



CIRACAS ADVENTIST ACADEMY

PERGURUAN ADVENT XV CIRACAS

2024/2025

STUDENT HANDBOOK

SENIOR HIGH SCHOOL



Adventist Education

A JOURNEY TO EXCELLENCE



CIRACAS ADVENTIST ACADEMY

PERGURUAN ADVENT XV CIRACAS

Gedung A TK – SD – SMP

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Gedung B SMA

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FOREWORD

To facilitate a better teaching and learning process tailored specifically for the senior high school students of Ciracas Adventist Academy, the Senior High School Student Handbook has been created. It aims to provide information about the student's participation in curricular, co-curricular and extracurricular activities at the school.

This handbook includes information about the school, its philosophy, mission, and vision, as well as its core values. Likewise, it serves as a resource document intended to guide the students and their parents on the policies and procedures, rules, and regulations that the Senior High School of Ciracas Adventist Academy implements. Upon admission, students, with the guidance of their parents, are expected to understand and abide by the provisions stated herein to maintain discipline, order in the school, manifest its Christian values, and uphold the academy's good reputation.

Please note, however, that the policies and programs outlined in this handbook are effective throughout the academic year. Changes in the content of the student handbook may be made at any time, by the school's administration, with proper notification to the students and/or parents. In addition, this handbook supersedes all previous handbooks, documents, and directives in cases of conflict. Failure to read this handbook does not excuse students from the rules, policies, and regulations contained in it.

God bless your academic journey to our beloved Ciracas Adventist Academy!

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ARTICLE 1: GENERAL INFORMATION

The Journey and History

The Ciracas Adventist Academy is a private Christian academy funded by the Ciracas Adventist Church under the supervision of the Jakarta Conference of the Seventh-day Adventist Church.

It contributes to enhancing the community's education level through a holistic approach that addresses the spiritual, mental and physical aspects of its learner.

Its journey can be traced back as far as July 1989 under the name of Adventist Elementary School (SD). It began humbly with only two modest classrooms and a total of 26 students from grades 1 and 2. In response to the community's need for a holistic and quality education that extends to older students, the school established a Junior High School (SMP) with an initial enrollment of 16 students in July 1995. A decade later, the management also decided to open education at the kindergarten level (TK).

In 2013, CAA started offering a program to meet the demand for a senior high school in the district. At the time of the conception of the Senior High School (SMA), the school had a single campus located on Jl. Raya Bogor KM. 26. At the outset, the Senior High School had 32 students, which was followed by a total of 68 graduates at its first commencement exercises in 2013.

The continued expansion of the student population eventually necessitated the construction of a separate building exclusively for senior high school in 2017. God opened the door of opportunity for the academy to acquire a property that was previously a Muslim school



Photo: Original building in Kalapa Dua, West Java

located in Kelapa Dua Wetan. The academy paid in full after four years of installments. This building is now known as Campus B (Kelapa Dua Wetan Building) of Ciracas Adventist Academy while the former building in SD-SMP becomes known as Campus A (Ciracas Building).



When SMA moved into Campus B, it only had a single-story building that accommodated the classrooms and the teachers' office. In June to December 2020, the school began constructing the hall, followed by the second and third floors, respectively. Finally, Building B of Ciracas Adventist Academy had its inauguration on January 20, 2021.



Since its inception, SMA has shown significant improvements in its facilities, learning and teaching processes, and educational activities. It continues to highlight the positive performances of its alumni in gaining admission to the top universities



in Indonesia, as well as in competitions in the fields of arts and music, among others.



In the near future, the school plans to use English as the medium of instruction in the classroom. In 2025, the program aims to begin with three subjects: Mathematics, Biology, and Chemistry. As preparation for this, incoming freshmen will receive extensive English training to meet the English requirements of the mentioned subjects.



The School Logo and Slogan



THE SCHOOL LOGO



The **TRIANGLE** symbolizes the school's commitment to the overall well-being of its students, focusing on three interdependent dimensions: mental, physical, and spiritual. These aspects are essential for achieving a holistic balance in personal well-being, fostering growth and facilitating learning.



The **BOOK** represents the BIBLE, which is the perfect standard of truth and the source of all true education. The school's primary objective as an educator is to guide the student's mind toward God's own revelation of Himself in His Word.

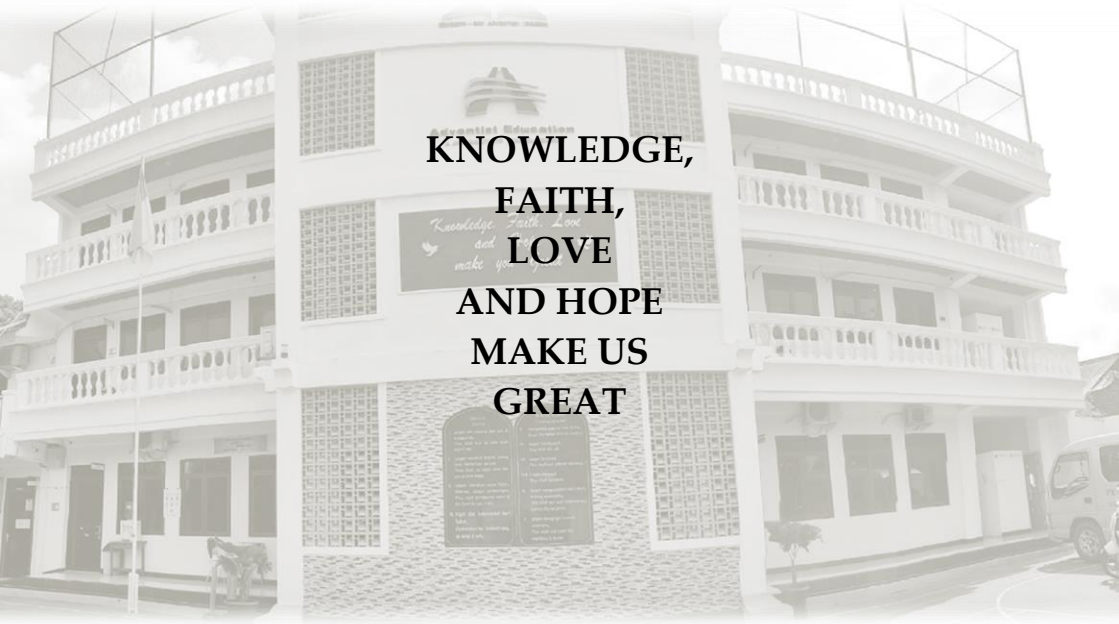


The **LIT CANDLE** symbolizes the light of Christ, which guides the school on the right path in its dedication to serving the community through Christian education and instruction. It is also a reminder to truly live the words of our Lord: "I am the Light of the World."



The **NAVY BLUE** color of the logo is associated with the commandments of God, reflecting the school's aim to produce students who are law-abiding, prioritizing adherence to the commandments of God and, secondly, to the laws of their nation.

CIRACAS ADVENTIST ACADEMY SLOGAN



The school's slogan reflects its mission and objectives. Knowledge is futile unless it recognizes its true Source by faith. Without faith in God, all knowledge may lead to arrogance and boasting. Likewise, faith without love is meaningless and lifeless. In addition, true faith and love cannot exist without hope, as hope provides the fertile ground for faith and love to flourish. Therefore, knowledge, faith, love, and hope are the greatest and best assets anyone could possess and share with others, not just now but for eternity.

Vision, Mission and Objectives

OUR VISION

To produce students who have Christ-like character, excel in science, and are autonomous.

OUR MISSION

1. To understand the Adventist education, which is faithful and service-oriented;
2. To develop students' abilities in science and technology;
3. To motivate students to be creative, excel, and become autonomous.

OUR OBJECTIVES

1. To restore the image of God in the students;
2. To create students who are healthy physically, mentally, spiritually and socially.
3. To cultivate students with strong moral character grounded in the teachings of the Bible;
4. To develop autonomous and skillful students who excel in science;
5. To create students who are able to think creatively and innovatively;
6. To produce graduates who love God and fellow human beings.

Educational Philosophy and Core Values

OUR EDUCATIONAL PHILOSOPHY

1. God is the source of knowledge and wisdom.
2. God created man in perfect condition, but sin ruined it.
3. Salvation is only through Jesus Christ.
4. The purpose of true education is to restore in man the image of God.
5. The Holy Bible consists of true doctrine of faith and deeds.
6. The Spirit of Prophecy is the revelation of God for SDA members in shaping the philosophy of SDA education.
7. SDA Schools are established to facilitate the transfer of learning, trust, goals, attitudes, the values of life, and habits and traditions of SDA.

OUR CORE VALUES

- a. **INTEGRITY.** Upholding rules firmly, impartially, and valuing commitment highly.
- b. **SERVICES.** Prioritizing the satisfaction of parents and students through proactive efforts to provide the best learning experience.
- c. **INNOVATION.** Oriented towards sustainable improvement efforts that add value to the process of delivering educational services.
- d. **COOPERATION.** Emphasizing synergy based on the principles of openness and mutual trust.
- e. **COMPETENCY.** Committed to enhancing the best knowledge and skills for the service of Ciracas Adventist Academy.

The Practice of Pancasila

Pancasila is the official, foundational philosophical theory of Indonesia composed of five principles:

A. The Supreme Godhead

1. Believing and fearing the Almighty God is in accordance with their respective religions and beliefs according to the principles of fair and civilized humanity.
2. Respectfully respect and cooperate between religious and adherents of different beliefs so that harmony in life can be fostered.
3. Respecting each other's freedom of worship according to their respective religions and beliefs.
4. Do not impose a religion or belief on others.

B. Just and Civilized Humanity

1. Recognizing the equal degree of equality of rights and equality of obligations between fellow human beings.
2. Love each other as humans.
3. Develop an attitude of tolerance.
4. Don't be mean to other people.
5. Upholding human values.
6. Enjoys carrying out humanitarian activities.
7. Courage to defend truth and justice.
8. Develop an attitude of respect and cooperation with other nations, because the Indonesian people are part of all humanity.

C. Indonesian Unity

1. Placing unity, interests and safety of the nation and state above personal or group interests.
2. Willing to sacrifice for the sake of the nation and the country.

3. Love of country and nation.
4. Proud to be Indonesian and to have Indonesian roots.
5. Promote association for the unity and unity of the nation that has *Bhinneka Tunggal Ika*.

D. Democracy Led by Wisdom in Deliberation and Representation

1. Prioritize the interests of the state and society.
2. Do not impose your will on others.
3. Prioritize deliberation in making decisions for the common good.
4. Includes a family spirit to reach consensus in deliberation.
5. Receive and implement the results of deliberations with good faith and open heart.
6. Conduct deliberations with common sense and in accordance with a noble conscience.
7. Decisions taken must be morally accountable to God Almighty, uphold human honor and dignity as well as the values of truth and justice.

E. Social Justices for All Indonesian People

1. Developing noble actions that reflect the attitude and atmosphere of family and mutual cooperation.
2. Being fair.
3. Maintain a balance between rights and obligations.
4. Respect the rights of others.
5. Likes to help others
6. Avoid blackmail towards others.
7. Not wasteful.
8. Don't live a luxurious life and splurge.
9. Do not commit acts that are detrimental to the public interest.
10. Likes to work hard.
11. Appreciate the work of others.

12. Together we strive to realize the progress that is equitable and socially just.

Academy Hymn

MARS PERGURUAN ADVENT CIRACAS

Perguruan Advent Ciracas
Tempat ku didik menjadi cerdas
Meraih ilmu tuk gapai cita-citaku
Jadikan Tuhan nomor satu
Perguruan Advent Ciracas
Mengajarku menjadi tangkas
Bertumbuh dalam iman yang kuat
Kejar mimpi penuh semangat
Perguruan Advent Ciracas
Melahirkan generasi berintegritas
Selalu bersandar pada Firman Tuhan
Perguruan Advent Ciracas
(Repeat two times)
Perguruan Advent Ciracas....Sekolahku

School Facilities and Services

Administrative Office. The office of the principal and administrative staff is located on the left side below the classrooms for grade 10 students.

Finance Office. The Finance Office ensures that there are sufficient funds available for the school's daily operations. It also processes payments for tuition fees, miscellaneous fees, and other fees mandated by the school. It is located at the far end corner of the ground floor next to the Administrative Office.

Teachers' Office. The Teachers' Office is adjacent to the Hall, where the school's faculty can be found when not in the classrooms. It is also a place where students can meet with their teachers to discuss school-related concerns.

Library. The library stands next to the Teachers' Office and provides comfortable couches for sitting and studying. It is also a place where students can access a variety of reading materials and references under the guidance of a teacher or the librarian.

School Clinic. The School Clinic provides emergency and first aid treatment to students who suffer from minor injuries and unexpected illnesses. It is located next to the Administrative Office.

Hall. The Hall is the school's auditorium that serves many purposes for various school activities. Primarily, it is where the regular morning assembly for worship and prayer meetings with students is held. It can accommodate more than 300 people. It is situated at the center of the first floor of the main building.

School Ground. In the foreground of the main school building lies the school ground where flag ceremonies are conducted and games of basketball, volleyball, and badminton games are played. When not in use, it serves as a parking area for the vehicles of faculty and staff, as well as visitors.

Canteen. A small store/canteen is available during recess and lunchtime. Students can purchase meals, snacks and drinks at a reasonable cost during its operating hours.

Guidance and Counselling Center. The Guidance Center is a crucial unit in the school due to the support it provides to students in terms of pastoral care, and counseling. It is located on the second floor of the main building.

Prayer Room. A designated area for prayer and meditation inside the Guidance Center is available for students seeking a peaceful and personal time with God.

Physics Laboratory. The Physics Laboratory can be found on the second floor of the main building. It is a place where students have opportunities to conduct some science-related experiments and research.

Biology and Chemistry Laboratory. The Biology and Chemistry Laboratory is a separate room next to the Physics Laboratory.

Classrooms. Each classroom is equipped with air conditioning, and flat-screen TV for PowerPoint presentations or video viewing.

School Learning Management. The school provides a digital platform for students and teachers, enabling the latter to send and manage learning materials, exams, and student grades. This platform is accessible to both students and parents.

Futsal Court. The school has a futsal field located on the rooftop of the main building. The court may also be used for physical education classes and ball games.

Greenhouse Garden. On the left side of the rooftop, there is a greenhouse that cultivates various botanical and herbal plants, along with a few vegetables.

School Bus Service. The school offers free transportation services for students from Campus B (Kelapa Dua Wetan Building) to Campus A

(Ciracas Building) at 6:10 a.m. and from Campus B to Campus A at 6:30 a.m, and then the bus returns to Campus B. In the afternoon, the latest departure time to Campus A is 3:15 pm and the latest departure time to Campus B is 3:35 pm. It is also used for field trips and other extracurricular activities.



