Benedictine International School

"Helping children succeed in all avenues of life."

www.Benedictine.ph

Handbook for S.Y. 2026-2027

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Introduction

Education is a cooperative undertaking of the home and the school, which requires unity of purpose and consistency in pursuing this end. As a philosophy, Benedictine International School (BIS) believes that quality education forms systems-thinking citizens prepared to meet life's demands and move society forward.

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

It is, therefore, important that all students and parents thoroughly understand the contents of this handbook to ensure growth and success.

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

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 delivering such education.

It believes in enriching the education system's core competencies and values, using modern trends in class management, and applying methodologies and delivery methods for subject matter that often drive the success of innovative and relevant education.

As a School that Learns, BIS utilizes the tools and habits of Systems Thinking, 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 to maximize 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 delivering quality and practical education with information technology, social entrepreneurship, and emotional intelligence as its main thrusts.

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

MISSION

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

COMMITMENT

Dedication to the choices one makes, desired future,
and lifelong learning.

COMPETENCE

Understanding of the nature of systems through 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 based on the assessment test results, interviews, academic records, character evaluation, and the parent's 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 assessment test results in terms of scores and descriptions will be made for those who fail the test. The test will be held strictly confidentially.

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

PROCEDURE

Submit requirements to the Admission Office.

Secure an application form from the Admission Office.

Basic Requirements:

• Birth Certificate or its equivalent

• Recommendation letter from the Principal/Guidance Counselor

• Original copy of the Report Card (Form 138)

For Foreign Student Applicants:

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

• Accomplished BIS Application Form

• Photocopy of passport and visa

• SSP - Student Study Permit

For the Inclusion Program:

- Latest Annual Developmental Report
- Individualized Educational Program, if any.

Pay the testing fee at the Cashier's office and present the receipt to the Admission Officer, who will issue and schedule the assessment permit.

ASSESSMENT TEST

The assessment starts as scheduled by the Admission Officer. This test schedule will be strictly observed. If, for some vital reason, the applicant cannot come for testing on the set date, the parent/guardian should inform the Admission Office a day before the testing so that rescheduling can be arranged.

The assessment will comprise an achievement test in English (Reading Comprehension and Language), Mathematics, and Science.

Assessment results will be emailed to parents two days after the student applicant has taken the assessment. Parents or guardians will be invited to the school for a conference if recommendations are necessary.

PREREQUISITES FOR ADMISSION

1. The Admission Officer or representative will interview applicants who pass the assessment.
2. All new/returning students are placed under probationary status for a year.
3. The principal makes a final admission decision.

NEW STUDENT ENROLLMENT PROCEDURE:

1. Submit the original Report Card, photocopy of Birth Certificate, and original Transcript of Record
2. Log in to Edusuite and fill out the necessary information.
3. Settle the tuition and miscellaneous fees at the Registrar's Office.

OLD /RETURNING STUDENT ENROLLMENT PROCEDURE:

1. Present a duly signed clearance.
2. Update information in Edusuite.
3. Settle the tuition and miscellaneous fees at the Registrar's Office.

***Enrolment is on a first-come, first-served basis. Students with arrears in accounts (enrolment fee, ECA, Library, and Laboratory accounts) from the previous semester shall only be allowed in the succeeding school year if balances and deficiencies have been settled.

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:

Latest Report Card or Form 138

School Transcript of Record (Form 137/SF 10)

*** Foreign /Local Student/s previously enrolled abroad must submit the above-said requirements with DFA Red Ribbon.

FEES AND PAYMENTS

Tuition and other fees are posted at the Administration Office before and during enrollment.

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 the 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.

EXAMINATION PERMIT

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

For students with accountabilities, examinations are withheld until the parent/guardian has 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 refunds 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 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 student's last expected day of attendance for the proper fee to be collected from the student.

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

PROCEDURES FOR REQUESTING OFFICIAL DOCUMENTS

1. Present a request letter for Form 137/SF10 from the previous school.
2. Complete the request form.
3. Pay for the requested document/s at the registrar's office.

*** Visit the registrar's office from 8:00 am to 3:00 pm, Monday to Thursday. Obtaining official documents takes 3-5 working days after the request.

*** Form 137/sf10 should be requested by the current school, not the parents. It is a school-to-school process.

GENERAL ACADEMIC PROGRAMS

BIS is committed to an educational program that forms the human person. The academic program integrates various areas of knowledge and information, skills, and values. It ensures that the various aspects of the learner's growth: spiritual-moral, intellectual, psycho-emotional, socio-cultural, aesthetics, and physical-mental health 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, English is the primary medium of instruction for all learning areas.

The school is organized into Elementary and High School. Primary is from Grades 1 to 3; Intermediate is from Grades 4 to 6; Junior High is from Grades 7 to 10; and Senior High School is from Grades 11 to 12 for School Year 2026- 2027.

The learning areas for each organized level are:

A. Primary

- English
- Mathematics
- Filipino
- Makabansa (Nationalism) (Social Science and MAPEH)
- GMRC (Good Manners and Right Conduct)
- Science (Grade 3)

B. Intermediate

- Filipino
- English
- Mathematics
- Science
- Social Science
- Technology and Livelihood Education
- Information Technology
- Livelihood Education
- MAPEH: Music, Arts, Physical Education, and Health
- Values Education:
    - Social and Emotional Learning/Systems Thinking

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

- Filipino
- English
- Mathematics
- Science
- Social Science
- Technology and Livelihood Education
- Information Technology
- Livelihood Education
- MAPEH: Music, Arts, Physical Education, and Health
- Values Education:
    - Grade 7: Natural Born Winners Program
    - Grade 8 to 10: Financial Literacy
    - Social and Emotional Learning/ Systems Thinking

D. Senior High School (Grades 11 and 12) Academic Tracks:

Grade 11

- Strengthen Senior High Curriculum- Academic Track

Grade 12

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

OTHER REQUIREMENTS FOR INTERNATIONAL STUDENTS

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

INCLUSION PROGRAM

BIS accepts children with special needs under an inclusion program. Upon recommendation from their Developmental Pediatrician, children with special needs (CWSN) follow the regular curriculum with a shadow teacher. However, the school can only accommodate a limited number of CWSNs per class as part of its commitment to address each student's needs. If needed, only students enrolled in the inclusion program are given modified activities, quizzes, long tests, and exams.

