a “Community ID” at a discounted rate of Rp. 1.000.000 annually

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
- Accompanied by current Mountainview ID holder -- this ID holder will be responsible for the visitor and must accompany their guest the entire time

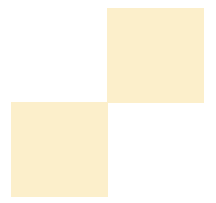
During Special Events (athletic, fine arts, and community events...)

- 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

Entrance to Campus Protocol



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 pay, 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

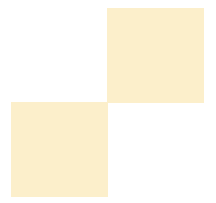
Can Mountainview facilities be used for large group gatherings?

- 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 facilities.
- 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 circumstances such as Moms in Prayer International uses pavilion space on Tuesday mornings. Please see the Main Office for details.)
- The PE and Athletic Department have priority for the use of gymnasiums and swimming pool. Please see the Athletic Director for specific schedules.
- Mountainview reserves the right to remove a MCS 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).

Entrance to Campus Protocol



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



COMPUTER AND CHROMEBOOK POLICY

General Computer Rules

- Disclaimer: The administration can change these rules anytime. Check the computer lab, library, and website for updates.
- Responsibility: It's your responsibility to know and follow these rules.
- Internet Safety: Mountainview is not responsible for inappropriate material accessed on the Internet. A firewall helps block such sites.
- Inspection Rights: The school can inspect any school or personal computer or storage device used on campus.

Who Can Use School Computers

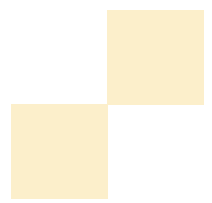
- Access:
 - Students with a current Mountainview I.D.
 - Faculty
 - Approved Guests (family members, alumni, part-time students)
- Priority Use: Schoolwork comes first. If all computers are in use, those not doing schoolwork must give up their computers.
- Printing: Pay for printed pages before taking them.

Care and Usage of Equipment

- No Food/Drink: Keep food, drinks, and candy out of the lab and library.
- End of Session: Shut down lab computers, log off library computers, push in chairs, clean workstations, and throw away trash.

Computer Lab/Library Rules

- Hard Drive Rules:
 - Do not alter system files or settings.
 - Save files on a flash drive or Google Drive, not on the hard drive.
 - Do not install any software. The lab is not for gaming.
- Prohibited Behaviors:
 - Copying software.
 - Using inappropriate language or behavior.
 - Accessing offensive materials. If accidentally accessed, report it immediately.
- Disciplinary Actions: Breaking these rules can lead to loss of computer access and further disciplinary actions.



Chromebook Policy

- Purpose: Chromebooks support the educational mission by promoting academic excellence, innovation, creativity, collaboration, communication, and productivity.
- Usage Responsibility: Using Chromebooks and the school network is a privilege with responsibilities. Follow all school rules and policies.

Operating System and Security

- System Integrity: Only Chrome OS can be used and updated automatically.
- Virus Protection: Chromebooks use multiple layers of protection, including data encryption and verified boot.

Software

- Google Apps: Chromebooks integrate with Google Apps for Education (Docs, Sheets, Slides, etc.), storing all work in the cloud.

Damage/Repair

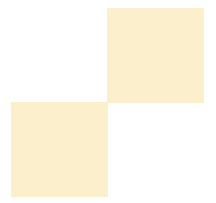
- Reporting Damage: Inform the IT department immediately if a Chromebook is damaged. Intentional damage must be paid for by parents.

Chromebook Use

- Backgrounds/Themes: Do not change the desktop theme.
- Sound: Keep sound muted unless a teacher allows it. Bring your own headphones.
- Logging In: Use your school-issued account. Do not share passwords.
- Saving Work: The majority of student work will be stored on Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.