Administration, Faculty and School Board

ADMINISTRATIVE AND OFFICE STAFF

Rolans L.M. Simbolon, M.A.Ed.	Principal
Yudi Andri Siregar	School Operator
Noviana Notty, S.E., M.M.	Accountant
Yetty Sylvia Handayani, S.E, M.Pd.	Cashier
Irwan Juniawan	Administration Staff

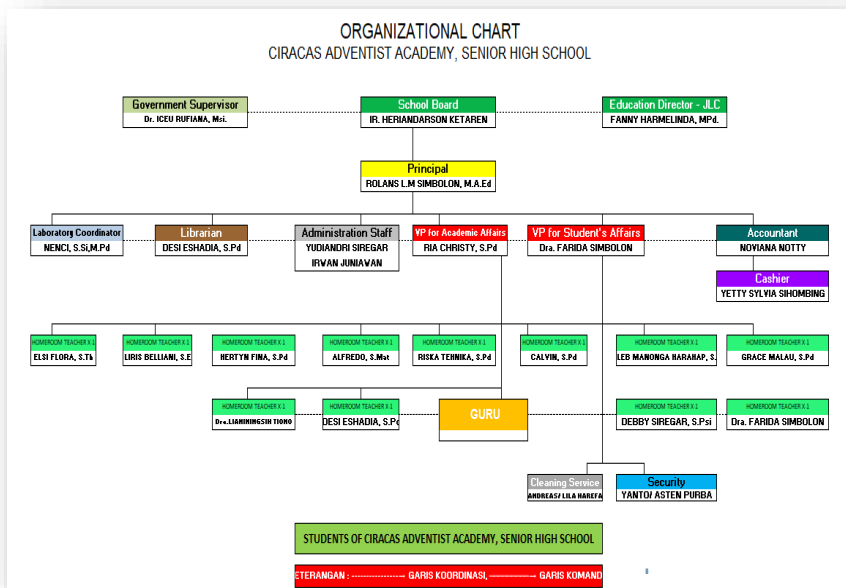
SCHOOL FACULTY

Dra. Farida Simbolon	VP for Students Affairs/Arts
Ria Christy, S. Pd.	VP for Academic Affairs
Nenci Hutapea, S.Si., M.Pd.	Chemistry/ Laboratory Coordinator
Marakin Naibaho, S.Si	Entrepreneurship
Dra. Lianingsih Tiono	English
Elsi Flora Sagala, S.Th.	Religion/AY Ciracas Club
Aulia Dwinanda Halim, S.Pd.	Geography/OSIS
Dina Margaretha Pardosi, S.Pd.	Civics
Calvin Tulandi, S.Pd.	Physical Education
Liris Belliani Purba, S.Ak.	Economics/ POMG
Desi Eshadia Pakpahan, S.Pd.	Bahasa Indonesia/ Librarian
Marta Uliana Simanungkalit, S.Sos.	Sociology
Grace Malau, S.Pd.	Bahasa Indonesia/ OSIS
Riska Tehnika Tampubolon, S.Pd.	Mathematics/ School Clinic
Kaleb Yakobus M. Harahap, S.Fil	History/AY Ciracas Club
Debby Vivian Siregar, S.Psi.	Guidance and Counseling
Alfredo Lazuardi, S.Mat.	Mathematics/ OSIS
Sondang Simamora, S.Pd.	Biology/OSIS
Rosa Tauran, S.Pd.	Physics
Mylene A. Delos Reyes	English Conversation/ AECS Volunteer

CAA SCHOOL BOARD

Jakarta Local Conference President	Advisor
Ciracas SDA Church Pastor	Advisor
Walpon Silitonga	Advisor
Ir. Heriandanson Ketaren	Board Chair
Herbert Hutagalung, MBA	Vice Chair
Isaac Nyoman, S.S.	Secretary
Freddy Simangunsong, SE.	Treasurer
Herbert MP. Siahaan, SE.	Compliance Officer
Tiar Marbun, M.Pd.	Education and Donor
Margaretha Hendriks, S.P.	Education and Donor
Melvin Zhou, drg.	Education and Donor
Henokh Supusepa, S. Kom	IT/Tech. &Marketing Officer

CAA ORGANIZATIONAL CHART



Policy Authority of the Handbook

Ciracas Adventist Academy retains the prerogative to periodically amend the policies outlined in the Student Handbook. The CAA School Board holds the ultimate authority in deciding significant policies and revisions within this Handbook. Any modifications will be conveyed either through online platforms or in written format, and your continued enrollment in the school signifies your consent to comply with any policy changes implemented.

ARTICLE 2: ADMISSION REQUIREMENTS AND PROCEDURES

In the academic year 2024-2025, the Senior High School of Ciracas Adventist Academy (CAA) can accommodate a maximum of 112 freshmen. For this reason, the school refuses acceptance of students beyond the maximum capacity in order to create a better learning environment for its students unless it is absolutely necessary.

Section 1. The Admission Committee

Every student has the right to enroll in Ciracas Adventist Academy upon meeting the requirements specified in the rules and regulations. Likewise, an admission committee is created to facilitate the lawful entry of students. It is composed of the following:

Chairman	:	Dra. Farida Simbolon VP for Student Affairs
Vice Chairman	:	Ria Christy, S.Pd. VP for Academic Affairs
Members	:	Yudi Andri Siregar School Operator Yetty Sylvia Handayani Cashier Irwan Juniawan Administration Staff

Section 2. Admission Requirements and Procedures for New Enrollees

The registration and admission process for new enrollees and transferees will commence on June 24, 2024 and will run until July 5,

2024. Students may proceed to the designated area for inquiries and registration on admission dates.

1. The student proceeds to the registration area to inquire about admission and enrollment procedures.
2. The student receives a copy of the registration form and make an initial payment of 430, 000 IDR for the registration fee at the cashier.
3. The student returns the completed and signed registration form with the following documents attached:
 - a. Three (3) copies of legalized diploma
 - b. Three (3) copies of birth certificate
 - c. A copy of family card
 - d. A copy of baptismal certificate (for SDA members only)
 - e. A copy of parent's ID card
4. Student proceeds to the cashier to pay the following:
 - a. remaining balance of 350, 000 IDR for the registration fee;
 - b. PE Uniform – 175, 000 IDR
 - c. Batik Uniform – 115, 000 IDR.
5. The student goes to the library to check out the books required for his/her level, and take note the following:
 - a. He/she can borrow a maximum of 6 books out of the 15 required for the duration of the academic year.
 - b. He/she has the option to purchase the remaining books that cannot be borrowed from the school or any commercial bookstore.
 - c. If purchasing from the school, the books must be paid for within three months. A 5% discount is offered to those who make a full payment upon admission.
6. After completing all the necessary forms and payments, the student will attend the student inauguration at the school on July 8, 2024. The student inauguration is an official ceremony for freshmen.
7. Both the student and parent/guardian are required to read and sign the agreement form provided in the Student

Handbook upon receiving a copy during the student orientation. This agreement is then photocopied as a school file.

Section 3. Admission Requirements and Procedures for Transfer Students

Transfer students follow the same procedures as the new enrollees. However, aside from the admission documents required for new enrollees, transfer students are required to submit the following additional requirements:

1. A letter of transfer from the school concerned signed by the authorized staff.
2. A validation letter from the local department of education.
3. Original report card.

Section 4. Admission Requirements and Procedures for Returning Students

1. Students are automatically enrolled in the school unless they choose to withdraw or transfer.
2. Students have to pay the re-enrollment fee before or upon returning to school.
3. Previous student accounts must be paid in full before admission to the new academic year.
4. If previous accounts are not settled before the first day of school, students must bring their parent/guardian with them on the first day of class to discuss the matter with the principal. Otherwise, the student will have to be sent back home.
5. Students are expected to return to school on the first day of classes to meet their new homeroom teacher for a class orientation and the election of class officers.

Section 5. Withdrawal of Credentials and Enrollment

1. Students who are withdrawing their enrollment must prepare a letter of intent addressed to the school principal, and apply for clearance by completing the Student Clearance Form.
2. The school reserves the right to retain or withhold records allowed by law until the account has been paid in full.
3. The release of transfer of credentials or any academic records to students may be withheld for the following reasons:
 - a. non-payment of financial obligations;
 - b. with unsettled property accountability;
 - c. non-compliance of clearances;
 - d. student requesting is under suspension not yet lifted.

Section 6. Inauguration Ceremony for New Students

The Inauguration Ceremony for New Students, organized by Organisasi Siswa Intra Sekolah (OSIS), the student organization body of the school, is a formal welcome for all freshmen. The three-day event includes meeting school staff, taking tests such as IQ test, psychological tests, English placement test and English speaking test, and participating in various activities.

Students also receive a copy of the Student Handbook to read, understand, and sign with a parent/guardian. Since admission to the school is voluntary, with students agreeing to comply with essential requirements for the school's mission, vision and core values, they are expected to adhere to the rules and policies stated in the Student Handbook while the student is enrolled.

ARTICLE 3: GENERAL FINANCIAL INFORMATION

Ciracas Adventist Academy strives to make Christian education as affordable as possible by providing reasonable fees to parents and students.

The tuition and other fees include parents' financial contributions towards instruction, instructional materials and most school supplies and necessities. While this list covers most expenses, there are some costs that cannot be fully predicted before the school year starts.

All fees listed herein are in Indonesian Rupiah (IDR).

Section 1. Tuition Rates and Other Fees

Tuition Rates and Other Fees for S.Y. 2024-2025

Senior High School	Grade 12	Grade 11	New Student
Re-enrollment Fee	550,000	550, 000	550, 000
Tuition Fee (SPP)/mo.	500, 000	600, 000	600, 000
Annual OSIS Membership Fee	150, 000	150, 000	150, 000
Registration Fee			780, 000
Initial Payment			(430, 000)
Final Payment			(350, 000)
Development Fee			5, 000, 000
PE Uniform			175, 000
Batik Uniform			115, 000
Total	1, 200, 000	1, 300, 000	6, 770, 000

Please be advised that both the registration and re-enrollment fees are non-refundable and must be settled prior to the student's commencement of classes. Transfer students entering Grade XI are

required to remit 70% of the development fee, while Grade XII transfer students are only obligated to pay 50%.

Section 2. Payment Plans

Terms of Payment

1. Tuition fee may be paid either in full or monthly.
2. Full payment of the tuition fee for the academic year in advance entitles parents to a 5% discount.
3. If full payment is not an option, tuition fees must be paid monthly on or before the 10th of each month.
4. Payment for the Development Fee can be spread out over the academic year.
5. Payment for the annual membership fee for OSIS and school uniforms can be spread out over the academic year.
6. Parents who choose to buy textbooks for their children from the school must make full payments for the books within three months upon receiving them.

Modes of Payment

The school encourages payment through a virtual account for the convenience, safety, and accuracy of transactions. Another mode of payment available is a bank account transfer. If these options are not possible, the school also accepts cash payments at the CAA cashier's office.

The bank account details of the school will be provided upon request.

Section 3. Available Discounts

The school offers various discounts according to the student's eligibility. See below the following available discounts provided by the school:

1. **Early Payment Discount.** This refers to a full-year payment in advance for tuition fees.
2. **CAA Junior High School Alumni Discount.** The student is eligible for this discount if he/she is a graduate of CAA Junior High School. The junior high school diploma must be presented as a supporting document.
3. **SDA Membership Discount.** If the student is a legitimate member of the SDA church, he/she can apply for this discount provided that he presents: 1) a baptismal certificate; and 2) a recommendation letter from the church's pastor.
4. **Sibling Discount.** A student who has a sibling currently enrolled in the school can avail of this discount. This discount is available only for the second sibling enrolled at the same time with the first sibling.
5. **Mission Worker Discount (Index Worker).** Students whose parents are currently working in the school and registered at the local conference as a mission worker can avail of this discount. This discount is available to up to four children enrolled at the same time. The 5th child and succeeding children of mission workers can avail of the discount as children of non-mission workers.
6. **Non-Mission Worker Discount (Non-Index Worker).** Students whose parents are currently working in the school but are not registered as mission workers in the local conference are also provided with some amount of discount on tuition fees. Part-time workers of the school are also considered as non-mission workers.
7. **Low-Income Earner Discount.** Students from low-income families may apply for this discount, provided that they have valid supporting documents from the government to qualify

for it. The discount percentage will depend on their household salary grade.

8. **CAA Junior High Academic Achiever Discount.** This discount is available only to CAA Alumni who is ranked 1st, 2nd or 3rd in grade-level academic award, and/or ranked 1st, 2nd, 3rd in classroom-level academic award.

Summary of Available Discounts

Discount Classification	Discounted Fee	Discount %
Early Payment Discount	Tuition Fee	5%
CAA Junior High School Alumni Discount	Development Fee	20%
SDA Membership Discount	Development Fee	25%
Second Sibling Discount	Tuition Fee/month	10%
Mission Worker Discount (max of 4 children)	Tuition Fee/month	42% (SMA) 18 % (Conference)
5 th and succeeding children of Mission Worker	Tuition Fee/month	50% (SMA)
Non-Mission Worker Discount	Tuition Fee/month	50% (SMA)
Low-Income Earner Discount	This depends on the eligibility of the request for a discount.	
CAA Junior High Academic Achiever Discount		
Grade-Level Ranked 1 st	Development Fee	100%
	Tuition Free	6 mos. Free
Grade-Level Ranked 2 nd	Development Fee	100%
	Tuition Free	3 mos. Free
Grade-Level Ranked 3 rd	Development Fee	100%

Classroom-Level Ranked 1 st	Development Fee	80%
Classroom-Level Ranked 2 nd	Development Fee	60%
Classroom-Level Ranked 3 rd	Development Fee	50%

Section 4. Financial Policies

Definition of Terms

1. **Outstanding Balance.** Any unpaid financial obligations to the school from the previous academic year.
2. **Delinquent Account.** Any account that is more than 30 days past due.
3. **Written Agreement Payment Plan.** A written legal document that allows one party to make smaller payments over an agreed period of time to pay off any financial obligations to the school.
4. **Other Financial Obligations.** Any fees collected by the school that is not for tuition.

Tuition Fees

1. Students who pay on a monthly basis must pay their tuition no later than the 10th of each month.
2. A receipt will be provided to the student or parent/guardian as proof of tuition payment, regardless of payment method, and it will be documented in the cashier's book.
3. Students who have not paid the tuition fee on time will receive a notice from the school to pay their arrears.
4. Students whose accounts have not made any payments on tuition fees for four (4) consecutive months may be asked to withdraw from CAA.

