

# Welcome to CIE British School!

CIE is a British International School in the Asia Pacific that leads in the creation of trendsetting instructive innovations to provide students with the best possible educational tools to prime them for a destiny of headship.

It is The School for Leaders, a centre of excellence that develops creative people who are imbued and equipped with outstanding academic skills, innovative thinking, pioneering spirit, entrepreneurial mind set and strength of character to make a lasting contribution to improve the quality of life as enlightened generative leaders and channels in social transformation.

As The School for Leaders, CIE provides you with the learning environment where you learn to lead and lead to learn as enlightened generative leaders. CIE is the place where you grow as models for others to follow and become productive members of society.

We believe that learning to become leaders requires that you learn by doing, by actively leading. Thus, it is our aim that you assimilate leadership qualities by engaging you in real life situations. Leadership begins with the ability to master and direct your own self. Hence, we are providing you with tools to learn personal mastery and engage you in activities to manage yourselves effectively.

Have a very productive and fun-filled learning year ahead!

## VISION

CIE is The School for Leaders.

CIE is a veritable institution in the Asia Pacific that develops and nurtures influential generative leaders who champion the upliftment of the quality of human life.

## MISSION

We transform ordinary individuals to become extraordinary catalysts of social progress through a philosophy of education for leaders anchored on social engagement and the Pearl Principle.

## Prayer to the Holy Spirit

Come, Holy Spirit

Fill my heart with your Holy gifts.

Let my weakness be penetrated with your strength this very day,  
That I may fulfill all the duties of my state conscientiously, that I  
may do what is right and just.

Let my charity be such as to offend no one,  
And hurt no one's feelings; so generous as to pardon sincerely  
any wrong done to me.

Assist me, O Holy Spirit, in all the trials of my life.  
Enlighten me in my ignorance, advise me in my doubts,  
strengthen me in my weakness, help me in all my needs and  
embarrassment, protect me in temptations and console me in  
afflictions.

Graciously hear me, O Holy Spirit,  
And pour your light into my heart, my soul and my mind.  
Assist me to live a Holy life and to go in goodness and grace.

Amen.

Come Holy Spirit with Your light, with Your grace, with Your  
strength, with Your consolation, with Your charity, that I may be  
made worthy to live a life of Holy love.

Amen.

# Lupang Hinirang

Composed by Julian Felipe on June 12, 1898

Bayang magiliw, perlas ng silanganan.  
Alab ng puso, sa dibdib mo'y buhay.  
Lupang hinirang, duyan ka ng magiting  
Sa manlulupig, di ka pasisiil.

Sa dagat at bundok, sa simoy at  
sa langit mong bughaw,  
may dilag ang tula at awit  
sa paglayang minamahal.

Ang kislap ng watawat mo'y  
tagumpay na nagniningning.  
Ang bituin at araw niya  
kailan pa may di magdidilim.

Lupa ng araw, ng lualhati't pagsinta,  
buhay ay langit sa piling mo.  
Aming ligaya na pag may mang-aapi,  
ang mamatay ng dahil sa iyo.

# The Philippine National Anthem

Translated by Prof. Nelia Cruz Sarcol

Beloved country, Pearl of the Orient  
The fervor of our love burns our being.  
Chosen land, cradle of noble heroes  
You overcome by your tenacity.

Over the hills, valleys, mountains and seas  
Skies so blue, royal blood, noble and true  
Poems and songs of freedom soar through the breeze  
Our love for you shall never ever cease

To the triumphant luster of our flag  
Shining brightly over the chosen land,  
The sun, our beacon, and the stars, our guide  
In the quest for eternal enlightenment.

O land of the enlightened, to adore you is glorious!  
In your paradise, we live a gem of a life!

Our hearts overflow with joy and gladness  
As we struggle for our nation's rebirth.  
Our happiness is to live our destiny  
Transformation over adversity.

## Panatang Makabayan

Iniibig ko ang Pilipinas,  
aking lupang sinilangan,  
tahanan ng aking lahi;  
kinukupkop ako at tinutulungang  
maging malakas, masipag, at marangal.  
Dahil mahal ko ang Pilipinas,  
diringgin ko ang payo ng aking mga magulang,  
susundin ko ang tuntunin ng paaralan,  
tutuparin ko ang tungkulin ng mamamayang makabayan;  
naglilingkod, nag-aaral, at nagdarasal  
nang buong katapatan.  
laalay ko ang aking buhay, pangarap, pagsisikap  
sa bansang Pilipinas.

## The Patriotic Oath

I love the Philippines,  
the land of my birth,  
The home of my people,  
it protects me and helps me  
To become strong, hardworking and honorable.  
Because I love the Philippines,  
I will heed the counsel of my parents,  
I will obey the rules of my school,  
I will perform the duties of a patriotic citizen,  
Serving, studying, and praying faithfully.  
I will offer my life, dreams, successes  
To the Philippine nation.

## CIE British School Pledges

### Pearl Principle Mantra

Iniiibig ko ang Pilipinas. Gagawin ko ang lahat upang siya ay maiangat sa pagkakasadlak!

### The CDC Wellspring

I accept this tiny seed, my awe-inspiring grade school –CDC plants in my heart...

C –Concern for my fellowmen and all of God’s creation,

D –Determination to fulfill this...

C -Commitment with Courage from God’s Divine Providence.

### CIE Promise

I must understand the 4 P’s of Success.

P – Pray to God for discernment

P – Plan my course of action. This plan shall embody my personal and professional vision.

P – Persist on achieving my plan

P – Pursue my dream with passion

I believe that SUCCESS is really a journey and I shall carry with me the CIE life tools. These life tools are vital to my overcoming any and all obstacles, hurdles or blocks. I may find myself cornered or I may even fall into a deep ravine and my only means to survive shall be determined by how I have sharpened myself with the CIE life tools.

S – Sense of  
U – urgency  
C – Competence  
C – Congruence  
E – Enlightenment and  
S – Self-sacrifice  
S – Service

And as I scale the top of the mountain, I have to sustain the tangible and the intangible gains of my journey.  
The Goal of Life is to be a...

C – Communion with God  
I – Integrity in thought, word and deed  
E – Empathy with commitment  
A – Accountability for actions  
N – Nobility in aspirations

A true CLEAN in heart, body and soul.

## CIE Hymn

Composition and Musical Arrangement  
by Anthony Feliciano, CIE Alumnus

We have a vision, we have a dream  
We have the will and the mind to achieve  
Anything we believe  
To be the best for everyone

CIE  
We pledge our loyalty  
Live with integrity  
Passion and excellence  
CIE

We have a mission, a goal to fulfill  
With our education our dreams become real  
We shall all aspire  
To be the best of what we are

CIE  
Leaders in society  
A great responsibility  
To go and make a difference  
CIE

CIE  
We pledge our loyalty  
Live with integrity  
Passion and excellence  
CIE

# VALUES FRAMEWORK AND LEADERSHIP PRINCIPLES

## NOBILITY

We shall uphold the highest ideals of excellence. It is doing the most ordinary things extra-ordinarily well that we rise above in distinction from the rest. People will esteem and respect us for our professionalism. Our passion and optimism in work manifested in our strong sense of urgency will be a source of inspiration for all. We shall be shining examples of integrity grounded in faith. Thus, this strength of character will give us courage to face all adversities.

Vision	: You Can Seize Only What You Can See
Character	: Be a Piece of Rock
Charisma	: The First Impression Can Seal the Deal
Discernment	: Put an End to Unsolved Mysteries
Focus	: The Sharper it is, the Sharper You Are
Passion	: Take this Life, and Love It
Self-Discipline	: The First Person You Lead is You

## COMMITMENT

We take pride in what we do. Dedication to our task generates creativity and initiative, flexibility and resourcefulness that lead us to innovative ways of doing things. Furthermore, in our desire

to do things better, we believe in life-long learning. We shall pursue our mission relentlessly with hard work and enthusiasm.

Commitment : It Separates Doers from Dreamers

Courage : One Person With Courage is a Majority

Initiative : You Won't Leave Home Without It

Listening : To Connect With their Hearts, Use Your Ears

Positive Attitude : If You Believe You Can, You Can

Responsibility : If You Won't Carry the Ball, You Can't Lead  
the Team

Teachability : To Keep Leading, Keep Learning

## SERVICE

The noblest leadership is the service of others. We shall live our lives with openness and sensitivity to the needs of others. We realize the need for each other - the call to community. We believe in teamwork and synergy. With selflessness and discipline, we shall show our compassion for our fellowmen and carry out our mission with a single-hearted love. No person was ever honored for what s/he received; honor has been the reward for what s/he gave.

