

# Upper School Student and Parent Handbook



**Chinese International School Manila  
School Year 2015-2016**

# Vision

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**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

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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

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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.

# Curriculum Overview

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The Chinese International School Manila (CISM) curriculum is unique and meticulously designed using the most outstanding international sources and educational practices. We recognize the importance of preparing our children for the challenges of globalization and the uncertainties of the future. At CISM, we commit to deliver the highest standard of education to ensure our students will be equipped to apply to the best colleges and universities in the world.

The main language of instruction at CISM is English. All students are required to attend Mandarin language classes taught daily. Foundational & Proficient Mandarin classes are offered at all grade levels. Chinese culture and traditions are likewise incorporated into the curriculum.

## ***THE UPPER SCHOOL PROGRAM***

### **Middle School**

The curriculum in Middle School embraces the vibrant potential in every one of our students. At CISM, we utilize an approach to teaching and learning which empowers students in the transitional early-teen phase to develop the knowledge, concepts, skills, and attitudes needed to participate effectively and to be prepared for life in the twenty-first century. We focus on moving them forward with great confidence and a passion for learning. The program provides learning in a broad base of disciplines to ensure basic knowledge acquisition and personal development whilst encouraging exploration of interests outside the classroom.

Academic rigor continues to be the cornerstone of the program. Course objectives are aligned such that students are not only knowledgeable about the subject areas, but also develop a genuine understanding of principles and an ability to apply these to real life situations.

### **High School**

CISM's challenging and comprehensive high school curriculum offers its students a unique college-preparatory education. Beyond intellectual rigor and high academic benchmarking, distinct emphasis is placed on developing the students to be analytical, open-minded, reflective, compassionate, creative, principled, global, and confident thinkers and doers. We continue to encourage the pursuit of passions beyond the bounds of the classroom. A community service component is embedded in the program.

Experienced and dedicated CISM teachers establish in their classes an atmosphere of open dialogue, focused questioning, experiential learning, and intellectual engagement that stimulates curiosity, inquiry, and critical thinking. A broad and balanced range of knowledge domains are taught. Special attention is placed on the development of an extensive range of skill sets from various disciplines essential for success outside of the school context.

In grades 11 and 12, students may opt to enroll in the academically challenging IB Diploma Programme (IBDP) to help prepare them for the rigor of work in college/university.

# Academic Requirements for High School

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## Number of Courses Required Each School Year

CISM's High School Program is similar to those offered in other international schools in the Asia-Pacific region as well as in majority of the schools in North America.

The High School Program is a four-year course of study: Freshman year (Grade 9); Sophomore year (Grade 10); Junior year (Grade 11); Senior year (Grade 12).

### Grade 9 subjects are:

English  
Chinese Mandarin / Spanish (appropriate level)  
History /Geography  
Mathematics  
Integrated Science  
Physical Education & Wellness  
Technology  
Art  
Music  
Service Learning

### Grade 10 subjects are:

English  
Mandarin / Spanish (appropriate level)  
History /Geography  
Mathematics  
Integrated Science  
Physical Education& Wellness  
Technology  
Art  
Music  
Service Learning

At grades 11 and 12, students have **three** options: to follow the regular track CISM Grades 11 and 12 subjects; pursue the International Baccalaureate Diploma Programme—Full Diploma; or the International Baccalaureate Diploma Programme –Courses only and some of the regular track CISM Grades 11 and 12 subjects.

### Grade 11 regular track subjects are:

English 11  
Chinese Mandarin (appropriate level)  
Economics 11 or  
Psychology 11 or  
Business & Management Studies 11  
Math Studies 11  
Biology 11 or  
Chemistry 11 or  
Physics 11  
Service Learning

### Grade 12 regular track subjects are:

English 12  
Chinese Mandarin (appropriate level)  
Economics 12 or  
Psychology 12 or  
Business & Management Studies 12  
Math Studies 12  
Biology 12 or  
Chemistry 12 or  
Physics 12  
Service Learning

# The IB Diploma Programme, Grades 11-12

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## *Diploma Programme Model*

The curriculum is modeled by a hexagon with six academic areas surrounding the three core requirements.



Over the course of the two-year programme, students:

- study six subjects chosen from the six subject groups;
- complete an extended essay;
- follow a Theory of Knowledge course (TOK);
- participate in Creativity, Action, Service (CAS).

Normally:

- three of the six subjects are studied at **higher level** (courses representing 240 teaching hours);
- the remaining three subjects are studied at **standard level** (courses representing 150 teaching hours).

Students at these levels may elect to participate in the IB Diploma Programme in one of two ways:

- **Full Diploma Programme**

The two-year programme is intended for highly motivated students who desire an academically challenging and balanced curriculum that will prepare them for success at university and life beyond. The course is structured so that students study six (6) academic subjects, three of them at the Higher Level (HL) and the rest at Standard Level (SL). Aside from these, students take a Theory of Knowledge (TOK) course; write an extended essay in which he/she investigates a topic of special student interest from one of the student's six DP subjects; and participates actively to complete the requirements of the Creativity, Action, Service (CAS) programme of the school. DP candidates are assessed internally and externally across all the subject groups. A student who successfully gains the full IB Diploma will be awarded "The Diploma of the International Baccalaureate," and their "Diploma Programme (DP) results from IBO. A student who has attempted the full programme with partial success will receive only the "Diploma Programme (DP) Courses Results," from IBO.

- **Diploma Programme Courses**

For students not pursuing the full programme, it is possible to sit examinations for one or more DP courses. These students will receive the "Diploma Programme (DP) Courses Results."

Please note:

The Diploma Programme is an **independent and separate** academic programme that CISM has been officially authorized (as an IB World School as of February 2011) to offer its high school students at grades 11 and 12. CISM is duty bound to comply with **all** the requirements of the International Baccalaureate Organization for all of its IB World Schools.

# DP Course Offerings for SY 2015-16

| Group Subjects   | COURSES AND LEVELS OFFERED  |   |
|--|---|---|
|  | Grade 11  | Grade 12  |
| <b>Group 1</b><br>Studies in Language and Literature                     | Language & Literature (HL)<br>Language & Literature (SL)                                    | Literature (HL)<br>Language & Literature (SL)   |
| <b>Group 2</b><br>Language Acquisition                                   | Mandarin B (HL)<br>Mandarin B (SL)<br>Mandarin <i>ab initio</i><br>Spanish <i>ab initio</i> | Mandarin B (SL)<br>Mandarin <i>ab initio</i><br>French <i>ab initio</i>               |
| <b>Group 3</b><br>Individuals and Societies                              | Economics (HL)<br>Psychology (HL)   | Economics (HL)<br>Economics (SL)<br>Psychology (HL)                                   |
| <b>Group 4</b><br>Sciences   | Chemistry (HL)<br>Chemistry (SL)<br>Physics (HL)<br>Physics (SL)                            | Chemistry (HL)<br>Chemistry (SL)<br>Physics (HL)<br>Biology (SL)                      |
| <b>Group 5</b><br>Mathematics  | Mathematics (SL)<br>Mathematical Studies (SL)   | Mathematics (HL)<br>Mathematics (SL)<br>Mathematical Studies (SL)                     |
| <b>Group 6</b><br>The Arts<br>(or any other subject from Groups 3 and 4) | Business & Management (HL)<br>Biology (HL)  | Business & Management (HL)<br>Chemistry (HL)  |
| <b>CORE COMPONENTS</b>   | Theory of Knowledge (TOK)<br>Extended Essay (EE)<br>Creativity, Action, Service (CAS)       | Theory of Knowledge (TOK)<br>Extended Essay (EE)<br>Creativity, Action, Service (CAS) |

# Student Timetable

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| Period / Time             | Monday             | Tuesday | Wednesday                 | Thursday | Friday |
|---------------------------|--------------------|---------|---------------------------|----------|--------|
| Homeroom<br>7:30 - 7:40   |                    |         | Late Start Day            |          |        |
| Period 1<br>7:40 - 8:30   |                    |         |                           |          |        |
| Period 2<br>8:30 - 9:20   |                    |         | Period 1<br>8:30 - 9:20   |          |        |
| Period 3<br>9:20 - 10:10  |                    |         | Period 2<br>9:20 - 10:10  |          |        |
| Snack<br>10:10 - 10:30    | <b>SNACK TIME</b>  |         |                           |          |        |
| Period 4<br>10:30 - 11:20 |                    |         | Period 3<br>10:30 - 11:20 |          |        |
| Period 5<br>11:20 - 12:10 |                    |         | Period 4<br>11:20 - 12:10 |          |        |
| Lunch<br>12:10 - 12:50    | <b>LUNCH BREAK</b> |         |                           |          |        |
| Period 6<br>12:50 - 1:40  |                    |         | Period 5<br>12:50 - 1:40  |          |        |
| Period 7<br>1:40 - 2:30   |                    |         | Period 6<br>1:40 - 2:30   |          |        |

**All Classes begin at:**

7:30 a.m. on Mondays, Tuesdays, Thursdays and Fridays

8:30 a.m. on Wednesdays

**Dismissal time is:**

2:30 p.m. for Middle and High Schools



# General Academic Information

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## *Attendance*

The successful progress of students depends on prompt and regular attendance. We expect students to attend school every day to receive the maximum benefits of school life. Student absences adversely affect the learning process as teachers have to re-teach material that others already know.

In the Upper School attendance is counted on a **per class** basis and is **not** based on the number of school days missed. Students must attend at least 80% of all classes. If a student exceeds the 20% absence limit, then s/he will still receive a grade but will not earn credit for that course. Parents are advised to take this 20% absence limit per class into account when thinking about whether to take students out of school for extended periods. They should not put the student in jeopardy of falling below a satisfactory grade in all classes.

Parents may appeal this policy to the Head of Schools who will initiate a complete review of the student's progress and the reasons for the absences. For the purposes of this policy, **both** excused and unexcused absences are counted.

If a student exceeds the 8-absences limit, then there is a process parents follow if they would like the HS Attendance Policy waived.

- Appeals should be done in writing and addressed to the **Head of School's Office**.
- In reviewing appeals, the Head of Schools assesses a student's academic performance in the classes currently enrolled in, the student's attendance records since being informed of the withdrawal of credit, the numbers of excused and unexcused absences, among others.
- Students may **not** appeal for credit reinstatement before December 1 for Semester 1 and May 15 for Semester 2.
- In the meantime, students should continue attending classes and fulfilling all course requirements for the semester.

Absences are classified as **excused** or **unexcused**. The following are acceptable as **excused** absences: medical reasons (with corresponding documents); embassy appointment; family emergencies; or extraordinary opportunities. The following constitute **unexcused** absences: cutting class; leaving campus without official administrators' permission; absences caused by disciplinary action or extended vacation.

If an absence is deemed **excused**, the student is permitted to make up missed items of work or assessment. This concession is **not** extended to students for whom an absence is classified as **unexcused**. In the case of an unexcused absence, the student will receive a zero for the work or assessment that that class has completed during his/her absence. In addition to the academic consequences of missed instructional time, excessive absences will incur disciplinary action. **The school cannot support parental decisions to take students out of school for extended periods.**

### **Pre and Post Holiday Absences**

In order to maximize teacher/student contact and prevent learning opportunities lost because of partial student attendance, there will be no excused absences without a doctor's note for the two days immediately preceding and following a school holiday.