Students enrolled in the inclusion program must submit the following to complete the admission requirements:

1. The latest annual developmental pediatrician report is to be updated every school year.
2. Individualized Educational Program (IEP)

Parent-teacher conferences (PTC) will be scheduled to discuss the developmental report and IEP. Teachers will observe the students and oversee their progress. Feedback will be given during the quarterly PTC.

EXTRA-CURRICULAR ACTIVITIES (ECA)

To help children succeed in all avenues of life, elementary and high school students must enroll and complete the requirements of their chosen ECA for at least two quarters of the school year. Clearance will only be issued to those who comply with the requirements.

CELEBRATIONS AND EVENTS

The students are encouraged to participate actively in different multicultural celebrations such as Filipino Language Month, Social Science Month, Family Day and Sports Festival, English Month, Christmas Fund-raising Activity, Math & Science Week, etc., to deepen and develop an awareness of different cultural heritage and influences.

Learning in BIS is open to more than its four nooks. The school ensures that learners, through different learning areas, take educational trips to places like theaters, historical sites, museums, botanical gardens, etc.

The value of sharing is inculcated in the minds of all the BIS students. The students are encouraged to assist needy people, such as the indigent and victims of calamities, through fund drives, soliciting goods and clothing, and even actual distribution.

Finally, BIS highly affirms the spiritual formation of the student through the administration of the Sacraments of the Holy Eucharist for the Catholics and other related spiritual activities.

GRADING SYSTEM

1. ACADEMICS

Each student's performance is measured against a well-defined level of achievement. 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 accordance with the implementing guidelines of the Department of Education. There are four grading periods.

The academic standard or minimum requirement for every learning area is 70%, meaning that for every 10 points, a student must get at least 7 points to pass.

The quarterly grade in each learning area is based on the class standing mark, performance task, and the quarterly examination mark. 70% is from the overall class standing mark and performance task, 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, experiments, etc. The components, as well as the corresponding weights, vary according to learning areas.

After the transmutation of performance, the lowest passing grade in any given learning area is 75. The lowest grade a student can get is 70, and the highest is 100, except for classes/instances when a ceiling grade is imposed.

The Non-numerical Rating Scheme, or letter grades, is used in the report cards 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. Both numerical and letter grades appear in the average.

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

The marking codes are as follows:

Numerical Grades	Level of Proficiency	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

2. DEPORTMENT

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

COMMITMENT (dedication to one's choices and lifelong learning)

Responsibility, Obedience, Industriousness, Punctuality and Attendance, Positive Attitude towards Learning, Involvement in School Endeavors, and 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, and 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

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

QUARTERLY EXAMINATIONS

Quarterly Examinations should be taken in BIS according to the schedule. Suppose the schedule of the examinations is interrupted by unexpected cancellation of classes. In that case, the examinations scheduled on the day classes are called off are automatically reset when classes resume.

Examination permits and complete uniforms are required during all quarterly examinations.

Late quarterly examinations are given to students on a scheduled day and time only upon presentation of valid excuse letters from their parents/guardians or a medical certificate if the absence is due to illness. Only a student with an excuse letter certified as valid will be given late quarterly examinations. A student whose excuse letter is not certified as valid or who fails to take the late examination on the scheduled day and time is given a grade of 70.

Any student who does not have a class standing mark, performance task mark, or examination mark for a given learning area is not qualified for honors in that quarter.

REPORTING OF STUDENT'S PERFORMANCE

The raw scores are available to parents and guardians through Edusuite two weeks before the examination.

Parent-Teacher Conferences (PTC) – These online conferences are held twice a quarter to allow all parents/guardians to discuss the academic and behavioral performance of the child/ ward. The first conference is held before the quarterly examinations, while the second conference is held after grades are released through EduSuite.

Quarterly Grade - The grades can be accessed on EduSuite by the parent/guardian of the student at the end of every quarter 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.

*BIS considers tampering with the annual report card and other school documents a severe offense.

PROMOTION AND FAILURE

Only students who perform according to the standards set forth for academics and deportment may be promoted to the next higher level.

GRADE SCHOOL

Makabansa, GMRC, Filipino, English, Mathematics, Social Science, Science and Values are the primary/core learning areas.

A final grade of 75 or higher at the end of the school year is necessary to pass a learning area.

A student with three failing final grades in any given subjects: Makabansa, GMRC, Filipino, English, Mathematics, Social Science, Science, and Values and/or in the general average is retained at the same level.

A student whose final grade in any learning area is 75 may be required to attend the Remedial Program to prepare them for the next level.

A student who fails in one (1) or two (2) learning areas must attend the Remedial Program.

JUNIOR HIGH SCHOOL

A student whose quarterly grade is below 75 for core learning areas must take a remedial class within the school year.

A final grade of 75 or higher at the end of the school year is required to pass a learning area.

A student with three failing final grades in any major subjects: Filipino, English, Mathematics, Science and Social Science, and/or in the general average is retained at the same level.

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

PROBATIONARY STATUS FOR STUDENTS:

All new students are automatically placed under probationary status, be it under academics and/or deportment. New students placed under 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 still need to meet the academic and/or deportment standards must sign an agreement with the school before enrollment and admission to the next level.

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

HONORS AND AWARDS

Benedictine International School acknowledges the importance of recognizing deserving students at the end of the quarter and the end of the school year.

QUARTERLY AWARDS

Every quarter, the school awards academic honors to students who achieved excellence in their studies. A subject excellence certificate and/or deportment certificate is awarded to every student on the honor roll.

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

- Makabansa (Grades 1, 2, & 3)
- GMRC (Grades 1, 2, & 3)
- Filipino
- English
- Mathematics
- Science (Grades 3-11)
- Social Science (Grades 4-10)
- Technology and Livelihood Education (Grades 4-10)
- Music, Arts, Physical Education and Health (Grades 4-10)
- Values Education (Grades 4-10)

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 deportment grades should not be lower than B.

The Deportment 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 at least AP.

ANNUAL AWARDS

The Annual Awards are given to students who have been Quarterly Awardees from the first to the fourth quarter for Grade School and Junior High School and Semestral Qualifiers for Senior High 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 Deportment 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 deportment 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 deportment grade is lower than B in any quarter.