Communication : Without It, You Travel Alone

Competence : If You Build It, They Will Come

Generosity : Your Candle Loses Nothing When It Lights  
Another

Problem-Solving : You Can't Let Your Problems be Problems

Relationships : If You Get Along, They'll Go Along

Security : Competence Never Compensates for Insecurity

Servanthood : To Get Ahead, Put Others First

# OUR ADVOCACY

## THE PEARL PRINCIPLE



### The Pearl Principle

*Initiating change from within  
and from within one's sphere of influence  
by converting a state of hopelessness  
into a state of optimism  
where opportunities are created  
as in the creation of a pearl.*

# THE IDEOLOGY OF POSITIVE CHANGE

We Filipinos are known for being patient even under pressure. “Matiisin”, so they call us, we tend to adjust to different circumstances, a character which is mistaken for resiliency. However, we Filipinos must learn to differentiate “pagtitiis” from our understanding of resilience. Resilience is the act of overcoming a crisis by doing something about it.

Now is the best time to bring this character of “pagtitiis” to the higher level ‘PAGKILOS’. The need for personal change is a must on this journey. This must be guided by the core values of enlightened discernment rooted in the acceptance that change must begin from within and from within one’s sphere of influence. An understanding of the self is truly basic before anything else can happen.

Now is the best time to act on effecting this change.

## THE PEARL PRINCIPLE ANALOGY

An oyster is a very good example of effecting positive change from within. Irritated by an external substance and invaded by deadly micro-organisms, the oyster could just opt not to do anything but die.

But nature is the best teacher indeed!

The oyster took it upon itself to convert the irritation and the discomfort into an opportunity to create as it proceeded in the marvelous creation of the pearl.

# THE TEN TENETS OF THE PEARL PRINCIPLE

by Prof Nelia Cruz Sarcol

Our worldview is rooted in the transformation of adversity into a gem of a life... as in the creation of a pearl.

We believe that ...

1. Adversity is the catalyst of growth and progress.
2. Transformation is the proactive engagement of one's sphere of influence.
3. Every person has inherent gifts that can be used to overcome challenges.
4. People can reinvent themselves at will.
5. Introspection is the key to unlocking the right core values that guide our discernment for change.
6. Self-sufficiency is a philosophy that we can nurture to eradicate mendicant behaviour.
7. Personal success is only a means to an end: making the world a better place.
8. Success is measured by the number of people whose lives have improved because of our existence.
9. Wealth accumulation is only justified when it is re-channelled to uplift the quality of life of communities through purposeful intervention.
10. Change begins from within... change begins with me.

We, the CIE British School, is a premier learning institution in the South East Asian Region.

We will be at the forefront of educational development in preparatory, primary, secondary, collegiate and graduate levels by engaging in continuous researches and studies that will equip our students with breakthrough technologies, excellent academic skills, innovative thinking, pioneering spirit, entrepreneurship, and strength of character.

Thus, the graduates of this school will contribute the best of what they are to the community, to the nation and to the world as leaders in their chosen fields.

While engaging in these pursuits, we will also inspire our graduates, parents, and employees, to be Concerned with their fellowmen and in the preservation of the environment, Determined to fulfill this Commitment with Courage, based on a strong moral foundation to help make this world a better place to live in.

We strongly believe that “Noble is the Man Who is Committed to the Service of Others.”

These we will achieve by living our lives as best examples for others to follow, by constant self-analysis and reflection, by working like a family unit bound by love, compassion, empathy, and a strong desire to make a difference in this world.

# Education Philosophy

In setting the foundation for learning in the 21st century, there are basic skills we need to develop among our students.

The NCS SEVEN PILLARS OF THE 21ST CENTURY LEARNING include the following:

- 1 The ability to GATHER and GENERATE information using technology
- 2 The ability to ANALYZE and to SYNTHESIZE
- 3 The ability to VALIDATE and INVALIDATE information
- 4 The ability to CONCEPTUALIZE and to CONSOLIDATE ideas
- 5 The ability to INNOVATE and to ARTICULATE
- 6 The ability to COORDINATE and to DIRECT courses of action
- 7 The ability to do the above with DISCERNMENT and COURAGE based on a strong moral belief, for the greater good and for the glory of God.

# The Learning Approach

## The CIE Success Formula

### CL<sup>3</sup>C CIE Lifelong Leadership Learning Cycle

CIE is where the students learn to lead and lead to learn. We do this by providing a learning environment anchored on the Lifelong Leadership Learning paradigm represented by the formula CL<sup>3</sup>C for success.

Education in CIE British School is based on the Theory of Multiple Intelligences (MI). We use a variety of teaching strategies such as, but not limited to, Problem - Based Learning (PBL), Authentic Assessment, Portfolios, etc., made more effective and efficient with the use of the latest technological tools. In the CIE British School, the students do purposeful school tasks, presented in relevant life situations that need actual application of knowledge and practice of skills. In the CIE British School classrooms, real learning and understanding is put up front. To legitimize the students' acquisition of global competence, the CIE British School "benchmarks" with the best schools here and abroad.

The 21st Century Learning Curricula are designed to develop the ability to:

Stage 7      **Challenge**  
gather and to generate information using  
technology

Stage 6      **Equilibrium**  
analyze and to synthesize

Stage 5      **Growth**  
validate and to invalidate

Stage 4      **Reflection**  
conceptualize and to consolidate ideas and  
people

Stage 3      **Accommodation**  
innovate and to articulate

Stage 2      **Engagement**  
coordinate teams and to direct courses of  
action

Stage 1      **Theory**  
accomplish tasks with discernment and  
courage, based on a strong moral belief

# ADMISSION AND ENROLMENT

CIE British School is committed to render fair and efficient services to all student applicants in all levels. The admission procedures are designed to accept qualified students.

Upon application, the student is expected to:

- provide full and accurate information on the application form;
- keep the school informed of any change of address or situation;
- attend the interview on the scheduled date and time. If the applicant cannot make it to the schedule, he / she must contact the school prior to the interview time for a new appointment.
- act on the result of the application within the prescribed period

The entry requirements may vary depending on the entry level or status of the student applicant and the nature of the program applied for. Included in them are the IQ and the Diagnostic Tests to be administered by the Guidance and Counseling Department of the school. Passing these examinations qualifies the student applicant for an interview by the members of the Admission Committee, composed of the Guidance Counselor and Headmaster.

## New Student

A new student is a student enrolling at CIE British School in any year level for the first time.

## Student Transferee

A transferee is one who enrolls in CIE British School after having been a student of another school. Former CIE British School students who want to re - enrol at CIE British School after having been accepted in other institutions are considered transfer students.

# Entry Requirements

## NEW STUDENTS

### If Filipino National Applicants

- Original Report Card or Form 138-A
- Photocopy of NSO Birth Certificate/Certificate of Recognition as Filipino Citizen for Child Born Abroad
- Original copy of Certificate of Good Moral Character from last school attended (Applicable to Y3 to College only)
- 2 pcs passport size picture with light blue background
- Original copy of Certificate of Transfer credentials or Honourable Dismissal (Applicable to College transferees only)
- Duly accomplished Application for Admission Form

## If International Applicants

- Photocopy of Household Register/Birth Certificate (If in foreign language must be translated into English by the Philippine Embassy or Consulate located in the country of origin. Translation must be duly legalized and authenticated by the DFA);
- Original Scholastics Records from previous school (If in foreign language must be translated in to English by the Philippine Embassy or Consulate located in the country of origin. Translation must be duly legalized and authenticated by the DFA);
- Photocopy of valid passport's biopage, stamp of the latest arrival of the applicant in the Philippines. Original passport will be presented for verification;
- 2 pcs. Passport size picture with light blue background;
- 2 pcs. 2x2 size picture with white background for students below 18 years old for SSP;
- 11 pcs. 2x2 size picture with white background for students 18 years old and above (For student visa conversion);
- Photocopy of Alien Certificate of Registration I-Card;
- Photocopy of visa issued by the Philippine Bureau of Immigration;
- Duly accomplished Application for Admission Form.

## CONTINUING STUDENTS

- Duly Accomplished Enrolment Form

# Enrolment

A student is considered enrolled only when:

- The student applicant has complied with and taken the required placement evaluation test
- Submitted the required entry documents
- Attended the required Parent Orientation
- Accomplished the Enrolment Form and signed the Letter of Undertaking
- Paid the required school fees

## Procedure for Enrolment

- Students submit accomplished Enrolment Form and enrolment requirements to the Education Counselor
- Settle School Fees with the Cashier
- Registrar's Office reviews and evaluates the documents submitted and verifies with Cashier the payment made
- Asst. Registrar encodes student's data in the Students' Database
- Issuance of Admission slip for Basic Education and Study Load for Higher Education signify that the student is officially enrolled.

## Policy on Withdrawal

If, for any reason, a student has to transfer or be withdrawn from CIE British School within the school year, the parent / legal guardian must notify the school and make prior arrangements with a written request addressed to the School Director. A student who has to transfer or be withdrawn from CIE British School must follow the following procedures:

- Written notice from parents must be given to the School Director
- A request for refund shall only be granted if the withdrawal with justifiable causes happens within 2 weeks after the opening of classes.
- Filing of clearance form
- Payment of documentation fee that would include first class mailing charges will be collected. Form 137 will not be issued to students with outstanding financial obligations.