Chromebook Care

- Transport: Carry Chromebooks with the bottom supported and the screen closed.
- Screen Protection:
 - Close the screen before moving.
 - Avoid placing pressure on the screen.
 - Do not poke the screen or put objects on the keyboard.
 - Clean screens with a soft, dry cloth.
 - Avoid bumping the Chromebook.
- General Precautions:
 - No food or drink near Chromebooks.
 - Shut down Chromebooks to conserve battery life.
 - Keep Chromebooks free of writing, stickers, or labels.
 - Return Chromebooks to the correct cart and slot and plug in to recharge.
- Labels: Chromebooks are labeled with a cart letter and slot number. Always return them to the correct slot.



Library Guidelines

For Elementary Students

Library Visits: Students will have library class once a week.

Checking Out Items:

Books can be checked out for one week and renewed for one additional week.

Damaged or Lost Items:

Students/Parents must replace or pay for damaged or lost items. If a lost book is found after 2 months, it cannot be refunded, but you may keep the book.

For Homeschooling Families and MCS Community Members

Library Pass:

Available for Rp 700,000 refundable deposit and Rp 100,000 non-refundable fee per family.

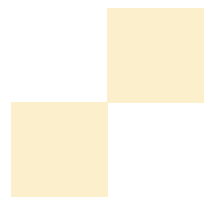
Computer Use Access:

Student logins are available for Rp 500,000 non-refundable fee per student.

Library Rules:

1. Return pillows to couches, books to shelves or the circulation desk, and push chairs back under tables.
2. Keep voices quiet.
3. Wait to use the library if a class is in session.





Gym Use Policy

HOURS OF USE

- The gym is closed from 9:00 PM to 5:00 AM every day unless opened by an adult.
- The gym may be used any other time during the day provided there are no scheduled activities.
- For any organized group activities, a request must be made to the Athletic Director for approval and use of the facilities.
- 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 climbing wall may never be used without obtaining permission from the athletic director.
- The blue mats on the wall may NEVER be taken down, unless special permission is given by the PE/Athletic Department..
- The following items (or similar wheeled items) may never be used on the gym floor because our warranty may be voided:
 - Bicycles, tricycles
 - Skateboards, scooters
 - Inline or other roller skates
- Turn off lights in the gym when you are done.
- Do not hang on or climb on the basketball rims, nets, or supports.
- Do not LEAN AGAINST the nets enclosing the gyms. They tear easily and take time and money to repair.
- Do not hang or sit on the nets of the soccer goals. Do not hang on or sit on the bars. These break easily.
- Always lift up the soccer goals to move/place them somewhere (do not slide on the floor, as the corners will often scrape the floors).
- 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.

Facilities

SOCCER FIELD AND TRACK USE:

- Contact the Athletic Department to get permission for use of the field or track for special events.
- Do not ride motorcycles on the track.
- Do not climb or hang on the soccer goals or nets.
- If soccer goals are moved, please return them to their original position before leaving the field.
- Always clean up trash (cups, plastic bags, etc.).
- Clean up any mess made by your dog.

Fitness Center/WEIGHT ROOM: Our state of the art weight room was opened in November 2013. Current Mountainview secondary students, staff, board & Yayasan members and their immediate family, and community ID holders may use this facility after attending a brief 15-20 minute orientation with the PE department. After completion of orientation and signing of Rules & Policies, a keycard may be purchased from the Front Office secretary. The weight room is open daily from 5:00 a.m. to 9:00 pm. All participants must follow the WEIGHT ROOM POLICIES. Mountainview is not responsible for any injuries caused by failure to follow these guidelines. See the WEIGHT ROOM RULES & POLICIES.