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

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

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

GRADUATION

To be eligible for graduation, a student should have completed all the requirements and obligations 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 BIS graduate profile are eligible to graduate in the Commencement Exercises.

The graduating students must meet the following requirements for graduation:

- No failing final average grade in any learning area
- Completed ECA requirements for grades 6 and 10.
- Cleared academic and deportment status by the end of the school year.
- Clearance signed by all concerned parties.
- No financial obligation to the school

Notes:

For Local Grade 12 Graduating Students:

- Form 137 (indicated their grades from grade 7 to 10)
- Form 138 and Birth Certificate

For Foreign Grade 12 Graduating Students:

- 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 overall formation of BIS students is our foremost concern; part of this is promoting well-being through good grooming and proper wear of the prescribed school uniform.

Students must always wear the complete uniform during their entire stay in the school. The school uniform must be worn with simplicity and dignity.

Students must come to school daily in a clean, well-pressed/ ironed uniform.

If worn with an undershirt, a plain white sleeveless shirt is required.

The school uniform may only be worn in public gatherings when the students officially represent the school.

DAILY UNIFORM FOR BOYS & GIRLS

1. The official school collared shirt should be properly buttoned.
2. Any pair of blue denim jeans with no tears or holes.
3. Closed shoes (except Crocs; toes should not be showing)

P.E. UNIFORM

P.E. Uniforms may be worn when students come to school during their P.E. days. The P.E. uniform consists of:

1. Prescribed BIS P.E. uniform
2. Rubber shoes and white sports socks

Frequent failure to wear the proper school uniform will merit warnings, and continued non-compliance will result in corresponding sanctions:

First Offense

- verbal warning

Second Offense

- strong verbal warning
- The adviser will inform parents through a notification slip

Third and Succeeding Offense/s

- letter grade of C under the specific area/s in the Deportment

SCHOOL ID CARDS

BIS I.D. CARD

1. Students are required to wear their school ID during exams and events outside the campus.
2. If lost, a new BIS I.D. can only be secured at the Registrar's office after a written explanation duly signed by the parents/guardian is submitted to the Discipline Coordinator. A replacement fee must also be paid.
3. Tampering with BIS I.D. is strictly prohibited.

FETCHER'S CARD

1. For our students' protection, all fetchers must show the card to the guard on duty before leaving BIS with the child.
2. If lost, a new Fetcher's Card must be secured at the Registrar's office & the replacement fee must be paid.
3. Tampering with BIS I.D. is strictly prohibited.

COMMUTER'S CARD

1. All students permitted by their parents or legal guardians to commute must present a commuter's card to the guard on duty before being allowed to leave BIS.
2. If lost, a new BIS I.D. can only be secured at the Registrar's office after a written explanation duly signed by the parents/guardian is submitted to the Discipline Coordinator. A replacement fee must also be paid.
3. Tampering with BIS I.D. is strictly prohibited.

HAIRCUT

Boys are to observe the following:

- The length of the hair should not touch the collar of the uniform.
- Hair should be neat and well-groomed and should retain its natural color.
- The hair should not touch the collar of the uniform.
- Fancy hairstyles/ dyed hair is prohibited.
- Beards/mustaches are not allowed.

Girls are required to maintain and observe the following:

- When applicable, a well-combed hairstyle should be in place with a hairpin, ponytail, or headband.
- Outlandish hairstyles and colored/dyed hair are not allowed.
- Excessive make-up, colored hair, and facial piercings are not allowed.
- Fingernail polish is not permitted.

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. Absences over twenty percent (20%) will cause a student to be dropped from the student list.

An 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 their past academic performance, the student is still capable of coping with whatever lessons, quizzes, tests, and activities they were unable to take due to absences and that it is still possible for them to complete and pass the course.

Hence, even if the excessive absences were justified, it is evident that the student will not be able to catch up on the academic exercises or tests/quizzes he/she missed to pass the level; the student shall be dropped from the student list.

Every student is expected to come to school well-prepared for classes.

Regularity and punctuality in attending classes are expected of all students.

All students should be in school on or before 7:30 AM every Monday through Thursday. Friday is an Enrichment Day, and attendance will be recorded.

ABSENCES

An absent student shall present a written excuse letter signed by his/ her parents or guardian to the Academic Coordinator through the Class Adviser. Only those signatures in the parents' or guardians' contract will be honored. The letter must state the reason for absence. In case of prolonged absence (more than three days) due to illness, a doctor's certificate, indicating the treatment that has been administered and certifying that the student is fit to attend classes, must be presented. An admission slip will only be issued upon submission of the excuse letter.

Absent students will be admitted to class only if they present a valid excuse letter to every teacher at the start of each period and submit it to the Homeroom Adviser at the end of the day.

Students whose parents want them to be absent for the day for valid reasons must submit a letter to the Academic Coordinator through the respective Adviser before the start of the morning session to obtain a PASS SLIP.

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

Absent students are responsible for any lesson, assignment, classwork, or activity they missed.

A student whose attendance is irregular will be required to bring their parents or guardian for a conference with the Class Adviser at an appointed time. They will not be admitted to class until after the conference.

Valid Reasons:

Sickness- an excused letter with parent/ guardian signature should be presented; for three or more days, a medical certificate must be presented

Death of an immediate family member

Pleasure Trip Abroad – a letter of intent should be submitted at least one month before the date of departure, together with a photocopy of the plane tickets

Provincial- a letter of intent should be submitted at least one week before the date of departure.

Unexcused Absences:

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

TARDINESS

A student is considered late if they are not in the line formation during the Monday flag ceremony or in the classroom by 7:30 a.m. on regular days. They will not be admitted to class until they log in to the logbook at the guard's station.

Frequent tardiness will merit warnings, and subsequent persistent tardiness will result in corresponding sanctions:

Five unexcused tardies:

- The adviser will inform parents through a notification slip.

Ten unexcused tardies:

- Conference with parents/guardians
- Three days of community service

Sixteen or more unexcused tardies

- Three days suspension

CUTTING CLASSES

The following offenses are considered cutting classes:

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

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

TRUANCY

The following offenses are considered truancy:

- Absence without the knowledge of parents/guardians or school authorities.
- Getting off the school bus other than the drop-off area, such as a classmate's house.
- Leaving the classroom for an unreasonable length of time.
- Leaving the campus without permission from the school authorities.