5. If the responsible party of a delinquent account has not agreed to a written payment plan that pays the tuition fee in full, the school will send a notification outlining the consequences of delinquent accounts.
6. Students with delinquent accounts, where tuition fees are not paid in full or without any Written Agreement Payment Plan, may face any or all of the following consequences, depending on the length of delinquency:
 - a. Not permitted to take any school examination.
 - b. Lose the privilege of participating in any school-related activities.
 - c. Removal from school.
 - d. Others that may be determined by the school
7. When students attend any classes during any calendar month and decide to withdraw from school, they are required to pay the full tuition fee for that month even if they failed to attend all classes scheduled during that period.
8. Final report cards, transcripts, and other school records will not be released until each account is fully paid.
9. If the responsible party fails to follow a written agreed upon payment plan on more than one occasion without contacting CAA, the finance department of the school may send a termination letter and skip any intervening steps.
10. Any tuition payment that has been entered and received by the school cannot be withdrawn, except if the student applies for a refund for any advanced payment made on tuition in case of withdrawal from school. However, this is subject evaluation.
11. Refunds are not given for vacation periods or absence from school.
12. Students with an outstanding balance cannot undergo re-enrollment the following academic year without first paying the delinquent account or presenting a new Written Agreement Plan if the previous one no longer applies.

13. Students must be financially cleared by the school before they are permitted to take semestral exams or final exams.

Other Financial Obligations

1. Miscellaneous fees not included in the list of payments provided during admission may be collected as needed.
2. Students may not participate in any extracurricular activity that involves additional fee or costs if their financial account is not current.
3. Students may settle other financial obligations to the school as outline in this document such as, development fees, parking fees and other miscellaneous fees.
4. The school has the right to prohibit students from entering classes or the school if the student in question has not paid their financial obligations.
5. Any payment of other financial obligations as outlined in this section under “Other Financial Obligations”, once submitted and accepted by the school, cannot be withdrawn or refunded for any reason.
6. Students or parents/guardians are not allowed to give money or gifts of any kind to the principal, teacher, or homeroom teacher personally if such actions may be seen as a bribe to influence students’ grades on report cards or diplomas.

ARTICLE 4: SCHOOL DAILY OPERATIONS AND SCHEDULES

Section 1. Regular Business Hours

The administrative office and cashier will be staffed to accommodate visitors and inquiries from 8:00 a.m. to 3:00 p.m., Monday through Thursday. On Fridays, the regular business hours are from 8:00 a.m. to 2:00 p.m.

Faculty and staff are required to come to school by 6:15 a.m. for the regular morning devotional. However, the teachers' office is available for consultation after the morning assembly with the students.

In addition, at least two picket teachers will be at the gate between 6:15 a.m. and 7:30 a.m. to supervise students as they arrive at school. At times, circumstances may necessitate schedule adjustments for staff and teachers within the school.

A security guard is stationed at the gate around the clock to monitor the entry and exit of the school.

Section 2. Daily School Hours

Regular school hours at Ciracas Adventist Academy are from 6:55 a.m. to 3:10 p.m. on Monday through Thursday, and from 6:55 a.m. to 2:45 p.m. on Friday.

Classes commence right after the morning assembly at 7:40 a.m. The morning recess lasts for 20 minutes starting at 9:40 a.m. while lunch break spans from 12:40 p.m. to 1:10 p.m.

To ensure adequate supervision, students must leave the campus of at the end of their last class or school activities. Exceptions will be made for students who have work appointments, are involved with other school sponsored activities, or have made special arrangements with their teacher or administration.

On Saturdays, students are not permitted to enter the school for academic work or any reason other than participating in religious activities or services, unless they have permission from the principal. The school will not assume responsibility for the supervision of students who remain on campus without authorization.

Section 3. Daily Assembly/ Chapel

The Ciracas Adventist Academy emphasizes the importance of fostering and enhancing students’ relationships with Christ. The school offers various avenues for students to achieve this goal, including regular morning assemblies that typically commence at 6:55 a.m. and conclude at 7:40 a.m.

Day	Activity	Place
Monday	Flag Ceremony/ Devotional	School Ground
Tuesday	School In Discipleship (SID)	Classrooms
Wednesday	Classroom Devotional	Classroom
Thursday	Care Group	School Ground
Friday (1 st and 3 rd)	Worship (Chapel)	Hall
Friday (2 nd and 4 th)	Morning Exercise	School Ground

Attendance at the morning devotional/assembly is mandatory for all students.

In addition to the daily assembly, the school offers consistent spiritual activities. These include a worship service held every 3rd Saturday of the month from 7 a.m. to 8 a.m. Furthermore, the school organizes a week-long prayer meetings or revival programs at least biannually.

Section 4. Maintaining Security and Order in the School

The school schedules at least two (2) picket teachers daily to maintain security, order and cleanliness in the school environment, as well as to handle students who arrive late or leave early.

In addition, picket teachers are also responsible for recording and reporting special cases to the principal. Furthermore, they supervise movements at school and respond to various situations that arise to create a conducive atmosphere and optimal learning conditions.

Visitors to the school are required to check in at the security post, where they must record their entry and exit time and, declare the reason for their visit and the person they are visiting.

Section 5. Library Services

The library is open at 10 a.m. or during break time. Students can borrow books during the scheduled hours. Additionally, both teachers and students can access the library to study or complete school-related tasks whenever it is open and available.

1. Library books are loaned out for a period of three (3) days with a maximum of two (2) books at a time.
2. Students borrowing books must fill out the required form provided by the librarian.
3. Failure to return the book on time will result in a fine of 5,000 IDR to be collected upon return of the book.

4. If any book loaned to the student is lost, misplaced, or torn, the student must replace the book by purchasing a new one either from a local bookstore or a second-hand store.
5. Graduating students will not receive financial clearance until all books are returned or replaced the event of loss or damage.
6. If any student breaks any of the policies stated herein, he/she is not allowed to borrow any book within two (2) weeks from the time of the incident.

Section 6. Clinic Services

The school clinic is open during office hours and is available to every student suffering from minor emergency health concerns. However, for serious injuries or illnesses, the students are advised to go to a nearby health center or hospital for immediate treatment.

Section 7. Pastoral Care and Counselling Services

The school offers pastoral care and counselling services provided by the guidance counsellor and school chaplain. These services cater to student's spiritual, social and emotional needs, helping them navigate difficulties and problems related to school and personal life.

The Guidance and Counseling office is open during school hours. If possible, appointments should be made with the counselor and school chaplain if a student needs counselling and guidance.

Moreover, the school arranges home visits for students on the third Saturday of each month, involving faculty and staff members. The purpose of these visits is to assess the students' and their families' needs and offer prayers for them. While this practice serves as a type of pastoral care, the responsibility of coordinating student home visits lies with the student affairs office.

Section 8. Parking Services

Students who wish to secure a spot in the parking lot of Ciracas Adventist Academy are required to fill out the parking registration form available at the Student's Affairs Office (SAO) in order to obtain a parking permit. It is important to note that this permit is considered a privilege, rather than a right, and could be rescinded if the student fails to comply with the school's regulations.

Only motorcycles are permitted to occupy parking spaces for students, and a non-refundable monthly parking fee of 40, 000 IDR must be remitted at the school's cashier. Upon submission of the application form and payment of the monthly fee, the student will be issued a sticker from SAO. The sticker in question should be securely attached to the student's motorcycle in a visible location to ensure it is easily seen during inspections.

ARTICLE 5: ACADEMIC INFORMATION

Section 1. Curriculum

The school provides a three-year senior high school program following the National Curriculum Education Policy, also known as the “Medeka Curriculum”. Additionally, it adhered to the standards of the Adventist education under the oversight of the Department of Education of the Jakarta Local Conference. The curriculum for each grade level is outlined as follows:

Grade X	Grade XI	Grade XII
<p><u>Core Subjects</u> Religion Civics Bahasa Indonesia Bahasa English PE Math Physics Biology Chemistry Sociology Economics History Geography Informatics</p> <p><u>Electives</u> Arts Entrepreneurship</p>		<p><u>Core Subjects</u> Religion Civics Bahasa Indonesia Bahasa English PE Math Arts</p> <p><u>Electives</u> Biology Chemistry Physics Economics Geography Sociology Advanced Math</p>

Section 2. Class Placement

At Ciracas Adventist Academy, it is acknowledged that the placement of students in specific classes can greatly impact their academic achievements. Therefore, CAA implements a psychological testing procedure for the placement of new students in classes, aiming to achieve the following objectives:

1. To offer students the chance to participate in a classroom environment that maximizes their learning potential.
2. To create well-balanced classes that consider the social, emotional, academic, and physical characteristics of each student.
3. To enable educators to tailor their approach to each student in the classroom according to the evaluation conducted during the psychological testing procedure.

Section 3. Course Schedule

The academic year commences in July and concludes in June. It is structured into four (4) school terms, each lasting an average of 10 weeks, or two (2) semesters, each spanning five (5) months.

The first and second terms constitute the first semester, while the third and fourth semester encompass the second semester.

Semester 1	Midterm	–	September 19-27, 2024
	Final	–	November 28 – December 6, 2024
Semester 2	Midterm	–	March 10-18, 2025
	Final	–	June 2 – 10, 2025

Vacations and holidays of different durations are scheduled in between semesters.

Section 4. Grading System

The academic performance of each student will be evaluated and documented at the conclusion of midterm or final exams using a numerical grading system, as outlined below:

Grading System		
Letter Equivalent	Percentage Equivalent	Adjectival Equivalent
A	91-100	Very Good
B	83-90	Good
C	75-82	Average
D	under 75	Fail

Section 5. Examination and Remedial Classes

Below are several key points that every student should keep in mind during examinations and remedial classes:

1. In order for student from grades 10-12 to receive exam permits for either midterm or final exam, it is imperative that their student accounts are up to date or resolved.
2. Students who are caught cheating on any exam may face disciplinary action, including suspension or expulsion.
3. Students are required to have a laptop in order to access their midterm or final exam through the School Management System.
4. Remedial classes are provided to students with grades below the passing threshold to prevent receiving an incomplete (INC) on their report cards.
5. If students have concerns about their academic performance during the term, they are encouraged to consult their teacher about the possibility of attending a remedial class.

Section 6. Performance Monitoring and Report Cards

Parents and students are encouraged to regularly monitor their child's academic development through the School Management System, which will be made available to them as soon as they register and log in. This process is efficient, straightforward, and provides valuable insight. Please ask the school for any assistance regarding the use of this platform.

The dissemination of grades and report cards to parents and guardians is in accordance with the school's academic calendar. Prior to the distribution of report cards, several factors should be taken into consideration:

1. Transcripts or final grades will not be released until the student's account is up to date and resolved.
2. Students who have not completed their clearance process are ineligible to receive a copy of their final report card at the end of the academic year.
3. Signed report cards should be returned to the school by the parents when they re-register their child for the coming school year.

Section 7. Student Clearance

At the conclusion of the academic year, students are accountable for the return of all designated textbooks, materials, and school assets that have been placed in their care. Additionally, it is their responsibility to confirm that they have fulfilled all academic obligations prior to departing the school at the end of the school year.

To apply for clearance, please adhere to the following the procedures:

1. Obtain a copy of the Student Clearance Form from the homeroom teacher.
2. Please provide the necessary information, including your name, grade level, class, teacher's name for each subject, and the date.
3. Proceed to each teacher in your form and request their signature to confirm that you have been cleared of any responsibilities in their class.
4. Ensure that signature has been completed for the following:
 - a. Library
 - b. Administration
 - c. Finance
 - d. POMGP
5. Once all signatures have been obtained, the student submits the completed clearance form to the homeroom teacher in order to be eligible to receive the report card according to the school's schedule.
6. A student who has not completed the clearance process will be ineligible to receive a copy of his/her report card.

Section 8. Academic Probation

A student may be placed on Academic Probation (AP) at the discretion of the faculty at any time if he/she receives a midterm grade below the passing score in two or more subjects. The aim is to help students improve their grades, pass the semester, stay enrolled, and eventually finish their senior high school.

Student Restrictions During Academic Probation

Below are some of the restrictions while under AP:

1. The student is prohibited from participating in recreational activities during free time. Instead, he/she is required to

remain in the library to study, catch up on assignments, address areas where he is falling behind, and make up missed classwork.

2. The student is not eligible for school-sponsored field trips.
3. The student is detained for another hour in the library after school hours ended to study or as decided by the teachers.
4. The student is not allowed to join any extra-curricular activities until his/her grades show improvement.
5. The student is not eligible to receive discounts on tuition fees, developments fess, and other applicable fees during the month he/she is under AP.

Academic Probation Procedures

1. At the end of midterm, the homeroom teacher will engage in discussion with parents regarding the specific area(s) the student is encountering challenges. They will explain the importance of helping the student focus on these problematic areas, and the possibility of putting the student on AP.
2. The homeroom teacher informs the subject teachers and the VP for Academic Affairs on the decision to put the student on AP.
3. The homeroom teacher makes a request to the librarian to make the library available for students on AP at designated time of the day.
4. The homeroom teacher informs the students and the subject teachers as to the schedule of AP.
5. The teachers of the subject area(s) where the student has failed in the midterm prepare additional learning materials to assist the student in the upcoming term.
6. Both homeroom and subject teachers must collaborate to monitor the student and ensure that he/she submits all necessary assignments or projects in the problematic area(s).

7. The teachers can also assign a different study partner (a bright student in the class) every day for the student on AP to help him/her cope with his/her lessons.
8. Students must surrender daily their cellphones to the homeroom teacher, and are not allowed to use them in school while on AP.
9. If the student demonstrates improvement and potential to pass the final term, his/her academic probation can be lifted.
10. Academic Probation may range from one (1) week to a maximum of a month.

Section 9. Graduation Requirements

Full-time students who have completed all graduation requirements are eligible to participate in graduation activities. Graduation activities for the 12th grade are planned and conducted by Administration and faculty. In order to participate in graduation activities, students must meet the established criteria for academic requirements, as well as financial clearance by at least three (3) weeks prior to the date of graduation.

Below are the minimum requirements to be eligible for graduation.

1. Complete all graduation requirements.
2. Be financially cleared.
3. Have passed all academic requirements.
4. Have returned all books borrowed from the school.

Section 10. Awards and Recognition

The guidelines outlined in this document detail the acknowledgment granted to students who have demonstrated outstanding performance in specific aspects of their academic life. The primary objective is to offer all students an equal opportunity to thrive in

accordance with the school's established standards, emphasizing individual progress rather than fostering competition among peers. The institution recognizes that each student possesses unique strengths that should be identified, nurtured, and publicly commended. The awards are designed to recognize and encourage student excellence across various domains, providing formal recognition of student successes that can inspire students to pursue excellence in academics, leadership, and social engagement, with the aspiration of becoming proactive contributors to their school and community.

Students who possess a positive self-perception regarding their capabilities and impact on the school and community are inclined to experience happiness, contentment, and motivation. Acknowledgment of these students' endeavors encourages them to continue striving for excellence. The bestowal of awards and recognition is just one method through which the teachers and school offer students positive reinforcement and validation, fostering enhancements in their self-assurance, self-awareness, and eagerness for academic pursuits.