- **NO CHILD UNDER GRADE 7 IS PERMITTED IN THE ROOM.**

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

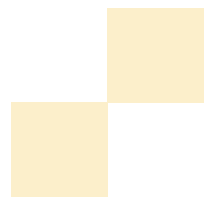
WC FACILITIES: The two bathrooms on the west end of the north gym are traditional squat pots. They are primarily for our guards and outside workers but are always open for anyone to use (but will probably not be stocked with toilet paper)

EMERGENCIES:

A campus phone is located at the PosJaga. Dorm extensions are 302 or 303.

A First Aid kit, supplies, and ice packs are located in the First Aid Room in the big gym. Basic First Aid protocol is attached to the outside of the door.





Locker Room Privacy Policy

MCS 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 Head of School. 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 Head of School, 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

The Mountainview Swimming Pool was officially opened September 13, 2014. It is an 8-lane, chlorinated pool, 25 meters in length, 20 meters in width with a depth ranging from 1 meter to 3 meters.

Those who may use the pool include all current MCS students, staff, MCS board and Yayasan members and their immediate family, and Community ID holders. Current part-time students must qualify for pool privileges. Please see your principal to determine if you qualify. Refer to Appendix for a complete list of Pool Rules & Regulations.

Phone Usage

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

- Local Calls: Students will need to pay Rp. 1000 in order to make a local call. Cash only.
- Long-distance Calls (including all calls to cell 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.
- Cell Phones / Hand Phones: Students may bring cell phones, but they are not to be used or seen any time during school hours without expressed teacher permission.

Facilities

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 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:

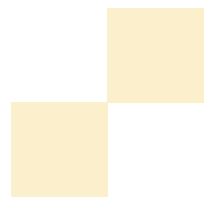
All fees and tuition payments are due on the announced date, which is always before the beginning of the semester. Tuition and fees must be received before or on the due date. A late fee of Rp700,000 or 2% per month (whichever is greater) will thereafter be applied to any outstanding account balances. Parents are responsible for transfer delays and/or transfer costs. Accounts more than 30 days delinquent without prior notification and approval may result in suspension of the student from school until suitable arrangements have been made to bring the account current. It is the responsibility of the parents to make arrangements with the Head of School when bills are not paid. Report cards and transcripts cannot be given out until all tuition and fees are paid. Current tuition fees are available from the Finance Office or registrar.

Late enrollment:

Partial Tuition Fees for Late Enrollment	
Day 1-20	100% of fees due
Day 21 - 40	75% of fees due
Day 41 - 60	55% of fees due
Day 61 - 70	40% of fees due
Day 71 +	30% of fees due

Withdrawal/Refund Policy:

Withdrawal from MCS for any reason must be transacted through the school's main office by the parent or guardian. The notice must be given to the main office at least 14 days before the student's last day of school. A withdrawal form must be completed. The form can be picked up at the main office. All monies owed the school must be paid before the withdrawal is complete and records can be released. Upon early withdrawal from MCS, tuition will be refunded according to the number of school days attended that semester as follows: up through the 20th school day of the semester a 50% refund will be given; from the 21st school day through the 39th school day a 25% refund will be given; from the 40th school day to the end of the semester no refund will be given.

**Extra-curricular Fees:**

Some extracurricular activities have special fees. See the Extra-Curricular Activities section for details.

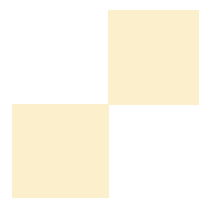
Class fees:

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 some art classes.

Financial obligations and transcripts:

The timely receipt of tuition and other fees is essential for the school to continue to meet its own obligations. Transcripts and other official documents (may include report cards and diplomas) will not be issued until all financial obligations to the school have been met. These obligations include, but are not limited to, tuition, sport participation fee, lost/damaged book fees and library fines.

Gifts to Mountainview Faculty, Staff, or Department



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 a 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 than Rp. 500.000) to specific classrooms or departments may be received by the Finance 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 Finance 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 Finance 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 the contributor will be kept anonymous.