CHEATING

Anybody caught cheating during activities, seatwork, reports, quizzes, and long tests will be automatically given 70% or the equivalent failing mark for the particular activity, seatwork, report, quiz, or long test and in self-formation under deportment for that quarter. A different sanction shall be given to cheating during periodical exams or for major outputs (see Offenses-Category C).

The following circumstances are considered cheating:

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

PASSES

There are three kinds of passes: leave pass, clinic pass, and phone pass.

Only one student at a time may use the restroom with a leave pass. Students are not allowed to use the restroom during the first subject period after recess and lunch, except in emergencies.

The Discipline Coordinator issues the necessary slip to students.

Only the Principal and the Discipline Coordinator can issue an off-campus pass.

SEARCH OR INSPECTION

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

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

Students may secure their lockers with their padlocks.

Confiscated items are turned over to the Discipline Committee.

Parents/guardians of students who have committed offenses due to the search or inspection shall be informed immediately.

USE OF MOBILE PHONES, GADGETS, AND SCHOOL LANDLINES

Students can bring mobile phones and devices for school and emergency purposes.

Students may bring their own devices to school. We recommend a laptop-style device as this is the most user-friendly for students' tasks.

Since last school year, we have made a concerted effort to reduce students' screen time on smartphones. We established new norms to reduce online interactions and increase face-to-face interactions during school hours. Devices must be surrendered to the adviser during homeroom and will be returned after dismissal.

We will continue to implement a Tech-Free recess and lunchtime—phones and computers must remain out of sight. THE SCHOOL IS NOT LIABLE FOR ANY LOSS OF MOBILE PHONES AND GADGETS.

Ball games are permitted only after the official dismissal of classes. This policy ensures that students have sufficient time to eat their meals, rest, and prepare for their afternoon classes. It also helps prevent students from delaying or skipping lunch because they are eager to play.

B. PARENTS

PARENTS/ GUARDIANS/ VISITORS/ YAYAS

The school grants certain privileges to persons with a charge over a student. Parents, guardians, visitors, or yayas are urged to comply with rules and guidelines. Any violation of these rules may result in the withdrawal of privileges.

Parents, guardians, and visitors who wish to see any teacher should first seek an appointment through the principal or written communication with the teacher concerned.

Parents, guardians, visitors, and yayas cannot go directly to the classrooms. They should first notify the principal of their intentions and presence.

Only those with a VISITOR'S PASS shall be allowed on the school campus.

Authorized yayas and guardians who enter the campus must observe proper decorum and must leave after their purpose of entering is done. They should also always follow the appropriate dress code. Sleeveless shirts, slippers, and shorts are not allowed in school.

CIRCULARS/ LETTERS TO PARENTS

The school communicates pertinent information to parents through emails. The students submit the reply forms duly signed by their parents or guardians on or before the due date. Non-submission of reply forms may affect a student's deportment grade.

PARENT – TEACHER CONSULTATION

Quarterly parent-teacher consultation days are scheduled so parents can coordinate with teachers and administrators on the best ways to support students' studies.

ONLINE OR MOBILE GROUP CHAT ETIQUETTE

If a group chat is created, e.g., Viber, Messenger, or Facebook group, the following guidelines must be observed:

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

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

PROMOTE POSITIVITY
Group chats are NOT a venue to rant or vent about personal issues and displeasure about the school, teachers, co-parents, or other children. Avoid blowing things out of proportion and initiating negativity in the group. Please direct the concern to the appropriate party and school authority if a severe matter needs attention.

SCHOOL PROTOCOL
Any concern with the school/teacher/students should be handled appropriately following standard school protocols.

PRIVATE DISCUSSIONS
Respect other people's privacy and time. Direct the message to the concerned party in a separate "conversation."

SAFETY AND SECURITY MEASURES

Appropriate screening measures are adopted so that only students, faculty members, school personnel, and persons with legitimate business with the school can enter the premises.

Students should always be responsible for their personal belongings.

Only accredited school buses and drivers can park in the reserved slots and pick up riders.

Any information regarding students enrolled at BIS is NEVER given to unauthorized persons, and NO information shall be given via telephone. Such information may be secured only with the permission of the parent and school head.

Students can leave the campus if personally fetched by the parent/guardian/an authorized person with the BIS Fetcher's card. Commuters must submit a letter of consent from parents/guardians to the Discipline Coordinator to secure a BIS commuter's card, valid for a school year, to be allowed to leave BIS.

No student may leave the campus during school hours unless an off-campus pass is accomplished, endorsed by the class adviser, approved by the Discipline Coordinator, and noted by the principal.

As a general rule, once a student leaves the campus after dismissal time, they may only re-enter on the same day if for valid reasons and with prior approval of the school authorities.

Parents are requested not to have their children remain at school more than thirty minutes after dismissal. There are occasions when students must stay for ECAs and other school activities, and they should be collected within thirty minutes of dismissal from that activity.

For homework or group projects, students are allowed to use the covered court until 3:30 p.m., but they must be productively engaged during this time—it is not a location to socialize or hang out.

Students waiting for a parent/sibling on campus must remain in the covered court. Students are not free to wander the campus or attend ECAs/rehearsals/practices for programs they are not enrolled in.

Off-campus activity may only be organized as an official school activity if the approval of school authorities has been secured. A teacher should always supervise the activity.

Students may only participate in an outside activity as a representative of BIS if there is written authorization from the school authorities.

Students may receive visitors or telephone calls only for emergencies, and these should be made through the Principal or Discipline Coordinator.

SUSPENSION OF CLASSES

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

BIS follows the local government's announcement of suspending classes for any level.

In the event of class suspensions, announcements are communicated through the Microsoft Teams group chat for students and the Viber group for parents and guardians.

When class suspensions extend to the second or third day and weather conditions have improved, the School may conduct online classes to ensure the continuity of learning.

Parents/guardians may contact the school at +632.8290.9683 in case of heavy downpours and no official announcement over the radio or television of any class suspension.