Classification of Awards

1. **Classroom Awards.** These are recognition given to students in each class or section. Awardees are given merit by the adviser and/or other subject teachers in recognition of the student's outstanding performance in class.
2. **Grade-level Awards.** At the conclusion of the academic year, distinguished students at each grade level are presented with these awards during the Recognition Day or school ceremony. The school's Awards and Recognition Committee (ARC) evaluates candidates for the awards based on whether they have fulfilled the specified criteria.

3. **Special Recognition.** The school awards this recognition to students who participated and/or won in competitions at the district, regional, national or international levels. This serves as a public affirmation for students who have brought honour to the school.

Classroom Awards

1. **Academic Excellence Awards.** These awards are given to students from grades 10 to 12 who have attained an average of at least 90 and passed all learning areas. See table below for the specific Academic Excellence Award given to learners who meet the cut-off grades:

Academic Excellence Awards	Overall Average
a. With Highest Honors	98 – 100
b. With High Honors	95 – 97
c. With Honors	90 – 94

- For Academic Excellence Awards, the homeroom teacher should give a list of students in his/her class who have reached the cut-off grades in one of the classifications above for the Academic Excellence Awards for each term.
- For example, a student during the mid-term of the first semester got an overall average of 90 and received no failing grade in any subject is qualified to be recognized With Honors for the mid-term of Semester 1.
- This list of students who have reached the cut-off grades is to be forwarded to the Academic Affairs Office, who will make a final list for each grade level and post it in the school bulletin for public recognition.
- This posting should be done for Semester 1 mid-term and final, and Semester 2 mid-term.
- For the final term of Semester 2, the Academic Excellence Award is given based on the computation of the overall

average throughout the academic year, and is now classified as a grade-level award.

- Students who have earned the Academic Excellence Awards shall be given a medal and a certificate on Recognition Day at the end of the academic year.
2. **Subject-Specific Awards.** These awards are presented to students who demonstrate exceptional performance in specific areas of study (e.g. Math, Biology, English, Bahasa Indonesia, etc.). In contrast to the Academic Excellence Awards, these accolades take into account additional criteria beyond just grades, including participation in competitions (intra/interschool), research projects, exceptional projects, and a genuine enthusiasm for the subject. Subject teachers select the most outstanding student in each class for this recognition at the conclusion of the academic year.
 3. **Conduct Awards.** These refer to awards presented to students for performing certain duties, acts, or services that reflect certain values such as honesty, diligence, sense of responsibility, etc. This will be based on the evaluation of the homeroom teacher and subject teachers. Below are the minimum criteria for these awards:
 - a. Awardees must have consistently and dutifully carried out the core values of the school.
 - b. They must have obtained a rating of at least 75% in all subjects at the end of the school year.
 - c. They must have earned a rating of at least Good in the areas of behavior assessment in the report card.
 - d. They must also have not been sanctioned with offenses punishable by suspension or higher sanction within the school year.

4. **Perfect Attendance Awards.** Perfect attendance means that the student must be present in all of his/her classes, and must have no absences or tardiness throughout the academic year.

Grade-Level Awards

1. **Academic Excellence Awards.** These awards are given to students from grades 10 to 12 who have attained an overall average of at least 90 and passed all learning areas. See table below for the specific Academic Excellence:

Academic Excellence Awards	Overall Average
a. With Highest Honors	98 – 100
b. With High Honors	95 – 97
c. With Honors	90 – 94

- Homeroom teachers will compute the overall average of the students beginning from the first term of Semester 1 until the final term of Semester 2.
 - Homeroom teachers then give to the ACR the list of qualified students to be awarded during the Recognition Day or school ceremony.
2. **Leadership Award.** The leadership award is given to students in grades 10-12. The ACR can decide on how many leadership awards to be given to each grade level. Below are the factors to consider when recommending candidates for the Leadership Award:
 - a. Candidates must have demonstrated exemplary skills in motivating others and organizing projects that have significantly contributed to the betterment of the school and/or community.
 - b. They must have no failing grades in any of the learning areas.

- c. They have not committed any offense punishable by suspension or higher sanction according to the Student Progressive Discipline.
- d. They must be a class officer or an active member/office of any recognized student organization, school club or team.
- e. They will be evaluated by at least 50% of their peers (group, team, class or club mates) as well as their class or club advisers.

Below are the criteria for Leadership Award:

Criteria	Weight
<p><i>Motivational Skills</i></p> <ul style="list-style-type: none"> • Demonstrates effective communication skills • Demonstrates initiative and responsibility • Encourages active participation from group or club members • Establishes collaborative relationships • Knows how to manage and resolve conflicts 	40%
<p><i>Planning and Organizational Skills</i></p> <ul style="list-style-type: none"> • Plans and designs pertinent activities for the class, club, or school • Implements planned activities in an efficient and effective manner • Monitors the implementation of plans and tasks • Shows creativity, diligence and resourcefulness. 	40%
<p><i>Contribution to the school and/or community</i></p> <ul style="list-style-type: none"> • Participates in school events 	20%

<ul style="list-style-type: none"> • Shows active involvement in school endeavors • Promotes the core values of the school • Renders service that has a significant positive impact on the school and/or others. 	
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3. **Outstanding Performance Awards.** These awards are bestowed upon students in acknowledgment of their exceptional skills and accomplishments in various disciplines, including Athletics, Arts, Music, Research, among others. The ACR may present awards such as Athlete of the Year, Artist of the Year, Musician of the Year, Singer of the Year, Researcher of the Year, and more. The minimum criteria for these awards are as follows:

- a. Candidates must not have violated any policies outlined in this Handbook, resulting in a suspension or more severe sanction.
- b. They are required to have no failing grades in any academic subject area.
- c. They should undergo evaluation by a minimum of 50% of their peers, along with their class or club advisors.
- d. They are required to be a member of the particular discipline under consideration.
- e. They are required to have made contributions to the school by participating in competitions or projects.

4. **Special Recognition.** Students who have represented and/or won in competitions at the district, regional, national or international levels will be recognized.

Recognition Day

At the end of every school year, students who have worked hard in their academics, conduct, attendance and other disciplines are given

due recognition for their efforts. CAA will hold this ceremony for grades 10-11 on the last day of the academic year with an invitation to parents. Grades 12 may have a separate recognition day or may hold the ceremony during the graduation.

Section 11. Parents Involvement (POMG)

The school establishes a Parents-Teachers Association known as *Persatuan Orang Tua Murid Dan Guru (POMG)* to enhance more effective school-family-community partnerships effectively. Parental engagement is commonly acknowledged as a crucial factor in the academic of children and their long-term educational accomplishments.

POMG convenes before and during school events such as Indonesian Month, Independence Day and other special celebrations that require their participation and assistance. The individuals listed below serve as the officers of POMG:

Chairman:	Pdt. Joseph Ringo-ringo
Secretary:	Mrs. Ria Christy
Treasurers:	Ms. Liris Belliani Purba Mrs. Nesti Sihotang

Each student is required to pay the monthly POMG fee of 10,000 IDR to be collected by the homeroom teacher and turned over for safekeeping to the treasurers.

ARTICLE 6: STUDENT CONDUCT, POLICIES AND PROCEDURES

At Ciracas Adventist Academy, students are expected to exhibit positive behavior that honors God and shows respect towards themselves and others. To guide students in manifesting such behavior, student rights and responsibilities are outlined in this Handbook. It also clarifies students' expectations, as well as the responsibilities they must uphold, and the potential consequences for not adhering to these policies and procedures.

In the event that a student chooses to violate a rule during an on-campus or off-campus related activity, appropriate disciplinary action will be determined.

Section 1. Student Code of Conduct

The school's expectations are that students practice and maintain a Christ-like attitude. As such, positive behavior is always encouraged. A successful CAA student will:

1. Obey all school and classroom rules and procedures.
2. Respect the rights and properties of others.
3. Resolve differences in an appropriate manner.
4. Treat others with respect and kindness.
5. Maintain a positive attitude toward the school.
6. Strive to do their personal best.
7. Maintain academic honesty and integrity at all times.
8. Promptly carry out classroom tasks assigned by the teachers and/or principal.
9. Remain quiet and orderly in the classrooms.
10. Support, in word and in deed, the Adventist Education principles on which the school is based.

Section 2. Attendance Policy

Attendance

1. Attendance is taken for classes, assembly, worship, and chapel.
2. Every student who is unable to attend school for one (1) day or more must have his/her parent/guardian notify the homeroom teacher before 8 a.m on the day of absence. It should not be done by the student.
3. If a student has been absent for more than three (3) consecutive days due to an illness, he/she must provide a medical certificate upon returning to school.
4. A student who does not notify his/her homeroom teacher of his/her absence before 8 a.m. will not be considered excused, and will have points deducted in accordance with the Student Discipline and Violation Point System.
5. Students who are absent without official leave (AWOL) for five (5) days will immediately receive a written warning and will have points deducted in accordance with the
6. Student Discipline and Violation Point System.
7. Students who are AWOL for 10 days will be considered dropped out of school, and must apply for re-entry to return to school.
8. Returning students who were in an AWOL status are required to pay the relevant fee for re-admission.
9. Students who were AWOL five (5) times within a month will receive a letter requesting the presence of parents/guardians.
10. Students who were AWOL for more than 24 days within a semester shall not be allowed to advance in class and/or take the final exam. They shall be considered as returning students who must pay the re-admission fee and shall be on academic probation (AP).
11. Below are considered excused absences:

- a. Verified medical appointments
 - b. Personal illness or injury, verified by the parent/guardian
 - c. Death in the immediate family
 - d. Valid and reasonable appointments, verified by the parent/guardian
 - e. Verified court appointments
 - f. Permission requested of, and granted by, the Student Affairs office.
 - g. Emergencies, accidents, or other unavoidable circumstances
12. If a student is absent from class for a reason not specified in the aforementioned list, the absence will be classified as unexcused. Consequently, points will be deducted in alignment with the Student Progressive Discipline and Violation Point System.
13. If a student needs to be absent from class due to prior commitments, he/she is required to submit a letter explaining the reason for absence and the duration of the planned leave. The letter should be signed by the student's parents or guardian, and approved by the VP for Students Affairs, and then submitted to the homeroom teacher. It is important to note that pre-arranged absences may not automatically be considered excused unless they are deemed valid and justifiable.
14. Pre-arranged absences do not exempt the students from completing any projects, assignments, quizzes, or tests. Prior arrangements must be made with the teachers to determine how these will be made up before the absence is taken.

Tardiness

Students are responsible for being on time to each class period. A student is considered tardy if he/she is not in the school when the morning assembly begins.

1. All students must be in their own class after the school bell rings, indicating the start of a new class period.
2. Students who are 10 to 15 minutes late to school are not allowed to attend the first class, and are required to clean the school premises.
3. Students who are late more than 15 minutes but not exceeding 30 are not allowed to attend the first and second classes, and are required to clean the school premises as well as windows/window bars.
4. Students who are late more than 30 minutes have to clean school premises and mop floors, and will be given an oral reprimand or counselling by the guidance counsellor.
5. Tardy students may only enter their next classes after obtaining permission from the picket teacher or the principal.
6. Disciplinary measures for the frequency of tardiness are directed to the Student Progressive Discipline and Violation Point System.

Truancy or Cutting Class

A student is classified as a truant when he/she is at a location that does not comply with school rules. The following instances are considered truant behaviors:

1. Loitering on campus during class.
2. Leaving the campus for any non-school-related purposes without obtaining prior authorization from the homeroom teacher, picket teachers, or principal.
3. Not attending school without parents/guardian's authorization.

Disciplinary measures for truancy are directed to the Student Progressive Discipline and Violation Point System. In addition, truant students may be sanctioned to clean the school premises as determined by the picket teachers.

Permission to Leave School Early

During the school week, there may be instances where families need to provide authorization for a student to depart from the school premises early. The subsequent steps outline the procedure to follow in order to obtain permission for early departure from school.

1. The parents or guardian of the student are required to notify the homeroom teacher in case of an emergency by providing a signed note or making a phone call, specifying the reason for the early departure.
2. In cases where the teacher or principal questions the authenticity of the signed note, the homeroom teacher is required to contact the student's parents/guardian to ask them to retrieve their child from school.
3. In the event that the student suddenly becomes ill and needs to go home early, the homeroom teacher must call the parents/guardian to ask them to either retrieve their child or send a car to pick him/her up from school.
4. The student is required to take responsibility for arranging any missed class work or activity due to an early departure.

Student Make-Up-Work Related to Absences

Students with excused absences are not exempt from completing all classwork, assignments, or graded tasks missed during their absence. It is the student's responsibility to acquire all make-up work, including tests, upon their return to school. In order to prevent receiving a grade of 0% on any missed classwork or task, students are obligated to adhere to the procedures outlined below to ensure compliance with the missed requirements in the classroom.

1. Upon returning to school, students who were absent are required to promptly contact their subject teachers to obtain any missed classwork, either through WhatsApp or in person.

2. Students who engage in communication with their subject teachers are eligible for one additional day of make-up time for each day of absence.
3. Students who have missed a significant amount of classwork should not postpone its completion, and wait for remedial classes at the end of the semester to complete them. Remedial classes are not intended for students who have missed classwork, assignments, or projects, but rather for those who, despite completing all class requirements, are still struggling to keep up with the grade requirement of the school.
4. Any assignment not submitted within the one-day make-up window may be subject to a deduction in grade.
5. Students who continually ignore the reminders of the subject teachers to complete their missed classwork or assignment without clear plans or explanation will be sanctioned for willful disobedience according to the Student Progressive Discipline and Violation Points System.

Further, teachers have the authority to assign alternative tasks to students who are absent in order to uphold the integrity of the original assignments. These substitute tasks should not serve as a punitive measure and must be of comparable difficulty, value, and significance in the overall academic evaluation.

Section 3. Homework Policies and Procedures

1. Students are expected to complete homework by the assigned due date.
2. If a student is absent from school due to illness or another valid reason, the student is expected to complete the assignment according to teacher guidelines.
3. Students take responsibility for getting all assignments, whether they are in class or note.

4. Students make every effort to complete each homework assignment to the best of their ability.
5. Students should seek help from the teacher if he/she does not understand an assignment or has difficulty completing homework ahead of time.
6. Students who failed to turn in assignments on time due to circumstances beyond their control must make a written explanation signed by the parents/guardian.
7. If a student failed to complete an assignment for more than three (3) times, the homeroom teacher must call the parents/guardians to account for such behavior.