### **Illness during the Day**

Students who become sick during the school day will be sent to the Clinic by the subject teacher if they cannot continue with their classes. To be admitted by the Nurse, a student should get a clinic pass from his/her teacher. Between classes, a student should get this pass from the Upper School Director. The Nurse will determine if it is necessary for the student to go home. Absence due to a clinic visit **does** count towards the 20% absences permissible per class per semester.

### **Attendance at School or School-Sponsored Events and Functions**

Students absent at a school-sponsored function (e.g. field trip) may be absent for a legitimate reason (to be determined by the Director) and thus be granted an excused absence. Students permitted this type of absence are allowed to make up the work they missed within the time frame specified by the subject teacher and the day(s) of absence will not count against the 80% attendance requirement.

Students who arrive in school after 11:30 a.m. will not be allowed to participate in any after-school activities that day or practice sessions. The Headmaster, or Upper School Director, may excuse a student for pre-scheduled medical appointments.

CISM school rules regarding student conduct and behavior apply to **all** on or off campus activities. When a student leaves a school function before it is over, he or she will **not** be allowed to return, unless the reason for leaving is deemed valid by the Upper School Director.

A student under suspension or expulsion does **not** attend or take part in any school function or activity that is happening during the period of suspension.

### **Truancy (Unauthorized Absence from School)**

The Upper School Director notifies the parents and the subject teachers. The minimum penalty will be an unexcused absence and a warning. After-school detention and zero credit will be meted out for each class missed. A student will be suspended from school for repeated offenses.

### **Leaving Class without Teacher's Permission**

This offense will be counted as truancy regardless of how much class time remained when the student left class.

### **Leaving School Grounds without Authorization**

A student committing this offense will receive a zero for each class missed by skipping any segment of the school day, and he or she may be suspended from school. Parents will be notified.

### **Leaving School Early**

Only students with written release from the Administration and written permission from parents will be allowed to leave the campus during school hours. Prior to the student's approved departure, he or she must secure a pass from the Headmaster's Office and submit this to the school receptionist.

The student will be required to make up class work missed if the reason for leaving school early is **excused**.

### **Withdrawal**

CISM's school year is approximately **185** school days. The Board and Administrators expect that each student remains in school through the end of the school year.

To leave school early when final examinations are taking place is considered as leaving **BEFORE** the semester is completed. This means that credit **cannot** be given for that semester.

### ***TARDINESS***

Students are expected to arrive in school on time for their first block each morning. They are expected to arrive on time to all their classes. Students arriving tardy to a class will be subject to a disciplinary consequence. Repeated tardiness will be reported to the Homeroom teacher, Guidance Counselor, and the Upper School Director.

A student incurring **5 instances of tardiness** will receive a letter from the Head of School's Office informing the parent of the tardiness, and will be called by the Director.

A student incurring **10 instances of tardiness** will receive another letter from the Head of School's Office informing the parent of the tardiness, and will also be given a white slip.

A student incurring **15 instances of tardiness** will receive another letter from the Head of School's Office informing the parent of the tardiness, and will be subject to detention/suspension.

### ***HOMEWORK***

| <b>GRADE</b>   | <b>HOMEWORK</b>                       |
|----------------|---------------------------------------|
| Grade 6        | Up to 60 minutes per night            |
| Grade 7        | Up to 1 hour and 10 minutes per night |
| Grade 8        | Up to 1 hour and 20 minutes per night |
| Grade 9        | Up to 1 hour and 30 minutes per night |
| Grade 10       | Up to 1 hour and 40 minutes per night |
| Grades 11 & 12 | Up to 1 hour and 45 minutes per night |

CISM believes that homework affords the student enhanced extensions of learning into areas outside the classroom setting. As such, students can see homework as the basis for class follow-up—reflection and synthesis—, or homework can provide reinforcement of learning introduced in the classroom. Moreover, homework can promote values such as individual responsibility, independent practice, and good study habits that all help prepare students for their post-middle school or post-high school education.

CISM Upper School students should expect at least 2-3 hours of homework a night during school days. Extended assignments and long range projects will at times require weekend work, so students should use effective time management skills to balance their free time with school work. Some subject tests may be given on a Monday so students should spend some of their weekend time studying for these. To get homework done on time, parents should encourage their children to do the following: plan carefully; organize time effectively; be proactive; and stay focused.

In general, the school does not encourage tutorial help for homework, unless the student needs help beyond what is provided in the classroom. If there is any question on the amount, or the lack of homework, the student's subject teachers and/or the Upper School Director should be consulted.

The question of homework for when a child is sick sometimes arises. It is the school's belief that if a child is dealing with an illness it is better for him/her to concentrate on getting well rather than worry about homework. For a bed-ridden but recuperating child, reading is an excellent option. When the child returns to school, that is the time to ask the teachers for make-up work or missed homework.

If a child has to stay home for some other reason (e.g. a sprained ankle), then the teachers will be happy to provide work to keep him/her up to date and occupied. The parent should email the subject teachers for this reason.

## ***ASSESSMENT POLICY and GUIDELINES***

CISM takes the position that all forms of student assessment are intended to promote, reinforce and elevate student learning. To accomplish this goal, CISM timely and accurately reports student achievements to all concerned stakeholders—students and parents. Furthermore, CISM upholds the view that all information regarding student assessment must be valid, reliable and consistent across all subjects and classes in a grade level.

Students with excused absences are allowed to make up missed assessments upon their return to school. Assessments missed because of an unexcused absence will receive an 'F' grade.

CISM therefore:

- Assures that students and their parents are regularly and accurately informed about how student work will be assessed;
- Ensures that assessment criteria and outcomes are understandable to students and provides them with clear explanations of their levels of advancement and clear guidelines on how they can progress in their subjects;

- Uses a variety of **formative** and **summative** assessment tools and practices that best promote, reinforce, and elevate individual student learning;
- Structures assessments that enable students to demonstrate their individual levels of progress and achievement;
- Maintains assessment records that have detailed, accurate, and valid information on student achievements in all their subjects;
- Implements methods and procedures at all levels and in all subjects to standardize assessment grading;
- Uses individual student assessment information to adapt classroom curriculum planning and teaching practices in order to improve student learning;
- Ensures that student assessments are valid, accurate and reliable data for student tracking and reporting and also for present and future curriculum design and implementation;
- Uses this policy to guide teachers' choices and designs of assessment to be used in assessing student learning; and
- Describes the varied assessment tools and practices CISM teachers use in curriculum documents and in teaching unit plans.

### ***FINAL EXAMINATIONS***

In the Upper School, final exams are administered to bring closure to the subject and to give students and teachers feedback about how well the learning expectations have been met for the semester. These examinations compose from 10-20% of the semester grade.

In the **first** semester, **written final exams** are scheduled to allow for no more than two exams on a particular day. Students in grades 6 through 12 must take their exams during the scheduled examination period/blocks. These written exams prepare students to take IBDP external assessments and college/university final examinations.

Students must be on time for exams and come with the necessary testing materials. This ensures fairness to all. Students will not be admitted more than 30 minutes after the start of an examination.

If serious illness prevents a student from taking an exam, the parents should inform the CISM's Headmaster's Office and the subject teacher **24 hours** prior to the exam. Arrangements for a make-up exam are coursed through the Headmaster's Office. If the student does not complete the exam by the date set by the school, the student's grade for the exam will be a **zero**.

Students with unexcused absences will **not** be allowed to make up their exams.

**Alternative methods of final assessment** may come in the form of portfolios; special projects that may be IT-assisted; oral presentations; oral commentaries or interviews with the subject teacher or a panel of teachers. These types of end-of-term assessments give the students a semblance of what they could be experiencing in grades 11 and 12 IB Diploma Programme courses.

Grade 12 prospective IB Full Diploma or Courses candidates take the external examinations of the IB Diploma Programme in May of that academic year. Prior to the standardized IB exams, they will take mock **exams** during the last few weeks of the third quarter to give them the experience of sitting for the real exams. These mock exams are **graded** and counted as their **final assessment** for the second semester. A significant number of weeks is devoted to an intensive review for the IBDP external examinations.

## *ACADEMIC HONESTY POLICY*

### **Statement of purpose:**

Chinese International School Manila encourages all its students to be principled and responsible leaders. One important way to manifest integrity is by practicing academic honesty. To reinforce this value, CISM will **not** permit any form of cheating or academic dishonesty.

All kinds of academically dishonest cheating fall under four broad areas:

1. **Cheating** – For the purposes of this policy, Cheating is defined as presenting as your own work any item of assessment which has been produced with the assistance, in some form, of another person.
2. **Malpractice** - includes
  - Gaining an unfair advantage in an assignment for one’s class, regardless of the category of assessment (formative, summative, final, performance-based) by cheating in a written assessment; taking unauthorized material into an examination venue, using such material during the exam; misbehaving during an exam situation;
  - Receiving unauthorized (i.e. without prior knowledge and permission of the subject teacher) help from peers, family members (parents or siblings), friends or tutors outside school on what should have been the student’s own work;
  - Using unauthorized study aids such as dictionaries or calculators for a particular assignment or assessment;
  - Falsifying/fabricating records and data for science lab reports, mathematics and social studies graphs, and CAS records.
3. **Collusion:** Aiding a class or school mate to cheat. Collusion includes offenses such as allowing another student to copy or hand in one’s work as their own.
4. **Plagiarism:** The act of presenting another's words and ideas as one's own without crediting the source; be it from print resources or the Internet. Falsifying documents and/or signatures will be considered a form of plagiarism.
5. **Consequences** - Any student deemed guilty of academic dishonesty will face the following consequences:
  - **First Offense:** The work will **NOT** receive a grade at all. A meeting will be held by the Upper School Director together with the Guidance Counselor, the subject teacher, the student and his/her parent(s) or guardians. The subject teacher will have the discretion to determine if the student will be given an opportunity to redo the assessment. The student's name will be shared with the rest of the faculty.
  - **Second Offense:** The work will **NOT** receive a grade. The student with his/her parent(s) or guardian will meet with the Upper School Director. The student will be suspended from school for two days. The student will not be able to make up work missed during the suspension. This offense will be noted in the student’s permanent school record.
  - **Third Offense:** If after suitable review the student is found guilty of a third offense, the US Director will make a recommendation to the Board that the parents be asked to withdraw their child from the school.

6. **Academic Awards** - Any student guilty of repeated breaches of the academic honesty policy is ineligible, for the school year in question, for any award or citation that requires good moral character as a criterion for selection.
7. **Consequences of Academic Dishonesty at IB Diploma level:**
  - If very *minor*, the IB may downgrade an academic dishonesty offense to an Academic Infringement offense. In these cases, students will receive a zero for the component but can still get a grade in the subject. An example of Academic Infringement could be if a candidate has NOT used some means of indicating a quotation, but has cited the source of the text in the Reference or Works Cited page(s). The final awards committee may deem that there was no deliberate attempt to gain an unfair advantage.
  - If the IB finds a student guilty of Malpractice, no grade is given in the subject, and no diploma is awarded.
  - If the Malpractice offense is *serious or repeated*, the candidate can be excluded from all future exam sessions.
  - The IB reserves the right to withdraw diplomas or certificates at any time if malpractice is established.
8. At CISM all students from Lower to Upper School will be required to sign a declaration at the start of the school year in which they state their awareness and understanding of and their adherence to all the policies, rules and regulations of the school and the IB Diploma program with regard to Academic Honesty.

## ***UPPER SCHOOL GRADING AND REPORTING SYSTEM***

CISM's Upper School students receive report cards **two** times a year, at the end of each semester. **Semester reports** summarize the student's academic achievements for **two** quarters; hence, the grades on these end-of-the-term reports appear on the student's official Transcript of Records.