Parents are strongly encouraged to use their discretion if the child's safety is compromised.

In the event of a class suspension, the school may opt to conduct either synchronous or asynchronous classes, depending on the situation.

SCHOOL

CARE AND RESPECT FOR SCHOOL PROPERTY

School property and facilities are provided to facilitate the learning process. Interest and pride in the school should prompt students to treat school property with care and keep the campus clean and neat.

Property damaged by any student must be replaced or paid for by the erring student. Any property damage must be reported to the school authority concerned as soon as possible to avoid further damage.

Lost and found property must be surrendered to the coordinator's office and recorded in the Lost and Found logbook. Found items may be claimed from the office upon proper clearance.

The safekeeping of the student's personal property is the student's responsibility. Therefore, students are advised to bring only what is necessary for their school activities. Laptops, radios, recorders, cameras, musical instruments, and the like may be brought to school when needed for the lesson.

The school reserves the right to search the students' belongings for reported lost items or prohibited materials. The search will be conducted only by the school authorities or other authorized school personnel.

Students are expected to help maintain the cleanliness and orderliness of the canteen. They must always observe proper table manners. They are expected to show unfailing courtesy and respect to their fellow students and all canteen personnel. They must respect the property rights of the concessionaires. All students must practice clean-as-they-go during their breaks.

The students at fault must pay for any breakage or damage to the school property.

As a caring student, they must always maintain cleanliness inside and outside the school. Trash bins are provided in strategic areas of the school. They must dispose of all litter in the appropriate trash bin.

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, teachers, school officers, and the school.

The students are expected to give due recognition and comply with all rules and regulations that govern student behavior on or off campus, creating and fostering an environment conducive to learning and personal growth. The student, together with their parents, signifies their 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 the influence of the lawbreakers
- To teach the students the idea of justice
- To develop in the students a habit of self-discipline and adherence to morals and proper conduct

STUDENT DISCIPLINE CASE PROCEDURE

1. Any teacher, staff member, or student who witnesses or becomes aware of a possible violation shall report the incident to the Prefect of Discipline.

2. The Prefect of Discipline shall initiate the investigation by requesting the persons involved and witnesses to accomplish the Incident Report Form and submit any available evidence relevant to the case.

3. The Prefect of Discipline shall conduct interviews with the persons involved and witnesses to establish the facts surrounding the incident.

4. Based on the gathered information and evidence, the Prefect of Discipline shall prepare an Investigation Report containing the findings, applicable handbook provisions, and recommended disciplinary action, if warranted.

5. The Investigation Report shall be presented to the school's coordinators for review and recommendations to ensure consistency and fairness in the application of school policies.

6. The Prefect of Discipline shall invite the student's parent(s) or guardian(s) to a conference. Depending on the nature and urgency of the incident, the parent(s) or guardian(s) may be informed on the same day through official communication channels.

7. During the conference, the Prefect of Discipline shall present the findings of the investigation and the recommended disciplinary action. The student and parent(s) or guardian(s) shall be given an opportunity to share their concerns or provide additional information before the disciplinary decision is finalized. The final decision shall then be communicated to the parent(s) or guardian(s). A written appeal may be filed with the School Principal within the prescribed period should the parent(s) or guardian(s) wish to request a review of the decision.

8. Upon completion of the disciplinary sanction, the student may be referred to the Guidance Counselor for counseling, behavior intervention, or other appropriate support services to facilitate personal growth and prevent future violations.

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

TYPES OF OFFENSES AND SANCTIONS

CATEGORY A

- Displaying outlandish appearances like fancy hairstyles, colored/dyed hair, punk attire
- Sporting body piercings and earrings by boys
- Sporting multiple earrings by girls and boys
- Having long nails, wearing colored nail polish
- Wearing unnecessary accessories, i.e., chokers, fancy necklaces, bracelets, anklets, and the like
- Applying heavy make-up such as eyeliner, blush, eyeshadow, lipstick
- Spitting/improper disposal of trash and garbage
- Chewing gum/eating during class hours
- Using vulgar, foul, or profane language
- Misbehaving during assemblies, masses, flag ceremonies, classes, and other school activities
- Failing to present an excuse letter after an absence
- Failing to submit reply forms for communication
- Not performing the assigned duties or tasks
- Violating ERC and laboratory rules
- Loitering during class hours
- Staying in off-limit areas without permission from school authorities
- Using school equipment or facilities without authorization
- Leaving the classroom without permission from the teacher
- Buying from and selling goods to other students
- Any act of omission or offense analogous to any of the above

SANCTIONS

The Class Adviser handles routine disciplinary cases in their section and informs the Discipline Coordinator of the situation. The teacher concerned shall write an incident report, sign it, and submit it to the Discipline Coordinator, along with the concerned student's incident report form. The student concerned must explain in writing their participation in such incidents to be submitted to the Discipline Coordinator. Parents will be notified of repeated violations for grade school students.

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 of community

service;

5th offense: 3 days suspension

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

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

CATEGORY B

- Showing disrespect to faculty and non-teaching staff
- Possessing, displaying, and disseminating pornographic materials
- Sporting a tattoo on any part of the body
- Gambling in any form within the school premises
- Smoking inside the campus within the vicinity of the school (500 m radius), especially in uniform; possessing cigarettes, matches, lighters, and the like
- Using items such as mobile phones, laptops, radios, recorders, tablets, MP3, video cameras, digital cameras, and the like without the approval of school authorities
- Receiving/ entertaining visitors without the approval of the school authorities
- Throwing objects against one another, instigating fights, cutting classes
- Borrowing, lending, or tampering with pass slips, ID, library cards, and e-cards; damaging books or any school materials
- Not attending retreats, team-building, and other similar functions without valid reasons.
- Exploitation of another student through manipulation, coercion, deception, intimidation, or abuse of trust, including taking advantage of a student's age, vulnerability, disability, or special educational needs for personal gain
- Plagiarizing printed or digital resources
- Submitting AI-generated work as one's own without the teacher's permission
- Cussing, heckling, jeering, sneering, or exchanging indecent words or vulgar insults (written or oral) with schoolmates within the school grounds or outside; behaving in a publicly scandalous manner
- Unauthorized posting or removal of posters and other notices on the premises.
- Any act or omission like any of the 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 complete a similar incident report to explain their involvement and 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 the letter grade of D under the specific area/s in the Deportment

3rd Offense: suspension for one week and the letter grade of D under the specific area/s in the Deportment

4th Offense: suspension for one week, another week of community service,

and the letter grade of D under the specific area/s in the Deportment

5th Offense: suspension for two weeks and the letter grade of D under the specific area/s in the Deportment

6th Offense: exclusion/expulsion

For 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.

