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INTRODUCTION

Education is a cooperative undertaking of the home and the school, which requires unity of purpose and consistency in the pursuit of this end. As a philosophy, the Benedictine International School (BIS) believes that through quality education, we form total persons who are prepared to meet the demand of life and be movers of society.

The handbook serves as a guide and a source of information to ensure the holistic formation of every student. The information embodied in the handbook is aimed at establishing a happy family atmosphere that has always permeated our school community.

It is therefore important that all students should have a thorough understanding of the contents of this handbook in order to ensure development, progress and success.

Benedictine International School formerly Benedictine Abbey School of Quezon City is an Asian-based co-ed international school that was founded in June 2000.

The Department of Education has granted the Preschool, Elementary School, and Secondary School the recognition to operate.

It is affiliated with and is a prospective member of national organizations such as World Council on Curriculum and Instruction – Philippine Chapter, the Principals Circle of the Philippines, Association of Private School Administrators, and the Center for Educational Measurement Inc.; and likewise of international organizations such as the World Council on Curriculum and Instruction-International and the Inter-Scholastic Sports Association.

At present, students of varied cultures constitute the student body.

EDUCATIONAL PHILOSOPHY

BIS was established on the philosophy that relevant education is a product of adaptation to the demands of the time and the corresponding new approaches that can be applied in the delivery of such education.

It believes in the enrichment of core competencies and values of the system of education, the utilization of modern trends in class management, the methodology and delivery of subject matter that often spell the success of innovative and relevant education.
VISION

BIS envisions to be an active prime mover in the delivery of relevant quality and practical basic education with information technology, social entrepreneurship and the development of the child’s emotional intelligence as its main thrusts in bringing out the total person in each of our learners who would one day become leaders capable of positive changes in the Philippines and in the world community.

MISSION

To develop young minds beyond intellectual and high academic achievements the application of skills, the principles of international understanding and the epitome of moral values and responsible citizenship

To form a generation of global citizens attuned to the needs and demands of the world community committed to pursue global interests

To help learners develop interest and skills in information technology and social entrepreneurship to make them more prepared for the competitive technological and business-oriented society

To strengthen Home-School collaboration as to prepare the students for a rapidly changing and developing world

To utilize teaching methods and approaches that would sustain interest and positive attitudes of students for and in learning

GOALS

Benedictine International School seeks to develop in the students

1. Spiritual, moral and character formation;
2. Literacy skills such as comprehension, observation, imagination, thinking, reasoning;
3. Communication and articulation with their countrymen and people of other nations;
4. Mathematical skills;
5. Correct attitudes toward work and personal efforts;
6. Independent study habits and wise management of time;
7. Interest in and curiosity for intellectual pursuits;
8. Practical commonsensical skills to enable them to make spontaneous, discerned and effective decisions without being over dependent on theories;
9. Knowledge and appreciation of their own culture and its relevance to a changing world;
10. Respect for individuals with different cultural heritage;
11. Desire to be active agents of change to bring about a better society and world;
12. Appreciation of the beauty of the world around them;
13. Physical fitness, emotional health and maturity, and wholesome personality.
I. GENERAL RULES ON ADMISSION

The Admission Committee of BIS admits new students and transferees on the basis of the results of the entrance tests, interviews, academic records, character evaluation and the parents’ acceptance of the school’s mission statement, philosophy, objectives and policies.

Everything is on a first-come, first-served basis. The number of applicants to be admitted depends on the number of vacancies to be filled in the level applied for; hence, no entrance examinations will be administered once placement is completed. Likewise, no interpretation of entrance test results in terms of scores and descriptions will be made for the ones who fail the test. The test will be held strictly confidential.

PROCEDURE

1. Submit requirements to the Admission Office.
2. Secure an application form from the Admission Office.

Basic Requirements:
• Birth Certificate or its equivalent
• Baptismal Certificate or its equivalent
• 4 pieces 1x1 ID picture
• Recommendation letter from the Principal/Guidance counselor
• Report card (form 138)

For Foreign Student Applicants:
• Translated/Authenticated Student Record
• Translated/Authenticated Certification of Graduation
• Translated/Authenticated Certification of Enrolment
• Accomplished BIS Application Form
• Photocopy of passport and visa
• SSP - Student Study Permit

3. Pay the testing fee at the Cashier’s office and present receipt to the Admission Officer who will then issue the test permit and schedule the test.

EXAMINATION

1. Examination starts as scheduled by the Admission officer. This test schedule will be strictly observed. If for some important reason the applicant cannot come for testing on set date, the parent/guardian should inform the Admission Office a day before the testing so that a rescheduling can be done.
2. The assessment test will be composed of:
   a. Entrance Exam
   b. English Proficiency Exam
3. No test results will be mailed. Parents/Guardian must call the Guidance Office for the result two days after the test; however, the details shall be discussed personally.
PREREQUISITES FOR ADMISSION

1. Applicants who pass the test will be interviewed by the Admission Officer or representative.
2. All new/returning students are placed under probationary status for a year.
3. Applicants whose band score in the English Proficiency Exam did not reach the required average must take the ESL program offered by the English Resource Center.
4. The Principal makes a final decision regarding admission.
5. The parents of the applicants are required to attend the orientation meeting to be given by the School Administrators on a scheduled date.

FEES AND PAYMENTS

1. Tuition and other fees are posted at the Administration Office prior to and during the enrolment period.
2. The school, through the Finance officer, devised the following mode of payment.
   - Annual
     - Miscellaneous and tuition fees for the entire year are paid upon registration.
   - Semester
     - Miscellaneous and tuition fees for the semester are paid upon registration and tuition fee for the second semester is paid on or before scheduled date.
   - Quarterly
     - Miscellaneous and tuition fees for the first quarter are paid upon registration and the quarter tuition fee should be paid on or before the scheduled date. For Filipino students only.
   - Monthly
     - Miscellaneous and tuition fees for the first month are paid upon registration and the monthly tuition fee should be paid on or before the 15th of each month. For Filipino students only.

EXAMINATION PERMIT
Examination Permits are issued to students with no accountabilities. These are distributed at least a week before the scheduled quarterly examinations.

The “No Permit, No Exams” Policy is strictly enforced.
POLICY ON REFUND AND WITHDRAWALS

The school implements the Department of Education (DepEd) policy on refund as stipulated in the 1992 Manual of Regulations for private School, 8th Edition, Section 66 stating:

*Tuition Charges. A student who transfers or otherwise withdraws, in writing, within two weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full or any length longer than one month may be charged 10% of the total amount due for the term if he withdraws within the first week of classes, regardless of whether or not he has actually attended the classes. The student may be charged all the school fees in full if he withdraws anytime after the second week of classes.*

However, if the transfer or withdrawal is due to a justifiable reason, the student shall be charged the pertinent fees only up to the last month of attendance.

Official notification from parents should be submitted to the Registrar’s Office on or before the last expected day of attendance of student concerned for the proper fee to be collected from student.

Notice of withdrawal must be done in WRITING. There is NO refund for registration and testing fee.

II. GENERAL ACADEMIC PROGRAMS

Benedictine International School is committed to an educational program that forms the human person. The academic program integrates the various areas of knowledge and information, skills and values; and ensures that the different aspects of the learner’s growth: spiritual-moral, intellectual, psycho-emotional, socio-cultural, aesthetics, and physical-mental health in commensurate with ones maturity and development are given equal importance and consideration.

