



Dear Parents,

We would like to extend a very warm welcome to a new year at the Chinese International School Manila. Our partnership with you is very important to us, and we look forward to working together to make this a rewarding learning opportunity for our students. Please do not hesitate to contact us should you need to discuss any aspect of your child's education.



**Wendy Wycherley**  
Lower School Director



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Deputy Lower School Director

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# Vision, Mission and Core Values

## **Vision Statement:**

To be recognized as a school of academic excellence and of choice for families that value the acquisition of the Chinese language and an appreciation of Chinese culture.

## **Mission Statement:**

We commit to deliver the highest standard of education, aim to promote the values of integrity and honesty, and strive to instill an international outlook through immersion in Western and Chinese cultures and the Mandarin and English languages. We are sensitive to the needs of our students and aspire to nurture their emotional, physical, intellectual, social, and artistic well-being.

## **CISM students will work in partnership with their teachers and their families to become:**

- inspired to intellectual curiosity as a springboard to a lifelong pursuit of knowledge;
- analytical, critical, reflective, and creative thinkers and doers;
- bilingual and bicultural in the Western & Chinese settings;
- effective, open-minded, and confident communicators;
- loving and embracing of self, family, and others;
- respectful of diverse beliefs, views, ideologies, and cultures, including host culture;
- I.C.T. literate and embrace technology as a tool for learning and communication;
- proactive and responsible participants in the local and global society;
- one who preserves, sustains, and safeguards our environment and ecosystem;
- one who fosters passion and commitment to help uplift the human condition.

## **CORE VALUES:**

We, at CISM, develop leaders who:

- aim for **COMMITMENT** to excellence,
- uphold **INTEGRITY** at all times and under all circumstances,
- provide **SERVICE** to make a difference, and
- live with a **MISSION** to leave a legacy.

# Student Responsibilities

All students have the responsibility:

1. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
2. to attend school daily, except when excused, and to be on time to all classes and other school functions;
3. to pursue and attempt to complete the courses of study prescribed by CISM;
4. to make necessary arrangements for making up work when absent from school;
5. to assist the school staff in maintaining a safe school for all students;
6. to be aware of all school rules, regulations, policies and procedures; including those in this policy, and to conduct themselves in accord with them;
7. to assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
8. to volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
9. to respect and maintain the school's property and the property of others;
10. to dress and be groomed in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school policy;
11. to avoid inaccuracies in students newspapers or publications and refrain from indecent or obscene language;
12. to conduct themselves in an appropriate physical or social manner; and
13. to recognize and respect the rights of others.

## Anti Bullying Policy

In accordance with the requirements of the Anti-Bullying Act of 2013 and the Child Protection Policy issued by the Department of Education, CISM seeks to raise student awareness in the following areas:

- Respecting difference and diversity among cultures;
- Disclosing/discussing incidents of bullying in a non-threatening environment;
- Building empathy, respect and resilience; and
- Promoting respectful relationships across the school community.

(For full policy please refer to Student Handbook)

# Lower School Curriculum Overview

Chinese International School Manila (CISM) is aligned with the skills of the California Common Core Standards (CCSS), and is uniquely designed in content to reflect the needs, culture, and history of our multinational community and our host country. Our goal is to help our students realize their full potential in a safe environment whilst instilling the core values of commitment to excellence, integrity, service, and the mission to leave a legacy. Using carefully researched educational practices and a wide range of international resources, we are committed to providing the highest standard of education to ensure our students will be equipped to apply to the best colleges and universities in the world.

## **Mandarin Chinese**

The language of instruction at CISM is English, with daily Mandarin language classes for all grades. Mandarin, taught by specialist teachers, is centered on the four areas of language learning skills—listening, speaking, reading, and writing. Through songs, poems, and stories, children build their Chinese vocabulary and language structures. The activity and theme based curriculum enables the children to relate to daily life experiences. Students acquire practical communication skills versus rote memorization. The Chinese heritage and culture are interspersed within the lessons.

## **Pre-Kindergarten and Kindergarten**

Our Early Years program acknowledges that learning needs to be relevant, purposeful, and fun! We believe that engagement is the most natural kind of learning. While following a standards based curriculum, the skills at this stage are built in developmentally appropriate ways through hands on activities that take place in a warm and nurturing environment.

## **Elementary School**

We are committed to keeping alive the children’s curiosity to explore and discover, while building a secure foundation for their growth. At CISM, the ability to creatively form ideas, evaluate information critically, and think independently is as important as the ability to absorb facts and information. Homerooms are utilized for the four core modules: Language Arts, Mathematics, Science, and Social Studies where students follow an enhanced form of CCSS.