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

CATEGORY C

- Bullying and the like within the school premises & cyberspace
- Cheating in any form during periodic exams and
- Leaking test questions
- Selling, soliciting, and fund-raising that the school does not recognize
- Threatening, intimidating, provoking, or coercing any member of the school community
- Frequent and stubborn disregard of school rules and regulations
- Truancy
- Usurpation of authority
- Vandalism, graffiti/ writing on any school property
- Selling and use of pyrotechnic devices
- Using AI during quizzes, examinations, or graded assessments where prohibited
- Using AI to fabricate, falsify, or misrepresent academic work, research data, sources, records, evidence, or other school-related requirements
- Unauthorized access to, deletion, alteration, misuse, or damage to another person's electronic device, digital account, files, personal data, or other digital property.
- Any act or omission like 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 materials relevant to the case, and the presiding officer 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 complete an incident report form.

The Discipline Committee shall call the parents to discuss the case and its initial findings.

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

The decision of the Disciplinary Committee shall be FINAL.

1st offense: suspension for one week, another week of community service,

and the letter grade of D under the specific area/s in the Deportment

2nd offense: suspension for two weeks and the letter grade of D under the specific area/s in the deportment

3rd offense: exclusion/expulsion

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

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

CATEGORY D

- Committing gross misconduct
- Hooliganism
- Assaulting a student or personnel
- Instigating or leading an illegal strike
- Forging / Falsifying receipts and altering official documents (report cards, clearance, letters to/of parents, etc.); giving false, fabricated, or misleading information on any official record/report.
- Committing malversation of class or school funds; not returning found articles
- Possessing, using, or being under the influence of drugs
- Possessing liquor and coming to school under the influence of an intoxicating beverage / drinking liquor on the campus or within a 500m radius
- Joining, participating, and being involved in a fraternity or sorority not sanctioned by the school
- Hazing
- Committing harassment in any form
- Committing extortion
- Stealing and shoplifting on and off campus
- Possessing, using, or selling deadly weapons or explosives, including firecrackers and pillbox
- Committing immorality
- Committing willful destruction of any school property
- Creating or distributing AI-generated sexually explicit images of students or staff.
- Using AI to impersonate a teacher, employee, or student for fraudulent or malicious purposes.
- Using AI to facilitate cyberbullying, extortion, blackmail, or harassment.

SANCTIONS

Any of the 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 materials relevant to the case, and the presiding officer 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 completed by the student concerned.

The Discipline Committee shall call the parents to discuss the case and its initial findings.

Students/parents have the right to present evidence on the student's behalf and appeal the decision.

The decision of the Disciplinary Committee shall be FINAL.

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

DIGITAL CITIZENSHIP

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 contemporary manner.

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

Students should be mindful of the long-term, short-term, and unintended consequences of their online actions. They are expected to exercise sound judgment and refrain from posting, sharing, or engaging in any online activity that may harm or damage the reputation of the School or violate the rights, welfare, privacy, or dignity of its students, employees, and members of the Benedictine community.

The School recognizes that online platforms and social media are primarily managed by their respective service providers. While the School may investigate and address online conduct involving its students when such conduct materially affects the safety, welfare, or educational environment of the school community, it cannot monitor, regulate, or require the removal of content from external websites, applications, or social media platforms. Matters that may constitute violations of law shall be referred to the appropriate authorities.

Everyone is urged to use the 5 C's to make these judgments, ensuring an online environment governed by mutual respect and love for members of the Benedictine family and the greater community. Undermining this resolve will affect a student's standing in the school and may lead to eventual dismissal. The school implements a four-step escalation: verbal warning, written warning, suspension, and expulsion.

Artificial Intelligence (AI) and Responsible Use

AI can be a valuable learning tool when used responsibly and ethically. Students are expected to use AI in a manner that supports learning while maintaining academic integrity.

- AI may be used only when permitted by the teacher or when appropriate for the assigned task.
- AI should support learning and creativity, not replace critical thinking, personal effort, or original work.
- Students remain responsible for the accuracy, originality, and integrity of all work submitted.
- AI-generated content must be properly acknowledged or cited whenever required by the teacher.
- The use of AI during quizzes, examinations, or other assessments where it is prohibited shall be considered a form of academic dishonesty.
- Students shall not use AI to impersonate another person, create or distribute misleading or harmful content, generate deepfakes, fabricate evidence, or engage in cyberbullying or any act that violates the rights, privacy, or dignity of others.
- The school reserves the right to review and investigate suspected misuse of AI tools and to impose appropriate disciplinary measures in accordance with this Handbook.

STUDENT SERVICES AND FACILITIES

THE ENGLISH RESOURCE CENTER

The English Resource Center, better known as the ERC, is an autonomous in-house hub that brings together the best English teachers and mentors to develop strategies and programs for teaching English.

To give the best and most appropriate English language learning experience, the ERC has generated and sourced up-to-date materials and resources to offer anyone seeking a memorable and enriching English language experience. It now contains most English literary books that BIS has selectively acquired over the years. It has more than 2000 English literary titles, ranging from popular to classic and covering five genres, to meet the needs and interests of the growing Benedictine population. Many of these are works of award-winning authors for children and young adult literature.

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

GUIDANCE OFFICE

The Guidance Office offers services that help students understand themselves 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 personality, leadership, citizenship, and career.

To develop the whole person, the following processes are used 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 programs, and parent-teacher-counselor consultations.

SCIENCE LABORATORY

In this laboratory, discovery leads to knowledge, understanding, and appreciation of scientific concepts.

LIVELIHOOD EDUCATION ROOM

The L.E. room is where the students learn and develop practical cooking, baking, and food service skills.

COMPUTER LABORATORY

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

CLINIC

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

CANTEEN

The school canteen serves meals and snacks from 7:00 am to 3:00 pm.

