

## CHAPTER II

### GENERAL REVIEW

#### 2.1 SD Athena School

Athena Elementary School was founded in 2002. The name SD Athena is taken from the legend of Athena. In Greece, the capital city is Athens. Inspired by the beauty of the goddesses in Athens, smart, chivalrous spirit, Athena school is the foundation of prajna pundarika public school education of Athens.

Athena is logo is owl, because:

1. The owl is one of the sacred animals of the Goddess Athena, who is the goddess of wisdom, the goddess of war, the goddess of intelligence, and the goddess of crafts.
2. Owls have a pair of eyeballs that can only see focus forward and cannot see sideways (right-left), but the owl's head can rotate up to 270 degrees. So, while owls focus on observing the movement of their prey they also determine the right time to attack. It means, stay focused on achieving life goals and ideals but keep looking back because you care about others.
3. Owls have a very sharp sense of hearing and night vision among other types of birds. However, this owl is more silent and focuses on observing its prey from a distance. Meaning, see more, hear more and speak less before acting.
4. Owls are a type of bird whose main prey such as mice, grasshoppers, small birds, snakes and others. So, this owl in addition to helping farmers to eradicate pests that destroy crops also keeps the food chain running in an orderly manner. It means, be a person who is useful to others and don't abuse your expertise for bad purposes.
5. Many people think that owls are the incarnation of the goddess Iblia Lilith, symbolizing wisdom and knowledge.

6. Many large organizations make owls their symbol because of their wise way of life.

## 2.2 School Situation

### 2.2.1 School Identity or Profile

School Name : Athens Elementary School  
Address : Rawa Kalong Street Number 18.  
Urban Village : KARANG SATRIA  
Village / Sub-District : Tambun Utara  
City : Bekasi  
Province : West Java  
No. Phone : 2125607605  
Postal Code : 17510  
NPSN : 20252071  
Status : Private  
Accredited : Yes  
Accreditation Level : ACCREDITED A  
Founded Date/Year : 2002  
Year of Operation : 2002

Person responsible :  
N a m a : Rieny Dwi Astuti  
NIP : 197001222022212001

## **2.3 Athens Elementary School Vision, Mission and Goal**

### **2.3.1 Vision**

Athens Elementary School Vision "The Realization of a Next Generation of Faithful, Faithful, Noble Morals, Achievement, Skilled, Care for the Environment and Love for the Nation's Culture." Indicator:

1. Achievement in religious life inside and outside the school environment.
2. Has noble character in daily life, has commendable character, is honest, upholds satotema (greetings, please, thank you, sorry), virtuous, respects and cares for others both inside and outside the school environment.
3. Achievement in academic and non-academic knowledge.
4. Skilled in work, creative, innovative, independent, confident and thinking for the future.
5. Realizing that life in this world requires a healthy and comfortable environment, so it is necessary to maintain and preserve the environment.
6. Cooperating with the community.
7. Realizing that the nation's culture as a relic of the ancestors contains a high philosophy, the younger generation is obliged to maintain and preserve it from the influence of foreign cultures.

### **2.3.2 Mission**

1. Implement learning and guidance in an effective, creative, innovative, and fun way.
2. Realizing students who believe, have commendable character, are virtuous, intellectually intelligent, emotionally, and spiritually.
3. Realizing graduates who have high values and noble character.
4. Realizing friendly, peace-loving, humble, honest relationships, upholding satotema (greetings, please, thank you, sorry), respecting and caring for others both inside and outside the school environment.
5. Creating students who are skilled, creative, innovative, independent, confident, and broad-minded for the future so that they can compete in the global era.
6. Realizing achievements in various competitions between schools or agencies at the city, provincial, and national levels.
7. Realizing a clean, cool, healthy, and beautiful school based on Adiwiyata.

### **2.3.3 Destination**

1. Excellent in carrying out activities of faith and devotion to God Almighty.
2. Excellent in daily life, commendable character, honest, virtuous, respecting and caring for others both inside and outside the school environment.
3. Excellent in work, skilled, creative, innovative, independent, confident, and broad-minded for the future so that they can compete in the global era.
4. Excellent in non-academic achievements, scouting, Silat, Karate, sing a song, and Cultural Arts.
5. Excellence in cleanliness, health, beauty, and environmental preservation with an Adiwiyata perspective.