Art, Computer Studies, Music, and Physical Education are taught by specialist teachers. A range of afternoon activities is offered at the end of the school day and students are encouraged to participate in them. Clubs, which are not included in the regular curriculum, offer interesting and enjoyable experiences.

# The School Day

7:00 – 7:25	Students arrive in school (supervision provided): Pre Kindergarten up to Grade 1 and 2 play in the MPH Grades 2 and 3 go to the canteen Grades 4 and 5 go to the library
7:25	Students go to Homeroom
7:30	Classes begin
	Snack and lunch times vary depending on the grade level
2:15	Pre-Kindergarten and Kindergarten are dismissed
2:30	Elementary are dismissed
2:30 – 3:30	After-School Activities

Please note that Wednesday is Late Start and students should not arrive earlier than 8:00AM for an 8:30 AM start.

## **Snacks/Lunch**

Students may buy breakfast, snack and lunch in the school canteen from 7:00AM until 4:00PM. The most efficient way for students to avail of canteen food is through its pre-pay system, whereby parents deposit an amount of money with the canteen which will gradually make deductions based on the student's purchases. For those students bringing packed snacks/lunch from home, we kindly request that parents avoid colorings, additives or foods with high sugar content.

## **Playground Safety**

In order to create a safe and enjoyable environment, students have three goals: Follow directions. Be safe. Be respectful.

## **End of School Day/Early Dismissal**

Students wait in the school lobby until met by an authorized adult. Students going home with friends, or leaving school early must have a parent phone the office or provide written notification beforehand.

## **Academic Support**

Teachers are available between 2:30-3:30PM four days per week to provide academic support to students who need assistance to meet grade expectations. Private tutorials may be arranged with teachers through the Guidance Counselor and these will begin at 3:30PM.

## **After-School Activities (ASAs)**

ASAs meet between 2:30 - 3:30 PM and are open to students starting at Grade 1. Each semester a list of ASAs is sent out and invites students to choose which activities they want to join. Places are assigned on a first come, first served basis.

# Communication with Parents

CISM values the partnership between school and home and its impact on developing each individual child. There are many channels of communication that can open up dialogue between parents and teachers.

**New Parent Orientation:** At the start of each school year the Headmaster will lead an informal meeting to introduce new parents to the school.

**First Day Letters:** At the start of the year, your child will bring home a letter giving some background information about their new teachers and the expectations for the year ahead.

**Coffee Mornings:** Once per month, the Headmaster meets with parents for informal discussion.

**Student Planners :** There is a section after the weekly schedule where both teachers and parents can communicate.

**Class Blogs:** Teachers update their blogs weekly, giving parents the opportunity of seeing learning that is taking place in the classroom.

**Weekly Newsletter:** All parents receive a weekly newsletter via email from the Headmaster.

**Web Page:** This website ([www.cismanila.org](http://www.cismanila.org)) contains the student handbook, the program guide and the calendar of events – all of which are updated on a regular basis.

**Parent Teacher Conferences:** These are held once per semester.

**Reports:** Reports are sent home twice a year – once per semester.

**Email:** Faculty communicate with parents through email when necessary.

**Face to Face:** Parents can make appointments through the Executive Secretary, Miss Kitin, to meet members of Faculty or Administration.

## **Parent Involvement:**

Parents are invited to be actively involved with the school. There are a variety of ways parents can make a contribution: Class Representatives, Translators, Field Trip Chaperones, Parent Volunteers for homeroom, the library, etc. Please let the office know if you are interested in any of these activities.

# Homework

<b>GRADE</b>	<b>HOMEWORK TIME PER NIGHT</b>
Pre-Kindergarten and Kindergarten	None
Grade 1	10 minutes
Grade 2	20 minutes
Grade 3	30 minutes
Grade 4	40 minutes
Grade 5	50 minutes

Here at CISM we believe that homework should be relevant: its purpose is to help our students internalize their learning, and consolidate their skills. It is important that students complete the homework by themselves. As an independent activity, it encourages students to be responsible, to be aware of time management, to value perseverance – all of which can help to build a sense of self-esteem. In general, the school does not encourage tutorial help or homework, unless the student needs help beyond the academic support that is provided in school.

Assigned homework is written down in the Student Planner, which parents have access to on a daily basis. If there are any questions about homework, please do not hesitate to consult the homeroom teacher.

# Attendance

Attendance is important because it is linked to student success. Please note that frequent absences may affect your child's learning. Students are required to meet 80% attendance in order to graduate to the next grade level. Parents should write or email the Executive Secretary a day in advance if they know that their child will be absent or tardy the following school day.