Section 4. Dress Code and Uniform Policy

Daily School Uniform

Students are to wear the school's uniform with dignity knowing they represent God, their school and themselves. See table below for the daily schedule of uniform for senior high school students:

Uniform Schedule	Description
Monday	Male – grey pants, white shirt, academy cap, tie, black shoes and white socks Female – grey skirt, white shirt, academy cap, tie, black shoes and white socks
Tuesday, Thursday	The same as Monday except for the cap
Wednesday	Pathfinder Uniform
Friday	Batik Uniform

1. The pants/skirts should be made of *fematex* or similar materials, while the shirt should be made of *tetoron* or similar materials.

2. The trousers for male students are required to adhere to the specified size regulations set by the school, whereas the skirts of female students should be three inches below the knee in length.
3. Students are required to wear black shoes as specified by the school along with white socks that are half-calf in length.
4. Shirts are required to be tucked in while inside the school premises.
5. Shirts worn beneath the school uniform should not exceed the length of the uniform shirt.
6. Belts that are worn should adhere to the standard requirement of being plain black in color and clearly visible.
7. Students who fail to adhere to the uniform schedule and standards will face sanctions in accordance with the Student Progressive Discipline and Violation Points System.

Physical Education/ Sports Uniform

1. Students must adhere to the dress code by wearing physical education (PE) or sports uniforms during physical activities or sports practice sessions on the field.
2. Students are required to wear the physical education (PE) or sports uniform provided by the school.
3. PE Teachers have the full authority to penalize students who fail to wear appropriate sports uniform, in accordance with the sanctions outlined in the Progressive Discipline and Violation Points System.

Dress Code for Special Events and Occasions

In cases where school permits the wearing of attire other than the uniform, students are required to adhere to the approved dress code set by the school. Failure to comply will be documented in the school's behavior record and may lead to disciplinary measures. The

following outlines the fundamental guidelines for wearing non-uniform clothing.

1. It is required for students to adhere to the appropriate dress code when arriving at school, while on school premises, and when leaving school on both school days and holidays when classes or special events are in session.
2. Casual-style pants should not sag below the hipbone, and underwear should not be visible. Additionally, pants must be in good condition and fit appropriately.
3. Attire that includes revealing tops, halter tops, cut-offs, bare midriffs, see-through apparels such as mesh shirts, and visible undergarments is prohibited from being worn in the school premises or during any school-related activities.
4. The use of obscene, sexually discriminatory, drug-related, offensive, or suggestive language or imagery, as well as messages that promote the use of tobacco or alcohol, on clothing is prohibited.
5. The wearing of shorts, excessively short skirts, and mini-dresses is prohibited in school, chapel, or during worship services.
6. Excessively torn pants or clothing worn in a manner that reveals body anatomy are not permitted within the school premises or during school-related activities.
7. Violations in any of the policies above are subject to sanctions in accordance with the Student Progressive Discipline and Violation Point System.

Section 5. Grooming and Neatness Policy

The school aims to cultivate a positive Christian image and, therefore, promotes the value of modestly, simplicity, cleanliness, safety, and health. The following are the overarching principles that all students are expected to adhere to:

1. Clothing should be clean and tidy, without any fraying or tearing.
2. The visibility of undergarments should be avoided at all times.
3. The wearing of jewelry is prohibited at school, during worship, chapel services, outings, and events.
4. No student is permitted to bring any cosmetics or make-up tools to school. Teachers have the authority to confiscate such items.
5. The wearing of makeup in the classroom is prohibited. If make up is deemed necessary for special events, it should be applied in a natural and age-appropriate manner.
6. Hair should be maintained in a tidy and clean manner, trimmed, and in its natural color. Hair should not be shaved, bleached, dyed, tinted, highlighted or streaked.
7. Male students are restricted from maintaining long hair that extends beyond certain parameters. Specifically, the hair should not make contact with the ears, extend to the collar of the shirt, or cover eyebrows. Additionally, the length of the hair at the front should not exceed five (5) centimeters.
8. Teachers have the authority to trim or cut the hair of male students that do not adhere to the established standards.
9. The use of coloured nail polish is not permitted.
10. The following are not allowed: tattoos, coloured contact lenses, belts that have big or fanciful buckles, chains, amulets, talisman, wrist bands and other similar items. Any of these items may be confiscated and may not be returned at all.
11. Violations in any of the policies above are subject to sanctions in accordance with the Student Progressive Discipline and Violation Point System.

Section 6. Security and Order in the Classroom

1. Students are expected to uphold security and order in their individual classes both during and after class hours.

2. Daily classroom teaching and learning activities should commence and conclude with prayer.
3. Students are required to attend all class hours from the commencement to the conclusion of the designated class time, except in cases where permission to leave during class hours is granted in accordance with the school's rules and regulations.
4. Students are required to sit in the seats designated by their teacher.
5. Students are expected to conduct themselves with politeness in their interactions with teachers and their peers.
6. Students must possess stationery, KBM equipment, and other essential items to engage in teaching and learning activities. Borrowing from fellow students is strictly prohibited.
7. Students are mandated to participate in GMAHK Christian religious education.
8. Each student is prohibited from:
 - a. Bringing illicit food and drink to school.
 - b. Consuming food and beverage during class hours.
 - c. Using electronic devices including calculators without the teacher's permission.
 - d. Bringing in class materials such as tape, radio, magazines, newspapers, tapes, comics, and VCDs without prior permission. Any unauthorized items found will be confiscated until the end of the school day. In case of repeated violations, these items will be retained by the school until the conclusion of the current semester.
 - e. Opposing, resisting, or threatening teachers may face expulsion from school if found in violation of school policies.
 - f. Fighting for any reason will result in sanctions, such as contacting parents or suspension, based on the homeroom teacher's assessment in consultation with the principal or School Discipline Committee.

- g. When caught crossing out walls or damaging school equipment, students will be subject to sanctions that may include cleaning, repairing, or compensating for the losses incurred.
- 9. Students are permitted to bring cell phones; however, there are restrictions in place.
 - a. The school bears no responsibility in the event of loss.
 - b. Must be collected by the homeroom teacher or the first-period subject teacher and surrendered to the homeroom teacher until the end of KBM hours.
 - c. If utilized within the classroom setting, the items may be confiscated and subsequently retrieved by parents from the school.
 - d. Not exposed to immoral content or programs.
- 10. Other sanctions related to this policy will also be dealt with in accordance with the Student Progressive Discipline and Violation Point System.

Section 7. Safety and Order in the School

- 1. Students are expected to uphold and maintain security within school premises, both during school hours and after class.
- 2. Students are prohibited from:
 - a. Engaging in the consumption, distribution, or possession of substances such as cigarettes, alcoholic beverages, marijuana, ecstasy, or narcotics is strictly prohibited. Violation of this policy will lead to expulsion from school.
 - b. Bringing of sharp weapons or hazardous items onto the premises.
 - c. Engaging in card games or gambling on the premises is strictly prohibited. Parents or guardians will be contacted if this rule is violated.

- d. Engaging in physical altercations, fighting, provoking fights, or brawls with others within PAC schools or other schools is strictly prohibited. Violation of this rule may result in sanctions, including the possibility of being expelled from school.
 - e. Dating within the school premises and its vicinity is subject to strict regulations. In the event of any violations, parents or guardians will be notified.
 - f. Taking or stealing other people's belongings, bullying, extorting, or forging other students. In the event of a violation, the parent or guardian will be contacted. If the misconduct recurs, the student will be sent back to the parent or guardian.
 - g. Meeting guests, parents, or guardians during class hours without prior consent from teachers and disrupting teachers.
 - h. Inviting friends from other schools to the school for unspecified reasons.
 - i. Leaving the classroom during class hours or before the start of recess without prior authorization from the teacher, substitute teacher, or principal.
 - j. wearing hats, caps or other non-school-related accessories during school hours. Any violation of this rule will result in the confiscation of the hat or accessory, which will not be returned.
 - k. Wearing colored undershirts.
3. Students are allowed to receive calls from parents or guardians only during the recess or break time, except in cases of an emergency.
 4. Students are required to bring their personal Bible to worship services and maintain a calm and quiet demeanor during church services or events organized by the school.
 5. Students are expected to uphold a polite appearance consistently.

6. Students are required to take part in ceremonies and events organized by the school.
7. Upon the completion of KBM, extra-curricular activities, supplementary lessons, students are required to promptly vacate the premises, considering the following factors:
 - a. The time tolerance for waiting for the *Angkot or Jaklingko* in front of the school is 20 minutes. If a student exceeds this waiting time within a radius of 500 meters from the school, the teacher will record the student's name. The following day, the student will face sanctions imposed by the homeroom teacher. In such instances, the student's parents are required to be present to address the issue and be held accountable.
 - b. Students with parents or drivers who are picking them up may wait inside the designated area assigned by the school.
8. Other sanctions related to this policy is outline in the Student Discipline and Violation Point System.

Section 8. Seating Plan Policy

Seating arrangements are important classroom setting events because they have the potential to help prevent problem behaviours that decrease student attention and diminish available instructional time. Some of the benefits of a good seating plan includes the following:

1. Improved class management
2. Well-behaved students
3. Student's individual needs catered for
4. A safe and accessible classroom management

For this reason, the CAA strongly advocates for the enforcement of the Seating Plan Policy. Non-compliance will result in disciplinary

measures. The following outlines the procedures and regulations for the implementation of the Seating Plan Policy:

1. The homeroom teacher is responsible for devising an effective seating arrangement that is optimal for the classroom setting.
2. The homeroom teacher is required to distribute a copy of the seating arrangement to all subject teachers to ensure that each teacher monitors the seating arrangement of every student in his/her respective class.
3. During the homeroom visitation by the homeroom teacher, attendance is taken, and it is ensured that each student is seated in their designated place.
4. If a student is not seated in his/her designated seat, he/she will receive a demerit according to the Violation Point System implemented by the school.
5. Repeated violations of this policy will lead to more severe sanctions.
6. All teachers should consistently monitor whether students are adhering to or violating the policies outlined in order to foster discipline and consistency among the student body.

ARTICLE 7: STUDENT PROGRESSIVE DISCIPLINE

The Ciracas Adventist Academy is dedicated to establishing a secure, organized, and supportive setting that enables students to excel academically and thrive socially, emotionally, and spiritually. The implementation of a robust, transparent, and consistently enforced discipline policy facilitates the optimization of classroom hours for the enhancement of student learning outcomes.

Students who breach the Student Code of Conduct, as well as the regulations of Ciracas Adventist Academy for senior high school, will face disciplinary repercussions proportional to their misconduct. Typically, disciplinary measures will be applied in a progressive manner, with penalties escalating based on the seriousness or recurrence of the misconduct. Nevertheless, certain transgressions may necessitate immediate suspension or expulsion following the appropriate procedures and respecting the right to due process of each student. Throughout each stage, the school will strive to assist students in comprehending the potential positive or negative outcomes of their actions.

Section 1. Definition of Terms

Accumulated Violation Points (AVP). This refers to the total number of points a student has accumulated from all infractions recorded regardless of the levels of infraction (LOI). This includes points from past disciplinary incidents.

Community Service (CS). Community Service is a form of work education where students may be required to earn a number of hours of physical labor or volunteer service to develop qualities like a sense of responsibility, industry, patience and accountability. This service is typically performed at pre-approved NGOs or institutions by the

school, and must be coordinated with by the school's chaplain and VP for Student Affairs.

Counseling. At every infraction, the student will be informed of the next consequence should that behavior continue. The student will also be advised on how to avoid future misbehavior. In addition to behavior, the student's academic progress and attendance will be reviewed.

Detention. It is a consequence in which students are required to remain in a presumably undesirable place for a specified amount of time outside of school hours. It can also be served before school, during recess or lunch break, or after school hours. The goal of detention is to reduce future occurrences of the misbehavior. Detention time can be from a minimum of 15 minutes to one hour. However, it can also be extended to 1-3 days depending on the seriousness of the infraction.

Due Process. The right to due process in disciplinary proceedings is applicable in all instances where the behavior of the student is being evaluated for possible suspension or expulsion. The student is treated with fairness, has a right to be fully informed about his/her alleged breach of behavior and must be provided with an opportunity to respond to such charges.

Disciplinary Hearing. In cases where a student is accused of breaching behavior that could lead to suspension or expulsion, the school arranges a disciplinary hearing that includes the student, and parent/guardian, teachers, and/or principal. In this hearing, the student and parent/guardian are informed of the potential consequences. The student is given the opportunity to present their perspective and provide evidence or witness to support their innocence if feasible.

Discipline. The practice of training students to obey the school's code of conduct, rules and regulations, using appropriate disciplinary measures to correct misbehavior and disobedience.

Incident Report (IR). It is a written document that records all facts related to any serious incidents that impact students and/or school operations regardless of when and where they occurred. Incident reporting must be done within 24 hours after the incident occurs, or within 24 hours of school personnel being made aware that an incident had occurred.

In-School Suspension (ISS). It is a behavior management program or a disciplinary measure for student misbehavior aimed at keeping students in school to reflect, reconcile, and in most instances receive counselling to help with behavioral issues while being isolated from the rest of the student body.

Levels of Infraction (LOI). Infractions at CAA are classified into four groups in increasing levels that serve as a basis for a systematic, progressive discipline.

Level 1 Infractions (L1). These are minor misbehaviours or non-violent infractions that do not necessarily pose a threat to the health, safety or property of others. Students are not referred to an administrator for Level 1 actions unless they continue after appropriate intervention and support.

Level 2 Infractions (L2). These are misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school and to seriously affect the student's own education. An administrator is notified when a Level 2 action occurs.

Level 3 Infractions (L3). These are misbehaviors whose consequence may pose a serious threat to the health and safety of others in school or has a lasting effect on the student. An administrator is notified

when a Level 2 action occurs. This level may require the formation of a Student Disciplinary Committee Hearing.

Level 4 Infractions (L4). These are misbehaviors whose consequences pose a serious and immediate threat to the health and safety of others. This level requires the formation of a Student Disciplinary Committee Hearing.

Pastoral Care Follow-Up. The school offers pastoral care follow-ups for students who are undergoing disciplinary actions or have recently completed a disciplinary measure. These follow-ups are designed to provide support to students as they work towards making positive changes and managing challenges within the school or family environment.

School Disciplinary Committee (SDC). It is a school-level committee consisting of appropriate school personnel formed to decide on student disciplinary action after observing the due process and conducting a disciplinary hearing with the student and parent/guardian.

Out-of-School Suspension (OSS). It is an instance in which a student is temporarily removed from his/her regular school and activities to another setting (e.g., home, behavior center) for disciplinary purposes. A student on OSS is banned from visiting the school at any time until his/her OSS is lifted.

Verbal Reprimand (VR). It is an informal warning for cases of minor infractions, constitutes as the first step of the disciplinary procedure, and can be issued by any teacher.