6. Excellent in preserving local cultural arts and national science competition.

## **2.4 Rules at Athena School**

### **2.4.1 Teacher and Staff Rules**

1. Teachers and staff are at school 15 minutes before school activities start.
2. Working hours are from 07.00 - 14.30 WIB on Monday to Thursday except Friday and Saturday.
3. When arriving and leaving school, teachers and staff are required to have a card absent.
4. Teachers and staff are required to wear uniforms according to a predetermined schedule.
5. Teachers and staff who plan to take a permit must submit it to the Principal by filling out the permit form at least 3 days in advance.
6. Teachers and staff get permission to leave work/school for ten days in a school year.
7. Teachers who are unable to enter must give assignments to the children or delegate their duties to the picket/substitute teacher.
8. Teachers and staff who are absent from work due to illness for more than 2 (two) days are expected to provide a doctor's certificate.
9. Teachers and staff must not disclose information to anyone about matters that are school secrets.
10. Teachers and staff should not discuss the circumstances of certain students with unauthorized parties.
11. During school hours, teachers and staff are not allowed to do personal activities, except during mealtimes or breaks.
12. Teachers and staff are expected to attend all activities organized by the school outside of working hours.

13. Teachers and staff are required to establish good communication and relationships with all students, parents and fellow teachers, staff and employees.
14. Teachers and staff must display a cheerful face, speak smooth and polite words to anyone and be a role model for students.
15. During the learning process, the teacher is not allowed to receive and or communicate via cellphone.
16. Teachers and staff must comply with the rules that have been made.
17. Teachers and staff are not allowed to wear excessive make-up and jewelry.
18. Teachers and staff must comb their hair neatly and long ones must be tied up.
19. Teachers and staff are allowed to wear shoes with a maximum height of 3 cm.
20. Teachers and staff are not allowed to have long nails.
21. Teachers and staff are not allowed to wear excessive accessories.
22. Teachers and staff must comb attention neatly.
23. Teachers and staff are not allowed to have long nails.

### **2.4.2 School Rules:**

1. Students arrive 15 minutes before class starts with the following conditions: Monday to Saturday at 07:00. Rest 20 minutes, go home at 12:20 (except Friday home at 10:55).
2. After the entrance bell rang, students lined up in front of the class, then entered one by one in an orderly and orderly manner.
3. Before and after the lesson, students are required to pray led by the class leader or take turns.
4. During lessons, students are required to maintain class order.
5. Students' break time is mandatory outside the classroom and may not leave the school yard.
6. At the time of the ceremony: White top uniform, red heart bottom, black belt, sneakers (warrior), school identity hat (full uniform).
7. During sports: Sports clothes, sneakers.
8. Students are required to take part in the Flag Ceremony every Monday and National Day which starts at 06.45 WIB.
9. Students who do not attend school must provide a statement / Permit.
10. Students who do not enter three days in a row must provide a clear explanation.
11. Students who leave the class during the lesson must first ask permission from the class teacher.
12. Students must have their own writing utensils.
13. Students must participate in maintaining and maintaining cleanliness/beauty: buildings, classrooms, yards, yard fences, toilets, wells, it is forbidden to scribble on walls, walls, and school fences.

14. Students must always behave in the following manner: Honest, responsible, disciplined, polite, and obedient.
15. Students are required to maintain the good name of the school manifested by attitudes, actions, and words where they are.
16. Students are required to participate in extracurricular activities and dress freely, neatly, and in shoes.
17. Students are required to carry out daily picket at school.
18. Students are not allowed to bring excess money.
19. Students are not allowed to bring cellphones (HP/smartphones).
20. Students are prohibited from buying food outside of school during school hours.
21. Students must obey the School rules of conduct, those who violate will be subject to sanctions from the school.
22. For students (male) the hair must be kept neat (short) and for those with long hair (female) it must be neatly tied, not painted and shaped with a strange odd model.
23. During the teaching and learning activities, it is not allowed to make noise.
24. Matters that have not been regulated/ contained in this order, will be regulated later, as long as they do not deviate from the existing provisions and norms.



## 2.5 Lesson timetable

Fifth grade elementary school lesson schedule						
NO	TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	07:00-07:35	INGG	MAT	INGG	PE	SCOUT/ PRAMUK A
2	07:35-08:10	MAT	MAT	MAT	PE	
3	08:10-08:45	BI	BI	BI	AG	
4	08:45-09:20	IPA	BI	IPA	AG	MAT
	09:20-09:45	ISTIRAHAT/ Break				
5	09:45-10:20	BI	IPA	BI	MAT	MAT
6	10:20-10:55	BI	IPA	BI	MAT	LIT
	10:55-11:20	ISTIRAHAT/ Break				
7	11:20-11:50	SB	IPS	SB	BI	
8	11:50-12:20	IPA	IPS	IPA	BI	
NO	TIME	SATURDAY				
1	07:00-07:30	MAT				
2	07:30-08:00	KET				
3	08:00-08:30	KET				
4	08:30-08:55	ISTIRAHAT/ Break				
	08:55-10:00	Extracurricular				