Though BIS complies with the prescribed curriculum of the Department of Education, its academic program is an enhanced practical curriculum that adheres to international standards.

Brought about by the present demands of globalization on the use of English for communication, the primary medium of instruction for all learning areas is English. Values Education, aside from being a separate subject, is integrated in and across the curriculum. To meet the foreign language requirement for international schools, the school offers Mandarin from Level 1 to Level 10.

The school is organized into Preschool, Primary School, Intermediate School and High School. The Preschool is made up of Nursery, Kindergarten, and Preparatory; the Primary School is from Level 1 to Level 3; the Intermediate is from Level 4 to Level 6; and the High School is from Level 7 to Level 10.
The Learning areas for each organized level are:

A. Preschool (Nursery, Kindergarten, and Preparatory)
   Language
   Reading
   Mathematics
   Science
   Music
   Arts
   Physical Education
   Information technology
   SEL (for Preparatory Level only)

B. Primary (Levels 1,2 and 3)
   Filipino
   Language
   Reading
   Mathematics
   Science and Health
   Makabayan
       Social Science
       Information Technology
       Music
       Arts
       Physical Education
       Values Education & SEL
   Mandarin

C. Intermediate (Levels 4,5 and 6)
   Filipino
   Language
   Reading
   Mathematics
   Science and Health
   Makabayan
       Social Science
       Information Technology
       Livelihood Education
       Music
       Arts
       Physical Education
       Values Education & SEL
   Mandarin

D. High School (Levels 7,8,9, and 10)
   Filipino
   English
   Mathematics
   Science
   Makabayan
       Social Science
       Information Technology
       Livelihood Education
Music
Arts
Physical Education
Health
CAT-1 / Immersion (for Level 10 Filipinos only)
Values Education & SEL
Foreign Language Course

Notes:
1. Pull-out classes in English and Filipino are given to students who are not ready to attend
the regular learning areas. This is from Level 4 to Level 10.
2. Specialized English and Mathematics subjects are offered to augment the regular
subjects. This is from Level 7 to level 10.

   English - Specialized (for students placed in the Regular Class):
   Level 7: Speech and Drama
   Level 8: Creative Writing
   Level 9: Media Studies
   Level 10: Research and Thesis Writing and Defense

   Mathematics - Specialized:
   Level 7: Business Mathematics
   Level 8: Statistics
   Level 9: Advanced Algebra
   Level 10: Introduction to Calculus

ESL PROGRAM

Benedictine International School offers ESL Program as part of its commitment to provide
equal learning opportunities to students with various cultural beginnings.

The main objective of the program is to prepare the non-English speaking students for
entry into the regular curriculum of BIS. The program aims to hone the English proficiency
of ESL students to help them achieve meaningful learning experiences in their succeeding
years of study here and abroad.

English tests of varying difficulty are given to ALL non-English speaking students seeking
admission to BIS to determine their level of English proficiency.

Students recommended to take various ESL courses must undertake them to ensure better
standing in the regular curriculum of the school. ESL and other special English courses are
given throughout the year.

BIS ENGLISH PROGRAM

Preschool and Levels 1, 2, and 3
Non-English speaking students at these levels are mainstreamed in all subjects. The
teaching of English basic communication skills is integrated in all subjects.

Levels 4, 5, and 6
Content-based instruction in English thru pull-out classes is required. Minimum
competencies in English language development, content area and social skills are expected
for the child to exhibit at the end of the curriculum year.
Level 7, 8, 9 and 10

Content-based instruction in English is required incorporating the skills of listening, speaking, reading and writing. Students in each level are grouped according to their need and preparedness as reflected in their scores on the Placement Test, given before or at the start of the academic year. The English groupings are as follows:

- **Beginners** - Focuses on Basic Grammar with activities in Listening, Speaking, Reading, and Writing
- **Transitional** - Literature and English Communication
- **Regular** - With 2 English subjects: English-Regular and English-Specialized

Grade School and High School pull-out classes in English serve a ceiling grade which progresses every quarter. Students who shortfall in the expected competencies will be given remedial classes to cope with the requirements of the level.

**OTHER REQUIREMENT FOR FOREIGN STUDENTS**

Foreign students from level 4 to 10 are required to take special Filipino subjects. These classes are scheduled during the regular BIS class hours. Competent teachers for Filipino are pooled to teach basic lessons in the subject.

Furthermore, foreign students admitted to Levels 8, 9 and 10 are to take Philippine History and Filipino I as mandated by DepEd.

**METHODOLOGY AND EXPERIENCES**

**Brain-Based Learning**

BIS upholds the principles of Brain-based learning that any child can learn anything given the right stimulation, challenge and effective teacher thus, each learning area is offered in a stimulating and challenging environment that helps students to engage in active learning and allows them to participate in a diverse variety of meaningful experiences and activities.

**Social Emotional Learning (SEL)**

SEL is the systematic classroom teaching of Emotional Intelligence. BIS adds programs to the regular school day, a curriculum for handling life: improving self-awareness and confidence, managing disturbing emotions and impulses, increasing empathy and cooperation.

When social and emotional skills are taught and mastered, they help children succeed not just in school, but also in all avenues of life. Numerous studies have found that young people who possess these social and emotional skills are in fact happier, more confident, and more capable as students, family members, friends and workers.
STUDENT ACTIVITIES

To achieve BIS vision for a balanced and holistic formation and development of learners as total persons, the students are required to involve themselves in a wide-array of co-curricular activities and extra-curricular.

STUDENT ORGANIZATION

Active participation in student organizations is an important venue for honing the talents abilities and leadership potentials of the students of BIS. As such, membership and participation in a student organization is required from Level 1 to Level 10.

CELEBRATIONS AND EVENTS

To deepen and/or develop the awareness of different cultural heritage and influences, the students are encouraged to participate actively in different multicultural celebrations such as: Acquaintance Party, Filipino Language Month, Mid-Autumn Festival, Family Day and Sports Festival, United Nations Day, Halloween, English Month, Christmas, Lunar New Year, etc.

Learning in BIS is not confined within its four nooks. The school sees to it that the learners undertake field trips to different places like theatres, historical sites, museums, zoos, botanical gardens, etc.

The value of sharing is inculcated in the minds of all the BIS students. The students are encouraged to extend assistance to needy people such as the indigents and victims of calamities thru fund drives, solicitation of goods and clothing, old newspaper campaigns, and even actual distribution.

Finally BIS, highly affirms the spiritual formation of the student through the administration of the Sacraments of the Holy Eucharist and Confirmation for the Catholics, annual recollection and/or retreat, and other related spiritual activities.

GRADING SYSTEM

Academics:

Each student’s performance is measured against a well-defined level of achievements. The grades represent the degree to which the student has understood the concepts, has acquired the skills, and has developed the proper attitudes and values.

The grades for the academic program are computed according to the required norms of Benedictine International School in consonance with the implementing guidelines of the Department of Education and the set standards of organization for international schools.

1. There are 4 grading periods.
2. The scholastic standard or minimum requirement for every learning area is 70%, which means that for every 10 points, a student must get at least 7 points in order to pass.
3. The quarterly grade in a given learning is based on the class standing mark and the quarterly examination mark. 70% is from the overall class standing mark and 30% is from the quarterly examination mark.
4. For any learning area that does not have quarterly examination, seventy percent (70%) is from the overall class standing mark and thirty percent (30%) is from a major performance output.