Written Warning (WW). It is a written document for minor infractions, which is not considered to be serious enough and can be issued by any teacher. It is considered as a first formal notification to

alert the parents/guardians of the erring student. Other written warnings may follow if the student’s behavior is not corrected.

Section 2. Progressive Discipline and Levels of Infraction (LOI)

The following outlines the different levels of infractions and corresponding actions to be implemented in disciplinary cases. Each situation will be evaluated on a case-by-case basis, dependent or independent of any previous incidents. These levels serve as a framework, with students progressing to higher steps for repeated instances of misconduct that warrant disciplinary measures.

Progressive Discipline for Level 1 Infractions		
Frequency	Minimum Progressive Discipline	Implemented By
1 st offense	VR	Picket Teacher/ Homeroom Teacher
2 nd Offense	VR with 1 detention	Picket Teacher/ Homeroom Teacher
3 rd Offense	2 Detentions with Behavior Reflection Activities	Homeroom Teacher/ Guidance Counsellor
4 th Offense	3 Detentions with Behavior Reflection Activities	Homeroom Teacher/ Guidance Counsellor
5 th Offense	1 st WW and 1 Full Day Detention with Behavior Reflection Activities	Guidance Counsellor/ SAO
6 th Offense	2 nd WW and 2 Full Days Detention	Guidance Counsellor/ SAO
7 th Offense	1 Day ISS with 2 Hours of Pastoral Care Follow-Up	School Chaplain/ SAO
8 th Offense	2 Days ISS with 2- 3 Hours of Pastoral Care Follow-Up	School Chaplain/ SAO/ SDC

9 th Offense	3-5 Days of OSS with 5 hours of CS and 5 – 8 Hours of Pastoral Care	School Chaplain/ SAO/ SDC
10 th Offense	7 or More Days OSS with 8 hours of CS and 8 – 10 Hours of Pastoral Care	School Chaplain/ SAO/ SDC
Progressive Discipline for Level 2 Infractions		
Frequency	Minimum Progressive Discipline	Implemented By
1 st offense	VR with 1 detention	Picket Teacher/ Homeroom Teacher
2 nd Offense	3 Detentions with Behaviour Reflection Activities	Homeroom Teacher/ Guidance Counsellor
3 rd Offense	1 st WW and 1 Full Day Detention with Behavior Reflection Activities	Guidance Counsellor/ SAO
4 th Offense	2 nd WW and 2 Full Days Detention	Guidance Counsellor/ SAO
5 th Offense	1-3 Days ISS with 2-3 Hours of Pastoral Care Follow Up	School Chaplain/ Student Affairs/ SDC
6 th Offense	3-5 Days of OSS with 5 hours of CS and 5- 8 Hours of Pastoral Care	School Chaplain/ SAO/ SDC
7 th Offense	7 or More Days OSS with 8 hours of CS and 8 – 10 Hours of Pastoral Care (with SDC Hearing)	School Chaplain/ SAO / SDC
8 th Offense	SDC Hearing	SDC
Progressive Discipline for Level 3 Infractions		
Frequency	Minimum Progressive Discipline	Implemented By
1 st offense	1-3 Days OSS with 5 Hours of CS and 3-5 Hours of Pastoral Care	School Chaplain/ Student Affairs/ SDC

2 nd Offense	3-5 Days OSS with 5 Hours of CS and 5- 8 Hours of Pastoral Care	School Chaplain/ SAO/ SDC
3 rd Offense	Minimum of 5 Days OSS with 12 Hours of CS and 8 – 10 Hours of Pastoral Care and/or SDC Hearing	School Chaplain/ SAO/ SDC
4 th Offense	SDC Hearing	SDC
Progressive Discipline for Level 4 Infractions		
Frequency	Minimum Progressive Discipline	Implemented By
1 st offense	Minimum of 3 Days OSS with a Minimum of 12 Hours of CS and 10 Hours of Pastoral Care and/or SDC Hearing	School Chaplain/ SAO/ SDC
2 nd Offense	SDC Hearing	SDC

Section 3. Violation Point System

In conjunction with the school’s Student Progressive Discipline, a point system is utilized to identify students who persistently disrupt the educational process within the academy. At the onset of the academic year, each student is allocated 100 merits or points, with deductions incurred for each infraction committed, referred to as demerit

LOI	Description of Violation	Weight
Tardiness		
L1	Late to school without a valid reason	5
L1	Ten minutes late in class without a valid reason	5
Attendance Violations		
L1	Absent Without Official Leave (AWOL).	5

L2	Lying about absence.	11
L1	Not attending certain classes without permission.	5
L1	Leaving and not returning during the teaching and learning process.	5
L1	Failure to participate in the flag ceremony.	5
L2	Leaving lessons or school with false statements to gain permission.	11 – 15
L2	AWOL for consecutive days.	11 – 20
L2	Jumping over the school fence to enter/exit.	20
L1	Breaking the Seating Arrangement Plan	
Truancy		
L1	Loitering on campus during class.	5
L2	Leaving the campus without permission.	11 – 15
L2	Not attending school without parents/guardian's authorization.	11 – 15
L1	Leaving the class and not returning during the teaching and learning process.	5
Dress Code Violations		
L1	Wearing slippers or sandals during lessons without permission.	5
L1	Not wearing complete uniform.	5
L1	Wearing revealing clothes stated in the Dress Code Policy.	5
L3	Wearing tattoos and piercings that are not appropriate to students	15
L1	Wearing clothes that use obscene, sexually discriminatory, drug-related, offensive, or suggestive language or imagery, as well as messages that promote the use of tobacco or alcohol.	5
Grooming and Neatness Violations		
L1	Wearing of make-up within the school premises or during school-sponsored activities including	5

	Sabbath worship unless approved on special events.	
L1	Wearing jewelry or trinkets in school.	5
L1	Bringing and wearing cosmetics without permission.	5
L1	Hair is shaved, bleached, dyed, tinted, highlighted or streaked.	5
Seating Arrangement Violation		
L1	Not seating in his/her designated seat.	5
L1	Disrupting the classroom by moving around and not seating in his/her designated seat.	5
Academic Dishonesty		
L1	Copying another student's work or cheating on academic tasks and assessments.	5
L1	Talking, looking, or using hand signals to cheat during a quiz, test, or exam.	5
L1	Sharing answers with another student.	5
L2	Having someone else complete your assignment; claiming someone else's work as yours.	11 – 15
Unacceptable Behavior Towards the Opposite Gender		
L2	Being alone with the opposite gender in a secluded area in the school.	15
L2	Showing public display of affection including, but are not limited to, any prolonged embracing and/or kissing, inappropriate touching, and touching of a sexual nature while on campus or while attending and/or participating in any school-related activity.	15
L2	Dating during class hours or school-related activity.	15
L3	Making unwanted comments on appearance; verbal abuse of a sexual nature or relating to a person's gender; leering; or any unwanted verbal	30

	conduct of a sexual nature, suggestive remarks or “banTERS” that is humiliating or offensive.	
L3	Doing any form of physical sexual harassment against anyone either of the same sex or opposite gender.	50
Restroom Violations		
L1	Entering restroom of opposite gender.	10
L1	Pushing other students into opposite gender restroom.	10
L1	Inappropriate horseplay, pushing and pulling each other in the toilet	10
L1	Misuse of materials in the restroom, thrashing	5
Vandalism, Stealing, and Misuse and Destruction of Property and Technology Resources		
L3	Defacing or scribbling on objects belonging to school, teachers, staff, peers or other people.	30
L3	Damaging or taking property belonging to the school, teachers, staff, or peers.	50
L2	Bringing and/or using unauthorized objects that have nothing to do with the teaching and learning process.	15
L3	Attempting to access or circumvent passwords or other security-related information of the school.	50
L3	Attempting to alter, destroy, or disable technology resources including but not limited to computers and related equipment.	30
L2	Using the TV screen to play secular/rock music, watch inappropriate movies or videos, or listen to questionable stations.	15
L3	Sending, posting, possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal activities.	50 – 60

Insubordination, and Defiance of the Authority of School Personnel		
L4	Resisting the principal, teachers and staff with threats.	75
L4	Fighting the principal, teachers and staff with violence.	100
L3	Defaming the principal, teachers, staff and school	50
L4	Threatening and harassing school personnel.	75
L2	Failing to comply with the reasonable directions of principal, teachers, and staff in charge of the students or otherwise demonstrating disrespect.	20
L2	Lying to the principal, teachers or staff.	20
Disorderly and Disruptive Behavior		
L1	Behaving in a manner that interferes with the normal operation of the classroom.	10
L1	Displaying inappropriate physical contact.	5-10
L1	Displaying sexual misconduct.	5-10
L1	Making unreasonable noise whether inside or outside the classroom.	5-10
L1	Using language or gestures that are profane, lewd, vulgar or abusive, intimidating, or that incite others.	5-10
Violent Behavior		
L4	Engaging in acts constituting harassment, intimidation, bullying, or discrimination which may include irritating or tormenting persistently and/or annoying by name calling, pestering, and threatening.	80-100
L4	Fighting or physical confrontation including, but not limited to, pushing and shoving, and/or exchange of physical blows inside or outside of the school or with other school.	80-100

L4	Possessing, having under one's control, sharp weapons, firearms or explosives without permission.	100
L4	Selling sharp weapons, firearms or explosives.	100
L4	Using or threatening to use a dangerous weapon or look-alike weapon on school property, or at any school related event.	100
L4	Inciting a riot or involving in any gang activities inside or outside of the school.	100
	Getting involved in any criminal offenses.	
Use of Drugs, Alcohol, Cigarettes and Pornography		
L2	Bringing cigarettes to school.	20
L3	Vaping or smoking cigarettes at school.	50
L4	Possessing, carrying and or using books, magazines, cassettes, cell phones or other electronic devices containing pornography.	65
	Selling books, magazines, software or electronic devices containing pornography and violence	75
	Using, possessing, purchasing, or distributing alcohol and/or drug paraphernalia.	100

Section 4. Accumulated Violation Points

Below are some of the actions to be taken should a student accumulated certain points because of infractions.

AVP Range	School Action	Sanction	Implemented by
1-40	Parent-Teacher Conference	Guidance and counselling, 1 st WW and written agreement	Homeroom Teacher
41-70	Parent-Teacher Conference	Guidance and counselling and 2 nd	Homeroom Teacher/

		WW and written agreement	Guidance Counsellor
71-99	Parent-Teacher Conference	Guidance and counselling, written agreement and 1-3 days of suspension	Homeroom Teacher Guidance Counsellor/ Principal
100	Parent-Teacher Conference	School Disciplinary Committee Hearing	SDC

Section 5. Detention Procedures and Behavior Reflection Activities

The purpose of assigning detention is to correct misbehavior. Therefore, the goal of detention is to reduce future occurrences of punished behavior. It involves removing the student from enjoyable activities (e.g., going home to spend time with friends, recess) and replacing them with boring tasks to deter the student from repeating the misbehavior.

Detention Procedures

1. The teacher responsible for administering detention may opt to designate a separate room for the student, ensuring isolation from peers and classmates. This room could be located in areas such as the library, office, or an unoccupied classroom that allows for supervision.
2. Detention may be assigned either during lunchtime or after school in the designated room, depending on the duration of the detention.
3. The teacher determines the duration of detention (ranging from 15 minutes to a maximum of one hour) based on the severity of the infraction.

4. The teacher informs the parents of the student in the event that detention is required after regular school hours. This communication ensures that the parents are informed about their child's delayed arrival home.
5. The teacher confiscates the cell phone and electronic devices of the student to be returned only when the student is about to go home.
6. The teacher instructs the student to compose the behavior essay by utilizing the Student Behavior Reflection Sheet.
7. The student takes the essay home for parental signature, and then returns it to the teacher for filing, with a duplicate copy provided to the student.
8. If a student is detained for a day or longer, the teacher will assign various behavior reflection activities to the student.
9. Failing to attend a detention or engaging in misconduct during a detention will escalate the severity of the infraction to the subsequent level.
10. A full day detention may permit students in detention to attend classes, subject to the following restrictions:
 - a. They should be seated separately from each other and from classmates.
 - b. They are not permitted to join their peers during recess or lunchtime; instead, they are required to proceed to the designated area for detention. They may only return to the classroom after the break period has concluded with the permission of the teacher-in-charge.
 - c. They are not permitted to communicate with peers while serving detention.
 - d. After school hours, they are required to promptly report to the designated detention room for a duration of one hour. Failure to promptly report to detention will result in an extension of their detention period.

11. Students serving detention are deprived of specific privileges that would otherwise be available to them on the day of their detention. These privileges include, but are not limited to, engaging in athletics, participating in extracurricular activities, taking part in performances, or participating in recreational activities during free time.
12. The student's infraction should be documented in their behavior log as a point of reference for any potential recurrence of behavior in the future.

Suggested Behaviour Reflection Activities

1. Memorizing Bible verses that can serve as the student's reminder to correct the misbehaviour.
2. Reading one or more chapters of Steps to Christ, and requiring the student to provide a summary of the chapter(s) in their own words.
3. Requiring students to compose a behavior essay utilizing the Student Behaviour Reflection Sheet (refer to Appendix), which must be handwritten. This document should be retained on record with a duplicate provided to the student. The essay should consist of four sections:
 - a. Statement of infraction.
 - b. Explanation of why the behaviour is deemed inappropriate and unacceptable.
 - c. Specific action plans detailing strategies to prevent the recurrence of such misbehavior in the future should be provided. The teacher may ask the student to repeat the essay if the action plans are not specific, doable and realistic enough to be carried out.
 - d. Signature of both the student and parents or guardians must be affixed in the essay.
4. During detention, it is recommended that the student be separated from friends and other individuals, activities that they typically enjoy to focus on self-reflection.

5. Additional classwork or reading materials may be assigned to the student during detention.

Section 6. School Disciplinary Committee Hearing

In situations where a student's repeated violations have escalated to the point of necessitating suspension or the level of infraction is serious, the school may establish a temporary School Disciplinary Committee (SDC) to oversee an investigation and conduct necessary hearing procedures. If the student's presence in the school poses a risk to the well-being and safety of others within the school community, the student may be temporarily suspended from attending school until the conclusion of the hearing.

Section 7. In-School Suspension and Pastoral Care Follow-Up

In-School Suspension is a behavior management program or a disciplinary measure for student misbehavior aimed at keeping students in school to reflect, reconcile, and in most instances receive counselling to help with behavioral issues while being isolated from the rest of the student body. Below are some of the procedures that can be taken for students on ISS:

In-School Suspension Policies and Procedures

1. Students who are on ISS must ensure punctuality in attending school and refrain from further infractions to prevent exacerbating their disciplinary consequences. They are expected to exhibit exemplary behavior consistently.
2. Students may be obligated to participate in the morning devotional led by the faculty and staff, involving Bible reading and prayer sessions.