Below is the CISM grading scale for those Upper School subjects which are timetabled 1 or more times a week:

| <b>CISM Letter Grade</b> | <b>Grade Points for GPA</b> | <b>Percent Equivalent</b> |
|--------------------------|-----------------------------|---------------------------|
| A                        | 4.0                         | 100-94                    |
| A-                       | 3.7                         | 93-90                     |
| B+                       | 3.3                         | 89-87                     |
| B                        | 3.0                         | 86-83                     |
| B-                       | 2.7                         | 82-80                     |
| C+                       | 2.3                         | 79-77                     |
| C                        | 2.0                         | 76-73                     |
| C-                       | 1.7                         | 72-70                     |
| D+                       | 1.3                         | 69-67                     |
| D                        | 1.0                         | 66-63                     |
| D-                       | 0.7                         | 62-60                     |
| F                        | 0.0                         | 59 and below              |

Note that Service Learning; CAS and TOK for Grades 11 and 12 are marked using a Pass or Fail system. Homebase does not receive a grade as well.



## *CISM Graduation Requirements*

### **Minimum Credits Required for High School Graduation**

Credits are computed in terms of hours. One credit represents at least **150** hours (two semesters) of work in one subject over the course of the school year. Students must accumulate a minimum of **23 course credits** in order to graduate from CISM. Of those 23 credits, **17** are required in specific academic subjects. The **6** remaining credits may be earned in electives.

### **Graduation Requirements by Subject Area**

The basic academic subjects and minimum credit requirements for graduation are shown in the following table:

| <b>Course</b>                 | <b>Minimum Credits</b> | <b>Recommended Credits</b> |
|-------------------------------|------------------------|----------------------------|
| English                       | 4                      | 4                          |
| Foreign Language              | 2                      | 3-4                        |
| Mathematics                   | 2                      | 3-4                        |
| Science                       | 2                      | 3-4                        |
| Social Studies                | 2                      | 3-4                        |
| Physical Education & Wellness | 1                      | 2                          |
| The Arts (Fine & Performing)  | 1                      | 2                          |
| Technology                    | 2                      | 2                          |
| Service Learning              | 1                      | 2                          |
| Others/Electives              | 6                      | 3-4                        |
| <b>Total</b>                  | <b>23</b>              | <b>24-26</b>               |

### **Additional Requirements and Recommendations**

- Filipino citizens take Filipino to prepare themselves for admissions to local universities if they are seriously considering studying in a college/university in the Philippines.
- IBDP Full-Diploma candidates will need to comply with the IB Diploma Programme's requirements in these areas:
  - complete **additional** Creativity, Action and Service (CAS) activities that are approved by CISM's CAS Coordinator;
  - enroll in Theory of Knowledge (ToK) class for both years of the programme;
  - submit an Extended Essay that is about 4,000 words done independently but supervised closely by a teacher-advisor assigned by CISM's IBDP Coordinator.

## ***Honor Roll***

The Upper School's Honor Roll is based on **unweighted** grades published after every semester. All the grades a student earns will be included in computing the Honor Roll, except Theory of Knowledge and Service Learning. In the Upper School, students should be enrolled in all the subjects offered and should not have any grades lower than a "C" or "Satisfactory" in any subject to be eligible for Honor Roll.

### **Grade Point Averages (GPA) for CISM's Honor Roll are as follows:**

|                |   |                             |
|----------------|---|-----------------------------|
| Highest Honors | : | Unweighted GPA of 4.0       |
| High Honors    | : | Unweighted GPA of 3.75—3.99 |
| Honors         | : | Unweighted GPA of 3.50—3.74 |

### ***Academic Provisions for Low Performing Students***

#### **Academic Warning**

Students who have earned an "F" or two "D" grades at the end of the semester will be issued an Academic Warning by the Director. The Homeroom Advisor, Guidance Counselor, and the Subject Teacher(s) for whom the student received the failing or nearly failing grades form the Monitoring Team that recommends measures to help the student improve. Parents will be informed.

#### **Academic Probation**

Students under Academic Warning status who have earned an "F" or two or more "D" at the end of the following semester will be raised to Academic Probation status by the Director. Parents will be asked to come to school for a talk with the Homeroom Advisor, Guidance Counselor, and the Upper School Director.

#### **Lifting of Status**

Students who are able to excel in the following semester by not receiving an "F" or at most two "D" grades shall have their status lifted by the Director. However constant monitoring from the Homeroom Advisor and Guidance Counselor shall be continued.

#### **Retention / Withdrawal**

Students who do not show marked improvement in grades or GPA by the end of the second semester may be retained in the same grade level for the next academic year or may be asked to withdraw from the school. In deciding on this, the Director, upon consultation with the Head of Schools, will also take into account the students' overall attitude, work and study habits, relations with teachers, non-teaching faculty, and peers.

## *Academic Support*

### **After-School Support**

Students experiencing academic difficulties should arrange time after school (2:30-3:00p.m.) to go to their subject teacher(s) for guidance on how to improve their academic performance in class. Students should be prepared to do supplementary work to give them more practice in tackling areas of the subject that they find difficult to comprehend or to apply. Some of this extra work may be done for extra-credit depending on the teacher's discretion.

### **Tutoring**

If the after-school remedial sessions do not suffice, students may engage the services of a private tutor, especially if the subject teacher strongly recommends that a one-on-one help is needed to bring the child to a satisfactory academic performance in class. **A recommended** tutorial list may be obtained from the Guidance Counselor's Office.

Parents are encouraged to arrange for a conference between the subject teacher and the child's private tutor to make sure that the child's academic difficulties are addressed in the appropriate manner, with both the private tutor and the subject teacher working harmoniously together for the child's success.

As a matter of school policy, CISM teachers may **not** tutor students in their academic classes for the current school year. A CISM faculty member may hold tutoring sessions for remuneration on school campus only from 3:30 - 7:30 p.m. on weekdays. The tutorial fee will be agreed upon by the parent and the teacher concerned. An amount of Php250 per session will be paid to cover for usage fees.

## ***PARENT-TEACHER CONFERENCES***

Two formal opportunities are offered each year to discuss a child's progress. These are offered in October and March. This is when the goals set for the semester and the progress-to-date can be discussed. Details will be posted on the school notice board a week before the time of the Parent Teacher Conferences. Appointments can be made on schedules with the Executive Secretary.

## ***REQUEST FOR TRANSCRIPT OF RECORDS***

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 accounts with the school are in good standing and that the request is made at least three days in advance. A fee is charged for each additional copy after the first.

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.

The Registrar's Office places a priority on keeping the records of graduating students updated because these records are needed to accompany applications for college admission.

The transcript includes not only the student's most recent academic ratings and rank in class, but also a list of the student's current activities, honors, awards, and recognitions. Students should make sure that the Registrar's Office has a complete list of their activities and honors for inclusion with the Transcript of Records.

### ***The High School Transcript***

This transcript contains the names of all courses taken from grades 9 through 12 along with the semester grades and credits earned. Courses completed by Middle School students are **not** included on the High School Transcript. If a passed course is repeated, additional credits will **not** be awarded for completing the same course a second time. Both grades will, however, be included for grade point average (GPA) calculation.

The student's CISM cumulative grade point average includes **all** high school grades and is **not** weighted for grades 9 and 10.

### ***POLICY ON AWARDING OF CREDIT TO STUDENTS ENTERING AT MID-SEMESTER***

The awarding of credit for students entering at mid-semester will be deferred until after the semester is over. Official records from previous schools must first be received and, if they are not in English, these must be officially translated into English.

For credits to count toward graduation in the succeeding years, a student must have attended school continuously (excluding reasonable travel time) and have Transfer Grades.

Semester examinations are **required** and must have been taken during the regular final exam period.

### ***YEAR-END PROMOTION***

Students who pass all their subjects will normally be promoted to the next higher grade. The School reserves the right to retain a child in the current grade as a result of failing grades, lack of maturity or for other reasons. Re-acceptance to the next grade level will be at the discretion of CISM.

## ***STUDENT RECORDS***

The school considers all information about students to be totally confidential. The school will not share with parents information relating to children from another family. The Head of Schools also strictly limits who may have access to a student's file. No student file may be taken out of either the Registrar's or the Guidance Office. The Registrar and the Guidance Counselor are responsible for the students' files entrusted to their safekeeping.

The Registrar is responsible for maintaining accurate and up-to-date information for each student. The information includes:

1. CISM school records
2. Academic records from other schools attended
3. Change of address/telephone number
4. Name of persons to be informed of student's performance, to be notified in case of emergency, and to be billed by the Accounting Office.

The cooperation of all parents/guardians concerning the matter of changes of address and other essential information is both highly important and deeply appreciated. We use cell phones and email to communicate matters of urgency so keeping the school up-to-date as to cell phone numbers and email addresses is vitally important.

## ***SPECIAL NEEDS ASSESSMENT***

The School, at any point in the school year, may require that a student be assessed by an outside specialist to assist the School in determining if the child is in need of CISM's CARE Program or Learning Support. The cost of the assessment will be borne by the parents. For students determined by the CARE Team to have special education needs, two levels of CARE support will be offered both of which have an additional fee (refer to the Learning Support Admissions Statement).

## ***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.

# Miscellaneous Information

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## ***UNIFORM POLICY***

Students are required to wear the prescribed uniform every school day and during field trips, and at official school events unless otherwise indicated. All uniforms may be purchased directly from the Operations Office.

The uniform regulations are as follows:

### **Uniform for girls**

1. There is one style of shirt (maroon with collar and patch) and one style of skort (khaki with burgundy piping). Excessive shortening to a mini-skort is not allowed.
2. For footwear, only white socks and black shoes are acceptable. The girls' shoes must be flat (no heels) or leather-type shoes. Rubber soles are acceptable. Platform shoes and high-cut boots are not allowed. Tennis or Basketball shoes are for P.E. only.

### **Uniform for boys**

1. There is one style of shirt (maroon with collar and patch) and one style of pants (long pants with back garters, zipper fly front with button fastener).
2. For boys' footwear, only white socks and black shoes are acceptable. Boys' shoes may be loafer style or with shoelaces – the soles of the shoes may be rubber. Tennis or basketball shoes are to be used only for P.E.

### **P.E. Uniform**

1. P.E. shorts are maroon and t-shirts are white. All sizes may be purchased from the office for both boys and girls. This uniform is to be brought to school with tennis or basketball shoes on P.E. days only.
2. 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. for their last 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 Friday**

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 visible tattoos, body piercing, hair dyeing, nail polish, make-up, flamboyant hairstyles, immodest style of dress and excessive jewelry. No hats may be worn inside the school.

## ***SNACKS/LUNCH***

CISM has a **no junk food** policy. We encourage parents to help develop good eating habits in their children. For those students bringing packed snacks/lunch from home, kindly provide a variety of tasty and nutritious food choices for your children. The school strongly recommends that children avoid colorings, additives or foods with large sugar content.

School rules on behavior most certainly apply in the cafeteria. Students are expected to clean up after themselves, making sure their table is at least as clean if not cleaner than when they found it.

The canteen is operated by an independent concessionaire and any inquiries or complaints should be directed to the canteen manager, in the first instance. A parent/faculty committee monitors the activities of the canteen and makes periodic recommendations for its improvement. The most efficient way for children to avail of canteen food is through its 'pre-pay system'. Parents can deposit an amount of money with the canteen which will gradually make deductions based on the child's purchases.