5. The class standing mark is based on the student's performance in quizzes, long tests, seatwork, recitation & participation, homework, research papers, projects, experiments and the like. The components as well as the corresponding weights vary according to learning areas.

6. After transmutation of performance, the lowest passing grade in any given learning area is 75. The lowest grade a student can get is 65 and the highest is 100 except for classes / instances when a ceiling grade is imposed.

7. The Non-numerical Rating Scheme or letter grades are used in the report cards in order to encourage students, parents and teachers to focus on the meaning of a grade as quality learning that has been achieved rather than the numerical value.

8. The marking codes are as follows

<table>
<thead>
<tr>
<th>Numerical Grades</th>
<th>Letter Grades</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>99-100</td>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>95-98</td>
<td>B+</td>
<td>Highly Satisfactory</td>
</tr>
<tr>
<td>90-94</td>
<td>B</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>85-89</td>
<td>B-</td>
<td>Moderately Satisfactory</td>
</tr>
<tr>
<td>80-84</td>
<td>C+</td>
<td>Fairly Satisfactory</td>
</tr>
<tr>
<td>75-79</td>
<td>C</td>
<td>Passed</td>
</tr>
<tr>
<td>70-74</td>
<td>C-</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>65-69</td>
<td>D</td>
<td>Poor</td>
</tr>
</tbody>
</table>

9. The annual grade for each learning area is computed using the Averaging Method, which means the grades from the first quarter to the fourth quarter have equal weights.

DEPORTMENT

Benedictine International School believes that every student must acquire and/or develop right attitudes and values. A student is rated in deportment that consists of four (4) traits with the following criteria:

- Compliance with School Policies
  - Responsibility
  - Punctuality and Attendance
  - Participation in School Events
  - Involvement in School Endeavors
  - Promotion of School Culture

- Concern for Authority
  - Courtesy and Politeness
  - Sensitivity
  - Respect

- Concern for Others
  - Sociability
  - Helpfulness and Cooperation
  - Respect for Other's Property and Privacy
  - Friendliness

- Self-Formation
  - Integrity and Honesty
  - Diligence and Resourcefulness
1. All the subject teachers rate the student in each character trait based on the criteria.
2. The Marking Codes are as follows:

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<td>Needs Improvement</td>
</tr>
<tr>
<td>65-69</td>
<td>D</td>
<td>Poor</td>
</tr>
</tbody>
</table>

3. The computed average rating for each character trait is reflected in the report card in letter mark.

QUARTERLY EXAMINATIONS

1. Quarterly Examinations should be taken according to schedule. If the schedule of the examinations is interrupted by unexpected cancellation of classes, the examinations scheduled on the day classes are called off, are automatically reset on the day classes resume.
2. Examination permits are required during all quarterly examinations.
3. Late quarterly examinations are given to students on a scheduled day and time only upon presentation of valid excuse letters from their parents/guardians or a medical certificate if the absence is due to illness. Only a student with an excuse letter certified as valid will be given late quarterly examinations. A student whose excuse letter is not certified as valid or who fails to take the late examination on the scheduled day and time is given a grade of 65.
4. Any student who does not have a class standing mark and examination mark for a given learning area is not qualified for honors on that particular quarter.

REPORTING OF STUDENT’S PERFORMANCE

1. Parents and/or guardians will receive a monthly update thru email from a subject teacher regarding the performance of the child in class.
2. Parent Notification Reports - Every quarter before the scheduled quarterly examination, the parents/guardian of a student who is not performing according to standard are informed about their child’s unsatisfactory performance through a notification report to be prepared by the subject teacher(s) and class adviser.
3. Results of Quarterly Examinations- the quarterly examination papers cannot be brought home but are shown to the students. The parents/guardians are informed of the raw scores their child earned in the examinations. The parents / guardians may request to see the examination papers of their respective child/ ward. if and when there are questions regarding the student’s grades. However, this must be done in school.
4. Parent-Teacher Conferences (PTC) – These conferences are held twice a quarter to give all parents / guardians the opportunity to discuss the academic as well as the behavioral performance of the child/ ward. The first conference is held before the quarterly examinations and the second conference is during the distribution of report cards.
5. Report Cards - The report card is issued ONLY to the parent / guardian of the student at the end of every quarter. This is intended to give the student and parent / guardian information about the child’s academic performance and character development for the past quarter.

*The school considers tampering with the report card as a very serious offense.

**PROMOTION AND FAILURE**

Only students whose performance is according to the standards set forth for academics and deportment may be promoted to the next higher level.

**Grade School**

1. Language, Reading, Mathematics, Science, Social Studies and Filipino are the basic learning areas.
2. A final grade of 75 or higher at the end of the school year is necessary in order to pass a learning area.
3. A student who has three failing final grades in any of the given subjects: Language, Reading, Mathematics, Science, Filipino and/or in the general average is retained in the same level.
4. A student whose final grade in any learning area is 75 maybe required to attend Summer Remedial program to prepare him/her for the next level.
5. A student who fails in one (1) or two (2) learning areas is required to attend the Remedial Program.

**High School**

1. A final grade of 74.5 or higher at the end of the school year is required in order to pass a learning area.
2. A student who fails 3 units or more is retained in the level.
3. A student who fails 1 or 2 units is required to attend and pass summer classes at BIS or in a high school duly accredited by BIS in order to be promoted and admitted in the following school year.
4. A student whose final grade in any learning area is 75 may be required to attend Summer Remedial Program to prepare him/her for the next level.

* Benedictine International School reserves the right NOT to accept failing or irregular students.

**HONORS AND AWARDS**

Benedictine International School acknowledges the importance of the practice of giving due recognition to deserving students at the end of the quarter and at the end of the school year.

**Quarterly Awards**

Every quarter, the school awards academic honors to students who would achieve excellence in their studies. During the Reading of Honors Program, a subject excellence certificate and/or deportment certificate is awarded to every student who makes it to the honor roll.

The criteria for determining the awardees are as follows:

1. Subject Proficiency Award is awarded to a student who gets a numerical grade of 95 or higher without rounding off in a given learning area provided.
2. Character Trait Award is an award for a specific trait that is given to a student who gets a letter grade of B+ or A provided:
   - grades for all subjects are passing
   - grades for the other traits are not lower than B

**Annual Awards**

The Annual Awards are given to students who have been Quarterly Awardees from the first to the fourth quarter during the school year. These awards are publicly presented to the undergraduate honor students during the Recognition Rites and to the deserving graduating students during the Commencement Exercises.

1. **Academic Performance Awards**
   a. First honors is given to students with a general average of 95 or higher without rounding off, provided:
      i. No subject is lower than 85 in any quarter
      ii. No deportment grade is lower than B in any quarter
   b. Second honors is awarded to students with a general average of 90-94 without rounding off, provided:
      i. No subject is lower than 85 in any quarter
      ii. No deportment grade is lower than B in any quarter
   c. Honorable mention is awarded to a student with a general average of 85 or 89 without rounding off, provided:
      i. No subject is lower than 85 in any quarter
      ii. No deportment grade is lower than B in any quarter

2. **Subject Proficiency Award** is given to a student with a final grade of 95 or higher in a given learning area without rounding off, provided:
   a. Grade in the learning area in all quarters is 95 or higher
   b. Grades for all areas are passing in all quarters
   c. No deportment grade is lower than B in any quarter

3. **Deportment Award** is given to a student with a final grade of at least B+ in all traits in all quarters provided grades for all learning areas are passing on all quarters.

