

BENEDICTINE INTERNATIONAL SCHOOL

“Helping children succeed in all avenues of life.”



STUDENT HANDBOOK SCHOOL YEAR 2021 – 2022

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INTRODUCTION

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

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

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

Founded in June 2000, BIS was granted recognition to operate for Kindergarten, Grade School, Junior and Senior High School departments by the Department of Education.

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

Educational Philosophy

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

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

As a School that Learns, BIS utilizes the tools and habits of Systems Thinking which is attributed to Peter Senge, MIT Senior Lecturer, Author, and Founding Chair – Society for Organizational Learning (SOL). He says “Systems Thinking integrates the various parts of the system in a way that maximizes organizational effectiveness. The discipline of systems thinking provides a different way of looking at problems and goals not as isolated events but as components of larger structures.”

BIS, therefore, emphasizes the value and agency of human beings, individually and collectively, and generally prefers a balance between critical thinking and emotional stability.

VISION

BIS envisions being an active prime mover in the delivery of quality and practical education with information technology, social entrepreneurship, and emotional intelligence as its main thrusts.

In effect, BIS brings out the total person who is capable of positive changes in the Philippines and in the world community.

MISSION

BIS commits to develop 21st century learners equipped with the 5Cs:

COMMITMENT

Dedication to the choices one makes, desired future and life-long learning

COMPETENCE

Understanding of the nature of systems thru critical thinking and the utilization of the necessary tools and habits

CARE

The awareness of self in others, which translates to empathy and stewardship of nature

CONFIDENCE

The capacity to develop personal mastery in terms of managing emotions and in facing challenges and innovations

COMMUNICATION

The ability to engage well in constructive and collaborative communication

GENERAL RULES ON ADMISSION

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

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

All new students are placed under strict academic and deportment probationary status.

Procedure

1. Fill out the online [application form](#)
2. Email requirements to registrar@benedictine.edu.ph
3. Basic Requirements:
 - Birth Certificate or its equivalent
 - Recommendation letter from the Principal/Guidance Counselor
 - Report card (form 138)

For Foreign Student Applicants:

Authenticated Transcript of Records from previous school with the official grading system and English translation, bearing the original signature of the registrar and school seal with DFA Red Ribbon, 2 photocopies

Passport Information Page

Entrance Examination

The Benedictine International School Admission Test is waived for applicants for SY 2021-2022.

New Student Enrollment Procedure:

1. Link for online enrolment thru EduSuite will be forwarded when requirements are submitted registrar@benedictine.edu.ph
2. Tuition and Miscellaneous Fees can be paid thru Chinabank, Security Bank or UnionBank.
3. Proof of payment must be email to registrar@benedictine.edu.ph to complete enrollment process.
4. A receipt will be emailed when the deposit is cleared with the bank.
5. Students with incomplete requirement/s shall be considered temporarily enrolled.

Returning Student Enrollment Procedure:

1. Log in to [BIS EduSuite Portal](#)
2. Tuition and Miscellaneous Fees can be paid thru Chinabank, Security Bank or UnionBank.
3. Proof of payment must be email to registrar@benedictine.edu.ph to complete enrollment process.
4. A receipt will be emailed when the deposit is cleared with the bank.

***Enrolment is on first come first served basis. Students with arrears in accounts (enrolment fee, ECA, Library and Laboratory accounts) from the previous semester shall not be allowed in the succeeding school year unless balances and deficiencies have been settled.

Requirements for Returning Students

All bona fide students of the BIS and former BIS students who discontinued studies for one year or more and who wish to enroll must submit the following requirements:

- Filled-up Online Registration Form
- Latest Report Card or Form 138
- School Transcript of Record /Form 137/SF 10
- Foreign /Local Student/s who studied abroad must submit the above said requirements with DFA Red Ribbon.

Tuition and Miscellaneous Fees

1. The school, through the Finance officer, devised the following mode of payment:

- Annual:
Miscellaneous and tuition fees for the entire year are paid upon registration.
- Semester
Miscellaneous and tuition fees for the semester are paid upon registration and tuition fee for the second semester is paid on or before scheduled date.
- Quarterly
Miscellaneous and tuition fees for the first quarter are paid upon registration and the quarter tuition fee should be paid on or before the scheduled date.
- Monthly (For Filipino students only)
Miscellaneous and tuition fees for the first month are paid upon registration and the monthly tuition fee should be paid on the schedule given by accounting.

*** Online classes will be discontinued for unsettled two monthly payments or 1 quarterly payment.

*** For students with accountabilities, release of Quarterly grades are withheld until parent/guardian have made arrangements with the accounting office to secure the necessary permit.