3. Students are prohibited from engaging in interactions with their peers or other students while in ISS.
4. Cell phones and electronic devices are to be relinquished to the designated teacher upon arrival at school and will only be returned at the conclusion of the school day.
5. Students are required to diligently complete all assigned learning materials and tasks to the best of their abilities within the specified deadline.
6. Prior authorization is required before any student on ISS can exit the isolation room for any reason.
7. Students on ISS must be under close supervision.

Pastoral Care Post-Suspension Follow-Up

Upon the lifting of the suspension, students are required to attend pastoral care post-suspension follow up sessions facilitated by the chaplain. These sessions are intended to be conducted on a one-on-one basis with the student, aiming to create a supportive environment where the student can feel at ease and be encouraged to express their emotions, thoughts, and difficulties in school and family. Additionally, the chaplain may arrange a home visit to meet with the student's family especially for students who were in OOS.

Section 8. Out-of-School Suspension and Interventions

In all instances of suspension, it is crucial to take into account the student's reintegration into standard classes or school, as well as any potential disruptions to their educational progress. Often, the student will need supplementary educational or other forms of assistance to tackle the causes of the incident and/or any fundamental behavioral concerns.

Repeated or extended suspensions may fail to effectively address the underlying causes of a student's behavior, potentially resulting in

negative consequences for the student's learning involvements. This is particularly true when suspensions are implemented in isolation, without accompanying interventions and support aimed at addressing the root causes of the behavior. Several interventions can be offered to students, including the following suggestions.

1. Community Service/ Work Education
2. Pastoral Care Post Suspension Follow-Ups
3. Online/Modular Lessons
4. Student Support Group

Community Service/ Work Education

Students who commit infractions may be required to complete a designated number of community service hours based on the severity of the offense while on suspension to help them develop certain positive attitude such as a sense of responsibility, industry, patience and accountability.

The school has the option to collaborate with specific non-governmental organizations (NGOs) or SDA ministries to provide opportunities for students to engage in volunteer work. In addition, students may be assigned tasks such as participating in community clean-up activities in various locations near the school or within the community. Upon completion of the designated number of service hours, students are required to obtain a clearance from the designated officer.

Student Support Group

The principal should evaluate the appropriateness of organizing a weekly or bi-weekly Student Support Group meeting involving students, selected teachers, the counsellor, and/or the chaplain to monitor changes in the students' behavior, goals, and plans. This meeting can serve as a platform to address concerns and proactively

prevent future instances of misbehavior that may result again in suspension. Snacks may be served during the meeting to create a less formal and friendlier atmosphere. The SSG may be disbanded once substantial enhancements are observed in the students' educational, emotional, social and spiritual welfare.

Section 9. Revocation of School Privileges and Rights

Students who have earned a suspension may face the revocation of certain school privileges and rights, including but not limited to those listed below:

1. Students may forfeit any discounts on tuition fees, development fees, and other applicable fees.
2. Students may forfeit the privilege to hold a position as an officer in any student organizations or clubs within the school.
3. Students may forfeit the opportunity to participate in any school-sponsored field trips.
4. Students are not eligible to participate in competitions or to represent the school in any extracurricular activities.
5. Students may not be allowed participation in graduation.

The length of forfeiture of school privileges may take one to six months or longer contingent upon the decision made by the School's Disciplinary Committee.

ARTICLE 8: REPORTING AND MONITORING VIOLATIONS OF POLICIES AND PROCEDURES

Section 1. The Teacher's Responsibility

The Homeroom Teacher

1. The homeroom teacher is the primary individual responsible for addressing issues and concerns related to the behavior of each student under his/her care and supervision.
2. His/her responsibility includes monitoring the behavior and conduct of his/her students both inside and outside the classroom.
3. He/she should regularly communicate with subject teachers regarding the conduct of each student in their specific subject, particularly focusing on students who appear to be struggling.
4. Throughout the academic year, the homeroom teacher must allocate a few minutes to read one or two subsections of this Handbook. This practice aims to enhance students' awareness of their responsibilities and serve as a reminder to adhere to appropriate codes of conduct.
5. At the commencement of the academic year, he/she must create a Violation Point Monitoring Information Sheet (VPMIS) for individual student to document any infractions, and to oversee any recurring misconduct that may necessitate counselling, disciplinary measures, or more severe interventions.
6. He/she is responsible for the prompt updating of the VPMIS upon receiving and assessing a reported infraction.
7. He/she should alert students who are losing points due to infractions to prevent them from repeating such behavior, which could lead to disciplinary actions.
8. He/she should likewise inform parents/guardians of students who have committed any infraction.

9. The VPMIS should be transferred to the succeeding homeroom teacher of his/her homeroom class for the next academic year.

The Subject Teacher

1. The subject teacher serves as secondary support to homeroom teachers, ensuring that every student complies with the policies and procedures outlined in the Student Handbook.
2. He/she is responsible for informing the homeroom teacher of any misbehavior or policy violations committed by the student in his/her class. Neglecting to report such infractions will be considered as dereliction of duty.
3. He/she should consult the homeroom teacher to verify whether appropriate measures have been taken to address student misbehavior or infractions.
4. If the homeroom teacher fails to take action after receiving a report, the subject teacher has the option to escalate the concern by reporting it to the Student Affairs Office.

The Student Affairs Office (SAO)

1. The Student Affairs Office (SAO) is responsible for assisting students in cultivating coherent values and ethical standards through the appropriate implementation of the policies and procedures outlined in this Handbook.
2. SAO is accountable for assessing whether any policy violations have occurred upon receiving a report.
3. SAO is tasked with reviewing decisions made by the homeroom teacher, guidance counsellor, or any staff member concerning disciplinary measures or behavior interventions for a student who has behaved inappropriately.

- SAO is responsible for implementing disciplinary actions, including but not limited to suspension, as outlined in this Handbook.

Section 2. Violation Point Monitoring Information Sheet

The Violation Point Monitoring Information Sheet (VPMIS) is a compact and convenient tool designed to document and monitor violations committed by individual students. It serves as a simple recordkeeping system aimed at facilitating the effective management of student’s points and behavior over the course of the academic year.

At the onset of each academic year, it is required that every homeroom teacher generates an index card for each student within his/her class. This index card may also serve as a resource for the distribution of Conduct Awards at the closure of the academic year. Provided below is a sample format of VPMIS:

VIOLATION POINT MONITORING INFORMATION SHEET							
Student's Name: <u>Pedro Juan Gomez</u>		Academic Year: <u>2024-2025</u>					
Grade and Class: <u>XI-3</u>		Gender: <u>M</u>	Age: <u>17</u>	Homeroom Teacher: <u>Miss Deborah Tan</u>			
Name of Parent/Guardian: <u>Juan Gomez</u>			Contact Number: <u>02-123-456-78</u>				
INFRACTION	L O I	Date of Infraction	Frequency	Reported By	Points	Remaining Points	
Attendance: Late to school without a valid reason.	1	8/2/24	1 st	Ma'am Liani (PT)	5	95	
DISCIPLINARY ACTION		<i>Verbal Reminder on 8/3/24</i>					
REMARKS							
Truancy: Leaving the campus without permission.	2	9/3/24	1 st	Ma'am Nancy	10	85	
DISCIPLINARY ACTION		<i>Verbal Reminder with 1 detention on 9/3/24</i>					
REMARKS		<i>Detention was 15 minutes, cleaning at lunch break. Parents notified on 9/3/24.</i>					
Attendance: Lying about absence.	2	9/8/24	2 nd	Ma'am Desi	10	75	
DISCIPLINARY ACTION		<i>Verbal Reminder with 1 detention on 9/8/24</i>					
REMARKS		<i>Detention was 30 minutes, cleaning after school hours. Parents notified on 9/3/24.</i>					

Section 3. Step-by-Step Procedure in Reporting and Monitoring Violations

1. At the beginning of the academic year, every student is assigned 100 merits or points, which will be deducted for each violation committed, known as demerit. Unused points from the previous year cannot be carried over the following year.
2. Any teacher or staff member who has observed a breach of any policies or procedures outlined in this Handbook is required to promptly inform the homeroom teacher.
3. Upon receipt of a report, the homeroom teacher confirms its accuracy by conducting an interview with the student in question and corroborating the information with other students who may have observed the incident.
4. Once the violation has been confirmed and established, the homeroom teacher will review Article 6, Sections 2, 3, and 4 of this Handbook. The teacher will identify the infraction, determine the number of points or demerits that must be deducted from the student's remaining points.
5. The homeroom teacher records the violation, including the date, LOI, frequency, deducted points, remaining points, and the individual who reported the violation, in the Violation Point Monitoring Information Sheet (VPMIS) of the student.
6. The homeroom teacher informs the student about their remaining points and cautions them about the possibility of facing more severe disciplinary measures if the infraction is repeated.
7. The homeroom teacher informs the student's parents or guardians about the infraction, and seek their assistance to ensure that the student changes his/her behavior.
8. The homeroom teacher is required to promptly notify the Student's Affairs Office (SAO) of any violation falling under Article 6, Sections 2, 3 and 4 of this Handbook that necessitates progressive disciplinary action.

9. SAO reviews the report received and conducts a thorough and impartial investigation of the violation committed by the student.
10. SAO enforces the required disciplinary measures as specified in Article 6 of this Handbook or as determined by the Student Disciplinary Committee (SDC).

Section 4. Effectiveness of Violation Records

1. Students receive a new slate at the commencement of each academic year, allowing them to begin with a clean record and 100 merits.
2. Violations from the previous year will not be transferred to the following year, except for violations falling under LOI 3 and 4, which will persist for the duration of the student's enrollment in the school as a reference for any possible recurrence.
3. The VPMIS should be maintained as a point of reference for serious offences committed by the student until the student either withdraws or graduates from CAA.

ARTICLE 9: STUDENT ORGANIZATION, CLUBS AND EXTRACURRICULARS

Section 1. Intra-School Student Organization (OSIS)

Intra-School Student Organization, known as Organisasi Siswa Intra-Eskolah or OSIS, is a student organization at the school level in Indonesia, operating in junior high schools (Sekolah Menengah Pertama), senior high schools (Sekolah Menengah Atas), or vocational high schools (Sekolah Menengah Kejuruan). It is run by students selected to serve as OSIS administrators and supervised by a teacher appointed by the school.

OSIS plays a crucial role in fostering improved relationships within the academic community. Additionally, it offers assistance and backing in the enforcement of school regulations, policies, and initiatives. Most significantly, OSIS functions as a unifying, motivating, and coordinating entity for various non-academic student activities.

At CAA, the officers of OSIS are elected by the students each school year. The management and activities of OSIS are closely supervised by the designated faculty advisers. Historically, OSIS has organized events such as student inaugurations, song parades, teacher's day celebrations, women's day events, education day activities, community services, and Bible camps, among others.

Section 2. Clubs and Extracurricular Activities

A range of extracurricular activities and clubs are provided for senior high school students of CAA. Each student is encouraged to sign up and complete a maximum of two clubs or extracurricular activities throughout the academic year. Below are some of the clubs and

extracurricular programs available in the school.

Athletic Programs

Students can explore a few choices when it comes to sports. The school offers team sports such as basketball, futsal, and volleyball. Training and practice are usually done after school at least once a week. Those who are interested may inquire from the Physical Education teacher. Our students participate in intra and inter-sports competitions at the district, regional and/or national level.

Music and Arts Programs

One of the prominent extracurricular activities available for young musicians includes participation in the choir, ensemble, and mini-marching band. To join the choir, students are required to successfully pass an audition conducted by the choir director. Conversely, the ensemble club is open to all individuals who possess a musical instrument and are eager to utilize their talents in creating and performing music for the school community.

In addition, the school provides extracurricular activities such as painting and traditional dancing.

AY Ciracas Club

This is a school-sponsored club exclusive for Adventist Youth members. It aims to help SDA youth to become disciples of Christ, and to equip them to share their experiences as witnesses of Christ.

English Ambassadors Club

This club aims to help increase the student's involvement in improving their English language proficiency as they participate in different English activities in a relaxed, friendly and fun setting

outside of the classroom.

Paid Extracurricular Activities

Students can join paid extracurricular activities for varied projects such as the following:

1. Creating PIN
2. Creating ID card
3. Mug Screen Printing
4. T-Shirt Screen Printing
5. Bag Screen Printing
6. Coding for Kids, creating games
7. Broadcasting
8. Robotics
9. Journalism

ARTICLE 10: ACCEPTANCE AGREEMENT

Section 1. Student Pledge

I commit myself to the governing rules and regulations, policies and structure of Ciracas Adventist Academy. I promise to abide to the rules and regulations and to comply with all the requirements of the school. In particular, I promise to do the following:

1. I will understand by heart, the Vision-Mission, goals and objectives of a Ciracas Adventist Academy and these shall be my guideposts in my day-today encounter with the entire CAA community;
2. I will live up to the ideals, values and spirit of a true Christian in a Christian community. Toward this end, I will behave according to the institutional core-values. I will strive to be respectful, humble, persevering, honest, cooperative, socially responsible, dignified, clean and highly disciplined;
3. I will conduct and present myself in a decent manner. I will follow the generally accepted norms of good behavior at all times and in all places. I will observe courtesy in dealing with other people.
4. I will secure a copy of the Student Handbook and I will abide or comply with the rules and regulations stipulated therein;
5. I will see to it that I have the required textbooks, manuals/workbooks and notebooks in all my subjects;
6. I will wear the prescribed school uniform. I will wear it only in school and other school-related functions;
7. I will always wear my ID within the school premises.
8. I will always attend in all my classes and school activities regularly and punctually;
9. I will always be courteous and respectful to my parents, teachers and school officials.

10. I will strive to bring honor to my parents, teachers and school by behaving in acceptable manner and striving to do my best.

In view of the above, I hereby affix my signature to signify and full knowledge of and my commitment to the governing rules and regulations of Ciracas Adventist Academy. I understand that violation of any school rule or regulation is subject to strict disciplinary action.

Student's Signature over Printed Name

Year/Section: _____

Date: _____

CONFORME:

PARENT'S/GUARDIAN'S Signature over Printed Name

Date: _____

Section 2. Parent/Guardian Acceptance Agreement

This is to certify that our family has received and read the Ciracas Adventist Academy Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended.

In addition, we understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made.

Our signatures below indicate our commitment to fulfilling our obligations according to the requirements of the Handbook.