## ***UPPER SCHOOL LIBRARY***

The Upper School (US) Library serves the literary and information needs of Grade 6 to 12 students. It is located on the 4th floor of the CISM building – Room 409. It serves students, faculty and staff through its expanding collection of print and media materials. Parents are also welcome to use the US Library. It has subscriptions to many magazines and online resources that provide up-to-date information on a variety of subjects.

The Library maintains hours from 7:10 a.m. until 3:30 p.m., Monday through Friday.

### **Library Use Policies**

**ID Cards:** Students use the school ID cards to check out materials.

**Loan Policy:** Students may borrow a maximum of five (5) circulating items at a time for a period of two weeks. Any item needed beyond its due date may be brought to the desk for one (1) renewal. Special arrangements can be made for students involved in writing their Research Essays.

**Reference Materials /Magazines:** Reference materials and latest issues of magazines are consulted only in the library.

**Overdues:** The library does not charge fines at this time for overdue materials. Overdue notices are sent every week to students via CISM email accounts. Borrowing privileges are suspended until all overdue items are returned. Overdue notices can also be checked at the circulation desk.

**Damaged and Lost Materials:** If an item is damaged or lost, the borrower pays the cost of the item and a replacement fee. These items are cleared when a cashier's receipt is received by the library.

**Chinese Language Collection:** Upper school students may use the Chinese Language Collection housed at the Lower School Library.

### **Behavior and Discipline:**

- Expectations in the library are consistent with the school rules.
- The library is a place of learning where a quiet, but not silent, atmosphere is expected.
- Computers are for searching the library catalog, research and school purposes only. Personal email, chatting, instant messaging, internet games are not allowed.
- Food is not allowed inside the library. Water in spill-proof containers may be brought in.
- As a courtesy to others, mobile phones should be turned off or put to silent mode before entering the library.

### ***TEXTBOOKS***

Textbooks are supplied for all students in all classes taught at CISM. In recognizing the considerable expense involved in securing such materials, however, students must treat all textbooks as if they were their own, and return them at the end of the academic year in the same condition in which they were received. Students will be charged at the full replacement cost for lost or damaged textbooks. Students should not write or highlight on their textbooks as they can be considered damaged materials.

At the end of the second semester exam, students must return all textbooks to the CISM library before report cards and official transcripts are released. In case of book losses, students have to pay for these before report card distribution. This guideline also applies to students who will not be returning for the second semester.

### ***SEARCH***

By signing the enrollment documentation, parents/guardians agree that the school is authorized to search the possessions, locker, and person of any student when an illegal act has been committed and/or when the school administration has reasonable cause to suspect that the student was involved in an illegal act or violation of school policy.

### ***LIABILITY***

Parents/Guardians shall reimburse the school for any loss or damage of school property and school-owned equipment caused by their children.

### ***LOST AND FOUND***

#### **AIM:**

To operate a system whereby missing items can be safely returned to their owners

#### **Procedure**

1. All found items should be turned in to the receptionist.
2. For items that are labelled with names, the receptionist will make every attempt to contact the owner.
3. The receptionist will record all items of value such as watches, wallets, electronic devices, etc. in a logbook; these will be given a number.



4. The receptionist will put valuable items in a clear envelope, label them with the corresponding logbook number, and store these in the office.
5. All other items will be kept in the Lost and Found box behind the desk in reception.
6. Small items such as hair bands, etc. will be stored in clear plastic bags.
7. At the end of each quarter a list of valuable lost items will be circulated via the Parent Newsletter.
8. At the end of each quarter all non-reusable items will be disposed. All reusable items will be appropriately donated. PE kits and uniforms in good condition will be used by PE staff and the school nurse in case of emergency.
9. To claim a valuable item, the owner must describe the item as closely as possible and where and when they lost it. They must then sign this item out in the logbook.

### ***FEES AND ACCOUNTS***

School fees consist of annual fees for Tuition, Books & Workbooks, Miscellaneous Fees and other fees as outlined in the school's Tuition, Fees, and Payment Terms Schedule. Matriculation, Capital Development Fee (CDF), and Application Fee are applicable to new enrollees. Half of the Matriculation Fee is assessed for students who previously withdrew and are returning to CISM within 24 months of initial withdrawal.

If school fees are not paid when due, CISM shall take action to suspend the student's right to attend classes and other school activities and to receive grades on their report card or transcript of records. A 2% per month interest charge or Php3,500.00, whichever is higher, will be levied upon past due amounts. In case of default on any tuition, fees, surcharges, or penalties, the Capital Development Fee will be applied against all unpaid obligations to CISM.

The tuition may be paid annually or in two installments, with each installment to be paid one month prior to the start of the semester. Books & Workbooks Fee is paid annually and should be settled in full at least one month prior to the start of the school year or upon enrollment.

The Matriculation and Capital Development Fee are payable in full in the first year of enrollment or in the year when the student returns to school. A certificate of deposit will be issued by CISM to confirm payment of the CDF.

### ***RE-ENROLLMENT POLICY***

As part of the re-enrollment requirements, all students **MUST** complete the following documentation. These forms may be downloaded from Power School towards the end of the current school year:

1. Student Data Update Form;
2. Student Medical Update Form;
3. Tuberculosis Screening Form, for all **NEW** students, incoming Grade 6 and Grade 9 students, and students who have visited World Health Organization (WHO) classified high-burden countries;
4. CISM IDs and Vehicle Stickers Registration Form.

Submission of these documents will form part of the requirements for the current school year's Clearance Form.

For foreign nationals, kindly ensure that your child's student visa is renewed before the beginning of the succeeding school year. Spouses and children of the following categories need not apply for a student visa: (a) permanent foreign residents; (b) aliens with valid working permits; (c) foreign diplomat personnel; (d) personnel from duly accredited international organizations residing in the Philippines; and (e) holders of Special Investor's Resident Visa (SIRV) and Special Retiree's Resident Visa (SRRV).

### ***WITHDRAWAL POLICY***

If a child will not be returning to CISM, parents are expected to inform the **Admissions Office** at the earliest possible time. Parents will be required to submit the Withdrawal Form which may be downloaded from Power School. Alternatively, the Withdrawal Form may be scanned and emailed to [admissions@cismanila.org](mailto:admissions@cismanila.org).

Upon receipt of the Withdrawal Form by the Admissions Office, a copy will be forwarded to the respective School and the Finance Office for appropriate action. The student will be required to initiate clearance procedures by having his/her Student Clearance Form signed by the respective teachers and departments indicated on the form. For Nursery and Elementary School students, the Homeroom Teacher will handle the Student Clearance Form for them. The Student Clearance Form may likewise be downloaded from Power School.

Should there be outstanding balances noted on the Student Clearance Form, these must be settled at the Cashier's Office as part of the student clearance requirements. Requests for transcript(s), school records or the Capital Development Fund (CDF) refund will only be processed after submission of a completed Student Clearance Form to the Admissions Office.

Kindly note that a minimum of fifteen (15) working days (from date of submission of the completed Student Clearance Form) is required for the release of school records or transcript(s). Courier expenses for school records or transcript(s) will be for the account of the student. One copy of the student's transcript will be provided. Additional copies are processed at a cost of PhP 250 / copy, excluding postage.

The Capital Development Fund will be refunded via Philippine Peso denominated cheque within one (1) month from the date of submission of the completed Student Clearance Form. In case of default on any tuition fees, surcharges, penalties or outstanding student balance, the CDF will be applied against all unpaid obligations of the student to CISM. Payee name on the CDF cheque will correspond to the individual and/or company name that originally paid the CDF. The CDF cheque may be picked up at the Cashier's Office.

# Health & Safety

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## *CLINIC and HEALTHCARE*

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 encouraged to provide and furnish the clinic with necessary information and updated documentation that will help in addressing the health needs of their children.

During school hours the school maintains a clinic staffed by an experienced and qualified nurse.

A child who feels unwell will be sent by his/her teacher to the nurse for evaluation and possible treatment. Depending upon the child's condition the nurse will do one of the following:

- Manage the injury or sign(s) and symptom(s) of illness and send the child back to class;
- Retain the child in the clinic, if needed, for further observation and/or exclusion from class;
- Telephone the listed parent/guardian and
  - o Recommend that child be collected and taken home as soon as possible
  - o Recommend that the child be taken to a clinic/hospital of their choice for evaluation by a doctor.

### **A. Management of Accidents and Acute Illnesses**

Provision of first aid treatment by CISM clinic to students who get injured in school is geared towards offering initial care to prevent his/her condition from worsening until he/she is seen by a medical doctor, if necessary. Patient care for students who feel unwell is directed towards helping them attain optimal condition for class participation.

1. The school nurse regularly organizes first aid training, through the Philippine National Red Cross, for a group of employees (including all PE teachers) to ensure the school has trained and licensed first aiders.
2. Aside from the clinic, well-stocked first aid kits are located at the Chemistry Laboratory and at the Gym. First aid kits are also provided during out-of-school activities.

3. Students are sent to the clinic by their teachers for any injury or symptom of an illness that prevents them from full participation in class. Students are given nurse passes by their teachers. The nurse pass is worn visibly when transiting to the clinic during class hours. For emergency cases or when going to the clinic during non-class hours, nurse passes are not necessary.
4. The clinic provides first aid treatment for injuries and medical emergencies. Signs and symptoms of common illnesses and health concerns are managed in the clinic as well. The student is sent back to class once he/she is well enough to participate in class.
  - If a student needs further observation/management, he/she is retained in the clinic and the teacher is notified. Parents will also be notified.
  - If a student meets any of the criteria for exclusion (see table on pp. 43-45), he/she is also retained in the clinic and the parents/guardians are contacted to collect the child. A recommendation may be made for the child to be taken home or brought to a physician for consultation.
5. Depending on the severity of illness, the nurse can grant exemption from Physical Education classes for that day.
6. The school nurse may administer over-the-counter/non-prescription medication, if necessary, provided that authorization was given by parents through the student's **Medical Form**. For lower school students, parents/guardians will be notified over the telephone prior to administering medication.
7. The school nurse may administer nebulization, but only during severe asthma attacks. Routine nebulization should be done at home. If there is a need to nebulize within the day, a request to administer medication should be submitted, together with the student's own medication.

## **B. Management of Pre-existing or Chronic Conditions**

1. For pre-existing and/or chronic illnesses (ex. allergy, asthma, diabetes, etc.), parents should provide the clinic with a healthcare plan that is suited for their child and discuss the implementation with the nurse .
2. For exemption on a more permanent basis due to chronic conditions, a formal request supported by a physician's letter must be submitted to the deputy headmaster. The student will then be given a substitute activity during Physical Education periods. The corresponding Physical Education grade or rating will be based on compliance with the requirements of the assigned alternative activities.

## **C. Medical Emergencies**

CISM has established a procedure that addresses medical emergencies, primarily involving the school nurse and other employees who are all trained first aiders. The following procedure will be followed:

1. After the student has been given first aid, the school nurse or the Deputy Headmaster's office shall notify the mother. If the mother cannot be reached, the father shall be notified. In case both parents cannot be reached, the listed emergency contact person will be notified.
2. If there is a need to bring the student to the hospital, the school nurse shall ensure that the parents or guardians have been notified before transporting the students to St. Luke's Medical Center – Global City (SLMC-GC).
3. In case the parents and all the listed guardians cannot be reached, the school nurse will proceed to bring the student to SLMC-GC and the headmaster's office will continue to contact the parents and/or guardian until one is reached.
4. As soon as the parents have arrived in the hospital and all pertinent information has been relayed to them and to the attending physician, the school nurse shall return to school.
5. An incident report will be prepared by the school nurse and will be accessible to the parents through the *Incidents* section of the respective student's account in PowerSchool.