Any student who does not follow the required procedures will not be issued a transfer credentials. The school will only release the following documents:

- Certificate for Good Moral or;
- Certificate of Transfer Credentials or Honourable Dismissal

# ACADEMIC PROGRAMMES

## Basic Education

<b>CHILD DEVELOPMENT CENTRE OF CIE</b>	<b>CIE HIGH SCHOOL FOR ENTREPRENEURSHIP, SCIENCE AND I.T.</b>
Foundation School	High School
Infant	Key Stage 3
Toddler	Year 7
Nursery	Year 8
Reception	Year 9
Primary School	Key Stage 4
Key Stage 1	Year 10
Year 1	Year 11
Year 2	Year 12
Key Stage 2	
Year 3	
Year 4	
Year 5	
Year 6	

# CORE LEARNING AREAS

## Foundation School

Infant, Toddler, Nursery, Reception

The Foundation School is for children in the early year foundation stage between 1 to 5 years old.

It aims to systematically help children to learn so they are:

- Helped to make connections in their learning.
- Actively led forward;
- Helped to reflect on what they have already learned.

Aspects of Learning

- Personal, Social and Emotional Development
- Communication, Language and Literacy
- Problem Solving, Reasoning and Numeracy
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

# Primary School

## Key Stage 1 and Key Stage 2

Primary School is for learners between 5 to 11 year old.

### Six Areas of Learning

- Mathematical understanding
- Historical, geographical and social understanding
- Understanding English, communication and languages
- Scientific and technological understanding
- Understanding the arts
- Understanding physical development, health and wellbeing.

### Curriculum Subjects: Cambridge Primary

- English
- Mathematics
- Science
- Information and Communication Technology (ICT)
- History and Geography
- Filipiniana
- Art and Design
- Music/Physical Education
- Pearl Principle

### Validations and Qualifications

#### Key Stage 2

- Year 3: Cambridge Young Learners English - Starters
- Year 4: Cambridge Young Learners English - Movers
- Year 5: Cambridge Young Learners English - Flyers
- Year 6: Cambridge Primary Checkpoint Test

## High School

Key Stage 3 and Key Stage 4 with lower sixth form

High School is for students between 11 to 16 year old.

### Key Concepts of Learning

- Healthy lifestyles
- Enterprise
- Global dimension
- Sustainable development
- Identity and cultural diversity
- Community participation
- Technology and the media
- Creativity and critical thinking

### Curriculum Subjects: Cambridge Secondary

#### Key Stage 3 (Year 7, 8 and 9)

- English
- Mathematics
- Science
- Design and Technology
- Information and Communication Technology (ICT)
- History / Geography
- Business Studies / Gift of GOLD
- Filipiniana
- Art and Design
- Music
- Physical Education
- Religious Education (Pearl Principle)
- Thinking Skills

## Validations and Qualifications

### Key Stage 3

Year 7: Cambridge English: Key

Year 8: Cambridge English: Preliminary

Year 9: Cambridge Secondary Checkpoint Test

Curriculum Subjects: Cambridge IGCSE

### Key Stage 4 (Year 10)

- English
- Mathematics
- Science
- Information and Communication Technology (ICT)
- History / Geography
- Filipiniana (*with individual research*)
- Business Studies
- Design and Technology
- Physical Education / Music
- Religious Education / Pearl Principle
- Personal, Social, Health and Economic Education

CIE chose the 2 Academic Strands:

- ABM Strand - Accountancy, Business and Management (with 9 specialized business subjects)
- STEM Strand - Science, Technology, Engineering and Mathematics (with 9 specialized subjects in Science and Mathematics)

The school year is divided into 2 semesters.

<u>Year 11 Curriculum</u>	<u>Year 12 Curriculum</u>
<p>The CORE (General Education) subjects (one year)</p> <p>English with Literature</p> <p>Arts</p> <p>Design &amp; Technology</p> <p>ICT</p> <p>Music</p> <p>Physical Education</p> <p>Filipiniana</p> <p>Foreign Language (French)</p>	<p>The CORE (General Education) subjects (one year)</p> <p>English with Literature</p> <p>Arts</p> <p>Design &amp; Technology</p> <p>ICT</p> <p>Music</p> <p>Physical Education</p> <p>Filipiniana</p> <p>Foreign Language (Spanish)</p>
<p>Specialised subjects</p>	<p>Specialised subjects</p>
<p>Accounting (2nd Sem)</p>	<p>Applied Economics (2nd Sem)</p>
<p>Quantitative Techniques for Business (1st Sem)</p>	<p>Financial Accounting (1st Sem)</p>
<p>Marketing (2nd Sem)</p>	<p>Philosophy (1st Sem)</p>
<p>Business Organization &amp; Environment (1st Sem)</p>	<p>Business Ethics (2nd Sem)</p>
<p>Chemistry</p>	<p>Business Finance (2nd Sem)</p>
<p>Calculus (Basic)</p>	<p>Calculus (Advanced) (2nd Sem)</p>
<p>Statistics</p>	<p>Physics</p>
	<p>Business Enterprise Simulation (gift of GOLD project) (1st &amp; 2nd Sem)</p>

# ACADEMIC POLICY

## ACADEMIC YEAR

The CIE British School follows the number of school days as prescribed by the Department of Education in a school.

CIE British School observes the holidays declared by the national and local government agencies. All students attend classes from Mondays to Fridays. Saturdays are reserved for special classes and special school functions.

### BASIC EDUCATION

CIE British School                      July - April

## GRADING SYSTEM

The cumulative method is used in the major subjects. One third ( $\frac{1}{3}$ ) of the grade of each subject of the previous grading is added to two - third ( $\frac{2}{3}$ ) of the current grade making it to the final grade for that grading period, a total of 100%.

Quarterly conduct deliberation shall be done by the advisers and subject teachers. Conduct grade is not cumulative.

The grades for Conduct shall be indicated by letter marks enumerated below in the space provided in the Report Card:

O	Outstanding	96 – 100
E	Excellent	91 – 95
VG	Very Good	86 – 90
G	Good	81 – 85
F	Fair	76 – 80
W	Warning	71 – 75
DQ	Delinquent	70 – below

The following shall be the grading system for Basic Education and Higher Education

Final or 4th Grading Grade for Subjects Validated by the University of Cambridge International Examinations

Final or 4th Grading Grade/Final	70%
Cambridge Examination Result	<u>30%</u>
Total	100%

Only those subjects with Cambridge Examinations are affected by the new grading system. The grades shall be computed on the year that the students take the Cambridge examination on a particular subject.

The activities for both co- and extra-curricular shall be given specific bearing:

Co-curricular	60%
Extra-curricular	<u>40%</u>
Total	100%

<u>The Co-Curricular Activities</u> (60%)	<u>The Extra-Curricular Activities</u> (40%)
Founder’s Cup/Sportsfest World Space Days Global Entrepreneurship Week (GEW) Gift of G.O.L.D. Twelfth Night Violin Recital Leadership Training Literary-Musical Field Trip / Ed Tour	Edinburgh/Fringe Festival Annual Production Clubs Tournaments (External)

## REPORT CARD

Report cards are issued after each grading period.

During the distribution of the cards, the Parent - Teacher Conference (PTC) is scheduled.

The parents / legal guardians must come and see the adviser on these scheduled dates. Report cards must be duly signed by the parents / legal guardians and must be returned two days after the distribution of the cards to the Adviser.

Parents/guardians who were not able to get the Report Card on the scheduled date may view the report card of their child/ren from the Registrar’s Office.

In case of loss of report card, a re-issuance fee shall be charged.

# PROMOTIONS

CIE British School follows the mandate of the Department of Education pertaining to student promotion.

# ACCELERATIONS

Acceleration Program of CIE British School is up to Year 2 only. Guidance Counselor receives list of recommended students for Acceleration from the Foundation School teachers during the 1st week of February of the current school year.

Criteria for acceleration:

- Must be recommended by the Foundation School Teachers
- Two years residency in CIE British School
- Pass the age requirement of the level
- Possess Above Average IQ
- Sir Isaac Newton Awardee in the Third Quarter with a general average of 98% and above
- Pass the Acceleration Exams
- No DQ, W or F in Conduct
- Emotional readiness
- Must attend the one month Acceleration Class

# YEAR-END CLEARANCE

Student year-end academic clearance slips must be accomplished after the final exams. Basic Education students must accomplish the Year- end Clearance before going on summer vacation.

## EXAM PERMIT

Students shall be allowed to take periodic examinations upon the issuance of exam permits.

## SUBJECT REQUIREMENTS

Additional subject requirements will always be given by the subject teachers to the students one week ahead before they are needed.

## STUDY PERIOD

1. All CIE students are required to attend the Study Period during school days, except scheduled Fun Days. No assignments will be given to the students.
2. Class advisers/Subject Teachers are required to monitor their respective classes. In case of absence, the Headmaster must be able to assign a substitute who will monitor the class of the teacher who is absent.
3. Subject teachers regularly conduct authentic assessments to evaluate readiness of each student every end of the week.