Father's or Guardian's Signature

Date: _____

Mother's or Guardian's Signature

Date: _____

Child's Full Name _____

Grade: _____

*Please return this signed form promptly to the School Office.
This form will be placed in the student's permanent file.*

APPENDICES

Academic Calendar for 2024-2025

KALENDER AKADEMIK TAHUN PELAJARAN 2024/2025 (SEMESTER GASAL)

Juli 2024						
Minggu	Senin	Selasa	Rabu	Kamis	Jumat	Sabtu
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Hari Kalender: 31		Hari Libur: 13		Hari Efektif: 18		
1-5 Libur Semester Genap/Libur Akhir Tahun Pelajaran 2023/2024						
7 Tahun Baru Islam 1446 H						
8-10 Masa Pengenalan Lingkungan Sekolah (MPLS)						

Agustus 2024						
Minggu	Senin	Selasa	Rabu	Kamis	Jumat	Sabtu
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Hari Kalender: 31		Hari Libur: 9		Hari Efektif: 22		
17 Hari Kemerdekaan RI ke-78						
19 Acara 17 Agustus						

September 2024						
Minggu	Senin	Selasa	Rabu	Kamis	Jumat	Sabtu
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Hari Kalender: 30		Hari Libur: 10		Hari Efektif: 20		
16 Maulid Nabi Muhammad Saw						
17 Outreach						
19-27 Asesmen Tengah Semester (ATS)						
30 Susulan Asesmen Tengah Semester (ATS)						

Oktober 2024						
Minggu	Senin	Selasa	Rabu	Kamis	Jumat	Sabtu
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Hari Kalender: 31		Hari Libur: 8		Hari Efektif: 23		
1-4 Susulan Asesmen Tengah Semester (ATS)						
14-19 KKR						
23-25 Lomba Mading 1						
31 Bulan Bahasa						

November 2024						
Minggu	Senin	Selasa	Rabu	Kamis	Jumat	Sabtu
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Hari Kalender: 30		Hari Libur: 9		Hari Efektif: 21		
28-29 Asesment Akhir Semester						

Desember 2024						
Minggu	Senin	Selasa	Rabu	Kamis	Jumat	Sabtu
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Hari Kalender: 31		Hari Libur: 16		Hari Efektif: 15		
2-6 Asesment Akhir Semester						
9-13 Susulan Asesment Akhir Semester						
17 Parade Lagu						
20 Pengambilan Rapot						

Jumlah Hari Kalender		184	Jumlah Hari Libur		65	Jumlah Hari Efektif		119
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KALENDER AKADEMIK TAHUN PELAJARAN 2024/2025 (SEMESTER GENAP)

Januari 2025						
Minggu	Senin	Selasa	Rabu	Kamis	Jumat	Sabtu
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Hari Kalender : 31 Hari Libur : 11 Hari Efektif : 20						
1-3 Libur Akhir Semester Gasal						
8-9 Class Meeting 1						
20-24 Ujian Praktek Kelas XII						
27 Libur Isra Miraj						
29 Libur Imlek						

Februari 2025						
Minggu	Senin	Selasa	Rabu	Kamis	Jumat	Sabtu
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
Hari Kalender : 28 Hari Libur : 10 Hari Efektif : 18						
17-18 Perkiraan Study Tour						
27-28 Perkiraan Libur Awal Pusa						

Maret 2025						
Minggu	Senin	Selasa	Rabu	Kamis	Jumat	Sabtu
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Hari Kalender : 31 Hari Libur : 16 Hari Efektif : 15						
10-18 Asesment Tengah Semester(X,XI)/AAT(XII)						
25-31 Perkiraan Libur Ramadhan						
19-21 Susulan ATS dan AAT						

April 2025						
Minggu	Senin	Selasa	Rabu	Kamis	Jumat	Sabtu
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Hari Kalender : 30 Hari Libur : 10 Hari Efektif : 20						
7-12 KKR						
14-23 Perkiraan Ujian Sekolah						
25 Hari Kartini						
24-30 Susulan US						

Mei 2025						
Minggu	Senin	Selasa	Rabu	Kamis	Jumat	Sabtu
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Hari Kalender : 31 Hari Libur : 12 Hari Efektif : 19						
1 Libur Hari Buruh Internasional						
5 HARDIKNAS						
12 Libur Hari Waisak						
19-21 Lomba Mading 2						
29 Libur Kenalkan Isa Almasih						

Juni 2025						
Minggu	Senin	Selasa	Rabu	Kamis	Jumat	Sabtu
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Hari Kalender : 30 Hari Libur : 10 Hari Efektif : 20						
1 Hari Lahir Pancasila						
2-20 Asesmen Akhir Tahun						
18-19 Class Meeting 2						
11-17 Susulan AAT						
7 Hari Raya Idul Adha						
26 Pembagian Rapor Akhir Tahun						

Jumlah Hari Kalender	181	Jumlah Hari Libur	69	Jumlah Hari Efektif	112
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SENIOR HIGH SCHOOL STUDENT HANDBOOK 2024-2025

DATE		TIME	PERIOD	XI				XII				PL	BL	L				
				1	2	3	4	1	2	3	4							
				X				XII										
CIRACAS ADVENTIST ACADEMY																		
ACADEMIC YEAR 2024/2025																		
SENIOR HIGH SCHOOL																		
SUBJECT SCHEDULE																		
AMERICAN	06.55-07.35	FLAG CEREMONY																
	07.35-07.45	HOMEROOM VISIT																
	07.45-08.25	1	4	2	21	10	8.1	20.1	7.2	14.3	9.2	18	13	11				
	08.25-09.05	2	4	2	21	10	8.1	20.1	7.2	14.3	9.2	18	13	11				
	09.05-09.45	3	17	11	12	13	8.1	20.1	7.2	14.3	7.2	3	18	15				
	09.45-10.05	BREAK																
	10.05-10.45	4	17	7	13	13	21.1	2.1	14.2	8.2	10	3	18	5				
	10.45-11.25	5	9	7	13	18	21.1	2.1	14.2	8.2	10	17	15	5				
	11.25-12.05	6	9	12	13	18	21.1	2.1	14.2	8.2	11	17	15	3				
	12.05-12.45	7	9	12	15	2	7.4	21.1	19.1	20.2	17	10	5	3				
	12.45-13.15	BREAK																
	13.15-13.55	8	12	9	15	2	7.1	21.1	19.1	20.2	17	10	5	22				
	13.55-14.35	9	12	9	18	20	14.1	7.3	21.1	19.2	8.3	2.2	3	15	17	22		
	14.35-15.15	10	12	9	18	20	14.1	7.3	21.1	19.2	8.3	2.2	3	15	17	22		
06.55-07.35	SCHOOL IN DISCIPLINE																	
07.35-07.45	HOMEROOM VISIT																	
07.45-08.25	1	3	4	8	21	5	10	13	12	14	9.1	2	7					
08.25-09.05	2	3	4	8	21	5	10	13	12	14	9.1	2	7					
09.05-09.45	3	19	5	3	21	11	15	18	12	14	9.1	2	7					
09.45-10.05	BREAK																	
10.05-10.45	4	19	5	3	11	12	15	18	21	17	8	6	2					
10.45-11.25	5	5	3	14	19	12	18	15	21	17	8	6	2					
11.25-12.05	6	5	3	14	19	12	18	15	21	17	8	6	2					
12.05-12.45	7	PS		PS								19	2	14	9.1			
12.45-13.15	BREAK																	
13.15-13.55	8	PS		PS								19	2	14	9.1			
13.55-14.35	9	PS		PS								8	6	7	14	9.1	2	19
14.35-15.15	10	PS		PS								8	6	7	14	9.1	2	19
06.55-07.35	MORNING WORSHIP																	
07.35-07.45	HOMEROOM VISIT																	
07.45-08.25	1	8	13	4	5	3	12	21	17	14	9.1	2	7					
08.25-09.05	2	8	13	4	5	3	12	21	17	14	9.1	2	7					
09.05-09.45	3	13	17	10	14	18	12	21	5	7	8	6	2					
09.45-10.05	BREAK																	
10.05-10.45	4	13	17	10	14	18	3	11	5	7	8	6	2					
10.45-11.25	5	20	18	11	12	15	3	17	10	19	2	14	9.1					
11.25-12.05	6	20	18	7	12	15	5	17	10	19	2	14	9.1					
12.05-12.45	7	1	20	7	15	10	5	3	13	19	2	14	9.1					
12.45-13.15	BREAK																	
13.15-13.55	8	1	20	12	15	10	21	3	13	18	6	7	14	9.1	2	19		
13.55-14.35	9	18	1	20	17	13	21	12	3	8	6	7	14	9.1	2	19		
14.35-15.15	10	18	1	20	17	13	21	12	3	8	6	7	14	9.1	2	19		
06.55-07.35	BIBLE CARE GROUP																	
07.35-07.45	HOMEROOM VISIT																	
07.45-08.25	1	2	10	5	4	8.1	20.1	7.2	14.3	13.1	22	9.2	17					
08.25-09.05	2	2	10	5	4	8.1	20.1	7.2	14.3	13.1	22	9.2	17					
09.05-09.45	3	10	19	17	3	21.1	2.1	14.2	8.2	5	11	9.2	18					
09.45-10.05	BREAK																	
10.05-10.45	4	10	19	17	3	21.1	2.1	14.2	8.2	5	9.2	11	18					
10.45-11.25	5	PS		PS								15	9.2	22	15			
11.25-12.05	6	PS		PS								7.1	21.1	19.1	20.2			
12.05-12.45	7	PS		PS								7.1	21.1	19.1	20.2			
12.45-13.15	BREAK																	
13.15-13.55	8	PS		PS								14.1	7.3	21.3	19.2	8.3	2.2	
13.55-14.35	9	PS		PS								14.1	7.3	21.3	19.2	8.3	2.2	
14.35-15.15	10	PS		PS								14.1	7.3	21.3	19.2	8.3	2.2	
06.55-07.35	MORNING EXERCISE																	
07.35-07.45	SPIRITUAL LITERACY/HOMEROOM VISIT																	
07.45-08.25	1	11	12	21	7	17	13	5	18	22	5	10	9.2					
08.25-09.05	2	14	8	19	7	17	13	5	18	22	5	10	9.2					
09.05-09.45	3	14	8	19	12	11	1	5	15	18	13	1	22	9.2				
09.45-10.05	BREAK																	
10.05-10.45	4	7	14	2	8	21	17	5	15	18	13	3	10					
10.45-11.25	5	7	14	2	8	21	17	12	11	9.2	22	3	10					
11.25-12.05	6	PS		PS								PS						
12.05-12.45	7	PS		PS								PS						

PS = PROJEK PENGUATAN PROFIL PELAJAR PANCASILA
 PL = PHYSICS LABORATORY; BL = BIOLOGY LABORATORY; L = LIBRARY

No	TEACHER'S NAME	SUBJECT
1	Mr. Marani Nabaho, S.Si	Entrepreneurship
2	Mrs. Neni, S.Si	Chemistry
3	Mrs. Dra Laciningsih Triana	English
4	Mr. Haidari	ICT
5	Mrs. Eli Flora S.Th	Religion
6	Mrs. Ria Cristy, S.Pd	Biology
7	Mrs. Lita Belliani Purba, S.E	Economy
8	Mrs. Rosa Tauran, S.Pd	Physics
9.1	Mrs. Riska Tampubolon, S.Pd	Advanced Mathematic
9.2	Mrs. Riska Tampubolon, S.Pd	Compulsory Mathematic
10	Mr. Cahay Tabandj, S.Pd	Physical Education
11	Mrs. Debby Vivian Siregar, S.Pd	Counseling
12	Mrs. Grace Malau, S.Pd	Bahasa Indonesia
13	Mr. Kaleb Harahap, S.Pd	History
14	Mrs. Martha Ulina, S.Pd	Sociology
15	Mrs. Dra Farida Simbolon	Art
16	Mrs. Mui Datin Bayu, BS, MEd	English Conversation
18	Mrs. Dina Margarettha Liema P.	Classics
19	Mr. Aulia Hakim, S.Pd	Geography
20	Mrs. Margarettha Sembang, S. Pd	Biology
21	Mr. Alfhado Edward L, S.Mat	Mathematic
22	Desi Ekhada Paipahan, S.Pd	Bahasa Indonesia
NOTES		
1 Every Class should be started and ended by prayer		
2 Every Teacher must be on time in starting and ending the class		
3 Teacher's Weekly Report should be given to VP for Academic Affairs		

Approved By  **Rolans L.M. Simbolon, M.A.Ed**
 Jakarta, 18 Maret 2024
 VP For Academic Affairs
 **Ria Cristy, S.Pd**





STUDENT BEHAVIOR REFLECTION SHEET

Name			
Grade & Class		Homeroom Teacher	
Type of Violation		Date of Breach	
<p>Write 2-3 sentences about the specific thing/s that you did wrong or the wrong choices you made leading to the violation of school policies.</p>			
<p>Write 4-5 sentences stating the reason your behavior was inappropriate and unacceptable, and how it affects you, others and the school.</p>			
<p>Write specific steps to explain how you will change your behavior and make better choices to avoid doing the same mistake.</p>			
<p>I promise to change my behavior and follow the steps I have stated above to make better choices.</p>			
Student's Signature Over Printed Name		Date	
Parent's Signature Over Printed Name		Date	
Teacher's Signature Over Printed Name		Date	



STUDENT CLEARANCE FORM

Name			
Grade & Class		Homeroom Teacher	

Instructions. Students are advised to complete the form either at the end of the school year or termination of the course. If you have any incomplete tasks or remaining accountabilities in each subject or department, the teacher or clearing officer may opt not to sign your clearance until you complete the requirements.

Purpose of Clearance. Check (v) one that applies to you.

<input type="checkbox"/>	End-of-Year Clearance	<input type="checkbox"/>	Withdrawal from School
<input type="checkbox"/>	Candidate for Graduation	<input type="checkbox"/>	Others (please specify below)

No.	Department/Subject	Teacher/Clearing Officer	Signature	Date	Remarks (Cleared or Not Cleared)
1	Religion				
2	Civics				
3	Bahasa Indonesia				
4	Bahasa English				
5	Physical Education				
6	Math				
7	Physics				
8	Biology				
9	Chemistry				
10	Sociology				
11	History				
12	Geography				
13	Informatics				
14	Arts				
15	Entrepreneurship				
16	Economics				
17	Advanced Math				
18	English Conversation				
19	Library				
20	Administration				
21	Finance				
22	POMGP				

Student's Signature Over Printed Name		Date	
Signature of Homeroom Teacher		Date	



VIOLATION POINT MONITORING INFORMATION SHEET

Student's Name: _____ Academic Year: _____
 Grade and Class: _____ Gender: _____ Age: _____ Homeroom Teacher: _____
 Name of Parent/Guardian: _____ Contact Number: _____

INFRACTION	LOI	Date of Infraction	Frequency	Reported By	Points	Remaining Points
DISCIPLINARY ACTION						
REMARKS						
DISCIPLINARY ACTION						
REMARKS						
DISCIPLINARY ACTION						
REMARKS						
DISCIPLINARY ACTION						
REMARKS						
DISCIPLINARY ACTION						
REMARKS						
DISCIPLINARY ACTION						
REMARKS						