#### **D. Health Records and Communication**

1. The School Nurse maintains the Health Records of enrolled students which include:
  - Student Medical Form and Health Update Form
  - TB Screening Form
  - Clinic Daily Reports
  - Incident Reports (due to Injury/Sickness)
  - Request for Administration of Medication in School
  - Medication Label
  - Medical Certificates/Excuse Letters from Parents

The forms listed above (a, b, e, and f) may be downloaded from PowerSchool or may be picked up at the clinic.

2. New students are required to submit a completed *Medical Form* and *Tuberculosis Screening Form* during enrollment. As part of the completion of the *Medical Form*, physical examination should be done by a medical doctor within six months prior to start of classes.
3. All Returning students are required to submit the *Health Update Form* at the end of the school year as a prerequisite for their end-of-the-year clearance.
4. Returning students entering Grades 1, 6, and 9 are required to undergo physical

examination and tuberculosis screening. Corresponding forms for these procedures should be submitted together with the *Health Update Form*.

5. The school nurse keeps a daily record of all student consultations. Each consultation is logged in the *Office Visits* tab of the *Health Information* section of the respective student's account in Power School. Parents and respective teachers of each student may be able to view this through Power School at anytime.
6. A notification from PowerSchool via email containing information regarding a student's consultation/s (reason and outcome) is sent to the parents/guardians if a student:
  - has been to the clinic several times for the same reason;
  - stays in the clinic because his/her complaint has not been resolved within 20minutes;
  - has been sent home due to illness;
  - incurred minor head injuries;
7. *Incident reports* due to major injury/sickness are prepared by the school nurse, if the student was brought to the clinic for management. The report is uploaded in the *Incidents* section of the respective student's account in Power School and may be accessed by respective parents. All reports are archived for parents' review

#### **E. Immunization**

To help avoid outbreaks of vaccine-preventable diseases, there are several immunizations that the school requires.

1. For new enrollees, parents are required to provide updated vaccination record together with the *Student Medical Form*. For returning students, a note from the physician listing new vaccinations and/or boosters administered within the previous school year should be submitted together with the *Health Update Form*.
2. Prior to enrollment it is mandatory to have the following immunizations:
  - DPT/DT (Diphtheria, Pertussis, Tetanus or Diptheria, Tetanus)
  - Poliomyelitis
  - Measles
  - Mumps
  - Rubella (German Measles)

3. It is also strongly recommended to have the following immunizations:

- Typhoid
- Tetanus booster
- Hepatitis A
- Hepatitis B
- Varicella (Chickenpox)

## **F. Infection Control**

Schools are a common place for the spread of infectious diseases. In order to minimize the spread of such illnesses in school, CISM school clinic asks the parents to cooperate by adhering to the following guidelines:

1. Keep your child home if he/she:

- Exhibits the symptoms listed in the Guidelines for Sending Students Home
- Has a known or suspected communicable condition

2. Encourage children to practice standard precautions to minimize infection transmission at home and in school:

- Use proper hand washing procedures (40–60 sec): wet hands and apply soap, rub all surfaces, rinse hands and dry thoroughly.
  - before and after eating
  - after using the toilet
  - after playing outside
  - after handling pets
  - whenever hands are visibly dirty
- Avoid direct contact with body fluids, secretions, or secretions of another person:
  - eye discharge
  - nose discharge
  - blood
  - feces
  - Urine

- Teach respiratory hygiene and cough etiquette
    - **use disposable paper tissues** for nose wiping; do not use cloth handkerchiefs
    - **cover their mouth when they cough or sneeze** and to wash their hand afterwards
    - throw used tissues in a bin and **wash hands** after contact with respiratory secretions
3. Cover any infected sore or wound with a well-sealed dressing.
  4. Discourage sharing of food & drinks or personal grooming items.
  5. If returning to school from absence due to a contagious illness, the child should pass by the clinic and obtain a clearance before proceeding to the classroom (see policy for Absence due to Illness).
  6. If assessed by the school nurse to be a possible source of infection, parents/guardians will be contacted to bring their child home immediately.
  7. Inform the school if your child is, has been or is being treated for a medical condition.

#### **G. Absence Due to Illness**

Parents/Guardian should notify the Deputy Headmaster's Office, **before** 7:30 am, if a student will not go to school due to illness. When returning to school after an absence due to illness, a student should obtain a clearance from the clinic. Please observe the following procedure:

1. For absences more than 3 days, a **medical certificate** from a licensed physician should be submitted to the clinic, stating that he/she is cleared and fit to go back to school.
 

\*Additionally, if a student has been absent due to a communicable disease, medical certificate should state that he/she is no longer contagious.
2. For absences less than 3 days, a student may submit a note from the parent/guardian, if he/she did not consult a physician. The parent's note should state that the criterion to return to school has been met (see Guidelines for Sending Students Home).
3. Before proceeding to the classroom, the student should personally submit the medical certificate or parent's/guardian's note to the clinic where the nurse will assess him/her and then issue a clearance to be readmitted to class.

\*In case the student goes straight to the classroom, homeroom teacher will send the returning student to the clinic before admitting in class.

#### **H. Health Screening**



Health screening is one assessment tool that contributes in early detection of common health concerns that affect learning. The clinic schedules and carries out a regular program of child assessment. Each semester, the nurse will meet with every child to check:

- Eyesight
- Height and weight
- Head lice (Lower school only)
- Skin complaints

## **I. Administration of Medication from Home**

Parents are encouraged to administer necessary medication to their children at home, if possible. However, when medications must be administered during the school day, the school nurse may assist the student. To ensure safety and appropriateness, the following conditions should be met:

### **For Prescription Medication**

1. The parent/guardian must complete and sign a ***Request for Administration of Medication in School*** form and must attach a photocopy of the written physician prescription for any medication to be administered for every diagnosed condition/illness.
2. Using the school's standard ***Medication Label***, each medication container must be clearly labelled with:
  - the name of the student
  - the name of the prescribing physician
  - the name of medication
  - the time and method of administration
  - the length of Time/Days to be Given
3. Medication should be delivered to the school clinic with the ***Medication Label*** by the parent/s or the listed guardian.
4. The completed and signed ***Request for Administration of Medication in School*** form with the written prescription must be on file before the nurse administers any medication. A hard copy may be submitted together with the delivery of the medication or a scanned copy/electronically filled-up form may also be sent through email. Sending a fax copy is another option, provided that the original copy is submitted within 3 days.
5. Medication listed will be taken by the student in accordance with the instructions from their physician as provided by the parent/guardian on the request form.
6. Individual specific standing orders should be submitted for children with chronic conditions (i.e. asthma, allergic reactions, diabetes, etc.) that require treatment at school. Standing orders must be renewed every start of the school year.

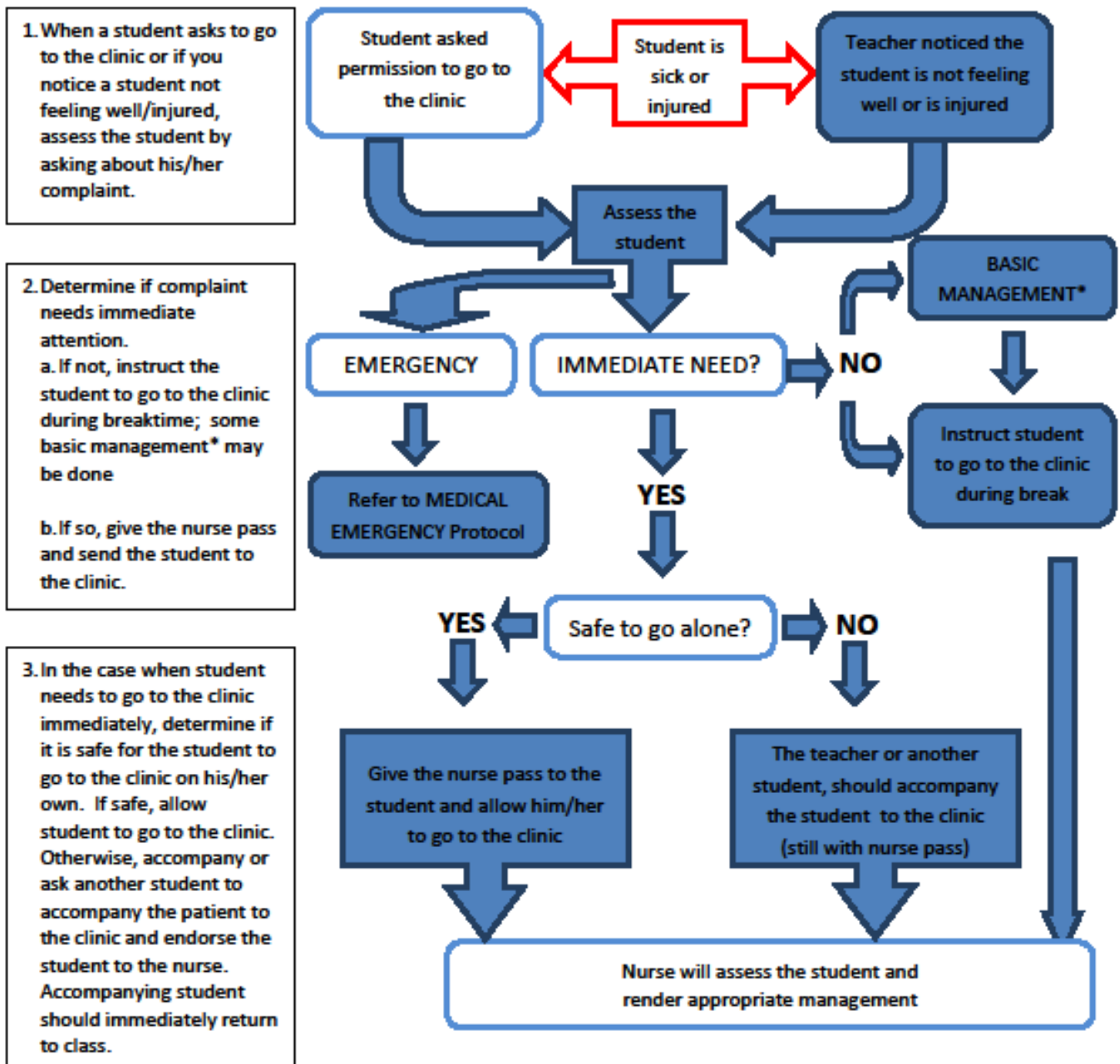
7. All medications will be kept locked in the nurse's office. Any special instructions for storage or security measures must be written by the parent/guardian on the request form. The school will not be liable for lost, damaged or 'spoiled' medications.
8. If there will be changes in dose, time or method of administration, a new request form should be completed.
9. Medications must be picked up by the parent/guardian within one week after the end of prescription. For medication with standing order, it should be picked up within one week after the end of the school year or upon receipt of written notice (whichever is earlier). All medications not picked up after 1 week will be discarded.

### **For Non-Prescription Medication**

For Pre-K-Grade4 students, the policy on non-prescription medication is the same as that of prescription medication. Grades 5-12 may keep non-prescription medications with them provided they follow these guidelines:

- Bring only enough medication for the day.
- Medication must not be stored in the locker but should be kept with the student at all times. If the medication is too big, it may be left in the clinic for that day.
- In case a student needs to take non-prescription medication over an extended period (more than 5 days), a written note from the parent should be submitted to the school clinic with the following details:
  - a. Name of Medication
  - b. Reason/Condition for taking Medication
  - c. Dosage and Frequency (include time of the day)
  - d. Inclusive Dates of Medication
- The nurse will notify the Headmaster and teachers of students taking medication over an extended period.