# Punctuality

Students are expected to arrive in school on time for their first block each morning, and to arrive punctually for all their following classes. If students are repeatedly late for school, parents will be consulted on finding a solution to this issue.



# Dress Code

Students are encouraged to be neat and groomed. In the interests of safety, hair should be tidy and only stud earrings may be worn.

## **School Uniform**

Prescribed uniform is worn everyday and during field trips, and at official school events unless otherwise indicated. The following items may be purchased directly from the operations office

Maroon shirt

Khaki skort (girls)

Khaki trousers (boys)

Footwear: white socks and black shoes with flat heels.

## **P.E. Uniform**

White t-shirt and maroon shorts can be purchased from the Operations Office. Tennis/basketball shoes are only worn for P.E.

Please note that students are allowed to come to school in Physical Education uniform if they have P.E. 1<sup>st</sup> block. They can also go home in Physical Education uniform if they have P.E. 5<sup>th</sup> block. P.E. teachers have the responsibility of ensuring that students change their clothes in the appropriate manner and for supervising student change areas.

## **Free Dress Fridays**

Students do not have to wear school uniform on Friday; however, they should dress respectfully, and in a manner that demonstrates they are proud of their school.

The school discourages nail polish, make-up, flamboyant hairstyles, immodest style of dress and excessive jewelry. No hats may be worn inside the school.

# General Information

## **Birthday Parties**

Birthday celebrations at school are optional. For those wishing to celebrate, parties should be held in the classroom and organized in advance with the classroom teacher so as to minimize disruption to lessons. It is suggested that a maximum of thirty minutes be planned for these activities. This time includes eating, cleaning up, and returning to class. Parents or guardians are welcome to assist with setting up the party.

## **Bring Your Own Device (BYOD)**

CISM grants wireless capabilities in school to allow student-owned devices to be used in a classroom setting to support instruction and learning. With faculty-approval, students may use their own devices in the classroom or the library to access, interact and save information from the Internet, communicate with other learners and use productivity tools to create assignments/projects or take classroom assessments.

In order to use the School WIFI (CISM Connect) with optimal bandwidth, students must register their electronic device's MAC address with the ICT Department. Additionally, students may connect to the Internet using their cellular provider. In this case, the student and family will be responsible for any Internet connection expense and are expected to comply with the school's Computer and Internet Usage Policy. To ensure students' privacy and safety, CISM will filter all content for users connected to CISM's network. It is the responsibility of the owner of the device to ensure that the device is safe and secure.

## **Car Stickers**

Every year, each student at CISM is entitled to four (4) car stickers which can be collected from the Operations Office. These car stickers, when attached to the windshield, entitle the bearer to enter the school premises.

## **CARE Program**

The CARE Department is committed to working together with parents and other professionals to effectively and efficiently serve children with unique challenges and abilities. Our programs provide support and guidance for students in meeting the requirements of the curriculum with accommodations, adaptations, and specially designed instruction.

## **Change of Contact Details**

Parents need to inform the school of any change(s) in the following: residential address; parent or guardian contact numbers; email address; all other information pertinent to parent and school communication. A form regarding demographic information is available online.

## **Clinic**

The school clinic recognizes that promoting the health of our students requires close coordination and collaboration with their parents, doctor(s), and teachers. Parents are required to provide and furnish the clinic with necessary information and updated documentation that will help in addressing the health needs of their children.

## **Emergency Procedures**

Students will be given training in all emergency drills that will take place in regular practices throughout the year.

## **Field Trips**

The school will assess the security needs of all field trips and will provide any necessary security personnel and approved transport. Unless otherwise stated, students going on field trips are to be in school uniform. On all field trips, students leave and return to the school together.

## **Library**

Students have access to the school library Monday through Friday from 7:00AM until 4:00PM. Parents are also welcome to use the library at the end of the school day from 2.30PM till 3.30PM. Books may be checked out for a period of one week. The number of books which may be on loan at any one time is:

Pre-School	4 books
Grade 1 and up	4 books + 1 magazine
Parents	5 books

Borrowers with overdue materials may not check out books. But library privileges are restored once the book is returned. Responsibility for all materials checked out rests with those who check out the materials. An assessment based on the full cost of replacement will be made for lost or damaged materials.

## **Lost and Found**

All found items should be handed in at the reception in the school lobby. For items that are labeled with names, the receptionist will make every attempt to contact the owner. To claim a valuable item, the owner must describe the item as closely as possible and where and when they lost it. At the end of each quarter a list of valuable lost items will be circulated via the Parent Newsletter. At the end of each quarter all non-reusable items will be disposed. All reusable items will be appropriately donated.

