

**LOWER SCHOOL  
STUDENT-PARENT HANDBOOK 2010-2011**

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## WELCOME MESSAGES

Dear Lower School Students and Parents,

Welcome to Brent International School Manila! We are very pleased you have chosen a part of our school this year. The 2010-2011 school year looks to be one of the best we have had in many years because the professionals working with students this year are all of the most qualified, well-prepared, and enthusiastic educators we have had the pleasure of working with over the years. Together with you, the students and parents, they are going to help us create a most positive and productive school year.

Many of you may be new to our Brent School community. This *Student-Parent Handbook* serves as a tool for you to understand our Lower School programs and campus life. It contains important information on rules and discipline, details on student activities, and grading, guidelines for participation in sports, emergency procedures, and other school topics. Please take time to read it carefully so that you are well informed.

We encourage all students and parents to ask questions. Get to know your fellow students, teachers, and administrators. Let us know when and how we might help you transition into our school, or as returning “veteran” students and family members who may need further clarification on a certain issue. In all cases, we are here to help!

We personally would like to offer our best wishes to all our students and parents for a challenging year ahead. May your time with us here at Brent International School, be engaging, fulfilling and enjoyable.

God bless you all!

Mr. Dick B. Robbins  
Headmaster

Mr. Jeffrey W. Hammett  
Deputy Headmaster

## A MESSAGE FROM THE PRINCIPAL

Dear Lower School Students and Parents,

Welcome to school year 2010-2011. This handbook has been written to inform you of our expectations, rules, and regulations of our school. Please take time to read this and this book when questions arise.

Our new members to the Brent family will find out what our returning members already know. Brent will always try to give you the best education possible in the warm and safe environments.

Please be involved with your child's education. Join us at the open house. Do not miss parent-teacher conferences when asked to attend. Ask for and meet with teachers when you feel it is necessary. Come watch your child when he/she is involved in school productions and activities.

We will work together to make this a great school year.

Sincerely,

Mr. Bob Hartleip

## CHAPTER I

### INTRODUCTION

"Human strength is of a threefold character- physical, mental, spiritual. Each aspect of strength is more or less dependent upon and sensitive to the condition of the other two. A sound mind asks for a sound body as the normal medium of expression; and mind and body at their best form a feeble alliance unless a noble spirit animates both."

*Bishop Charles Henry Brent*

### PHILOSOPHY AND GOALS

#### Mission Statement of All Brent Schools

Brent Schools, in a Christian ecumenical environment in the Philippines, are committed to develop individual students as responsible global citizens and leaders in their respective communities, with a multicultural and international perspective, and equipped for entry to colleges and universities throughout the world.

**Brent International School**, Manila is an international co-educational college preparatory day school, Nursery - 12, affiliated with the Central Diocese of the Episcopal Church in the Philippines.

**Brent School** is a community in which the love of God is fostered and which is characterized by the Gospel ideals.

**Brent School** aspires to be a living International School community, where young people from different nationalities, cultures, religions and family backgrounds, educate one another by mutual understanding and respect, openness of mind in dialogue, acceptance of

the uniqueness and limitations of each, growth in the spirit of service and the practice of justice and charity.

**Brent School** aims at every level to be characterized by quality education, professional spirit, and genuine service to students and society. Programs and methods are continually revised, in the light of modern educational developments, and the needs of the times.

**Brent School** is concerned to develop critical minds, sensitivity to important issues, and the ability to form judgements. This is important in a society in which discernment in the face of all influences of mass media is required to maintain one's personal liberty in the face of all undue influences.

**Brent School's** philosophy is summarized in the **Expected School-wide Learning Results**, which state that the school, in a Christian environment prepares its students to be:

#### 1. Responsible Citizens who:

- a. exercise leadership;
- b. work effectively with others in diverse settings;
- c. resolve conflicts productively and peacefully;
- d. demonstrate a sense of civic awareness;
- e. contribute responsibly to the community;

#### 2. Critical Thinkers who:

- a. distinguish between facts and opinions, judgments and inferences;
- b. construct and recognize the structure of arguments, and adequately support arguments;
- c. define, analyze, and devise solutions for problems and issues;
- d. sort, organize, classify, correlate, and analyze materials and data;
- e. integrate information and see relationships;
- f. evaluate information, materials and data by drawing inferences, and arrive at reasonable and informed conclusions;
- g. apply understanding and knowledge to new and different problems;
- h. examine new information, methods, values and beliefs with an open mind.