Description		
IPA: Natural Sciences Major	SB: Art and Culture	PKN: Civic Education
IPS: Social Sciences Major	INGG: English	BI: Indonesian Language
MAT: Mathematics	AG: Religion	COMP: Computer
PE: Physical Education	KET: Keterampilan	LIT: Literacy
MH: Smooth Writing		

## 2.6 Facilities and infrastructure

Electricity	:	PLN
Toilet	:	2
Electrical Power	:	5,000
Land Area	:	3575
Classroom	:	6
Laboratory	:	2
Library	:	1
Student Sanitation	:	2
Internet Access	:	Other (Wavelan)
Water	:	PAM JAYA
Canteen	:	1

## **2.7 Organizational Structure**

An organization is where a set of people who have the same goal of achieving something. For this reason, every organization must have certain rules and rules that must be obeyed by each of its members.

So that to achieve the same goals and objectives, it is necessary to develop an organizational structure so that each member knows their respective roles. The organizational structure is also a reference for the progress or not of the organization.

Basically, this word first appeared in the Greek Organon which means member of a body. however, we know it better by the word organization.

An organization is a structured relationship in which each member has its own tasks and functions. Initially, the theory of the existence of an organizational structure appeared already in the 19<sup>th</sup> century whose spread began from England to the United States.

Every organization must have a good organizational structure so that the vision and mission of the organization can be achieved. Therefore, everyone has the right to be involved for the betterment of the organization itself.

Not only for non-formal organizations, but institutions also require an organizational structure.

### **2.7.1 Principal**

The principal is the main leader in the organizational structure of the school. His own task is to be responsible for all activities that exist in the school. The principal works in the field of management which acts as an educator, manager, leader and innovator.

### **2.7.2 Vice Principal**

The vice principal or what is commonly called wakasek has the task of helping the principal. In addition, the main task and function of the Vice Principal is to assist the principal in curriculum, student affairs, infrastructure and public relations which will also be divided into several divisions.

### **2.7.3 Curriculum Section**

People in the curriculum section have a big hand in the implementation of the teaching and learning activity program. Because it is the curriculum that will make it clear where the school will be taken.

### **2.7.4 Student Affairs Section**

The person who is a member of the student section is in charge of taking care of everything related to the student. The main duties and functions of the student affairs department are to compile student development programs, foster student council administrators in organizations, compile periodic and incidental coaching programs and schedules, carry out guidance and direction of student / student council activities in order to uphold school discipline and discipline.

### **2.7.5 Homeroom Teacher**

The homeroom teacher is the person who is given the task of supervising a particular class, guiding the class (where he is required to be able to realize class discipline and arouse the student's passion for learning to continue to excel) and provide information related to the school as well as the person in charge of the learning dynamics in a particular class.

### **2.7.6 Facilities and Infrastructure Section**

The function of the infrastructure itself is to carry out the guidance of internal affairs including discipline and discipline in the school environment, carry out the preparation and support of the implementation of school meetings, implement and compile programs for the development and maintenance of facilities and infrastructure. The authority to provide instructions and ensure the implementation of such instructions, plan and implement school development and maintenance programs. In charge of receiving, inspecting and recording goods into the master book which will be used to compile reports and as a monitor for the procurement of student practice materials, carry out inventory of goods/tools per work unit, carry out analysis and needs of infrastructure, and carry out other tasks set by the principal.

### **2.7.7 Public Relations Section (PR)**

Its function is to maintain the reputation or image of the school by establishing good communication. Planning and implementing programs is also the task of the person in the public relations department. Accommodating complaints and complaints against school program policies, identifying community aspirations for education planning, communicating community complaints and complaints against schools, being a liaison for school committees with the community, committees with schools, and committees with boards of education.

### **2.7.8 Librarian Section**

Libraries are important to be in schools. Therefore, it takes someone who can be trusted to take care of and manage the library properly. In this case, the librarian must be a person who has obtained certification with a background in formal education in library science.

### **2.7.9 Administrative Section**

Where the administration has a role to collect, record, duplicate, and send various data to realize the tupoksi of the organization, which in this case is the school.

### **2.7.10 Subject Teacher**

A teacher must have expertise in the field he is engaged in so that the school will find it easier to determine the teaching schedule.

### **2.7.11 Guidance Counseling**

Every school needs the role of a counselor to deal with students who need attention.

### **2.7.12 Laboratory Section**

A laboratory is a place to conduct certain experiments or research as proof of the truth of existing theories. Where the laboratory also has a function as a place of interaction between theory and technology and a room with all kinds of equipment necessary for scientific activities. In general, every agency has the same organizational structure where each member must be able to comply with every existing rule.

## ORGANIZATIONAL STRUCTURE OF THE ATHENA SCHOOL (Simple)