4. **Excellence Awards for Graduating Students** are given to Level 6 and Level 10 students provided:
   a. They must have a final grade in any learning area not lower than 85% and or final grade of B in deportment during the last two years of stay in BIS.
   b. They must NOT have any failing grade in any learning area and deportment in any quarter during the academic year.
   c. They must have completed the curriculum within two years at BIS.
   d. They must be active members of existing authorized student organizations or clubs during their last two years at BIS.
   e. They must conduct themselves in conformity with the standard rules, regulations and policies set by the school. A student who has any record of immorality, serious misbehavior, etc. for the academic year will not be qualified for any of these awards.

The Excellence Awards for these Graduating Students are as follows:

- Gold Medal of Excellence for Valedictorian
- Silver Medal of Excellence for Salutatorian
- Bronze Medal of Excellence for Honorable Mention
The criteria with the corresponding weights to be used in determining the Excellence Awardees are as follows:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Performance</td>
<td>5</td>
</tr>
<tr>
<td>Deportment</td>
<td>3</td>
</tr>
<tr>
<td>Curricular Activities</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL</td>
<td>10</td>
</tr>
</tbody>
</table>

- The Academic Performance is based on the combined general average of the grades of the graduating students in the last two years of their schooling: 70% of the present grade and 30% of the previous year.
- Deportment is based on the combined objective evaluation of all the teachers in the last two years of their schooling: 70% of the present grade and 30% of the previous year.
- Curricular activities are based on the candidate’s participation and leadership achievements in school, community, and government projects; civic activities; etc. during the last two (2) academic years.

To avoid identical ranking of the candidates in Academic Performance, Deportment, and Curricular Activities, the Average in these Criteria is computed up to the nearest hundredths, and in some cases to the thousandths.

**GRADUATION**

To be eligible for graduation, a student should have completed all the requirements and obligation as prescribed by the Department of Education and Benedictine International School.

Students who have manifested and given evidence of satisfactory academic performance, conduct and effort, as recommended by the faculty, and who embody to some significant degree the profile of the BIS graduate, are eligible to graduate in the Commencement Exercises.

The graduating students must meet the following requirements for graduation:
1. Thesis output and defense for Level 10 students placed in the English-Regular class
2. No failing final average grade in any learning area
3. No Disciplinary Probation Status by the end of the fourth quarter
4. No financial obligation to the school

**III. POLICIES AND RULES ON DISCIPLINE**

**A. STUDENTS**

**UNIFORM**

The total formation of the students of BIS is our foremost concern, part of this concern is to promote a sense of well being through good grooming and the proper way of wearing prescribed school uniform.

1. Students must always wear the complete uniform during their entire stay in the school. The school uniform must be worn with simplicity and dignity.
2. Students are expected to come to school daily in a clean, well-pressed/ ironed uniform.
3. If worn with an undershirt, a plain white sleeveless shirt is required.
4. The school uniform may be worn in public gatherings only when the students are officially representing the school.

**DAILY UNIFORM FOR BOYS & GIRLS**

1. Prescribed collared shirt with the official school logo and should be properly buttoned.
2. Any pair of pants.
3. Closed shoes (toes should not be showing)

**P.E. UNIFORM**

P.E. Uniform may be worn when students come to school during their P.E. days. The P.E. uniform consists of
1. Prescribed BIS P.E. shirt
2. Any black jogging pants
3. Rubber shoes and sports socks

**SCHOOL ID CARDS**

The school ID card is an important official document, which certifies that an individual is a registered student of the school.

1. The school ID should be worn daily with the school uniform while inside the campus. It should be worn around the neck with BIS ID holder.
2. Students without ID are denied entry into the school premises; however, they can be accepted upon presentation of a temporary ID duly signed by the Prefect of Discipline (POD) and such is valid for 3 days.
3. The student will be charged a certain amount for the replacement of a lost ID card. Lost ID card must immediately be reported to the POD.
4. Any ID card found must be immediately turned over to the POD. Any student caught using the lost and borrowed ID card of another student will be suspended, the period of which will be determined by the Discipline Committee.
5. Tampering of ID cards is strictly prohibited.

**HAIRCUT**

Boys are to observe the following:

1. Hair should be neat and well-groomed and should retain the natural color.
2. Fancy hairstyle/ dyed hair are prohibited
3. Beards/ moustaches are not allowed.

Girls are required to maintain and observe the following:

1. Well-combed hair set in place with hairpin, ponytail or headband when applicable.
2. Outlandish hairstyle and colored/dyed hair are not allowed.

**SCHOOL ATTENDANCE**

Students must be present at least eighty percent (80%) of the total number of school days in a year to fulfill the requirements of the Department of Education. Absence in excess of 20% will cause a student to be dropped from the student list.
Exception to this rule may be granted only in the opinion of the Principal if the excess absences were for valid reasons and that, based on the assessment of his/her past academic performance, the student is still capable of coping with whatever lessons, quizzes, test, and/or activities he/she was unable to take due to absences and that it is still possible for him/her to complete and pass the course.

Hence, even if the excessive absences were justified, but it is very clear that the student will not be able to catch up with whatever academic exercises or test/quizzes he/she missed to possibly pass the level; the student shall be dropped from the student list.

1. Every student is expected to come to school well prepared for classes.
2. Regularity and punctuality in attending classes are expected of all students. Students are expected to be on time for their classes in the morning.
3. All students should be in school on or before 7:20 AM everyday from Monday thru Friday.

ABSENCES

1. A student who has been absent shall present an excuse letter signed by his/her parents or guardian addressed to the respective coordinator thru the Class Adviser. Only those signatures in the parents’ or guardians’ contract will be honored. The letter must state the reason for absence. In case of prolonged absence (more than three days) due to illness, a doctor’s certificate, indicating the treatment that has been administered and certifying that the student is fit to attend classes, must be presented. An admission slip will only be issued upon submission of the excuse letter.
2. Students who have been absent will not be admitted to their classes unless they present an admission slip. The admission slip will be presented to every teacher at the start of each period and will be submitted to the Homeroom Adviser at the end of the day.
3. Students whose parents would want them to be absent for the day for valid reasons must present a letter to the principal thru the respective coordinator before the start of the morning session so that a PASS SLIP could be issued.
4. Absence due to sickness and for other emergency reasons, which are beyond our control, is considered excused.
5. A student who has been absent is responsible for any lesson, assignment, class work or activity he/she missed.
6. A student whose attendance is irregular will be required to bring his/her parents or guardian for a conference with the Class Adviser at an appointed time. He/She will not be admitted to class until after the conference.

Valid Reasons:
• Sickness- an excused letter with parent/guardian signature should be presented.
• Death of immediate family member.
• Pleasure Trip abroad – a letter of intent should be submitted at least 1 month before date of departure.
• Provincial- a letter of intent should be submitted at least 1 week before date of departure.

Unexcused Absences:
• Dental, medical check-up and other personal matters.
TARDINESS

1. A student is considered late if he/she is not in the line formation during Monday flag ceremony or in the classroom by 7:20 during regular days. He/She will not be admitted to class until he/she logs in the logbook at the guard’s station.