4. Based on assessment results, students are regrouped according to academic and behavioral needs.
5. Class advisers will prepare a list of students who are behaviorally at risk. This list must be confirmed by the Guidance office before submitting to the Headmaster for reference and regrouping.
6. Subject teachers will prepare a list of academically at risk students and academically excelling students. The list is submitted to the Headmaster for reference and regrouping.
7. Enhancement/Enrichment activities are focused on the following subjects:
  - a. Mathematics (Concepts and Problem Solving)
  - b. Writing, Vocabulary Building, Spelling and Handwriting
  - c. Science and Technology
  - d. Critical/Systems Thinking
  - e. Extemporaneous Speech
  - f. Power point presentations
8. Professional level Teaching Strategies include:
  - a. Mentoring
  - b. Facilitating
  - c. Feedback Mechanism
  - d. Teaching critical thinking
  - e. Teaching with questioning
  - f. Learning with others
9. Honour students who have tutors shall be disqualified from the honours list.

# GoG DEFENCE AND PRESENTATIONS

The Years 8 and 12 will have their Gift of G.O.L.D. project defense while the Year 7, 9-11 will have their Gift of GOLD project presentations every March.

## AWARDS AND RECOGNITIONS FOR BASIC EDUCATION

### Academic Awards

Every grading period/quarter and at the end of the school year, students are recognized for their outstanding and exemplary performances both in academics and in conduct.

Awards given to outstanding Basic Education students for academic excellence are as follows:

Award	<u>General Average Grade</u>
Sir Isaac Newton Award	98 – 100 %
Albert Einstein Award	94 – 97.99 %
Charles Darwin Award	90 – 93.99 %
Perfect Attendance Award	
Neatest Student Award	
Most Responsible Student Award	

Students who excel in various subjects and those who possess outstanding qualities will be given a quarterly recognition by their adviser every end of the grading period.

The criteria for giving out these awards are given to the teachers and made known to the students at the beginning of the school year.

Since behavior is given utmost consideration, special awards are forfeited automatically if a student has incurred a W (Warning) or DQ (Delinquent) in conduct for the specific grading period.

## Baccalaureate/Commencement Ceremony Honours

Highest Distinction / With Highest Honours / Highest Merit

- 95-100% general average no grade below 93%
- with 3 years residency

High Distinction / With High Honours / With High Merit

- 90-94.99% general average no grade below 89%
- with 3 years residency

Distinction / With Honours / With Merit

- 85-89.99% general average no grade below 85%
- with 3 years residency

## Criteria for Baccalaureate Honours

60%	academic/scholastic
30%	student development (co- and extra-curricular)
<u>10%</u>	conduct
100%	Total

- with 3 years residency

## Special Awards

1. Leonardo da Vinci Award is given to student/s who have the made the most creative products, outstanding presentations, and art works throughout the school year.
2. Little Prince Award is given to students who exhibit exemplary behavior.
3. Martin Luther King Jr. Award is given to student who is nominated as Best Gift of GOLD Defender as recommended by the panelists during the GOG Defence.
4. Founder's Award is given at the end of the school year to students with 98 % and above average in the different subjects during the final grading period
5. Athlete of the Year is given to students who represented CIE British School in local, national and international competitions with 98% and above in the final Physical Education grade.

6. Violinist / Junior Violinist of the Year Award is given to students who have outstanding skills in playing the violin and has played a role in school recitals and productions. They are nominated and recommended by the violin teachers.
7. Best in Performing Arts Award is given to students who have taken roles in school productions and displayed laudable skills in the different forms of performing arts.

## Deliberation and Approval of Honours

The Baccalaureate Honours shall be deliberated by the faculty members, Headmaster and approved by the Academic Board composed of:

- Founder and Chief Executive Officer
- Senior Vice President for Education
- Dean of Colleges
- Vice President for Basic Education
- AVP for Education
- School Superintendent
- Chief Registrar

The decision of the Academic Board is final and executory.

# RULES AND REGULATIONS

## SCHOOL DISCIPLINE

All matters pertaining to discipline is the main duty and responsibility of the Headmaster and the Dean.

Discipline must be PARENTAL but FIRM. It seeks to give due recognition to the human personality and is geared toward a clearer understanding of the problems and weaknesses of the students.

Sanctions/penalties should not be taken as a punishment but as a reminder that there are certain behaviors that need to be discouraged and corrected because they are contrary to ethical and the academic standards we want to uphold.

Discipline, as an essential element in all group and individual actions, should be given emphasis in the development of the student. This would lead an individual toward the fullest development and discovery of his/her potentials. Every individual must strive to control his/her whims and impulses and must always work for the common good.

“Positive and non-violent discipline of children is a way of thinking and a holistic, constructive and pro-active approach to

teaching that helps children develop appropriate thinking and behavior in the short and long-term and fosters self-discipline. It is based on the fundamental principle that children are full human beings with basic human rights. Positive discipline begins with setting the long-term goals or impacts that teachers want to have on their students' adult lives, and using everyday situations and challenges as opportunities to teach life-long skills and values to students." Dep Order No 40, S 2012 Section 3

## 1. Attendance and Punctuality

- 1.1. All CIE students must be present on every scheduled school day. Any absence from or tardiness in class due to illness, accident or emergency is excused only when confirmed by parents and a licensed physician, as the case may be, and in writing, and approved by the Headmaster.
  
- 1.2. A student shall be considered late if he / she arrives 1 minute after the start of classes in the morning and in the afternoon respectively. During morning assembly, a student arriving late is asked to stay in the designated area until the assembly is finished. Upon entering the school premises, their names are listed by the designated patrol on duty.

- 1.3. Students arriving 30 minutes after the start of classes in the morning and in the afternoon are considered to be cutting classes. Communication notebook will be checked.
  - 1.3.1. Policy for tardiness shall be as follows:
  - 1.3.2. Any student who is absent from any class must present an excuse letter duly signed by the parents or guardian. The excuse letter must be shown to the class adviser. Failure to hand in an excuse letter two (2) days after his/her return is considered absent.
  - 1.3.3. A student who has incurred absences of more than 20% of the required total number of class or laboratory periods during the school year or term shall earn no credit for the subject/course (Article 14, Section 73, MORPS)
  - 1.3.4. Students are issued yellow slips when they are pulled out from school for emergency reasons. No student is allowed to leave campus within school hours without a yellow slip as well. Yellow slip shall be issued when the students present a letter from the parents. The Headmaster will not entertain phone calls from

parents or guardians for an issuance of yellow slip.

- 1.3.5. A student is issued a white slip by the nurse for medical reasons e.g. Students get sick during school hours.
- 1.3.6. Students are issued blue slips for minor violations of school rules and regulations.
- 1.3.7. Warning slips are also issued to students for tardiness and for any other violations of school rules and regulations. A 3<sup>rd</sup> warning slip will mean suspension for a day. DQ for conduct of the 6<sup>th</sup> count.

## 2. General Assembly / Flag Ceremony

- 2.1. All students are required to attend the Flag Ceremony every Monday to Friday at 7:30 a.m. During the Flag ceremony the Headmaster will give reminders, announcements and some inputs on Good Manners and Right Conduct for the students to listen and learn from

### 3. Assessment of Students

- 3.1. The schedule of final presentations / assessments / submission / examinations will be posted on school bulletin board and homeroom classrooms.
- 3.2. No student is allowed to take the periodic examinations unless he/she settles his/her accounts in the Finance Department.
- 3.3. Two (2) weeks after every periodic examination, or as scheduled, the Parents-Teachers Conference (PTC) and Distribution of Report Cards (DRC) takes place where the result of academic and conduct performance of the students for the entire quarter are discussed with their parents.

### 4. Student's Journal

- 4.1. The Student's Diary is an educational tool in CIE. It serves as a means of communication between parents and the school administrators. It is the daily link of the school and the home. The Diary is one basis of knowing the performance status of the students which is the primary responsibility of the parents or guardian.

## 5. Students Identification Card

- 5.1. All students are required to wear the official School I.D. at all times.
- 5.2. The school I.D. is needed:
  - 5.2.1. To enter school premises;
  - 5.2.2. To be able to take periodic examinations, assessments and presentations;
  - 5.2.3. To borrow books from the library
- 5.3. These are the guidelines for school ID's:
  - 5.3.1. IDs are issued at the beginning of the year. If the student loses it, he/she will be charged for the cost of the ID.
  - 5.3.2. All lost IDs should be reported at once to the School Registrar.
  - 5.3.3. If the student fails to bring his/her ID, he/she has to get a temporary pass from the Registrar's Office.
  - 5.3.4. If an ID is damaged, the student must apply for a replacement from the School Registrar.