Health and Safety



Liability Release and Guardianship

Parents need 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

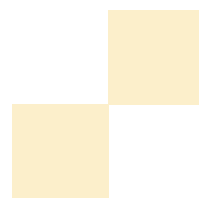
The health form that accompanies the Application Form should state the parents' preference for medical treatment. A copy of this form will become part of the student's medical record and kept in the medical care log. For the protection of the staff and students, please notify the School Health Care Provider 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. A School Health Care Provider will notify only personnel that may be affected, and confidentiality will be maintained.

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 World Health Organization (WHO) and the Center for Disease Control (CDC). Because MICS 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 see the Parent menu on our website (www.mtview.id) for additional helpful information about immunizations and the illnesses they guard against. If there is an occurrence of one of the illnesses below at school (among students or staff) then students without a current immunization will not be permitted to attend school until the principal gives clearance.

Health and Safety



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 yrs. (TDaP: rec. at 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 yrs	None needed if given after 12 months of age
Polio (IPV)	4 doses: 2, 4, 6-18 months & 4-6 yrs	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 Immunizations

Immunization	Schedule	Booster
COVID-19	2 doses: 4-6 weeks apart	After 6 months
Typhoid	Injection: 1 dose – must be 2 yrs 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

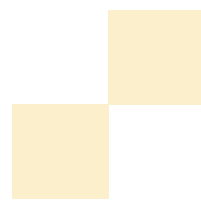
Optional Communication (recommended by the Center for Disease Control)

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.

COVID-19 immunizations (2 doses) are required for participation in IISSAC athletic events

Health and Safety



Illness

If the student is ill during the school year with a fever of 100° F (38° C) or above, he must stay at home until the temperature has returned to normal for 24 hours. If an infectious condition 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, since the school does not have an official health care provider, the 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 call the school office or email office@mtview.id by 8:30 a.m. on the day his/her child will be absent. Please explain the reason for the absence in a phone call or email. In some cases, additional documentation may be required. It is the student's responsibility to request make-up work. See the Attendance Policy for more information.

Medications

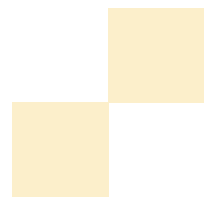
If the student suffers from allergies or some other chronic illness that requires medication or supplies, we request that clear, written instructions along with all necessary medication and equipment be given to the school nurse or office staff. Allergy information, as well as written instructions for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

Dormitory students should turn in any prescription medication to their dormitory parents when first arriving at the dormitory. The dormitory parent in consultation with the School Health Care Provider will be responsible for oversight of the administration of the medicine.

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

Health and Safety



Physical Education

Physical education is a regular part of the school program; thus all students are required to participate unless an exemption or modified fitness plan has been approved due to physical limitations. 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 and should expect to make up the missed period in accordance with class policy.

To avoid foot injury and disease, tennis/athletic shoes and cotton socks are required for P.E. classes. At the end of the class period, students 5th grade and older are required to change into a fresh shirt unless they have P.E. at the end of the day.

K through 8th grade PE students must wear a Mountainview PE shirt and athletic shorts (longer than fingertips when hands are at one's side), capris or workout pants (not leggings).

Standard Precautions for Handling of Body Fluids (including, but not limited to, blood-borne pathogens):

Because all body fluids should be considered infection risks, 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 our website (www.mtview.id) or contact the principal. If you want to report any concerns, contact the principal.



What Is Bullying?

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

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to be confronted with and repent of the harm they are doing to others and to themselves, and they need to learn different ways of behaving. Mountainview has the responsibility to respond promptly and effectively to issues of bullying.