POLICY ON REFUND AND WITHDRAWALS

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

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

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

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

Notice of withdrawal must be done in WRITING addressed to the school principal. There is NO refund for reservation and testing fee.

Procedure/Guidelines in Requesting Official Document/s:

1. For Form 137 / SF10
 - a. The school where the child/ren are transferring should send a request to BIS through registrar@benedictine.edu.ph
 - b. Requests from parents or guardians will not be granted.
2. Pay online and email a copy of the transaction slip or deposit slip to registrar@benedictine.edu.ph
3. Process of official documents is 3-5 working days after request after proof of payment is sent through email.

GENERAL ACADEMIC PROGRAMS

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

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

Brought about by the present demands of globalization on the use of English for communication, the primary medium of instruction for all learning areas is English. Values Education, aside from being a separate subject, is integrated in and across the curriculum.

The school is organized Grade School, Junior and Senior High School. Grade School is from Grades 4 and 6; Junior High is from Grades 7 to 10; and Senior High School is from Grades 11 to 12.

The learning areas for each organized level are:

Grade School (Grades 4 and 6)

- Filipino
- English
- Mathematics
- Science
- Social Science

Special Subjects:

Technology and Livelihood Education

- Information Technology

- Livelihood Education

MAPEH

- Music

- Arts

- Physical Education

- Health

Values Education & SEL

Junior High School (Grades 7, 8, 9, and 10)

Filipino
English
Mathematics
Science
Social Science

Special Subjects:

Technology and Livelihood Education
Information Technology
Livelihood Education

MAPEH

Music
Arts
Physical Education
Health

Values Education & SEL

Senior High School (Grades 11 and 12)

Academic Tracks:

Grade 11:

- General Academic Subjects (GAS)
- Humanities and Social Sciences (HUMSS)

Grade 12:

- General Academic Subjects (GAS)

Note: ABM is temporarily not offered this School Year 2021-2022.

SPED PROGRAM

Benedictine International School accepts children with special needs under an inclusion program. Upon the recommendation of their Developmental Pediatrician, children with special needs (CWSN) take the regular curriculum with or without the provision of shadow teaching. However, the school is only able to accommodate a limited number of CWSN per class as part of its commitment to address the individual needs of the students.

GRADING SYSTEM

Academics

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

The grades for the academic program are computed according to the required norms of Benedictine International School in consonance with the implementing guidelines of the Department of Education: There are 4 grading periods.

The scholastic standard or minimum requirement for every learning area is 70%, which means that for every 10 points, a student must get at least 7 points in order to pass.

The quarterly grade in a given learning is based on the class standing mark and the quarterly examination mark. 70% is from the overall class standing mark and 30% is from the quarterly examination mark.

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

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

The Non-numerical Rating Scheme or letter grades are used in the report cards in order to encourage students, parents and teachers to focus on the meaning of a grade as quality learning that has been achieved rather than the numerical value. Numerical grades are not released to the parents/guardians.

The marking codes are as follows:

Numerical	Letter Grade	Description
95-100%	A+	Excellent
90-94%	A	Advanced
85-89%	P	Proficient
80-84%	AP	Approaching Proficiency
75-79%	D	Developing
74% and below	B	Beginning

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

Department

While BIS gives high premium to competence in academics, the institution believes that every student must also develop right attitudes and values. A student is rated in department that consists of the remaining four (4) core qualities with the following criteria:

COMMITMENT, *dedication to one's choices and life-long learning*

- Responsibility
- Obedience
- Industry
- Punctuality and Attendance
- Positive Attitude towards Learning
- Involvement in School Endeavors
- Promotion of School Culture

CARE, awareness of self in others and the environment

- Sensitivity
- Helpfulness and Cooperation
- Consideration for Others
- Cleanliness and Orderliness

CONFIDENCE, *good sense of self and personal mastery*

- Integrity
- Self-Reliance
- Resourcefulness and Creativity
- Sportsmanship
- Leadership and Followership

COMMUNICATION, *constructive and collaborative engagement*

- Friendliness and Sociability
- Tactfulness
- Courtesy and Politeness
- Honesty and Sincerity
- Openness to Feedback

All the subject teachers rate the student in each character trait based on the criteria.

The Marking Codes are as follows:	
Letter Grade	Description
A	Very Good
B	Good
C	Fair
D	Poor

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

QUARTERLY EXAMINATIONS

Quarterly Examinations should be taken according to schedule. If the schedule of the examinations is interrupted by unexpected cancellation of classes, the examinations scheduled on the day classes are called off, are automatically reset on the day classes resume.