## **Pick-Up**

To make the drop-off and pick-up easier for everyone, please take into consideration the need to keep traffic flowing and kindly avoid parking or stopping in the left hand lane of the school driveway.

## **Re-Enrollment Policy**

Placement for the succeeding school year is on an invitational basis. An existing student who meets the academic standards, adheres to the CISM Code of Student Conduct, and maintains good financial standing throughout the year will receive a Letter of Invitation on or before the end of the 3rd quarter granting them a slot for the succeeding school year. Students who do not meet grade level expectations may be retained.

CISM reserves the right to refuse, cancel, and/or withdraw the Letter of Invitation for re-enrollment should a student, parent or guardian fail to remain in good standing with the school.

## **Report Cards**

Students in Lower School receive report cards at the end of each semester. The purpose of these report cards is to inform students and parents about a student's success in meeting the grade level standards as well as reporting on the student's classroom behavior. Work habits and conduct are marked separately and the Teacher Comment section reflects information related to the student's growth and overall strengths. Parent interviews will be held at the end of the first and the third quarters, in the week following report card distribution. Students who have less than 80% attendance will receive the narrative section only.

## **Suspension or Cancellation of Classes**

The Headmaster or President may suspend or cancel classes if there are threats to local and national security, force majeure or other potential calamities subject to advice from officers of appropriate governmental agencies.

## TYPHOON STORM SIGNALS

### *Before School Opens*

Decision to suspend classes at CISM will be announced by 5:30 AM

<b>SIGNAL 1</b> <i>Raised by PAGASA</i>	Classes at the pre-kinder and kinder levels shall be automatically suspended	
<b>SIGNAL 2 or higher</b> <i>Raised by PAGASA</i>	Classes at the pre-k to 12 levels shall be automatically suspended	
<b>In the absence of typhoon warnings:</b> <ul style="list-style-type: none"> <li>Suspended by local chief executives</li> </ul>	CISM suspends classes accordingly	<b>INFORMATION ON CLOSING:</b> <ul style="list-style-type: none"> <li>Text message</li> <li>Facebook: Chinese International School Manila</li> <li>Follow us on Twitter @ILoveCISM</li> <li>Call CISM 798-0011</li> </ul>

### *Once School is in Session*

<b>SIGNAL 2 or higher</b>	<ul style="list-style-type: none"> <li>CISM remains open until 2:30 PM</li> <li>Afternoon activities are cancelled</li> </ul>	<b>INFORMATION ON CLOSING:</b> <ul style="list-style-type: none"> <li>Text message</li> <li>Facebook: Chinese International School Manila</li> <li>Follow us on Twitter @ILoveCISM</li> <li>Call CISM 798-0011</li> </ul>		
Parents may pick up child(ren) at anytime	<b>GO TO HEADMASTER'S OFFICE</b>	Get Permission Slip	Go to child's class to pick up child	Surrender Storm Form Permission Slip at gate to be allowed to leave school
Any other previously authorized person (e.g. driver or yaya) may pick up child(ren) at anytime		Get Permission Slip if person has been authorized on Fetcher Form on file		
Any other person sent to pick up child (e.g. with authorization letter and signature of parent)		No Permission Slip will be given if person has not been authorized on Fetcher Form	Child not allowed to leave school	

## **Textbooks**

School owned textbooks and materials should be treated with respect and returned when requested, or parents may be charged replacement costs for any lost or damaged items.

## **Visitors**

Whenever possible, visitors should make an appointment with the school office prior to the visit. Visitors report to front lobby where they will be asked to surrender some form of identification which will be exchanged for a “visitor” pass for the duration of the visit.

## **Withdrawing from School**

Parents need to notify the Headmaster’s Office and fill out a Withdrawal Slip. Minimum processing time for the Capital Development Fee (CDF) is one month. Once appropriate clearance is granted from the various departments, students may pick up their academic records. Should a student withdraw from school one month or more before the closing of the school year, that student shall be given a narrative or anecdotal evaluation of performance with grades earned at date of departure. Students who wish to transfer to another school, and who need a copy of their Transcript of Records may apply for an official transcript, provided that their account with the school is in good standing and that the request is made at least one week in advance. A fee is charged for each additional copy after the first.

## **Yayas and Bodyguards**

Yayas and bodyguards are kindly requested not to loiter on campus.

## **Yearbook**

Each year CISM produces a yearbook which will be available on the basis of one copy per student. This cost has been included in the school fees.