***“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.”
-Ephesians 4:29***

Child Abuse Policy



The staff and administration of MCS recognizes 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 our website (www.mtview.id) or contact the principal. If you want to report any concerns, contact the Child Safety Coordinator (childsafety@mtview.id) or report on our website at <http://www.mtview.id/about-us/child-safety.cfm>



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 details 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

FACTS/RenWeb - Parentsweb

A primary tool for teacher-parent communication is FACTS/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

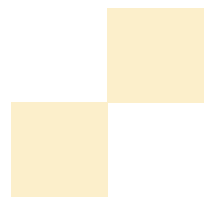
1. Please go to www.renweb.com.
2. Select Logins from the menu bar and ParentsWeb Login from the drop-down menu.
3. After the FACTS/RenWeb ParentsWeb Login screen opens, please select Create New ParentsWeb Account.
4. Enter MV-IDN into the District Code field.
5. Enter in the Email field your email address as provided in your application to the school. (Contact dita@mtview.id if you are unsure of the email address provided.)
6. Click the Create Account button.
7. You will receive an email from FACTS/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.
8. 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.
9. Click on the Save Username and/or Password button.
10. Close the window.
11. 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 Communication



Parent/Teacher Conferences

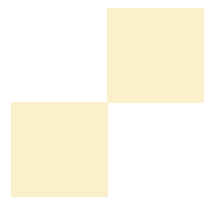
Parent/Teacher conferences are generally held at the beginning of the second and fourth quarters. We encourage both parents to attend these conferences, if possible, to discuss progress problems or questions with the teachers.

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.

Parent-Teacher Communication

Parent- Teacher Communication is vital to the success of your child's education. Please don't hesitate to contact your child's teacher by email or other means of communication they have shared with you. To respect teachers' family and private time, please allow a full business day for a response. Teachers are not required to check or answer school emails or other correspondence outside of usiness hours.

Conflict Resolution - Grievance Policy



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, administrators, 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.

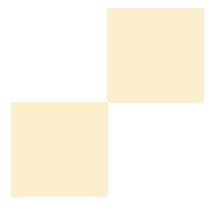
Informal Level II

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.

Conflict Resolution - Grievance Policy



Formal Level II

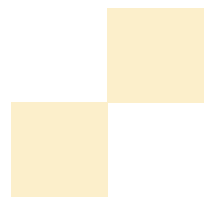
If resolution is not reached at the administrative level, the grievance may be taken to the Head of School. A copy of the written statement and the administrator's documentation is to be given to the Head of School. The Head of School will communicate with the administrator, act upon the grievance, document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

Formal Level III

If resolution is not reached at the Head of School 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).



Conflict Resolution - Grievance Policy



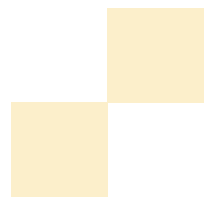
Steps for Handling a Grievance

1. Board chairperson sends the grievance letter to all board members.
2. Board chairperson forms a grievance committee of at least three board members.
3. Grievance committee chairperson informs both parties that they are not to communicate to teachers, staff or Mountainview community members about this situation until the board has reached its decision.
4. Within 48 hours after the grievance has been given to the board, each party will present to the committee chair a written report presenting their case.
5. Each party, in separate sessions with the committee, will orally present their case. Each party will be given adequate time.
6. The grievance committee does the needed research.
7. If needed, the grievance committee meets again with parties to clarify any information.
8. The grievance committee, via email, presents its report to the board.
9. Board chairperson has a 'Called' board meeting as soon as possible to discuss the grievance and make a decision.
10. Grievance committee gives the decision of the board to each party in person.
11. A record of the grievance is placed on google drive.

Principles for Handling a Grievance

1. Fairness
 - The grievance committee gives approximately equal time to the parties involved in the grievance to present and clarify their case
 - Each party to the grievance explains their case both orally and (a day or two after the oral explanation) in written form. This helps assure that both parties are heard well and heard accurately.
 - The parties involved in the grievance may not speak individually with grievance committee members or other board members about the grievance
2. Thoroughness – The grievance committee gets input from all relevant parties until it feels that it has enough input to make an informed report to the board. The board takes sufficient time to make a wise decision.
3. Timeliness - Grievances bring stress to the grieving parties and to others not involved in the grievance (teachers, staff, and the larger community). Therefore, the steps above are done in a timely manner.
4. Protect the larger community – The parties to the grievance are informed that they are not to communicate to teachers, staff or Mountainview community members about this situation until the board has reached its decision.
5. Care – As much as is possible, the board/grievance committee speaks the truth (as it sees it) in love

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 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.