Reporting of Student's Performance

Parent Notification Reports

Every quarter before the scheduled quarterly examination, the parents/guardian of a student who is not performing according to standard are informed about their child's unsatisfactory performance through email to be prepared by the subject teacher(s) and class adviser.

Results of Quarterly Examinations

The parents/guardians are informed of the raw scores their child earned in the examinations.

Parent-Teacher Conferences (PTC) replaced with online consultation.

Report Cards

The report card is viewed ONLY to the parent / guardian of the student at the end of every quarter. This is intended to give the student and the parent / guardian information about the child's academic performance and character development for the past quarter. Numerical grades are not given to parents/guardians.

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

PROMOTION AND FAILURE

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

Grade School and Junior High School

A student whose quarterly grade is lower than 75 for any of the core learning areas is required to take a remedial class within the school year.

A final grade of 74.5 or higher at the end of the school year is required in order to pass a learning area.

A student who has three failing final grades in any of the major subjects: Filipino, English (English-Regular and English-Specialized), Mathematics, Science and Social Science, and/or in the general average is retained in the same level.

A student who fails in one (1) or two (2) learning areas is required to attend and pass summer classes at BIS in order to be promoted and admitted in the following school year.

Probationary Status for Students:

All new students are automatically placed under the probationary status be it under academics and/or deportment. New students who are placed under the probationary status are expected to meet the academic and deportment standards of the school and abide by the rules stipulated in the student handbook.

Old students who did not meet the academic and/or deportment standards must sign an agreement with the school prior to enrolment and admission to the next level.

Benedictine International School reserves the right NOT to accept failing or those under probation.

HONORS AND AWARDS

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

Quarterly Awards

Every quarter, the school awards academic honors to students who would achieve excellence in their studies. A subject excellence virtual certificate and/or department virtual certificate is awarded to every student who makes it to the honor roll.

Subject Proficiency Award is given to a student who gets a letter grade of A+ for the following learning areas:

- Filipino
- English
- Mathematics
- Science
- Social Science
- TLE
- MAPEH
- Values Education

Additional provisions:

- For composite subjects, all areas must have a letter grade of A+.
- Other learning areas should have a letter grade of P.
- All department grades should not be lower than B.

The **Department Award** is given to a student who gets at least three letter grades of A and one letter grade of B in a quarter; provided, grades for all subjects are not lower than AP.

Annual Awards

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

Academic Performance Awards

With **Highest Honors** (Gold medal) is given to students with a general average of A+, provided:

- No subject is lower than A in any quarter
- No Department grade is lower than B in any quarter
- With High Honors (Silver medal) is awarded to students with a general average of A, provided:
 - No subject is lower than P in any quarter
 - No department grade is lower than B in any quarter

With **Honors** (Bronze medal) is awarded to a student with a general average of P, provided:

- No subject is lower than P in any quarter
- No department grade is lower than B in any quarter.

Subject Proficiency Award is given to a student with a final grade of A+ in a given learning area, provided:

- Grade in the learning area in all quarters must at least be A+
- Grades for all areas are P or higher in all quarters
- No department grade is lower than B in any quarter

The **Annual Department Award** (Gold medal) is given to a student who has consistently been a Quarterly Department Awardee.

GRADUATION

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

Students who have manifested and given evidence of satisfactory academic performance, conduct and effort, as recommended by the faculty, and who embody to some significant degree the profile of the BIS graduate, are eligible to graduate in the Commencement Exercises. Thus, a Diploma with the Special Order from the Department of Education is hereby awarded for completing the course of study.

Requirements for Graduation:

- No failing final average grade in any learning area
- Cleared academic and department status by the end of the school year
- Clearance signed by all concerned parties
- No financial obligation to the school

Notes:

For **Local Student**:

- Form 137, indicated their grades from Grade 7 to 10
- Form 138 and;
- Birth Certificate

For **Foreign Graduating Student**:

- Form 137, indicated their grades from Grade 7 to 10
- Form 138 and
- Birth Certificate with DFA Red Ribbon

POLICIES AND RULES ON DISCIPLINE

Students Uniform

The total formation of the students of BIS is our foremost concern, part of this concern is to promote a sense of well-being through good grooming.

Students must always wear a decent top when attending synchronous online classes.

HAIRCUT

Boys are to observe the following:

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

Girls are required to maintain and observe the following:

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

SCHOOL ATTENDANCE

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

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

Every student is expected to attend the online classes.

All students should be in the chat room 5 minutes before the synchronous class starts.