ADMINISTRATION OFFICE

The Admin Office houses both the records office and the cashier's office. The records office makes transcripts available to students upon request. It also prepares, upon request, letters of recommendation, college application forms, diplomas, certificates of enrollment, graduation documents, etc. At the same time, the cashier's office handles all payments.

BUS SERVICE

Only accredited bus operators are allowed to operate in BIS.

SECURITY

The security provides and implements security measures on campus to protect the school community. To a certain extent, they are involved in students' discipline formation.

GUIDELINES FOR THE USE OF FACILITIES

COMPUTER LABORATORY

1. Students are not allowed to download any files and software unless allowed by the teacher.
2. Flash drives and other storage devices must be surrendered to the custodian for checking.
3. No accessing of social media or signing in to any accounts in any browser.
4. Playing online games is prohibited.
5. Users are expected to properly shut down the computer before leaving the laboratory.
6. Observe silence
7. All concerns and problems regarding computers shall be addressed only by the custodian.
8. Be extra careful in handling the computer hardware.
9. Everyone is expected to follow the CLAYGO "Clean as You Go" RULE.

SCIENCE LABORATORY

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

LIVELIHOOD EDUCATION ROOM

1. The L.E. room should always be clean and orderly. Used materials and utensils should be cleaned thoroughly and stored correctly.
2. Clean workstations after use.
3. The teacher must supervise all student activities.
4. No student can stay/ work in the L.E. room outside the student's official L.E. time.
5. Requests for the use of L.E. materials must be properly processed by the teacher.
6. Handle tools and equipment cautiously. Treat tools and equipment with care.
7. If a student accidentally damages or breaks any equipment, they will be responsible for replacing it.
8. Adhere to safety protocols. Wear appropriate attire during cooking activities.
9. Bags and other personal belongings are not allowed inside the L.E. room.

THE ENGLISH RESOURCE CENTER (ERC)

1. Students can stay inside the ERC during class hours if permitted by the ERC personnel.
2. The ERC is open until 2:30 pm. Students who wish to stay beyond that time must submit a request letter and seek approval from the ERC Directress.
3. Class visits must be scheduled with the ERC personnel at least a day before. All students must log in before they enter the ERC.
4. Students are reminded that the ERC is generally a place for reading. Therefore, maintaining an atmosphere conducive to reading and studying here is essential.
5. Students are expected to maintain order and cleanliness in the ERC. Bringing in food and drinks is strictly prohibited.
6. Students must handle ERC materials with care. Once finished, return them to their designated shelf.
7. Students must notify the personnel and sign the logbook before borrowing ERC materials.
8. Students who borrow ERC materials issued in their names must return them to ERC personnel and sign the logbook to be considered returned.
9. Lost ERC materials must be reported to ERC personnel immediately and must be replaced.
10. Students are expected to always observe the ERC rules and policies, especially concerning using and borrowing ERC materials. Violations of these rules will result in sanctions and possible loss of ERC privileges.

CLINIC

1. Students cannot stay in the clinic during snack and lunch breaks or while waiting for the next subject.
2. Only the student who is advised to rest in the clinic is allowed. No classmates or friends may stay with him/ her unless the school nurse recommends the presence of such.
3. The sick student may stay in the clinic for one period, depending upon one's condition. The school nurse may send him/her home or send him/her back to his/her class.
4. The following steps are taken whenever the school nurse advises the child to go home:
5. Parents/Guardians are informed and are advised to fetch the student, or if the student is a school bus rider, the bus driver will take him/her home.
6. The class adviser and the subject teachers are informed.
7. Upon the school nurse's recommendation, the coordinator will issue and sign a PASS SLIP that the principal will note.
8. For students who use the school bus and need to be sent home due to illness, the School Nurse shall coordinate with the school bus driver to arrange the earliest possible pick-up time.
9. A student advised to report back to his class shall attend his remaining subjects for the day and will only go to the clinic in time for the following medication.
10. Food and drinks are not allowed inside the clinic.

PHYSICAL EDUCATION FACILITIES

1. Wear the proper PE uniform and appropriate footwear.
2. Listen and be ready to participate.
3. Show good sportsmanship—play fair and respect everyone.
4. Use sports equipment properly and return it after use.
5. Keep the court or field clean and free of litter.
6. No rough play, fighting, or unsafe behavior.
7. Stay within the designated activity area.
8. Report any injuries or damaged equipment immediately.
9. Encourage and support your classmates.
10. Respect school property and facilities.
11. Always practice safety first during all activities.

MUSIC ROOM

1. Keep the room clean and orderly.
2. Respect the instruments and equipment—handle everything with care.
3. Ask permission before using instruments that are not yours.
4. Keep food and drinks outside the music room.
5. Return instruments, stands, and accessories to their proper places after use.
5. Use indoor voices when not performing or rehearsing.
6. Wait your turn and avoid playing over others unless instructed.
7. Report any damaged or missing equipment immediately.
8. Follow the teacher's or supervisor's instructions at all times.
9. Be respectful of everyone—encourage others and avoid disruptive behavior.
10. Turn off amplifiers, lights, and aircon after use, if instructed.
11. Wash or sanitize your hands before handling shared instruments when appropriate.

ART ROOM

1. Respect all art supplies, tools, and equipment.
2. Follow the teacher's instructions at all times.
3. Wear an apron or protective clothing when required.
4. Use materials wisely—avoid wasting paint, paper, and other supplies.
5. Clean your workspace before leaving.
6. Return all materials and tools to their proper places.
7. No running, rough play, or play with any sharp tools like cutters or scissors
8. Keep food and drinks away from art materials.
9. Share supplies and respect others' artwork.
10. Wash your hands after using paints, glue, clay, or other materials.
11. Report broken or damaged tools immediately.
12. Be creative, be kind, and help keep the art room safe and organized.

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 the 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 a failing grade and no credit for the course or subject. However, the school may adopt an attendance policy to govern absences for the students who belong to the upper half of their respective classes. Furthermore, the school head may, at his discretion and in the individual case, exempt a student who exceeds the twenty percent limit for reasons considered valid and acceptable to the school.