- 5.4. The refusal of student to present his/her ID upon request of an authorised school personnel shall be considered an offense.
- 5.5. ID's must not be tampered.
- 5.6. Follow the prescribed sling colors:
  - 5.6.1. Green sling – Years 9-12
  - 5.6.2. Orange sling – Years 3-8
  - 5.6.3. Yellow sling – Foundation –Year 2

## 6. Suspension of Classes

- 6.1. The CIE British School follows government orders for class suspension in cases of typhoons, strikes and the like. Parents and students are advised to monitor any official government announcements.
- 6.2. Classes are suspended for the following levels:

Pre-School	Signal no. 1
Grade School/High School	Signal no. 2
All Levels	Signal no. 3
- 6.3. If and when there will be transport strikes, classes will go on unless there is threat of danger to the lives of the students and teachers.

## 7. Use of Technology in the Classroom

- 7.1. The students are required to bring their own tablets, netbook and/or laptop.
- 7.2. The integration of the technological tools in the curriculum is essential in acquiring knowledge because the children will grow up having it as part of their lifestyle.
- 7.3. The pocket-wifi will:
  - 7.3.1. Give the students an opportunity to use, trouble-shoot and maximize the usage of the technological tools for learning.
  - 7.3.2. Give the school an opportunity to teach them to use and develop their own applications.

## 8. Dress Code

- 8.1. School Uniform
  - 8.1.1. All students who are officially enrolled in the CIE British School must wear the prescribed school uniform from Mondays to Fridays, except during Fun days where students wear their prescribed PE (swimming, aikido, fencing) uniforms.

- 8.1.2. No school uniform must be worn in an undignified manner.
  - 8.1.3. The skirts should not exceed 2 inches above the knee.
- 8.2. For emergency cases, students will be allowed to wear decent civilian clothes. Decent civilian clothes mean:
- 8.2.1. No short shorts or micro-mini-skirts more than two (2) inches from the centre of the knee;
  - 8.2.2. No backless blouses and shirts with plunging necklines;
  - 8.2.3. No sleeveless halter tops, hanging shirts or sandos, mid-riff blouses/shirt showing the abdomen area;
  - 8.2.4. No pants with holes, athletic shirts and tight-fit shorts;
  - 8.2.5. No skimpy, see-through attires, sleeveless body hugger;
  - 8.2.6. No soiled and untidy clothing;
  - 8.2.7. No sandals with untied back straps and rubber slippers;

- 8.2.8. No black or dark colored brasseries while wearing white outfits.
- 8.2.9. When in a school uniform and formal school function, clog sandals or platform shoes are not allowed.
- 8.3. Physical Education (P.E.) attire:
  - 8.3.1. Swimming attire for girls must not be made of skimpy, flimsy, and see-through materials; two-piece and french-cut swimsuits are strictly prohibited; swimsuits with breast pads are required.
  - 8.3.2. Swimming attire for boys must not be made of skimpy, flimsy and see-through materials; french-cut swimming trunks are strictly prohibited;
- 8.4. Students scheduled to make presentations or undertake activities as representatives of the Institution must be in complete school uniform unless otherwise specified by the advisers.
- 8.5. Students in violation of the dress code will not be allowed to enter the school premises.

## 9. Grooming

### 9.1. Hairstyle

9.1.1. The haircut for the boys should be:

9.1.1.1. No long hair (qualified as 2 inches from the lower ear lobe)

9.1.1.2. Hair should not cover the eyes.

9.1.1.3. Hair shaving is not allowed except for medical reasons.

9.1.2. The hairstyle for the girls particularly those with long hair must be secured neatly.

9.1.2.1. Bangs should not cover the eyes.

9.1.2.2. The girls are not allowed to shave their heads.

9.1.3. Outrageous hairstyles are not allowed for boys and girls.

9.1.4. Hair Streaking using loud colours is not allowed.

9.1.5. Hairdye use is limited to black and brown colours. Other colours are not allowed.

- 9.1.6. Students who do not follow the prescribed haircut will see the school barber and will be charged P200.00 for the cut.
- 9.2. Finger nails must be kept clean and trimmed at all times.
- 9.3. Student must always maintain good personal hygiene. Always be neat and clean.
- 9.4. No wearing of lipstick.
- 9.5. Accessories
  - 9.5.1. No necklaces and bracelets made of beads or strings.
  - 9.5.2. No nose ring.
  - 9.5.3. Wearing of jewelry should be limited to one ring, one watch and one bracelet.
  - 9.5.4. Only female students are allowed to wear 1 pair of earrings. Large and / or dangling earrings are not allowed.

## 10. Social Norms

10.1. All CIE students shall act mature at all times, whether on or off campus, respecting proper authority, the rights of fellow students and the good name of the Institution. To ensure an atmosphere conducive to the promotion of the common good, students shall be subject to the following norms.

10.1.1. Students shall at all times show respect and courtesy to all individuals, on or off campus by doing the prescribed CIE bow.

10.1.2. School facilities and equipment shall be handled with reasonable care.

10.1.3. Cellular phones, alarms, and other communication equipment are not allowed during classes, examinations, presentations, and other Institutional functions. If caught, these will be confiscated. All these devices must be on silent mode/switched off during class hours.

10.1.4. Healthy interaction with members of the opposite sex is respected. However, acts or gestures of intimacy which offend the sensibilities of the members of the community shall not be tolerated in campus and shall be

deemed an offense. Counseling and Parental Intervention will be recourse.

10.1.5. Loud talking, boisterous laughter or any unnecessary noise is to be avoided within the campus, especially in the vicinity of the classroom, library, and the Administrative Offices where silence is strictly observed.

10.1.6. Students are not allowed to use the Office Telephones or receive calls during class hours except during emergency cases. A phone is provided at the reception area for students' use. Students must strictly limit their calls to 3 minutes only.

10.1.7. During school functions, students together with their parents and guests are advised not to leave in the middle of an ongoing function as part of proper decorum.

10.2. Written information regarding co-extra-curricular and curricular concerns may be circulated within the campus upon approval of the Headmaster or the authorised representatives.

10.3. Students who wish to release written information other than the aforementioned concerns shall seek the recommendation from the Headmaster.

10.4. Students who intend to release information through the press, radio, or television, must seek prior clearance from Headmaster.

10.5. Students shall strive to develop a well-balanced personality by joining and actively participating in any of the recognized student's activities or organisations of the Institution.

10.5.1. Membership in any organisation / fraternity / sorority / brotherhood / sisterhood that advocates, tolerates, or is known to have in the past advocated, tolerated, or engaged in, violence as a requirement for admission to membership therein, or as a means of attaining its purpose/s or as an end in itself, whether or not actually resorting, or being merely sympathetic, to violence is prohibited.

10.5.2. CIE subscribes to and supports the right of students to meet or assemble in the campus reserved for that purpose to pursue their discussions. The use of the Institution's facilities for business meetings and various

social, cultural and recreational activities is encouraged but permission must first be secured from the Headmaster or Dean especially on Saturdays and Sundays or after class hours. At the same time, the Institution has the right to deny the use of facilities to those who fail to comply with CIE's regulations.

10.6. CIE encourages students to invite guest lecturers, speakers, seminar facilitators and participants. The following procedures in inviting guests must be observed.

10.6.1. A letter must be submitted to the Headmaster duly noted and approved by the faculty members concerned. This letter must also specify the activity, the guests and where applicable, the plate number/s of their vehicles at least three (3) days before the activity.

10.6.2. Prior approval of the Headmaster is required when inviting guests as a subject/ course requirement at least a week before the occasion.

10.6.3. The Headmaster should be informed in writing about important guests such as dignitaries, government and Church officials, diplomats,

and others of equivalent rank and / or stature at least a week before the particular activity.

10.7. Students shall at all times uphold the standards of responsibility, dignity, and courtesy which are part of the spirit of a true CIEan.

## 11. Child Protection Committee

### 11.1. General Policy

11.1.1. CIE British School is committed to provide a safe, orderly, respectful and civil educational environment for all its stakeholders - the students, the employees, parents, the administrators free from any harassment, intimidation or bullying. CIE British School is committed to facilitate high quality education within an environment that is both stimulating and enriching. Students shall at all times observe and abide by all the laws of the country and the rules and regulations prescribed by CIE.

11.1.2. In keeping with the commitment, CIE British School adopts the policy of condemning all acts of bullying, as the term is defined by this policy.

The purpose of this policy is to promote zero tolerance on any act of child abuse, violence, discrimination and to ensure that no student will be subject to bullying.

11.2. Definition of bullying as stated in the Republic Act no 10627, otherwise known as the anti-bullying act of 2013: an act requiring all elementary and secondary schools to adopt policies to prevent and address the acts of bullying in their institutions.