Absences

A student who has been absent shall present an excuse letter through email by his/ her parents or guardian addressed to the respective coordinator thru the Class Adviser. Only those signatures in the parents' or guardians' contract will be honored. The letter must state the reason for absence. In case of prolonged absence (more than three days) due to illness, a doctor's certificate, indicating the treatment that has been administered and certifying that the student is fit to attend classes, must be presented.

Absence due to sickness and for other emergency reasons, which are beyond a person's control, is considered excused.

A student who has been absent is responsible for any lesson, assignment, class work or activity he/she missed.

Valid Reasons:

- Sickness, an excused letter with parent/ guardian signature should be presented; for 3 or more days, a medical certificate must be presented
- Death of immediate family member
- Pleasure Trip Abroad – a letter of intent should be submitted at least 1 month before date of departure together with a photocopy of the plane tickets
- Provincial- a letter of intent should be submitted at least 1 week before date of departure

Unexcused Absences:

- Dental, medical check-up and other personal matters.

CHEATING

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

Copying and allowing another to copy one's work The following circumstances are considered cheating.

PARENTS AND GUARDIANS

Circulars Through Emails To Parents And Guardians

The school communicates pertinent information to parents through circulars or letters sent thru the BIS email account and/or posted on Microsoft Teams.

Parent–Teacher Consultation (PTC)

Parent-teacher online consultation days are scheduled in order for the parents or guardians to coordinate with the teachers and administrators on the best ways in assisting students in their studies.

Online or Mobile Group Etiquette

Shall an online or mobile group is created, e.g. Viber, Messenger, and Teams the following guidelines must be observed:

- **PURPOSE**

This channel, serving as a support group for the students as they become more responsible individuals, will generally be used to communicate information and matters related to the specific class.

- **CONDUCT**

Let us communicate with each other as decent, courteous, responsible, respectful and respectable adults at all times. We are the role models for our children.

- **PROMOTE POSITIVITY**

This is NOT a venue to rant or vent about personal issues and displeasures about the school, teachers, co-parents or other children. Avoid blowing things out of proportion and initiating negativity in the group. If there is a serious matter that needs attention, please direct the concern to the appropriate party, and/or proper school authority.

- **SCHOOL PROTOCOL**

Any concern with the school/teacher/students should be handed in the appropriate manner following standard school protocols.

- **PRIVATE DISCUSSIONS**

Respect other people's privacy and time. If you are chatting with only one or two people in the group, direct your message to the concern party in a separate "conversation."

SUSPENSION OF CLASSES

Standing rules in suspension due to typhoon, as per following DepEd Order no. 59 s. 2003. are the following:

- BIS follows the DepEd's announcement of suspension of classes for any level.
- Classes in the Grade School, Junior High School and Senior High School levels are suspended under storm signal No. 2.

CODE OF DISCIPLINE

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

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

Purpose of Discipline

To teach respect for order, law and authority

To impress on the mind of the students the importance of rules and regulations

To deter the students from future violations

To correct and strengthen the character of the students

To protect the student body and the good name of the school from influence of the law breakers

To teach the students the idea of justice

To develop in the students a habit of self-discipline and undertaking of morals and right conduct

Offenses

The following are types of offenses identified according to categories. A student who commits any offense under each category and subsequently commits another infraction under the same category, said offense/offenses shall be reckoned cumulatively.

The following sanctions are corrective in nature, rather than punitive. Therefore, the parents of students who are still in their childhood years are invited for a conference in lieu of sanctions. Such conferences are aimed at putting structures, in school and at home, to influence a more positive behavior from the child. Students who incur violations are placed under counseling and coaching, where certain points of action are given and are expected to be met.

Types of Offenses and Sanctions

CATEGORY A

- Not wearing the prescribed attire
- Displaying outlandish appearance like fancy hairstyles, colored/dyed hair, punk attire

- Chewing gum/eating during online class hours
- Using of vulgar, foul or profane language
- Misbehaving during online classes
- Failing to present an excuse letter after absence
- Failing to submit reply slips/ circulars for communication
- Not performing the assigned duties or tasks
- Any act or omission or offense analogous to any of the above

SANCTIONS

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

1st offense: warning by the teacher

2nd offense: strong verbal warning by the teacher
and a written incident report

3rd offense: conference with parents/ guardian

4th offense: 2 days community service

5th offense: 3 days suspension

6th offense: the offense will be construed as category B

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

CATEGORY B

- Showing disrespect to faculty and non-teaching staff
- Possessing, displaying, and/or disseminating pornographic materials
- Instigating fights
- Plagiarizing
- Exchanging of indecent words, vulgar insults, (written or oral) with schoolmates; behaving in a manner that is publicly scandalous
- Any act or omission similar to any of above