Suspension. Suspension is a penalty in which the school is allowed to deny or deprive an erring student attendance in classes for a period not exceeding twenty percent of the prescribed class days for the school year or term. The school's decision on every case involving the penalty of suspension that 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 an 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 are immediately issued. A summary investigation shall have been conducted, and no prior approval by the department is required to impose the penalty.

Expulsion. Expulsion is an extreme penalty on an erring student, which includes his exclusion from admission to any public or private school in the Philippines and requires the Secretary's prior approval. The penalty may be improved for acts or offenses constituting gross misconduct, dishonesty, hazing, carrying deadly weapons, immorality, selling and 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 attend 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.

BENEDICTINE INTERNATIONAL SCHOOL

CHILD PROTECTION POLICY COMMITTEE

SCHOOL YEAR 2026 - 2027

Chairman – Mrs. Joan Marie Rose B. Antonio

Vice-Chairman - Mr. Godofredo S. Pelonia

Faculty Representative - Ms. Elizabeth R. Paganao

Parent Representative - Mrs. Abigail C. Turingan

Student Representative - Mattias Andres Arce

Barangay Representative - Kagawad Benjamin E. Reyes

Guidance Counselor - Ms. Ana Patricia Cruz

BIS CHILD PROTECTION POLICY

Benedictine International School is a zone of love, peace, and security. BIS provides our students with a happy environment where schooling is fun and worthwhile. We ensure that every student at BIS is safe and protected. Thus, BIS does NOT TOLERATE "bullying." Bullying can be described as a situation in which one or more students (the bully/bullies) single out a child (the victim) and engage in behaviors intended to harm the same victim repeatedly over time. Bullying can take different forms, where the bully may confront the victim face-to-face or may attack the victim's social standing or reputation (usually when the victim is not around). BIS is fully supporting this RA 10627, known as the 2013 Anti-Bullying Law.

1. DIRECT FORMS

- Physical Verbal
- Verbal
- Non-verbal
- Cyberbullying

2. INDIRECT FORMS

- Exclusion
- Rumors
- Indirect Speech
- Stereotyping
- Demeaning comments

This institution is in line with the advocacy of the Department of Education to implement Republic Act 10627, the 2013 Anti-Bullying Law. Our goal is to create a culture in which authorities stop all bullying, all students learn positive behavior, and become part of anti-bullying solutions.

WHAT CAN BIS DO TO STOP BULLYING (Prevention and Intervention)?

BIS will do its best to collect information through observation reports and direct/indirect experiences. All of these shall be informally documented to see if there is a significant pattern of bullying.

1. All school authorities, students, and parents/guardians are enjoined to support DepEd's advocacy on Anti-Bullying or RA 10627.

2. All incidents, including minor incidents, observations, and reports, are to be compiled by the Prefect of Discipline for documentation to determine if the bullying pattern is evident

3. Should the school see the legitimacy of the reports, both the bully and the victim will be asked to write an incident report.

4. The parents/guardians shall be informed about the incidents. The parents/guardians are expected to work hand in hand with the school to end the bullying.

5. Penalties/Sanctions

- FIRST OFFENSE - reprimand

This is a lesser consequence that might be given for minor acts of bullying (i.e., mild teasing)

- SECOND OFFENSE - community service

This is a harder consequence for serious acts of bullying (i.e., harassing a victim for two weeks

- THIRD OFFENSE -suspension for one week

This suspension is imposed when it involves physical harm/contact. HOWEVER, should there be gross manifestation of bullying, the offender may be sanctioned with expulsion or exclusion.

6. The BIS Members of the Committee on Child Protection Policy discuss the incidents to determine the legitimacy and gravity of bullying so proper penalties or sanctions may be imposed.

7. Forms to be used for documentation:

A. Form A - Data Collection- The Prefect of Discipline (POD) collects/gathers any information reported in his office. This may be informal, direct/ indirect experience, or may be based on observation.

B. Form B - Incident Report- The POD calls the person involved to his office and asks them to write the incident report.

C. Form C- POD's Report - The POD shall gather the incident reports and do further investigation to come up with the report based on the gathered information.

D. Form D - Conference - The POD calls the involved/concerned parent/guardian to discuss the results of the investigation.

NOTES:

1. During the community service or suspension, the offending student, with the cooperation of his/her parent/guardian, shall undergo:

- Counseling
- Intervention Program

  a. Outreach program activities

  b. Seminar related to values formation

Appropriate counseling shall be extended to the victim to overcome low self-esteem and trauma

2. In all cases where the imposable penalty of the offense is suspension, exclusion, or expulsion, the following minimum requirements of due process shall be complied with.

- The child and the parent/guardian must be informed of the complaint in writing. Appropriate counseling shall be extended to the victim to overcome low self- esteem and trauma

3. In all cases where the imposable penalty of the offending is suspension, exclusion, or expulsion, the following minimum requirements of due process shall be complied with.

- The child and the parent/guardian must be informed of the complaint in writing.
- The child shall be given the opportunity to answer the complaint in writing with the assistance of the parent/guardian.
- The decision of the school head may be appealed as provided by the Department of Education.

If the bullying or peer abuse results in serious physical injuries, or death, whenever appropriate, the case shall be dealt with in accordance with the provisions of Republic Act No. 7610 and its implementing rules and regulations.

BIS shall follow the mandates and policies stipulated under RA 10627- Anti-Bullying Policy.

Should there be changes or revisions to be made relative to this requirement, BIS shall take heed in order for this Anti-Bullying Policy to be fairly and effectively implemented for both the bullies and the bullied.

PARENTAL COOPERATION IN SCHOOL SAFETY AND BAG INSPECTION

In support of the school's commitment to maintaining a safe and secure learning environment, parents and guardians are strongly encouraged to check their children's school bags and belongings before they leave home for school. This preventive measure aims to ensure that students do not bring prohibited, dangerous, or unauthorized items onto school premises.

Parents and guardians are encouraged to discuss with their children the importance of responsible behavior, personal safety, and compliance with school policies. The school likewise reserves the right to implement appropriate safety and security measures, consistent with applicable laws, DepEd policies, and the school's established procedures, when there are reasonable grounds for concern regarding the possession of prohibited or dangerous items.

Parents, guardians, students, and school personnel must cooperate to promote a culture of shared responsibility, prevention, and student welfare.