2. Frequent tardiness will merit warnings and subsequent persistent tardiness will result to corresponding sanctions:

   - 4-9 unexcused tardiness
     - Parents will be informed by the adviser through a notification slip.
   - 10-15 unexcused tardiness
     - Conference with parents/guardians
     - 3 days community service (2 hours a day after class)
   - 16 or more unexpected tardiness
     - 3 days suspension

CUTTING CLASSES

The following offenses are considered cutting classes:

1. Students who leave the classroom during class hours without the permission of the subject teacher.

2. Students who fail to report to class for no valid reason.

TRUANCY

The following offenses are considered truancy:

1. Absence without the knowledge of parents/guardians or school authorities.

2. Getting off the school bus other than the drop off area such as classmate’s house.

3. Leaving the classroom for an unreasonable length of time.

4. Leaving the campus without permission from the school authorities.

CHEATING

Anybody caught cheating during activities, seatworks, reports, quizzes, and long tests will be automatically given 65% or the equivalent failing mark for the particular activity, seatwork, report, quiz, or long tests and in self-formation under deportment for that quarter. A different sanction shall be given to cheating during periodical exams or for major outputs (see Offenses-Category C).

The following circumstances are considered cheating:

- Possession of crib notes written on a paper, parts of the body, clothing and the like.
- Copying and looking at another classmate’s paper or allowing another to copy one’s work.
- Standing and or moving around in the classroom during test without the permission of the proctor.
- Making unnecessary noise or calling the attention of others during examination.

PASSES

1. There are four kinds of passes: off-campus/leave pass, clinic pass, phone pass and visitors’ pass.

2. The respective Coordinator issues the necessary slip to students

3. Only the Principal and the respective Coordinator could issue an off-campus/leave pass.
SEARCH OR INSPECTION

1. A search and/or inspection is conducted to prevent the commission of an offense or to determine the possibility of the commission of an offense in which an object/thing is in the custody of the student, the mere possession of which is considered as an offense, or to aid in the solution of a disciplinary case.

2. When it is deemed necessary for the common good or when there is reasonable ground to believe that a student may have in the locker, desk or bag an object or property, the possession of which constitutes a violation of law or existing rules and regulations of the school, the Discipline Committee may conduct a search and/or inspection of any locker, desk or bag. Normally, this is done in the presence of the owner.

3. Students may secure their lockers with their own padlocks.

4. Confiscated items are turned over to the Discipline Committee.

5. Parents of students who have committed offenses as a consequence of the search or inspection shall be informed immediately.

USE OF MOBILE PHONES AND SCHOOL LANDLINES

1. For security reasons, students are NOT ALLOWED to bring mobile phones to school. This is in accordance to the DepEd regulation regarding the matter.

2. Mobile phones owned by students and brought to school will be confiscated by the school authorities. Mobile phones will be returned to the students after a given period of time:
   - 1st Offense – 2 weeks
   - 2nd Offense – 1 month
   - 3rd Offense – 3 months

3. THE SCHOOL IS NOT LIABLE FOR ANY LOSS OF MOBILE PHONES.

4. Students who wish to make valid phone calls are to obtain a PHONE PASS from the respective Coordinator. Valid phone calls may be made from the guard's station.

5. Parents who wish to make phone calls to students must contact the Administration Office at 951-74-54 local 101; 102; 105. Students will be informed to take the call, or will be notified of the message through the Class Adviser.

B. PARENTS

PARENTS/ GUARDIANS/ VISITORS/ YAYAS

The school grants certain privileges to persons who have charge over a student. In this regard, parents, guardians, visitors or yayas are enjoined to comply with a set of rules and guidelines. Any violation of these rules may result to the withdrawal of privileges.

1. Parents, guardians and visitors who wish to see any teacher should first seek an appointment through the Principal or through a written communication to the teacher concerned. The principal should be present during meeting of official nature.

2. Parents, guardians, visitors and yayas are not allowed to go directly to the classrooms. They should notify first the principal of their intentions and presence.
3. Only those with VISITORS’ PASS shall be allowed in the school campus.
4. Yayas/guardians/parents who wish to stay in the campus for the duration of their ward’s school time must secure an official ID from the Administration Office.
5. Authorized yayas and guardians who stay in campus must observe proper decorum and must stay in the designated areas only. They should also follow the proper dress code at all times. Sleeveless shirts, slippers and shorts are not allowed in school.

CIRCULARS/ LETTERS TO PARENTS

The school communicates pertinent information to parents through circulars or letters. The students submit the reply slip duly signed by his/her parents or guardian on or before the due date.

PARENT – TEACHER CONSULTATION

Quarterly, parents-teachers consultation days are scheduled in order for the parents to coordinate with the teachers and administrators on the best ways in assisting students in their studies.

SAFETY AND SECURITY MEASURES

1. Appropriate screening measures are adopted so that only students, faculty members, school personnel, and persons who have legitimate business with the school are allowed to enter the premises.
2. Students should be responsible for their personal belongings at all times.
3. Only accredited school buses and drivers will be permitted to enter the campus and are allowed to bring in and pick up riders.
4. Any information regarding students enrolled at BIS is NEVER given to unauthorized persons and NO information shall be given via telephone. Such information may be secured under circumstances only with the permission of the parents and with the approval of the school head.
5. No students will be allowed to leave the campus during dismissal unless personally fetched by one’s parents, guardians, helpers, driver or he/she drives his/her own vehicle. Commuters have to furnish the office a letter from their parents allowing them to go home on their own.
6. No student may leave the campus during school hours unless PASS SLIP is accomplished endorsed by the class adviser approved by the respective Coordinator and noted by the principal.
7. As a general rule, once a student leaves the campus after dismissal time, he/she may not re-enter on the same day unless for valid reasons and with prior approval of the school authorities.
8. Campus curfew is at 4:00 PM. Those who go beyond the curfew time must wait near the guard area.
9. No off-campus activity may be organized as an official school activity unless the approval of school authorities has been secured. A teacher should always supervise the activity.
10. No student may participate in any outside activity as a representative of BIS unless there is written authorization from the school authorities.
11. Students may not receive visitors or telephone calls except for emergency reasons in which case it should be done through the Principal or respective Coordinator.
SUSPENSION OF CLASSES

Standing rules in suspension due to typhoon, as per following DepEd Order no. 59 s. 2003 are the following:
1. BIS follow the DepEd's announcement of suspension of classes for any level.
2. Classes in the Preschool are suspended under storm signal No. 1.
3. Classes in the Preschool, Elementary and High School levels are suspended under storm signal No. 2.
4. In case of heavy downpour and there is no official announcement over the radio and television of any class suspension, parents/ guardians may contact the school thru telephone numbers 951-7454, 951-7154. The exercise of parental discretion is highly recommended if the safety of the child is compromised.