11.2.1. Bullying refers to “any severe or repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in a reasonable fear of physical or emotional harm or damage to his property, creating a hostile environment at school for another student, infringing on the rights of the other students at school, or materially and substantially disrupting the education process or the orderly operation of a school such as but not limited to:

11.2.1.1. Any unwanted physical contact between the bully and the victim like

punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;

11.2.1.2. Any act that causes damage to a victim's psyche and/or emotional well-being like malicious gossip, verbal threat Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim's looks, clothes, and body;

11.2.1.3. Cyber-bullying or any bullying done through the use of technology or any electronic means”

11.2.1.4. Additionally, examples of actions that may constitute to bullying include, but not limited to

11.2.1.5. Threatening student by blocking access to school premise

- 11.2.1.6. Intentionally hiding books, notebooks, netpads, bags, or other personal possession
- 11.2.1.7. Repeated mocking putdowns, humor relating to a student's race, color, gender, sexual orientation, religion, disability, or other personal characteristics, whether or not the student actually possesses them, leading to disruption of school activities or a threatening environment for the student
- 11.2.1.8. This policy shall apply to any conduct of bullying that occurs on school property or at school sponsored activities or events or when the conduct otherwise would substantially impede the educational environment.
- 11.2.1.9. No student shall be retaliated against for reporting any incident or conduct of bullying. However, a student who has intentionally falsely accused another student of bullying constitutes violation

of this policy and shall be subject to appropriate discipline.

### 11.3. Child Protection Committee

11.3.1. The Committee on Child Protection shall convene to hear and decide cases involving bullying as defined in this policy. The Committee shall at all times:

- 11.3.1.1. Campaign against bullying among its stakeholders
- 11.3.1.2. Identify students who have the tendencies to bully
- 11.3.1.3. Refer students for counseling to prevent incidents to occur
- 11.3.1.4. Educate the students on what to do when bullying occurs. As follows:
  - a) Tell the person that their behavior is unacceptable and that it must stop.
  - b) Tell the person that you do not like what they are doing and that it is not okay with you

- c) Report the behaviour or incident to the Guidance Officer
- d) If bullying does not stop, write the complaint and lodge the complaint to the Headmaster

11.3.1.5. Conduct parent/guardian conferences for continuous feedback about the student’s academic and behavioural performance.

11.3.1.6. The Committee on Bullying shall consist of the following members:

Dean of College	Chairperson
Prime Minister – HE Prime Minister – BE	Vice Chairperson
Speaker of the House - HE Speaker of the House - BE	Member
Chief Guidance Counselor Student Affairs Coordinator	Member
HE Manager	Member
Appointed Parent	Member

11.3.2. At least three (3) voting members shall constitute a quorum:

- Dean of Colleges
- Prime Minister
- Chief Guidance Counselor

11.3.3. A majority vote of the committee members shall be necessary for rendering judgment and imposing appropriate sanctions.

11.3.4. The Committee shall also conduct investigation once written complaints have been lodged to them.

11.3.5. The investigation process shall, at all times, follow the rules:

11.3.5.1. The committee will only act on written complaints submitted to the Headmaster.

11.3.5.2. The Headmaster, upon receipt of the written complaint shall begin investigation.

11.3.6. Interviews will then be conducted. Incident reports submitted by the complainant, the respondent and witnesses must be documented and evidences will be collected.

11.3.7. Once investigation is concluded, the Committee will be convened by the Headmaster and will furnish full investigation report to the Dean of Colleges.

- 11.3.8. Dean for College implements the decision.
- 11.3.9. The refusal of respondents, whether currently enrolled or not, to submit to the jurisdiction of the Committee shall be considered as an offence that may be prejudicial to the case.
- 11.3.10. The Committee on Bullying shall have jurisdiction over all cases involving all offenses, and the full authority to review and make decisions on such cases.
- 11.3.11. The Committee on Bullying shall have the power to immediately sanction students who are caught in the act of or about to commit the offence.
- 11.3.12. In cases where victims of bullying do not file complaints to the school authority and suspected perpetrators do not admit their guilt, any community member of the school who has full knowledge of the offence committed may file an incident report to the Committee.
- 11.3.13. The school and faculty members, based on the principle of “in loco parentis”, have the right,

duty and moral obligation to apprehend and refer violators of this policy

#### 11.4. Sanctions

11.4.1. Any action or behaviour prejudicial to good order and discipline shall be subject to disciplinary action as hereinafter provided. Students charged with violation of this policy shall be assured of due process and speedy remedy cases, including the right to appeal as herein provided. CIE British School shall at all times respect the rights of the any person as guaranteed by the Philippine Constitution and other relevant laws of the land.

11.4.2. Any offence or violation of this policy can lead to the following imposable penalties deemed appropriate and reasonable by the Committee:

11.4.2.1. Counseling

11.4.2.2. DQ in Conduct Grade

11.4.2.3. Suspension:

11.4.2.3.1. Preventive Suspension happens when the student has to be

removed from the school because his/her presence might cause danger to other students, teachers and school authorities. They are removed from the school while the investigation is ongoing. The student shall be given make-up tests and quizzes missed out during the duration of the suspension.

11.4.2.3.2. Punitive Suspension is given to a student as a sanction resulting from the investigation. This kind of suspension must not exceed 20% of the school days.

11.4.2.3.3. Exclusion: (Sec 77 of the Manual of Regulations for Private School) – is a penalty in which the school is allowed to exclude or drop the name of the erring student from the school rolls for being undesirable and transfer credentials immediately issued. A summary investigation shall have been conducted, and no prior approval by the Department of Education is



2<sup>nd</sup> Offence : Suspension with referral to appropriate services or child psychologist

3<sup>rd</sup> Offence : Exclusion from the rolls of the school

## 12. Disciplinary Sanctions

12.1. CIE shall impose disciplinary sanctions in any offense provided in the school manual inside and outside the school premises and when students are engaged in any school activity.

If a teacher witnesses an offense committed by the student, he/she shall do the following

For minor offenses:

Do counseling

Make an incident report

Reprimand, if repeatedly done

For grave offenses:

Reprimand

Make an incident report

File a complaint to Discipline Board

- 12.2. Class Advisers and Subject Teachers must make an incident report about the offense committed and inform the parents concerned
- 12.3. The following offenses are classified as grave and will warrant exclusion from the rolls of the school :
- 12.3.1. Purchase, use, possession, distribution or sale of prohibited and dangerous drugs provided under the Dangerous Drug Act.
  - 12.3.2. Possession of deadly weapons but not limited to firearms and explosives.
  - 12.3.3. Misusing, forging, tampering of school records and other school papers or using fake or forged school credentials and other papers.
  - 12.3.4. Preventing or threatening student or faculty members or school authority from discharging their duties or from attending class or entering the school premises.
  - 12.3.5. Instigating or engaging in activities resulting to damage to facilities, properties or injury to persons, cessation of classes.
  - 12.3.6. Bribing school personnel or authority.

- 12.3.7. Any form of immorality in/off the campus and other grounds.
- 12.3.8. Sexual Misconduct and public display of intimacy within the school premises and outside school premises, such as torrid kissing, petting, necking, touching of sensitive areas of the body and the like, which offends or tends to offend the sensibilities of the community, and / or which may be deemed or perceived as improper, vulgar, repulsive or immoral.
- 12.3.9. Possession, opening/ viewing/ downloading/ uploading and/or distribution of printed or electronic pornographic materials.
- 12.3.10. Posing and posting photographs/videos of oneself/others in lewd, improper, vulgar, repulsive or immoral manner on social networking sites.
- 12.3.11. Violation of R.A. 10627 otherwise known as the Anti-Bullying Act of 2013 (Refer to Appendix D for the implementing issue rules by DepEd policy)
- 12.3.12. Posting negative and offensive, derogatory comments/blogs about the school, school

officials, faculty, students on social networking sites.

- 12.3.13. Physical assault, intimidation, threats against school visitors, students and officials of other schools.
- 12.3.14. Gambling inside and outside of the school campus during class hours.
- 12.3.15. Hazing or any act causing physical injuries or violence to an individual; for the purpose of admission or maintenance of membership in any organisation whether recognized or unrecognized, overt or covert, or for whatever purpose.
- 12.3.16. Entering the school premises in an intoxicated state.
- 12.3.17. Any conviction made by the Court of Justice.
- 12.3.18. Vandalism or destruction of school property, or property belonging to any member of the faculty, administration, non-teaching staff, students and campus visitors.

12.3.19. Malicious mischief against students, faculty and school officials

12.3.20. Plagiarism

12.3.21. Manifestation of disrespect for the national flag and during flag ceremonies and flag retreats.

#### 12.4. Gross Misconduct

12.4.1. The following offenses are classified as serious and can lead to suspension:

12.4.1.1. Cheating during examinations (Academic Dishonesty).

12.4.2. Smoking inside the school premises is absolutely prohibited. For Basic Education, smoking is prohibited outside the school campus as well.

12.4.3. Cutting classes or leaving the campus without permission during class hours, loitering in and out of the school premises during class hours.

12.4.4. Formation of, membership in, or participation in activity of an organisation, fraternity /

sorority which presents clear and present danger of a substantive evil, which the school authorities have the right to curtail.