Parent Volunteers



Each year the elementary school has many needs for parent volunteers. We need parents throughout the school year to help with special days like International Day, the 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 or your child's teacher.

Social Media Policy

MCS 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.
- MCS 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

Don't share the following:

- Confidential information
- Private and personal information

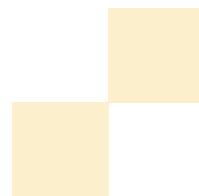
Please be cautious with respect to:

- Images
- 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

Social Media Policy



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 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

Social Media Policy



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

MCS 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 MCS.
- Removal of student from MCS.
- Additional consequences determined by Administration.

Extra-Curricular Activity



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 sports 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 secondary student -led science, coding, robotic clubs 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.

Pool Rules and Regulations



WELCOME to the MCS Swimming Pool! We want the swimming pool to be a fun and safe place for everyone. Please make yourself familiar with the following Pool Rules and Regulations.

Pool type: The MCS pool is a salt-water 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 the pool schedule at the pool for the 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 current MCS students and immediate family members; all current national and expatriate staff and immediate family members; all current MCS Board and Yayasan members and immediate family members. Current part time students must qualify for pool privileges. Please see your principal to determine if you qualify.

Guests: From time to time those who qualify for pool privileges have out-of-town family members/guests 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.

Swimmers 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 the shallow end if they have not passed this test. Lifeguards are available to give children DWT when the parents feel the child is ready.

Pool Rules and Regulations

POOL RULES

Parents and adults are the first line of responsibility for their children. Adults accompanying children must remain on the 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 the 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 the 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 the 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 the pool.
- Please put away any chairs, kickboards, pull buoys that you used and take personal belongings with you.
- No smoking.
- School classes and swim teams have priority over all other events.

Pool Rules and Regulations

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 the 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 the 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 lifeguards are on duty.

Dorm Students: See your Dorm Handbook/Dorm parents for a 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, the 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 lightning sighting. The lifeguards are in charge of timing the lightning.

Pool Rules and Regulations

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.

Updated: August 2017



Fitness Center/ Weight Room Rules and Policies

- 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.

MCS FITNESS CENTER/WEIGHT ROOM MEMBERSHIP AGREEMENT

FIRST & LAST NAME: _____

Telephone number : _____

EMERGENCY CONTACT PERSON : _____

EMERGENCY CONTACT TELEPHONE: _____

I have attended training for the FITNESS CENTER/WEIGHT ROOM.
I have read and agree to follow the established rules and guidelines for the
safety of myself and my school.

Signature

Date

Trainer Name: _____ Trainer Signature: _____

ELEMENTARY STUDENT/PARENT HANDBOOK 2026-2027

MOUNTAINVIEW CHRISTIAN SCHOOL

PO Box 142, Salatiga 50711 Jateng, Indonesia

Main Office Phone: 0298-311673 // Secondary HP:8122-9680207 // Elementary HP: 8821-3995641

Elementary Office: eloffice@mtview.id Secondary Office: office@mtview.id

Website: <http://www.mtview.id>

FACTS / RenWeb ParentsWeb: <https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>

District Code: MV-IDN

Elementary Principal: Ellen Seo eseo@mtview.id

Secondary Principal: Betty Jo (BJ) Armstrong. bjarmstrong@mtview.id

Director of Administration: Yohanes Soeharto, yohanes@mtview.id

Management Advisor: Gert Jan de Graaf, gdegraaf@mtview.id