C. SCHOOL

CARE AND RESPECT FOR SCHOOL PROPERTY

1. School property and facilities are provided to facilitate the learning process. Interest and pride in the school should prompt the students to regard school property with care and to keep the campus clean and neat.
2. Property damaged by any student must be replaced or paid for by the erring student. Any property damage must be reported to the school authority concerned as soon as possible to avoid further damage.
3. Lost and found property must be surrendered to the office of the Discipline committee and must be recorded in the Lost and Found logbook. Found items may be claimed from the office upon proper clearance.
4. The safekeeping of the student’s personal properties is the student’s responsibility. Hence, the students are advised to bring to school only those items that are necessary for their school activities. Laptops, radios, recorders, cameras, musical instruments, and the like may be brought to school when needed for the lesson upon submission of a letter of request duly noted by the teacher concerned. However, these must be kept in the office of the respective Coordinator before and after their use.
5. The school reserves the right to search the belongings of the students for reported lost items or prohibited materials. The search will be conducted only in the presence of the school authorities or other authorized school personnel.
6. Lockers, chairs, speech stations, computers and desks are assigned to each student at the beginning of the school year. A student may not change locker, chairs, speech stations, computers or desks without the permission of the school authority concerned. He/ she will be required to pay for any damage of the items.
7. Students are expected to help maintain the cleanliness and orderliness of the canteen. They must observe proper table manners at all times. They are expected to show unfailing courtesy and respect to their fellow students as well as to all canteen personnel. They must respect the property rights of the concessionaires. Thus, any breakage or damage to the property must be paid for by the students at fault.
8. As a responsible student, he/ she must maintain cleanliness inside and outside the school at all times. Trash bins are provided at strategic areas in the school. He/ She is expected to dispose of all litter in the appropriate trash bin.
CODE OF DISCIPLINE

Upon Admission to the roster of the BIS, the students are expected to uphold and observe the highest standards of morals and discipline and esteemed regard for fellow students, teacher, school officers and the school as a whole.

The students are expected to give due recognition and comply with all rules and regulations which govern student behavior on or off campus and which would create and foster an environment conducive to learning and personal growth. The student, together with his/her parents signifies his intention to accept and abide by the rules and regulations of the school.

PURPOSE OF DISCIPLINE

1. To teach respect for order, law and authority
2. To impress on the mind of the students the importance of rules and regulations
3. To deter the students from future violations
4. To correct and strengthen the character of the students
5. To protect the student body and the good name of the school from influence of the law breakers
6. To teach the students the idea of justice
7. To develop in the students a habit of self-discipline and undertaking of morals and right conduct

OFFENSES

THE FOLLOWING ARE TYPES OF OFFENSES IDENTIFIED ACCORDING TO CATEGORIES. A STUDENT WHO COMMITS ANY OFFENSE UNDER EACH CATEGORY AND SUBSEQUENTLY COMMITS ANOTHER INFRACTION UNDER THE SAME CATEGORY, SAID OFFENSE/OFFENSES SHALL BE RECKONED CUMULATIVELY.

TYPES OF OFFENSES AND SANCTIONS

CATEGORY A

1. Not wearing the prescribed uniform
2. Displaying outlandish appearance like fancy hairstyles, colored/dyed hair, punk attire
3. Sporting body piercing and/or earrings by boys
4. Having long nails, wearing colored nail polish
5. Wearing unnecessary accessories i.e. chokers, fancy necklaces, bracelets, anklets and the like
6. Applying heavy make-up such as eyeliner, blush on, eye shadow, lipstick
7. Spitting/improper disposal of trash and garbage
8. Chewing gum/eating during class hours
9. Using of vulgar, foul or profane language
10. Misbehaving during assemblies, masses, flag ceremony, classes and other school activities
11. Failing to present an excuse letter after absence
12. Failing to submit reply slips/ circulars for communication
13. Not performing the assigned duties or tasks
14. Violating library or laboratory rules
15. Loitering during class hours/ littering
16. Staying in off limit areas without permission from school authorities
17. Using of school equipment or facilities without authorization
18. Leaving the classroom without permission from the teacher
19. Buying from and selling goods to other students
20. Any act or omission or offense analogous to any of the above.

SANCTIONS

The class Adviser handles routine disciplinary cases in his/her section and keeps the Principal and the Discipline Committee informed of the situation. The teacher concerned shall write an incident report, sign and submit this to the Discipline Committee together with the incident report form of the concerned student. The student concerned must explain in writing his/her participation in such incidents to be submitted to the Discipline Committee. For the preschool and grade school students, the attention of their parents will be called for repeated violations.

1st offense: warning by the teacher
2nd offense: strong verbal warning by the teacher and a written incident report
3rd offense: conference with parents/guardian
4th offense: 2 days community service
5th offense: 3 days suspension
6th offense: the offense will be construed as category B

Other offenses similar or related to those mentioned above, sanctions will depend on gravity or seriousness of the offense committed. Such offense will be treated on a case-to-case basis.

CATEGORY B

1. Showing disrespect to faculty and non-teaching staff
2. Possessing, displaying, and/or disseminating pornographic materials.
3. Gambling in any form within the school premises
4. Smoking inside the campus within the vicinity of the school (500 m radius); possessing cigarettes, matches, lighters and the like
5. Bringing and/or using items such as mobile phones, laptops, radios, recorders, Ipod/Ipad, MP3, video camera, digital camera and the like without the approval of school authorities
6. Receiving/entertaining visitors without the approval of the school authorities
7. Throwing of objects against another, instigating fights, bullying and the like within the school premises.
8. Cutting classes
9. Borrowing, lending or tampering pass slips, ID, library cards, e-cards; damaging books or any school materials
10. Non-attending retreats, team-building and other similar functions without valid reasons
11. Plagiarizing
12. Cussing, heckling, jeering, sneering or exchanging of indecent words, vulgar insults, (written or oral) with schoolmates within the school grounds or outside; behaving in a manner that is publicly scandalous
13. Unauthorized posting or removal of posters and other notices in the premises.
14. Any act or omission similar to any of above
SANCTIONS

The teacher concerned shall make an incident report, sign it and submit it to the Discipline Committee for proper action. The students must also accomplish a similar incident report to explain his/her involvement, participation in the incidents. For the Grade School level, parents/guardians of students shall be called for an immediate conference.

1st offense: strong warning and conference with parents
2nd offense: 3 days suspension and 65% in Deportment
3rd offense: Suspension for one week and 65% in Deportment
4th offense: exclusion/expulsion

Other offenses similar or related to those mentioned above, sanctions will depend on gravity or seriousness of the offense committed. Such offense will be treated on a case-to-case basis.

Once excluded/expelled – No certification of good moral character will be issued.

CATEGORY C

1. Cheating in any form during periodic exams and/or
2. Leaking test questions
3. Selling, soliciting; fund-raising that is not recognized by the school
4. Threatening, intimidating, provoking or coercing any member of the school community
5. Frequent and stubborn disregard of school rules and regulations
6. Truancy
7. Usurpation of authority
8. Vandalism, graffiti/ writing on any school property
9. Selling and use of pyrotechnic devices
10. Any act or omission similar to any of the above

SANCTIONS

1. The teacher concerned shall submit an incident report to the Discipline Committee stating the nature and circumstances of the offense, including the evidence and/or materials relevant to the case and the chairman of the Discipline Committee shall inform the parents immediately.
2. The Discipline Committee shall conduct an initial investigation of the case during which the student shall be called in to give his/her side; the concerned student shall accomplish an incident report form.
3. The discipline Committee shall call the parents for a conference on the case and its initial findings.
4. The students/parents have the right to produce evidence on the student’s behalf and or make an appeal in this regard.
5. The decision of the Disciplinary Committee shall be FINAL.