SANCTIONS

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

1st offense: strong warning and conference with parents

2nd offense: 3-day suspension and 65% under the specific area/s in the Department

3rd offense: suspension for 1 week and 65% under the specific area/s in the Department

4th offense: suspension for 2 weeks and 65% under the specific area/s in the Department

5th offense: suspension for 3 weeks and 65% under the specific area/s in the Department

6th Offense: exclusion/expulsion

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

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

CATEGORY C

- Bullying and the like in cyberspace
- Cheating in any form during periodic exams and/or leaking test questions
- Selling, soliciting; fund-raising that is not recognized by the school
- Threatening, intimidating, provoking or coercing any member of the school community
- Usurpation of authority
- Selling and use of pyrotechnic devices
- Any act or omission similar to any of the above

SANCTIONS

The teacher concerned shall submit an incident report to the Discipline Committee stating the nature and circumstances of the offense, including the evidence and/ or materials relevant to the case and the chairman of the Discipline Committee shall inform the parents immediately.

The Discipline Committee shall conduct an initial investigation of the case during which the student shall be called in to give his/her side; the concerned student shall accomplish an incident report form.

The discipline Committee shall call the parents for a conference on the case and its initial findings.

The students/parents have the right to produce evidence on the student's behalf and or make an appeal in this regard.

The decision of the Disciplinary Committee shall be FINAL.

- 1st offense:** suspension for 1 week, another week of community service and 65% under the specific area/s in the Department
- 2nd offense:** suspension for 2 weeks and 65% under the specific area/s in the department
- 3rd offense:** exclusion/expulsion

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

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

CATEGORY D

- Assaulting a student or personnel
- Instigating or leading illegal strike
- Forging / Falsifying receipts and/or altering official documents (report cards, clearance, letters to/of parents, etc); giving false or fabricated or misleading information on any official record/report.
- Joining, participating and/or involving in fraternity or sorority not sanctioned by the school
- Committing harassment in any form
- Committing extortion
- Stealing and shoplifting in and off the campus
- Possessing, using or selling deadly weapon or explosives including firecrackers and pillbox
- Committing immorality

SANCTIONS

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

The teacher concerned shall submit an incident report to the Discipline Committee stating the nature and circumstances of the offense, including the evidence and/or materials relevant to the case and the chairman of the Discipline Committee shall inform the parents immediately.

The Discipline Committee shall conduct an initial investigation of the case during which the student shall be called in to give his/her side. An incident report form shall be accomplished by the student concerned.

The Discipline Committee shall call the parents for a conference on the case and its initial findings.

The students/parents have the right to produce evidence on the student's behalf and/or make an appeal in this regard.

The decision of the Disciplinary Committee shall be FINAL.

Once excluded/expelled – No certification of Good Moral Character will be issued.

SOCIAL MEDIA POLICY

This policy provides guidance for students use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chatrooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

Three important considerations (i.e. Reputation of the School, Welfare of its students, and Integrity of its teachers and staff) apply to the use of social media as part of Benedictine International School as well as personal use of social media when referencing the School.

As such, students should be aware of the effect of their online actions: long-term, short-term, and unintended consequences; and should use their best judgment in any form of online action, such as but is not limited to posting, that is

inappropriate nor harmful to the school, its employees, and its students and their families.

Everyone is enjoined to be guided by the 5 C's in making these judgments, ensuring an online environment that is governed by mutual respect and love for the members of the Benedictine family and the greater community at large. Undermining this resolve for such an environment will necessarily affect a student's standing in the school and may lead to eventual dismissal. A four-step escalation is put in place: verbal warning, written warning, suspension, and expulsion.

STUDENT SERVICES AND FACILITIES

Guidance Office

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

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

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

Administration Office

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

APPENDICES

Excerpts from The Manual of Regulations for Private Schools

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

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

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

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

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

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

Expulsion. Expulsion is an extreme penalty on erring student consisting of his exclusion from admission to any public or private school in the Philippines and which requires prior approval of the Secretary. The penalty may be improved for acts or offenses constituting gross misconduct, dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of marijuana, drug dependency, drunkenness, hooliganism, vandalism & other serious school offenses such as assaulting a student or school personnel, instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes preventing or threatening any student or school personnel from entering the school premises or attending classes or discharging their duties, forging or tampering with school records or school forms, and securing or using forged school records, forms and documents.

The Comprehensive Dangerous Drug Act of 2002

Republic Act No. 9165; Section 44 Heads, Supervisors & Teachers of School
Section 44. Heads, Supervisors, and Teachers of Schools. – For the purpose of enforcing the provisions of Article II of this Act, all school heads, supervisors and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors, and teachers.

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

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