## PROTOCOL ON SENDING STUDENTS TO THE CLINIC



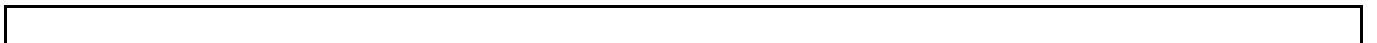
**\*Some Examples of Basic Management**

1. Minor Wound/Cut – wash with soap & water
2. Minor Aches – sit still and observe
3. Sore Throat – drink warm water

## CRITERIA FOR EXCLUDING CHILDREN FROM SCHOOL

The following charts are purely a reference; it is not meant as a tool for diagnosis, but will be strictly followed for exclusion of students. For students who have been absent due to a communicable disease, a medical clearance should be submitted to the school nurse and the readmission criteria should be met for clearance to be re-admitted to class.

| <b>GUIDELINES FOR SENDING STUDENTS HOME</b>    |  |   |
|--|--|---|
| <b>SYMPTOMS</b>                                | <b>Criteria for exclusion</b>  | <b>Readmission Criteria</b>   |
| Fever  | <ul style="list-style-type: none"> <li>• temperature of 37.9C (100F) or higher</li> </ul>  | free from fever and other related symptoms  |
| Diarrhea                                       | <ul style="list-style-type: none"> <li>• Without other symptoms, after third watery stool is observed</li> <li>• With other symptoms, after second watery stool is observed</li> </ul> | 12H after the last episode or physician's clearance                                       |
| Vomiting                                       | <ul style="list-style-type: none"> <li>• Coffee ground characteristic or projective vomiting</li> <li>• Single large amount or 2 or more episodes</li> </ul>                           | 12H after the last episode or physician's clearance                                       |
| Rashes   | <ul style="list-style-type: none"> <li>• Generalized and unknown origin</li> </ul>   | physician's clearance   |
| Eye redness                                    | <ul style="list-style-type: none"> <li>• With white or yellow discharge</li> <li>• With eye pain or redness of eyelid</li> </ul>   | 24H antibiotic treatment completed or physician's clearance                               |
| Cold/Cough                                     | <ul style="list-style-type: none"> <li>• Heavy cold unrelated to allergy observed for 3 days or more</li> <li>• Hacking or productive cough observed for 3 days of more</li> </ul>     | physician's clearance   |
| Sore throat                                    | <ul style="list-style-type: none"> <li>• With white spots seen in the back of the throat</li> <li>• With Fever</li> </ul>  | 24H antibiotic treatment completed or physician's clearance<br>Same as criteria for fever |
| Persistent pain(stomach ache, head, ear, etc.) | <ul style="list-style-type: none"> <li>• Interferes with participation in class</li> </ul>   | Pain resolves or when pain is bearable enough for class participation                     |
| Mouth Sores                                    | <ul style="list-style-type: none"> <li>• Drooling</li> </ul>   | Diagnosed to be not infectious  |
| Head Lice                                      |  | After initial treatment   |



| <b>COMMON COMMUNICABLE DISEASES</b>                            |  |  |
|--|--|--|
| <b>CONDITION</b>   | <b>Criteria for Exclusion</b>  | <b>Readmission Criteria</b>  |
| <b>Bird Fever or Bird Flu</b>                                  | Fever with cough and colds   | Declared to be no longer contagious  |
| <b>Chicken Pox (Varicella)</b>                                 | Fever, Rash  | All lesions (sores) are dry, usually 6-7 days after onset of rash  |
| <b>Conjunctivitis (Pink Eye)</b>                               | Purulent (pus) eye discharge, or eye pain, or eyelid redness                                     | 24H after initiation of antibiotic treatment completed, or eye discharge has ceased, unless doctor has diagnosed non-infectious conjunctivitis |
| <b>Dengue</b>  | Fever, Rash  | Declared fit to go to school by physician  |
| <b>Fifth Disease or Slapped-Cheek Disease (Parvovirus B19)</b> | Exclusion not appropriate once diagnosis is known, unless child has a fever or is uncomfortable. |  |
| <b>German Measles/Rubella</b>                                  | Rash with flu-like symptoms  | 6 days after onset of rashes   |
| <b>Hand-Foot and Mouth</b>                                     | Blister in mouth<br>Weeping lesions on hands   | All blisters are dried   |
| <b>Hepatitis A</b>   | Jaundice   | 7 days after onset of jaundice , or 7 days after onset of symptoms, if no jaundice   |
| <b>Hepatitis B</b>   | Exclusion not appropriate  |  |
| <b>H1N1</b>  | Flu-like symptoms  | 7 days after your symptoms begin or symptom-free for 24 hours, whichever is longer   |
| <b>Impetigo</b>  | Blisters on skin (hands, face)   | lesions are crusted and healed, or 48H after antibiotic treatment  |
| <b>Flu/Influenza</b>   | Fever  | Clinically well  |
| <b>Measles</b>   | Fever, Rash  | 5 days after onset of rash   |
| <b>Meningococcal Infection</b>                                 | Fever, Headache, Stiff Neck, Seizure (sometimes)   | After appropriate antibiotic treatment has been completed and physician's clearance  |

| <b>COMMON COMMUNICABLE DISEASES</b> |   |  |
|-------------------------------------|---|--|
| <b>CONDITION</b>                    | <b>Criteria for Exclusion</b>   | <b>Readmission Criteria</b>  |
| <b>Mumps</b>                        | Swelling over jaw<br>Pain in cheeks   | 9 days after onset of swelling or until swelling goes down (whichever is sooner)                             |
| <b>Pneumonia</b>                    | Fever with coughing and difficulty in breathing   | Clinically well  |
| <b>Ringworm</b>                     | Slowly spreading, flat, scaly, ring-shaped lesions on the skin  | 24H after initial treatment  |
| <b>Scabies</b>                      | Small, raised and red bumps or blisters on skin with severe itching   | 24H after initial treatment  |
| <b>Scarlet Fever</b>                | Sore throat with rash   | 24H after initiation of antibiotic treatment   |
| <b>Shingles</b>                     | 5 days from onset of rash and while rash is 'wet' and if vesicles are on exposed area of body not covered by clothing | Only if rash is weeping and cannot be covered: exclude until sores have crusted and are dry                  |
| <b>Strep Throat</b>                 | Sore throat with fever  | 24H after initiation of antibiotic treatment   |
| <b>Tuberculosis</b>                 |   | Until physician approves child's return  |
| <b>Whooping Cough (Pertussis)</b>   | Cough lasting about two weeks, with periodic intense coughing   | 5 days after initiation of antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment |

## ***LABORATORY SAFETY INSTRUCTIONS AND PRECAUTIONS***

### **A. Inside the Laboratory**

1. Do not eat food, drink beverage, or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.
2. Safety goggles and apron must be worn whenever you work in the lab. Gloves should be worn whenever you use chemicals that cause skin irritations or when you need to handle hot equipment.
3. Observe good housekeeping practices. Work areas should be kept clean and tidy at all times.
4. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, safety shower, spill kit, fire extinguisher and fire blanket. Know the fire alarm and exits are located.
5. Be alert and proceed with caution at all times in the laboratory. Notify the instructor immediately of any unsafe conditions you observe.
6. Dispose all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be used only for water and those solutions designated by the teacher. Solid chemicals, metals, matches, filter paper, and all other insoluble materials are to be disposed in the proper waste containers.
7. Labels and equipment instructions must be read carefully before use.
8. Keep hands away from your face, eyes, mouth and body while using chemicals. Wash your hands with soap and water after performing all experiment. Clean (with detergent powder), rinse and dry all work surfaces and equipment at the end of the experiment.
9. If you spill acid or any other corrosive chemical on your skin or clothes, immediately wash the area with large amount of water (remember small amount of water may be worse than no water at all). After this, get the teacher's attention. The spill kit will be used for spills on floor or counter-top.
10. After doing an experiment check if: a) the main gas outlet is shut off, b) the water is turned off, c) the desk top, floor area and sink are clean and, d) all equipment are cool, clean and arranged properly.

### **B. Clothing**

1. Wear goggles or eye protector if necessary.
2. Dress properly during laboratory activity. Long hair, dangling jewelry, and loose or baggy clothing are hazard in the laboratory. Wear an apron. Shoes must completely cover the foot.

### **C. Accident and Injuries**

1. Report any accident or any untoward incident to your teacher.
2. If a chemical should splash in your eye(s) immediately wash with running water from the eyewash station for at least 20 minutes. Notify your teacher immediately.

### **D. Handling Chemicals**

1. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so. The proper technique for smelling chemical fumes is to gently fan the air above the chemical toward your face.
2. Check the label on reagent bottles twice before removing any of the contents. Take only as much chemical as you need. Small amount often work better than larger amounts. Label all containers and massing papers holding dry chemicals.
3. Never return unused chemicals to their original containers.

4. Acids must be handled with extreme care. ALWAYS ADD ACID SLOWLY TO THE WATER with slow stirring and swirling, being careful of the heat produced particularly with Sulfuric acid.
5. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.

#### **E. Handling Glassware and Equipment**

1. Inserting and removing glass tubing from rubber stopper can be dangerous. Always lubricate glassware (tubing, thistle tubes, thermometer, etc.) before attempting to insert it in a stopper. Always protect your hands with towels or cotton gloves when inserting glass tubing into, or removing it from a rubber stopper. If a piece of glassware becomes frozen in a stopper, take it to your instructor for removal.
2. When removing an electrical plug from its socket, grasp the plug not the electrical cord. Hands must be completely dry before touching an electrical switch, plug or outlet.
3. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware. **Do not immerse hot glassware in cold water, it may shatter.**
4. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires and loose connections. Do not use damaged electrical equipment.

#### **F. Heating Substances**

1. **SHOULD THE FLAME OF THE BUNSEN BURNER GO OUT, IMMEDIATELY TURN OFF THE GAS AT THE GAS OUTLET VALVE.** If you wish to turn off the burner, do so by turning off the gas at the gas outlet valve first, then close the needle valve and barrel. Never reach over an exposed flame. Light gas burners only as instructed by the teacher.
2. Never leave a lit burner unattended. Never leave anything that is being heated or is visibly reacting unattended. Always turn the burner or hot plate off when not in use.
3. Do not point the open end of a test tube being heated by yourself or anyone else.
4. Heated metals, glass and ceramics remain very hot for a long time. Use crucible tongs or heat-protective gloves if necessary. Determine if an object is hot by bringing the back of your hand close to it prior to grasping it.

### ***COMPUTER AND INTERNET USAGE***

Each CISM student is responsible for his/her appropriate and lawful actions and activities involving School computers, printers, software, networks and Internet services (hereinafter, referred to as the School's computer systems), and for his/her computer files, passwords and accounts. All students who use the School's computer and network systems agree to comply with the expectations outlined by this policy. Violation of any of these policies may result in disciplinary action, referral to law enforcement agencies, legal action, and/or dismissal. Any student who has questions about whether a particular activity is prohibited or not is encouraged to speak with the President and/or Headmaster.

Access to the School's computer systems are provided solely for education-related and work-related purposes. Use of the School's computer systems will be allowed only for students who act in a considerate, responsible, and legal manner when using such systems.