1st offense: suspension for 2 weeks and 65% in all areas under deportment
2nd offense: exclusion/expulsion
Other offenses similar to or related to those mentioned above, sanctions will depend on the gravity or seriousness of the offense committed. Such offense will be treated on a case-to-case basis.

Once excluded or expelled – No certification of good moral character will be issued.

**CATEGORY D**

1. Committing gross misconduct
2. Sporting tattoo in any part of the body; hooliganism
3. Assaulting a student or personnel
4. Instigating or leading illegal strike
5. Forging / Falsifying receipts and/or altering official documents (report cards, clearance, letters to/of parents, etc); giving false or fabricated or misleading information or any official record/report.
6. Committing malversation of class or school funds, not returning found articles
7. Possessing, using or being under the influence of drugs
8. Possessing liquor and / or coming to school under the influence of intoxicating beverage / drinking liquor in the campus or within 50m radius
9. Joining, participating and/or involving in fraternity or sorority not sanctioned by the school
10. Hazing
11. Committing harassment in any form
12. Committing extortion
13. Stealing and shoplifting in and off the campus
14. Possessing, using or selling deadly weapon or explosives including firecrackers and pillbox
15. Committing immorality
16. Committing willful destruction of any school property

**SANCTIONS**

Any one of the said above offenses committed by the student will automatically merit expulsion / exclusion from the school.

1. The teacher concerned shall submit an incident report to the Discipline Committee stating the nature and circumstances of the offense, including the evidence and/or materials relevant to the case and the chairman of the Discipline Committee shall inform the parents immediately.
2. The Discipline Committee shall conduct an initial investigation of the case during which the student shall be called in to give his/her side. An incident report form shall be accomplished by the student concerned.
3. The Discipline Committee shall call the parents for a conference on the case and its initial findings.
4. The students/parents have the right to produce evidence on the student's behalf and/or make an appeal in this regard.
5. The decision of the Disciplinary Committee shall be FINAL.

Once excluded/expelled – No certification of Good Moral Character will be issued.
IV. STUDENT SERVICES AND FACILITIES

THE ENGLISH RESOURCE CENTER

The English Resource Center, better known as the ERC, is an autonomous in-house hub that groups the best English teachers and mentors to serve its primary purpose of developing strategies and programs in teaching English, primarily English as a Second Language (ESL).

In its desire to give the best and most appropriate learning experience of English language, the ERC has generated and sourced up-to-date materials and resources to offer to anyone who seeks to have a memorable and enriching experience of learning the English language. It now contains most of the English literary books Benedictine has discriminatingly acquired over the years. It has more than 1500 English literary titles - ranging from popular to classic, and covering five different genres - to meet the different needs and interests of the growing Benedictine population. A good number of these are works of award winning authors for children and young adult literature.

All materials in the ERC are an invaluable part of the assessment and enrichment program of BIS. With a strong partnership with Scholastic, Inc., ERC is instrumental in delivering a practical and sound approach in teaching and learning English.

GUIDANCE OFFICE

The Guidance Office offers services which help the student know and understand himself/herself better. The Guidance Program is not merely a specialized service but is an integral part of the total school program.

Thus, its goals involve a multi-faceted development of the person in the areas of personality, leadership, citizenship, career and spirituality.

In terms of ways and means of developing the total person, the following processes are utilized simultaneously: classroom teaching-learning situations, homeroom activities, Socio-Emotional Learning (SEL) activities and guidance services. Such services include individual counseling, group guidance, psychological testing, personality inventory service, information service through orientation and career program and parent-teacher-counselor consultations.

LIBRARY

The Library is a service center, teaching agency, and materials center. It participates actively in the school program as it strives to meet the academic needs of students, teachers and other members of the community by providing library materials and services most appropriate and meaningful in their growth and development as individuals.

SPEECH LABORATORY

The Speech Laboratory aims to provide a variety of approaches and active stimulus through the use of various Audio-Visual materials, equipment, and information technology resources. The resources of the center are varied to facilities and ensure an effective teaching learning process at all times.
**SCIENCE LABORATORY**

This laboratory is a place where discovery leads to knowledge, understanding, and appreciation of the science concepts.

**LIVELIHOOD EDUCATION ROOM**

The L.E. room is where the students learn and develop their cooking skills.

**COMPUTER LABORATORY**

This up-to-date laboratory equips the students with the necessary computer and robotic skills and concepts that are practical and necessary for success in academics.

**CLINIC**

The school maintains a medical and dental clinic which is primarily responsible for safeguarding the health of the students and school personnel on campus.

**CANTEEN**

The school canteen serves breakfast and snacks from 7:00 am to 4:00 pm and regular meals at lunch time.

**ADMINISTRATION OFFICE**

Located beside the Principal’s and Coordinators’ Office at the ground floor, The Admin Office houses both records office and cashier’s office.

The record office makes available to students their Transcript of Records upon request. It also prepares for them upon request the letter of recommendation, college application forms, diploma, certificate of enrollment, graduation, etc. While the cashier’s office takes care of all payments to be made.

**BUS SERVICE**

Only accredited bus operators are allowed to operate in BIS.

**SECURITY**

The security provides and implements security measures on campus for the protection of the school community. To a certain extent, they are involved in the discipline formation of the students.
GUIDELINES FOR THE USE OF FACILITIES

A. COMPUTER LABORATORY POLICIES & GUIDELINES

1. Students are allowed to use the computer laboratory (outside of their class schedule) only after the dismissal. The laboratory is open to students until 3:00 PM.
2. Everyone is required to sign in before using any computers in the laboratory.
3. Students are not allowed to save files in the hard disk.
4. Downloading of software from the Internet is prohibited unless he/she is allowed by the custodian.
5. USBs and other portable saving devices must first be surrendered to the custodian for checking prior to their use.
6. Accessing or viewing pornographic pictures and/or websites are strictly prohibited.
7. Playing online games are also prohibited.
8. Users are expected to properly shut down the computer before leaving the laboratory.
9. Everyone is expected to observe silence while inside the laboratory.
10. All concerns and problems regarding computers shall be addressed only to the custodian.
11. Everyone is expected to follow “CLEAN AS YOU GO” RULE.

B. SCIENCE LABORATORY

1. Students are allowed entry to the Science Laboratory only during the laboratory activity.
2. Bags and other personal belongings will be left in the classroom. Only materials needed for the conduct of the laboratory procedures are allowed inside the laboratory.
3. Eating and drinking inside the laboratory are not allowed.
4. Every student is required to wear his/her laboratory gown during the activity.
5. Only the teacher/custodian assigned during the laboratory period is authorized to get things/equipment/materials from the cabinet.
6. Silence must be observed. Conversation, if unavoidable, must be kept low.
7. A student who causes any breakage/damage to equipment shall be required to replace it.

C. LIVELIHOOD EDUCATION ROOM

1. The L.E. room should be kept clean and orderly at all times. Used materials and utensils should be cleaned thoroughly and stored properly.
2. All student activities must be supervised by the teacher.
3. No student is allowed to stay/work in the L.E. room outside the student’s official L.E. time.
4. Request for the use of L.E. materials must be properly course through the teacher.
5. Bags and other personal belongings are not allowed inside the L.E. room.