- 12.4.5. Disrespect, insubordination, refusal or disregard for apprehension, summons and notices of personal appearances before persons in authority.
- 12.4.6. Unauthorised possession and/ or drinking of alcoholic beverages within the school premises and outside school premises for Basic Education students.
- 12.4.7. Hacking of confidential information from the Computer Network Systems.
- 12.4.8. Malicious loading of computer virus in any of the school computers.
- 12.4.9. Provoking incidents harmful to the good name of CIE, involvement in a serious brawl on and off campus.
- 12.4.10. Refusing to identify student(s) who violated serious school offenses.

12.4.11. Publication of write-ups or expression of opinion that will defame the school or any of its personnel's reputation.

12.5. The following offenses are classified as less serious and can lead to a demerit in Conduct or suspension:

12.5.1. Unexcused tardiness to school and in class, assembly or students' gathering.

12.5.2. Unexcused absences.

12.5.3. Coming to school without the Student's Diary.

12.5.4. Unauthorised use of any of the school computers or failure to comply with the procedures of the Computer Laboratories.

12.5.5. Littering and spitting in the school premises.

12.5.6. Gross acts of disrespect in words, gestures, signs or deeds, which tend to put any member of the faculty, administration or non-teaching staff (clerical staff, discipline officers, security guards and maintenance personnel), students, visitors, in ridicule or contempt.

- 12.5.7. Wearing of earrings and failure to comply with the required haircut for the male.
- 12.5.8. Wearing of any headgear (e.g. caps, hats, sunvisors, etc.) during class hours.
- 12.5.9. Bringing in of cellular phones and pagers during classes, examinations, presentations and other school functions.
- 12.5.10. The commission of these offenses may lead to the imposition of the following sanctions:

First Offense:

- a) Verbal Warning
- b) Notice to parents
- c) F (Fair) in conduct

Second Offense:

- a. Notice to parents
- b. Conference with parents
- c. W (Warning) in conduct
- d. Forfeiture of special awards

Third Offense:

- a. DQ (Delinquent) in Conduct
- b. Two (2) days suspension from class however, the student is required to accomplish tasks designated by the Guidance personnel.
- c. Forfeiture of special awards

12.6. The following offenses are classified as minor:

- 12.6.1. Loitering, shouting, boisterous laughter, eating, sleeping, standing and walking around unnecessarily, uttering foul language and making foolishness during class sessions.
- 12.6.2. Wearing of inappropriate campus attire or improper uniform.
- 12.6.3. Entering the campus without a valid school ID.
- 12.6.4. Coming to school without or incomplete assignment and no materials (e.g. textbooks, pen, paper, dictionary, or any other classroom requirement).
- 12.6.5. Leaving things inside the school premises other than the designated places.
- 12.6.6. Unauthorised Internet chatting and playing games in any of the school's computers.
- 12.6.7. Borrowing of materials and money from classmates or schoolmates inside the school premises.

- 12.6.8. Coming to school with unsigned Diary or notice slips by the parents.
- 12.6.9. Sporting of visible and excessive tattoos.
- 12.6.10. Commission of the following offenses may lead to the imposition of the following sanctions:

First Offense:

Verbal Warning  
Notice to parents

Second Offense:

Notice to parents  
F (Fair) in conduct

Third Offense:

Notice to parents  
Conference with parents  
F (Fair) in conduct

Fourth Offense:

Notice to parents  
Conference with parents  
W (Warning) in conduct

Fifth Offense:

Notice to parents  
Conference with parents  
DQ (Delinquent) in conduct

12.7. A student who has incurred three (3) DQ in Conduct in the current school year will be placed in a disciplinary probation in the next school year.

12.8. Four (4) DQ in Conduct in the current school year will result in an advice to transfer for the coming school year.

### 13. Commendable Acts

Commendable acts and are given corresponding merits and awards in conduct:

13.1. Passing of at least 90% of the requirements before the deadline.

13.2. No absences

13.3. No tardiness

13.4. No violations of rules and regulations

13.5. Consistent in bringing their parents to school functions such as seminars, PTC, Orientation, Recollection,

13.6. Workshops

13.7. Dutiful in the Diary system

13.8. Clean and orderly Diary

13.9. Other commendable acts

## 14. Organisations and Clubs

14.1. The students are encouraged to be members of any school-recognised organisations / clubs of his / her own choice.

14.2. Each of the organisations / clubs keeps a record of its Constitution and by - laws which also relates to the social orientation thrust. The different existing clubs provide a variety of diversion. This is to properly equip the students with the opportunity to enhance their innate talents, capabilities and skills and likewise strive for their physical, intellectual, social and spiritual development.

14.3. The school organisations / clubs are as follows:

- 14.3.1. Student Council
- 14.3.2. Math and Sciences
- 14.3.3. Literary(Millennian/Synopsis)
- 14.3.4. Cultural / Arts
- 14.3.5. Sports
- 14.3.6. Adventure Seekers
- 14.3.7. Socio-Civic
- 14.3.8. Spiritual

# SCHOOL FACILITIES

## Classroom

All students must keep their classrooms neat and clean. All Toddlers must leave their shoes in the shoe racks. Students are not allowed to leave their things in their classrooms overnight. Eating and drinking inside the classrooms are strictly prohibited, except for lunch classes, supervised by the teacher.

## Science and Computer Laboratory

Rules and regulations on the proper use of all the science and computer laboratories are posted in each of the computer laboratory's doors. Strict implementation of these rules and regulations must be observed.

## School Library

The main library provides the following services for the students:

- Book borrowing
- Book reservation
- Compiling bibliographies upon request
- Library instruction
- Library orientation
- Reference inquiries
- Storytelling (for Pre - Schoolers)
- Film / Slide showing
- Reservation of AV materials

The library is open from Mondays to Fridays, 8:00 a.m. to 6:00 p.m. and Saturdays from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m.

Users of the school library should strictly adhere to the rules and regulations pertaining to library use and borrowing of materials.

## Playzone

All students may play in this area as scheduled by the Adviser. Students must return the toys in their proper places after each use. Students are not allowed to bring outside anything from the playroom. Unless otherwise assigned by the teacher, students are not allowed to bring toys to school as their toys may get mixed - up with the other toys belonging to the school or may be lost.

## Violin Room / Audiovisual Room / P.E. Room

The rooms shall be used only for scheduled classes. Students should not use these rooms for any other purposes without written authorization.

## Medical Services

The school provides medical services to the students. The medical staff can only administer first aid in emergency cases. It is for this reason that the immediate response from the parents to the school staff's call is imperative.

In the event that the parent/guardian of the student cannot be contacted, the school will facilitate transportation for the student to his/her physician/pediatrician (as indicated in the health form) accompanied by the school nurse and designated personnel. Expenses incurred by the student shall be reimbursed to CIE British School by the parents or guardians.

The CIE British School Administrative and teaching staff and its other employees are not liable financially or otherwise for any accident and/ or injury suffered by a student in its premises, its extensions, particularly when the accident and/ or injury is caused by the act of the fellow student, or fortuitous events or by persons not connected or employed by CIE British School. CIE British School cannot be also held liable for any accident before or after the prescribed school hours. Parents and guardians must fetch their children immediately after their scheduled classes.

Children who are manifesting the following symptoms must not be sent to school:

- Above normal temperature
- Runny nose, cough
- Nausea, vomiting
- Diarrhea, stomachache
- Ear ache or discharges from the ear
- Inflamed eyes, sore eyes
- Sore and swollen throat

If a student is sent to school with any of the above symptoms, the school staff will call the attention of the parents and require that the student be fetched and brought home.

A student who has acquired a communicable disease, such as mumps, measles, chicken pox, etc. must be kept home until a doctor's certificate is obtained stating that the student is fit for school and that the disease has passed the stage of communicability. Upon his/her return to school, the student must present the certificate to the Headmaster or Dean.

Without the doctor's certificate, the student will not be allowed to attend classes.

## Lost and Found

Students who find an item which does not bear the identification of the owner must turn over the item to the Basic Education office.

Lost and found items will be deposited in the Lost and Found Box. Students who may have lost something may check with the Headmaster.

Lost and Found items will be kept by the B.E. Office for 2 months only after which these will be donated to organisations.

The schools shall not be held liable for any loss or damage of personal things of the students.

## Canteen

Students are allowed to go to the canteen only during snack and lunch time. No student will be allowed to go to the canteen other than their scheduled break time.

The canteen is also a non-smoking area.

Students caught violating this said regulation will be subject to disciplinary action.

# MISCELLANEOUS PROVISIONS

## Birthday Parties

Students are not allowed to hold birthday or farewell parties in the school, or distribute give aways, even during lunch breaks and / or snack / recess time.

To make birthdays more meaningful, students are encouraged to take part in the Gift of G.O.L.D (Gift of Giving Oneself to those who have Less and are Disadvantaged) project. In this way, students are made aware to share their blessings to the less fortunate at an early age.