The School's computer systems are expensive to purchase, install, and maintain. As the property of the School, these computer systems must be carefully handled and their integrity



preserved for the benefit of all. Therefore, access and usage of the computer systems is a privilege, and not a right.

### **Acceptable Uses**

#### ➤ **Educational Purposes**

The school provides access to its computer networks and the internet solely for educational and research purposes only.

#### ➤ **Netiquette**

**All users must abide by rules of network etiquette, which include the following:**

- Be polite.
- Use appropriate language.
- Refrain from disturbing jokes, stories, or other inappropriate material or messages.
- Acquire a sender's permission prior to forwarding or distributing messages to third parties.

### **Prohibited Uses**

Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

#### ➤ **Accessing Inappropriate Materials**

Accessing, viewing, submitting, printing, posting, publishing, forwarding, downloading, uploading, transmitting, scanning or displaying materials/messages/e-communications that are defamatory, offensive, abusive, obscene, vulgar, sexually explicit, sexually suggestive, harmful to minors, threatening, discriminatory, harassing and/or illegal.

#### ➤ **Illegal Activities**

Using the School's computers, networks and Internet services for any illegal activity or activity that violates the law and School procedures, policy and rules. Unlawful activities include, but are not limited to:

- offering for sale or use any substance or item the possession or use of which is prohibited by law and/or School policy
- internet gambling
- transmitting, downloading or copying copyrighted, trademarked or patented material
- transmitting, downloading or copying confidential, private, or proprietary information or materials
- transmitting any illegal and unlawful information or materials
- enabling unauthorized third parties to have access to or use CISM computer systems
- jeopardizing the security of CISM's electronic communications systems
- Accessing, in any way, CISM's administrative databases. All data in the school's databases is considered private and confidential.

**The School assumes no responsibility for illegal activities by any student or staff while using the School's computers.**

### **1. Posting Pictures**

Posting pictures of students, pictures of the school which may compromise the safety and security of CISM students is prohibited. Posting proprietary information, and photos which compromise the integrity, reputation, and image of CISM, its Faculty, Staff, and Executives are strictly forbidden.

## 2. **Violating Copyrights**

Copying, downloading or transmitting copyrighted materials without the owner's permission. CISM assumes no responsibility for copyright violations by the students. Note that even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

## 3. **Plagiarism**

Representing as one's own work any materials obtained on the internet (such as articles, etc.) is prohibited. When Internet sources are used in student work, the author, publisher and Web site must be identified.

## 4. **Copying Software**

Copying, downloading or modifying computer software without the express authorization of the Information Technology Personnel and President/Headmaster is not allowed. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school assumes no responsibility for illegal software copying by the students.

## 5. **Invasion of privacy**

Intruding into, trespassing in or tampering with any other person's folders, work, files, networks or computers is unacceptable.

## 6. **Non-School Related Uses**

Using the School's computers, networks and Internet services for non-school related purposes such as private financial gain, commercial, advertising or solicitation purposes, distributing junk mail or any email that could be considered "Spam" or unsolicited, or for any other personal use not connected with the education program or goals or the School's mission/vision.

## 7. **Misuse of Passwords/ Unauthorized Access**

Sharing passwords, using other user's password or identifier without permission and/or accessing other user's accounts is prohibited. Any form of unauthorized access to other computers, networks or information systems is forbidden.

## 8. **Malicious Use/Vandalism**

Any malicious use, disruption or harm to the school's computers, networks and Internet services, including but not limited to damaging computer files, deliberate deletion of computer files, destruction or defacing or altering of the School's computer systems, hacking activities, changing of passwords and system settings, and creation/uploading/downloading of computer viruses, worms, or other harmful forms of programming are prohibited.

## 9. **Security Risks**

Any user identified as a security risk by reason of having a history of problems with other computer systems may be denied access to School computers.

## 10. **Unauthorized Access to Blogs/Chat Rooms/Games-**

Accessing chat rooms, news groups or blogging and playing computer games during school hours is inappropriate.

## **No Presumption of Privacy**

The school retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school. The school reserves the right to monitor all computer and Internet activity by students. There should be no expectations of privacy in their use of school computers, including e-mail, stored files and Internet access logs, even if the

information has been deleted, or has been entered into the system on a “confidential” or “personal” basis.

### **Compensation for Losses, Costs and/or Damages**

The students shall be responsible for compensating the School for any losses, costs or damages incurred by the school related to violations of school policies and rules while the student is using the School’s computer systems, and/or these rules, including investigation of violations. The school assumes no responsibility for any unauthorized charges or costs incurred by the student while using school computers.

### **System Security**

The security of the school’s computers, networks and Internet services is a high priority. Any student who identifies a security problem must notify the Headmaster and President immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.

### **Equipment Removal/Moving**

Desktop computer equipment, software and related materials shall not be removed from the office in which they were installed by IT Staff without authorization and proper sign-out, and shall not be loaned or otherwise provided to other persons. Additionally, students may not tamper with or move systems or equipment, disconnect or attach peripherals, or tamper with network infrastructure.

### **Purchase and Installation**

All computer-related materials, including hardware, software and computer accessories, are to be purchased and installed only by an IT Staff member.

### **Software Installation**

Software of ANY kind should not be installed or copied to or from any school computer. Installation of private software, especially unlicensed software, from home is strictly banned. Software piracy, even if unintentional, is an offense and may expose the culprit to the possibility of severe criminal and financial penalties. Also, unregulated proliferation of software creates a virus infection risk. Students may not access, alter or erase files or software which has not been generated by them. Students are only authorized to run software provided by the IT Staff.

### **Electronic Files**

All electronic files stored on school-owned computers, disks or other storage media are the property of the school. CISM may from time to time, audit any such computer systems or files to confirm compliance with software license agreements or school policies. Students may not transmit nor store discriminatory or defamatory materials using the CISM computer system.

## ***SUPERVISION OF UPPER SCHOOL STUDENTS***

CISM strongly discourages parents from having their children in school premises before 7:00 a.m. and after 4:00 p.m. These are the official working hours of school personnel. The school will **not** be held liable for untoward incidents that students get into if they are in school premises before 7:00 a.m. or after 4:00 p.m., except when there are officially sanctioned school activities and events taking place in school.

## ***VEHICLES ENTERING CISM GROUNDS***

All drivers of vehicles entering CISM grounds without stickers are required to leave an ID with the front gate guard. The guard, in turn, radios the office for clearance to grant entry before allowing the vehicle to proceed.

## ***CHANGE OF ADDRESS***

Parents need to inform the school of any change in the following: residential address; parent or guardian contact numbers; all other information pertinent to parent and school communication.

## ***CAR STICKERS***

Every year, each student at CISM is entitled to four (4) car stickers. New stickers are issued every year. These car stickers, when attached to the windshield, entitle the bearer to enter the school premises. The information needed to secure a car sticker is:

- Type and color of vehicle
- Plate Number
- Name of Driver

## ***PARKING AND PICK UP***

Please be reminded of CISM's pick-up policy during dismissal time. Members of the CISM community are required to follow these rules and to be courteous towards our guards and school employees as they are simply following the rules and regulations being implemented by the school.

Also, CISM has limited parking slots for faculty, staff, parents, and visitors. To make the drop-off and pick-up easier for everyone, please abide by the following rules:

- Parents and "owner-driven" cars may park on campus if there is an available parking slot, except between 2:40pm and 3:05pm when traffic flow is at a peak. If the slots are full, kindly park outside the campus.
- Drivers accompanied by *yayas* should either circle around the block or park their vehicle outside the campus on the street while the *yayas* wait for the child(ren) in the Lobby.
- Drivers without *yayas* should park their vehicle outside the campus and wait for the child(ren) in the Lobby.
- Kindly avoid parking, stopping or idling in the left hand lane of the driveway as this creates a delay/choke point for other vehicles.
- Children may only leave the grounds with their designated "pick-up" person.
- The students will wait for their parent(s) or the designated "pick-up" person at the Lobby.
- It is strictly prohibited to leave the car standing with the engine running.

## ***DOMESTIC HELPERS AND BODYGUARDS***

Domestic helpers and bodyguards are strongly discouraged from staying on campus after children have been dropped off. Those household helpers and bodyguards who are required to remain close to the school for the school day should wait in the car park in a vehicle provided by their employer. Bodyguards are prohibited from carrying firearms into the school premises.

## ***VISITORS***

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

## ***SECURITY***

The security and safety of our students is our top priority at CISM. Every decision of the school is evaluated against this objective. Sometimes parents may wonder about various procedures the school follows and perhaps find them onerous or time-consuming but the explanation may well lie with the issue of security and safety. Some of the measures we have in place include, but are not limited to, the following:

- All employees are vetted for health and police records
- Security guards monitor the entrance and departure of everybody to and from the campus
- During school hours, access past our front entrance security station is severely restricted and monitored
- Bathrooms are regularly checked by CISM personnel
- Roving guards regularly check all parts of the building
- All hallways and stairwells are monitored by security cameras
- A database is maintained of all non-CISM persons associated with the drop-off and pick-up of every child

## ***SECURITY GUARDS***

Our Security Guards play an essential role in the well being of everyone on our campus. They have a difficult and challenging job, and like all members of our CISM community, they are to be treated with respect and courtesy at all times. Students, faculty, parents, and other CISM community members are thanked in advance for demonstrating cooperation, patience and understanding in dealing with our security personnel.

## ***CANCELLATION OF CLASSES, TYPHOON SIGNALS, EARLY DISMISSAL FROM SCHOOL***

***Department of Education Order No. 28, s. 2005***

*Summarized below are the revised Guidelines on the Suspension of Classes in Cases of Typhoons and other Calamities.*

### ***AUTOMATIC SUSPENSION OF CLASSES***

The Department of Education has established guidelines for the automatic suspension or cancellation of classes in all public and private elementary and secondary schools that do not require any announcement.

When SIGNAL NO. 1 is raised by PAGASA (Philippine Atmospheric, Geophysical and Astronomical Services Administration) for the Manila area then classes at the pre-school level shall be automatically suspended in all public and private schools.

When SIGNAL NO. 2 is raised for the Manila area, classes at the pre-school, elementary and secondary levels shall be automatically suspended in all public and private schools. PAGASA normally makes these announcements over broadcast media at 11 o'clock in the evening and 5 o'clock in the morning.

### ***PARENTS' RESPONSIBILITIES***

Parents have the ultimate responsibility for determining whether their children should go to school, even if no order for the suspension of classes has been issued, if they feel traveling to or from school will place their children at risk.

Parents wishing to ascertain whether or not to send their children to school should check for media advisories coming from PAGASA, DepEd, and the Local Government Unit (LGUs).

### ***CISM TELEPHONE TEXT BLAST SYSTEM***

In the event that we need to close the school due to typhoon, storm or other conditions, we have established a 'Text Blast' system, so that such messages may be communicated as speedily and efficiently as possible.

The 'Text Blast' will be activated by the Head of Schools who will cause a text message to be sent to all families.

It is intended to make a decision on school closure by 5:30 a.m., so parents should be texted by 6:00 a.m. This may vary depending on the situation, the declaration of storm signals by PAGASA and announcements by DepEd or the Office of the Mayor of Taguig.

## ***EMERGENCY PROCEDURES***

**Faculty, staff, students and visitors should be aware of and be prepared to implement the following procedures.**

### **FIRE EVACUATION**

#### **Aims:**

To provide safe evacuation from school premises in the event of emergency.