D. SPEECH LABORATORY

1. Students are reminded that the Speech Laboratory is a place for listening and speaking activities. It is therefore important to have an atmosphere conducive to studying maintained here at all times.
2. Students are expected to observe the laboratory rules and policies at all times. Violations of these rules will mean sanction and possible loss of Laboratory privileges.
3. Students are expected to maintain order and cleanliness in this area. Bringing in of food and drinks is strictly prohibited.
E. THE ENGLISH RESOURCE CENTER (ERC)

1. Students are NOT allowed to stay inside the ERC during class hours unless given permission by the ERC personnel.
2. The ERC is open until 3:00 pm. Students who wish to stay beyond the said time must write a letter of request and seek the approval of the ERC Director.
3. Class visits must be scheduled at least a day before with the ERC personnel. All students must log-in before they enter the ERC.
4. Students are reminded that the ERC is generally a place for reading. It is therefore important to have an atmosphere conducive for reading and studying maintained here at all times.
5. Students are expected to maintain order and cleanliness in the Center. Bringing in of food and drinks is strictly prohibited.
6. Students are expected to observe the ERC rules and policies at all times, especially with regard to the use and borrowing of ERC materials. Violations of these rules will mean sanction and possible loss of ERC privileges.

F. COMPUTER-ASSISTED ROOM (CAR)

1. The teacher concerned should seek an approval first from the CAR Custodian before using the room.
2. CAR is used under the strict supervision of the teacher concerned.
3. Students are not allowed to touch any of the CAR equipment unless instituted by the teacher.
4. Orderliness and cleanliness inside the room must be maintained at all times. Food and drinks should not be brought inside the room.

G. LIBRARY

1. At the start of each school year, every student is issued a library card duly signed by the librarian. In case a card is lost, a second card can be obtained for a minimal fee.
2. Library cards are non-transferable. Lending and/or borrowing of library card are subject to disciplinary action.
3. Each student is requested to present his/her library card every time he/she enters the library.

H. CLINIC

1. Students are allowed to stay in the clinic after securing the pass from the school physician/ school nurse, duly signed by the respective coordinator and noted by the principal.
2. Students are not permitted to stay in the clinic during snacks and lunch breaks, or while waiting for the time of the next subject.
3. Only the student who is advised to rest in the clinic is allowed. No classmates or friends may stay with him/ her unless the presence of such is recommended by the school nurse.
4. The sick student may stay in the clinic for 60 minutes depending upon one’s condition. The school physician/ nurse may send him/her home or send him/her back to his/her class.
5. The following steps are taken whenever the school physician/ nurse advises the child to go home:
a. Parents/Guardians are informed and are advised to fetch the child, or if the child is a school bus rider, the bus driver will take him/her home.
b. The class adviser and the subject teachers are informed.
c. The respective Coordinator upon the recommendation of the school physician/nurse will issue and sign a PASS SLIP that will be noted by the principal.
d. A student who is advised to report back to his class shall attend his remaining subjects for the day and will only go to the clinic in time for the next medication.

6. Food and drinks are not allowed inside the clinic.

I. CANTEEN

1. School canteen prioritizes the students when serving.
2. The canteen serves breakfast, snacks and regular meals.
3. Students should stand in line when buying food. First-come, first-served policy is strictly enforced.
4. They should observe the basic table manners when eating.
5. Serving trays and utensils are to be returned to the concessionaire(s).
6. Plastic cups and paper plates should be disposed according to the labeled trash bins.

OFF-LIMIT AREAS

The following places or areas are OFF-LIMITS to all students and exception herein specified:

1. Faculty rooms
2. Infirmary or clinic except with permission of the school nurse/doctor, or dentist
3. All Administrative offices except on official business
4. Laboratory rooms except during laboratory class and under supervision of the subject teacher
5. Fourth (4th) Floor classrooms unless supervised by a teacher.
6. Fire Exits and Maintenance area

TRAFFIC AND PARKING

1. Vehicles of school personnel are given priority in the parking area.
2. Students who bring their own cars must first secure permission from the School Administration. Once allowed, they are to park their cars at the designated areas.
3. Only authorized school bus can enter the campus and be allowed to bring and pick up student riders.
4. The school does not assume any responsibility and cannot be held liable for any loss or damage to any vehicles parked at the parking area.
5. The vehicle owner is advised to take extra care to avoid any loss or damage to the vehicle. The school is not an insurer of losses.
APPENDICES

EXCERPTS FROM THE MANUAL OF REGULATIONS FOR PRIVATE SCHOOLS

Authority to promulgate disciplinary rule. Every private school shall have the right to promulgate reasonable norms, rules and regulations it may deem necessary and consistent with the provision of this manual for the maintenance of good school discipline and class attendance, such rules and regulations shall be effective as of date of promulgation and notification to students in an appropriate school issuance or publication.

Absences. A student in a private school who incurs absences of more than twenty percent of the prescribed number of class or laboratory periods during the school year or term shall be given the failing grade and given no credit for the course or subject. However, the school may adopt an attendance policy to govern absences for the students who belong to the upper half of their respective classes. Furthermore, the school head may at his discretion and in the individual case exempt a student who exceeds the twenty percent limit for reasons considered valid and acceptable to the school.

Suspension. Suspension is a penalty in which the school is allowed to deny or deprive an erring student attendance in classes for a period not exceeding twenty percent of the prescribed class days for the school year or term. The decision of the school on every case involving the penalty of suspension which exceeds twenty percent of the prescribed school days of the school year or term shall be forwarded to the regional office concerned within ten days from the termination of the investigation of each case for its information.

Preventative Suspension. Preventative suspension is not a penalty but a deterrent to the disruption to normal school operations (or the threat to life & property) that may be caused by the continued presence of the student – offender on campus.

A student may be immediately placed under preventive suspension during the tendency of disciplinary proceedings against him. This must be done to maintain the atmosphere conducive to education in the school, preserve decorum in the classroom, and uphold respect for administrators and teachers.

Exclusion. Exclusion is a penalty in which the school is allowed to drop or exclude the name of the erring student from the school rolls for being undesirable and transfer credentials immediately issued. A summary investigation shall have been conducted, and no prior approval by the department is required in the imposition of the penalty.

Expulsion. Expulsion is an extreme penalty on erring student consisting of his exclusion from admission to any public or private school in the Philippines and which requires prior approval of the Secretary. The penalty may be imposed for acts or offenses constituting gross misconduct, dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of marijuana, drug dependency, drunkenness, hooliganism, vandalism & other serious school offenses such as assaulting a student or school personnel, instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes preventing or threatening any student or school personnel from entering the school premises or attending classes or discharging their duties, forging or tampering with school records or school forms, and securing or using forged school records, forms and documents.
THE COMPREHENSIVE DANGEROUS DRUG ACT OF 2002
Republic Act No. 9165; Section 44
Heads, Supervisors & Teachers of School

**Section 44. Heads, Supervisors, and Teachers of Schools.** – For the purpose of enforcing the provisions of Article II of this Act, all school heads, supervisors and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors, and teachers.

Any teacher or school employee, who discovers or finds that any person in the school or within its immediate vicinity is liable for violating any of said provisions, shall have the duty to report the same to the school head or immediate superior who shall, in turn, report the matter to the proper authorities.

Failure to do so in either case, within a reasonable period from the time of discovery of the violation shall, after due hearing, constitute sufficient cause for disciplinary action by the school authorities.