The following are the beneficiaries of the Gift of G.O.L.D. project which the students may visit to share their blessings:

- Sisters of Mother Teresa for the sick and malnourished children
- Sisters of Mother Teresa for the Dying and Destitute
- Sister Marcia's Carbon Daycare Center
- Sister Marcia's Dangpanan Center
- Fr. Emmanuel Non's SAPAK Halfway House

## Advisory Classes

Aside from teaching a particular subject, some teachers are assigned to be an adviser of a particular class.

The class adviser is the key animator of programmes and activities in the Realisation of the educational objectives. He/she is the main catalyst in the intellectual, physical, and social formation of the students. He/she is a friend who accompanies the student in his growth process.

## Periodic Examinations

The school year is divided into four(4) grading quarters. At the end of each quarter, there is a periodic examination/assessment. The periodic examination may be given in forms of written examination, oral defense or project presentations.

When a student is ill on the day of the examinations, a medical certificate must be attached to the parents/legal guardian's letter.

Dates of these examinations are posted in bulletin boards and indicated in the school calendar. Faculty members are provided

copies of the schedule of examinations for their information and guidance.

No student is allowed to take the periodic examinations unless he/she has settled his/her accounts with the Finance Department and issued an exam permit.

Students are not allowed to take advanced examinations for whatever reason it may be.

## Academic Assistance by Teachers

If and when a teacher deems it necessary for the students to cope with the lessons, remediation sessions are given to the students in the afternoon but not later than 5:00 p.m. at no extra cost.

Parents must take note of this privilege; and that failure to bring the student at the specified time punctually shall mean a forfeiture of this privilege.

Students who are discovered being tutored by her/his own adviser will get a DQ in conduct. If the student is in the honour roll, he/she will be removed from the list.

## School Identification Card for Non-Student

ID cards will be issued to the person(s) authorised to pick up students. These IDs are signed by the parent(s) or legal guardian(s) and countersigned by the school Registrar. ID holders must display their ID on the lapel or upper breast pocket of their blouses / shirts upon entering the school premises

If for some reasons, an ID holder is no longer authorised to pick up the student, the ID will be surrendered to the school registrar and a new one will be issued to the new caregiver.

For safety reasons, any person who cannot present proper identification cannot enter the school premises and will not be allowed to take the child with him / her. The school adheres to the policy of the NO ID - NO ENTRY AND NO TAKING OUT OF CHILDREN.

## Visitors' I.D.

Other persons without CIE IDs must first register their names in the logbook as visitors. They must leave any type of identification such as driver's license, company ID or SSS ID with the guard. After which they will be issued a visitor's ID.

The visitor must present himself to the front desk after getting the visitor's ID for whatever business he has in the campus.

Holders of visitor's ID are not allowed to walk freely around the school campus. He / she is limited to the office area only and must be accompanied when touring the campus.

## Deadly Weapons and Firearms

Visitors, parents and guardians are not allowed to bring deadly weapons, firearms, alcoholic drinks and illegal drugs in the school premises. If discovered, the firearms or deadly weapons will be confiscated and the person involved will no longer be allowed anywhere within the school premises. In the case of possession of illegal drugs, the drugs shall be turned over to the proper authorities and criminal charges shall be filed.

## Proper Decorum of Parents

Parents and Guardians of school children must obey all the rules and regulations of the CIE British School schools, avoid behaviours and actions that would cause damage or loss to the school's name, properties, employees, students and/or other parents, particularly acts that would malign the school and put the school in bad light.

The following cases wherein the parents will get involved are grounds for outright exclusion of their children to the school's rolls in the next school year:

- Scandalous and abusive verbal exchange and /or fight due to personal differences or otherwise with other parents, guardians, caregivers, drivers, security guards, CIE British School faculty and staff and students within the school and its extensions.
- Threatening verbally or in writing the life of another parent, guardian, caregiver, driver, security guard, CIE British School faculty and staff and students in and out of the school premises.
- Verbal abuse and/or shouting at any CIE British School employee in and out of the school premises. Inflicting physical injuries to other parents, guardians, caregivers, drivers, security guards, CIE British School employees and students in and out of the school premises.
- Possession and circulation of prohibited drugs
- Carrying firearms and deadly weapons inside the school.
- Blatant disregard of the school rules and regulations.
- Encroaching to the right of privacy of the student by forcing the teacher and school authorities to release the educational records and grades of a student other than their own children, without the written consent and authority from the concerned parents.
- Entering the classroom during classes without appointment and loitering around the hallway.

- Parents, guardians, nannies and drivers must observe proper conduct and must exhibit good grooming and dress code.
- No short shorts and micro mini-skirts, backless blouses, midriff blouses showing the abdomen area, pants with holes, athletic shirts, undershirts, soiled and untidy clothing, slippers and flipflops
- Parents and guardians are encouraged to attend meetings and must see the class advisers of their children during the scheduled parent-teacher conferences.
- Parents and guardians who need to talk to the class advisers, subject teachers and /or Headmasters must set an appointment with the front desk personnel. In cases of emergency, the parents are to see the AVP for Basic Education.
- No giving of gifts to teachers, administrators and staff.

## Appendix A

### CIE British School

Maharlika Highway, Barangay Abucay, Tacloban City, 6500 Philippines

#### OATH OF UNDERTAKING

(Academic Probationary Status)

This is to certify that I, \_\_\_\_\_, a level \_\_\_\_\_ student of CIE British School, is enrolled on an academic probationary status. Because of my enrollment status, I promise to uphold the tenets of the school, obey the policies, the rules and regulations embodied in the student handbook and to

1. Must maintain an average not lower than 80% in every subject in all grading periods.
2. Must not have a failing grade in any of the subjects.
3. Must report to the Student Development Center as scheduled and every after term for follow - up.
4. Must be closely monitored by the Parents / Guardians, Class Adviser and the Guidance Counselor for my study habits.

Failure to comply with any of the aforementioned, especially in the first two grading periods, is tantamount to suspension and counseling or is advised to transfer to another school as the merits of the case may warrant.

I hereby fully understand the content and administrative implications of the waiver, thus, I willingly and voluntarily affix my signature.

Conforme:

SIGNATURE OVER PRINTED NAME  
(Student)

SIGNATURE OVER PRINTED NAME  
Parent / Legal Guardian

Headmaster

Chief Guidance Counselor

Date Signed:

Date Signed:

## CIE British School

Maharlika Highway, Barangay Abucay, Tacloban City, 6500 Philippines

### OATH OF UNDERTAKING

(Disciplinary Probationary Status)

This is to certify that I, \_\_\_\_\_, a level \_\_\_\_\_ student of CIE British School, is enrolled on a disciplinary probationary status. Because of my enrollment status, I promise to uphold the tenets of the school, obey the policies, the rules and regulations embodied in the student handbook and to do the following conditions:

1. Must maintain an average not lower than 80% in every subject in all grading periods.
2. Must report to the Student Development Center as scheduled and every after term for follow - up.
3. Must be closely monitored by the Parents / Guardians, Class Adviser and the Guidance Counselor for my study habits.
4. Must undergo family counseling to eliminate attitudinal problems
5. Must not have a W or DQ mark in conduct in every grading period.

Failure to comply with any of the aforementioned, especially in the first two grading periods, is tantamount to suspension and counseling or is advised to transfer to another school as the merits of the case may warrant.

I hereby fully understand the content and administrative implications of the waiver, thus, I willingly and voluntarily affix my signature.

Conforme:

SIGNATURE OVER PRINTED NAME  
(Student)

SIGNATURE OVER PRINTED NAME  
Parent / Legal Guardian

Headmaster

Chief Guidance Counselor

Date Signed:

Date Signed:

## Appendix C

### CIE British School

Maharlika Highway, Barangay Abucay, Tacloban City, 6500 Philippines

#### OATH OF UNDERTAKING

(New Students / Transferees)

This is to certify that I, \_\_\_\_\_, a level \_\_\_\_\_ student of CIE British School, is enrolled on a disciplinary probationary status. Because of my enrollment status, I promise to uphold the tenets of the school, obey the policies, the rules and regulations embodied in the student handbook and to do the following conditions:

1. Must not have a failing grade in all subjects in every grading period.
2. Must not have a W or DQ mark in CONDUCT in every grading period.
3. Must report to the SSD as scheduled and every after term for follow-up.
4. Must be closely monitored by parents/legal guardians and class adviser.

Failure to comply with any of the aforementioned, especially in the first two grading periods, is tantamount to suspension and counseling or is advised to transfer to another school as the merits of the case may warrant.

I hereby fully understand the content and administrative implications of the waiver, thus, I willingly and voluntarily affix my signature.

Conforme:

SIGNATURE OVER PRINTED NAME

(Student)

SIGNATURE OVER PRINTED NAME

Parent / Legal Guardian

Headmaster

Chief Guidance Counselor

Date Signed:

Date Signed:

I have read and understood and shall abide by the  
CIE School Manual.

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Parent's Signature over Printed Name

# NOTES