#### **Procedure:**

1. The fire alarm will sound continuously (in case of a real fire the Headmaster will contact McKinley Hills Response team immediately).
2. The Headmaster will make a decision whether to evacuate the school.
3. The Laboratory Technician should use the cut off switch for gas valves in all laboratories.
4. Maintenance will shut down electricity from source.
5. Security, Maintenance and Housekeeping will work together to determine the source of the alarm.
6. Staff will turn off all lights and air con.
7. Teachers will supervise students to leave their classrooms in an orderly fashion, follow agreed routes and line up at a designated assembly point. There is to be silence.
8. Any student who is not with the class group shall leave by the nearest exit and go directly to the assembly area.
9. A designated staff member on each floor will sweep the classrooms, toilets and corridors for any student left behind, shutting doors behind them.
10. The Receptionist will calmly inform visitors of the proper actions to be taken and, if needed, assist them to the evacuation area.
11. Designated Operations Staff will take wooden home room signs to the assembly area and distribute to teachers.
12. The Head of Operations, The President and the Cashier will ensure that all school safes are locked.
13. Security, Maintenance and Housekeeping will sweep the school to ensure nobody is trapped.
14. The Executive Secretary will bring the school mobile phone and the student registers, which she will distribute to the teachers at the assembly point.
15. The Receptionist will distribute that morning's staff/visitor sign in sheets to those designated to check attendance.  
Executive Secretary: Faculty  
Head of Operations: Operations, Maintenance, and Housekeeping, Academic and Non-Academic Support Staff  
Head of Maintenance: Maintenance and Housekeeping Staff (including contract workers)  
Receptionist: Visitors and Security Staff
16. The Nurse will bring the First Aid Kit.
17. Security Staff will block the road outside the school main entrance.
18. Once students are at the assembly area, they will line up behind the red wooden signs indicating their homeroom.
19. After taking the register, Homeroom Teachers will turn their homeroom signs to green to indicate full attendance.
20. Registers should be returned to the Executive Secretary.

21. Students unaccounted for will be reported by Homeroom Teachers to the Lower and Upper School Directors; they will also report any students needing medical attention.
22. Upper and Lower School Directors, together with staff responsible for taking non-student registers, will report any persons unaccounted for / needing medical attention to the Executive Secretary.
23. The Executive Secretary will inform the Nurse of any student needing medical attention.
24. During practice drills the Executive Secretary will give the complete list of names of those absent to Head of Security. In the event of a real emergency the Deputy Headmaster will update the emergency services, e.g. persons missing, persons injured, damage to buildings, etc.
25. If requested, Security will assist the Fire Department with a walk-through of the facility.
26. The Deputy Headmaster will make the decision whether to lead students away from the assembly area or to wait for more instructions from emergency services.
27. No-one may re-enter the buildings until the all clear has been given by the Deputy Headmaster.

### **EARTHQUAKE EVACUATION**

**Aims:**

To provide for a system of safe response and evacuation from the school building in the event of earthquake.

**Procedure:**

1. The earthquake alarm will sound intermittently.
2. In the event of a real earthquake, the Headmaster will contact McKinley Hill Response Team and the Fire Department immediately.
3. All staff will open the door to their room, stand in the doorway and instruct students / other staff to take shelter.
4. All persons on the premises will move to a safe zone: e.g. interior door jamb, under a table / desk, or in a corner, away from windows and outside walls and assume a crouching position with back up, and arms shielding head.
5. In the event of a real earthquake, Maintenance should use the cut off switch for gas valves, water and electricity.
6. In the event of a real earthquake, Security and Maintenance will work together to determine stability of exit areas.
7. In the event of a real earthquake, if the decision is not to evacuate, then Security will be sent to check all rooms.
8. All students, staff and visitors are to stay in rooms until the Deputy Headmaster makes a decision to begin evacuation; in a real situation this will be when the shaking stops.
9. Emergency evacuation procedure will be followed, but staff must be mindful to steer students around broken glass and away from windows.

### **BOMB THREAT POLICY**

**Aims:**

To establish procedures and responsibilities which will be used in the event of a bomb threat directed toward any member of the CISM community, building or nearby vicinity.



**Procedure for bomb threat by phone:**

1. Keep the caller talking as long as possible ("It's a bad line, please repeat")
2. Record call if possible. If not, try to signal someone to listen in.
3. Listen for details: try to obtain as much information as possible.
4. The Bomb Threat Record Form should be used to record all information. Copies of the form should be kept near all phones.
5. Call Deputy Headmaster who in turn will contact Security Staff and McKinley Hills Response Team.

**Procedure for bomb threat by mail:**

1. Do not attempt to open the letter/package or tamper with it.
2. With minimum further handling, isolate it to reduce possible blast damage, place on table, clear all items from around it.
3. Seal off the area to keep people away.
4. Call Deputy Headmaster who in turn will contact McKinley Hills Response Team and notify Security.

**Bomb threat evacuation:**

1. The fire alarm will sound and the school will follow normal evacuation procedure apart from the following:
2. Assembly point will be moved to Venice Piazza Courtyard, as evacuees will need to be at least 400 metres from the school premises.
3. Staff and students should take personal belongings with them, since this will help to avoid unnecessary suspicion over articles left behind. However, this decision will be made by the Headmaster depending on the urgency of the threat.
4. Doors and windows should be left unlocked.
5. Light switches and electronic devices should not be turned on or off
6. Nothing should be moved
7. No one shall start a vehicle parked outside the building.
8. After evacuation, Security will assist the bomb squad in a thorough search of the building and grounds targeted.
9. Only when police are fully satisfied can the building be declared safe for re-occupation.

## **LOCKDOWN POLICY**

**Aims:**

To ensure that students and staff can be locked within the school building for their own safety. This will usually occur if there is a dangerous intruder on school grounds, but may also occur in the event of a hazardous situation such as a chemical spill or damaged cabling, which makes it dangerous for students, staff and visitors to be outside.

**Procedure:**

1. The Deputy Headmaster/ Security/ Receptionist/ authorized person sounds the music alarm.
2. Those outside of a room will seek safety in the nearest classroom/ office.
3. Security Staff will check outside areas for students and visitors and direct them to the nearest classroom.
4. Staff inside rooms will allow known personnel and visitors to join them.
5. All classroom/office doors will be locked by a member of staff.
6. In rooms with windows, all students and staff will adopt the most non-visible positions from the corridor, and remain silent.

7. No one is to answer the door under any circumstance.
8. All student mobiles are to be switched off.
9. All staff mobile phone lines are to be kept free, and switched to silent for Deputy Headmaster's updates.
10. All on site (except Security Staff) must remain in locked classrooms until the all clear is given by the Deputy Headmaster.

# APPENDICES

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## ***STUDENT RESPONSIBILITIES***

### **The school believes:**

*All students have the right to an education and the right to learn.*

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 verbal manner; and
13. to recognize and respect the rights of others.

## ***BEHAVIOR FOR LEARNING POLICY***

The following are examples of unacceptable behavior subject to disciplinary action by the school. Any student who engages in any of these activities shall be disciplined in accordance with the disciplinary action options outlined in this policy. This policy applies to all school buildings, school grounds and school property, school-sponsored activities or trips, school vehicles, school contracted vehicles or any other vehicles approved for school purposes, the area of entrance or departure from school premises or events, and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students or employees.

1. Gross Misconduct;
2. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession

- of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
3. The use of profanity or obscene language, or the possession of obscene materials;
  4. Gambling, including, but not limited to, playing a game of chance for stakes;
  5. Hazing;
  6. Soliciting and/or borrowing money and/or extortion;
  7. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
  8. Violent opposition to authority;
  9. Using, selling, possessing or distributing tobacco or tobacco paraphernalia;
  10. Using, selling, possessing, distributing or being under the influence of alcohol or other intoxicating substances;
  11. Using, selling, possessing, distributing or being under the influence of narcotics, drugs or other controlled substances, except as prescribed by a physician;
  12. Drug dependency;
  13. Using, selling, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
  14. Using, selling, possessing or distributing weapons, look-alike weapons, or other dangerous objects;
  15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
  16. Possession, use or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function by explosion;
  17. Possession, use or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
  18. Using an ignition device, including butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school.
  19. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
  20. Possession of nuisance devices or objects in the classroom which cause distractions, including, but not limited to pagers, cell phones, radios, and phones;
  21. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
  22. Possession or distribution of slanderous, libelous or pornographic materials;
  23. Criminal activity;
  24. Hooliganism;
  25. Falsification of any records, documents, notes, or signatures;
  26. Tampering with, changing, forging, or altering records or documents of the school by any method including, but not limited to, computer access or other electronic means;
  27. Securing or using forged school records, forms and documents;
  28. Dishonesty which includes, but is not limited to, cheating on a school assignment, plagiarism or collusion, stealing;
  29. Impertinent or disrespectful language toward teachers or other school personnel;
  30. Actions, including fighting or any other assaultive behavior, which causes or could

- cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
31. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
  32. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or a look-alike weapon, sexual assault, sexual harassment, illegal or inappropriate sexual conduct, or indecent exposure;
  33. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
  34. Physical or verbal threats, including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
  35. Inappropriate, abusive, threatening or demeaning actions based on race, color, creed, religion, sex, marital status with regard to public assistance, disability, national origin or sexual orientation;
  36. Disobedience or insubordination to teachers or other school personnel;
  37. Misuse of networked information resources to access, review, upload, download, store, print, post, or distribute materials that are deemed inappropriate, threatening, discriminatory, damaging, illegal, or disruptive to the educational process;
  38. Immorality;
  39. Instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes;
  40. Preventing or threatening any pupil or student or school personnel from entering the school premises or attending classes or discharging their duties;
  41. Violation of guidelines set forth in the Computer Use and Electronic Communication Policy;
  42. Other acts, as determined by the school, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstructs the mission or operations of the school or the safety or welfare of students or employees.

### ***STUDENT DISCIPLINE***

The purpose of this policy is to ensure that students are aware of and comply with the school's expectations for student conduct. Such compliance will enhance the school's ability to maintain discipline and ensure that there is no interference with the educational process. The school will take appropriate disciplinary action when students fail to adhere to this policy.

The school recognizes that individual responsibility and mutual respect are essential components of the educational process. The school further recognizes that the nurturance of the maturing process for each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. School can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school that a fair and equitable student discipline policy will contribute to the quality of the students' educational experience.

In view of the foregoing, the school has developed this policy which governs student conduct and applies to all students of CISM.

## ***AREAS OF RESPONSIBILITY***

### **President/Head of Schools /Upper School Director/Lower School Director/Director for School Operations**

These individuals shall establish policies, guidelines and directives for the smooth and efficient operation of the school, hold all school personnel, students, and parents responsible for conforming to these policies, and support all school personnel performing their duties within the framework of this policy. They shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents.

### **Teachers**

All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administrators. All teachers shall enforce this policy.

### **School Staff**

All staff shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized by the President; the Headmaster and the Deputy Headmaster.

### **Parents or Legal Guardians**

Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate supportively regarding the behavior of their children.

We promote an environment of open and frank communication in this institution. We encourage parents to communicate problems by beginning at the level of concern. If an issue emerges with a teacher or in a particular classroom, ask for an appointment with that teacher. The majority of problems can be easily resolved at this level. Parents can contact the Counselor, Head of Department, the Upper School Director, or the IBDP Coordinator if the teacher conference has not been satisfactory. If the matter remains unresolved after this meeting, it may then be brought to the attention of the Head of Schools.

### **Students**

All students shall be held individually responsible for their behavior and for knowing and obeying school policies.