#### 3. Technologically Literate Individuals who:

- a. demonstrate basic technology skills;
- b. apply technology ethically and productively;
- c. communicate using technology;
- d. conduct research using technology;
- e. use technology to enhance critical thinking.

#### 4. Healthy Individuals who:

- a. understand and demonstrate physical, mental, and spiritual health;
- b. develop life-long health and fitness goals;
- c. understand substance abuse, its effects and consequences.

5. **Tolerant Individuals who:**

- a. respect themselves and others;
- b. understand and appreciate the diversity and interdependence of all people;
- c. deal effectively with conflict caused by diversity of opinions and beliefs;
- d. respect the role of gender, religion, culture and ethnicity in the world.

6. **Effective Communicators who:**

- a. articulate thoughts clearly;
- b. demonstrate an understanding of their audience;
- c. take responsibility for their message;
- d. demonstrate the ability to listen actively;
- e. use a variety of communication skills.

7. **Life-long Learners who:**

- a. demonstrate intellectual curiosity;
- b. are self-directed;
- c. integrate and apply what they learn to improve their own lives;
- d. recognize that continual learning is vital to making informed choices;
- e. reflect on and evaluate their learning for the purpose of self improvement;
- f. use a range of learning strategies and time management skills to enhance learning.

## HISTORY

Charles Henry Brent, the school's founder, was born in Canada in 1862. At ordination in the Anglican Church of Canada, he came to the United States and was elected Missionary Bishop of the Philippines for the Protestant Episcopal Church.

From the beginning, Bishop Brent's ministry was marked by three major undertakings: education, the eradication of drugs, and Christian unity. In the Philippines, he led a crusade against opium traffic, which he expanded to the continent of Asia. He was President of the Opium Conference in Shanghai in 1909, the same year that Brent School Baguio was founded, and later represented the United States on the League of Nations Narcotics Committee.

After leaving the Philippines, Brent was elected Bishop of Western New York. Christian unity became the central focus of his life and ministry. He attended the World Missionary Conference in Edinburgh in 1910, where he led the Episcopal Church in the movement culminated in the first World Conference on Faith and Order held in Switzerland in 1927 and over which he presided. He died in Switzerland in 1929. He is now recognized as an outstanding figure of the Episcopal Church on the world stage of his time.

The Bishop founded Brent School Baguio in 1909. Originally a boarding school for the sons of American families stationed in the Philippines, Brent School Baguio is now an educational boarding and day school with an international student population.

In 1984, the Board of Trustees established Brent School Manila, at the University Complex in Pasig. The new School assumed the traditions, the style, and the educational system of its mother school and graduated its first twelve students in 1986. In 1988, Brent Manila ceased to function as a branch of the Baguio school and became an autonomous school. In September 1994, the Board of Trustees accepted an invitation from the Chairman of the Subic Bay Metropolitan Authority, to open a third Brent school in Subic for children of foreign investors and those of the local community.

In 1997 the three schools were incorporated separately, and each now has its own Board of Trustees under the Corporation.

In the same year, Brent Manila began the construction of an entirely new campus in Mamlasan, Biñan, south of Manila. The South Campus, with a capacity for 1500 students, was opened in 1999. Brent Manila retains an Nursery to Grade 8 Campus on the University Complex to serve students from the Pasig, Makati, and Quezon City areas. Most recently, Brent Manila started operation of a satellite campus on the island of Boracay in 2001. It offers a Brent education to students in Nursery to Grade 8.

## HOW THE BRENT SCHOOLS ARE GOVERNED

Brent Schools, Inc., is a private, non-profit, non-stock corporation. The School has the exclusive and sole right, as recognized by its incorporation in 1954, and in 1997 (for Brent Manila) to determine all matters pertaining to its welfare as well as its direction.

Brent School's international status was recognized in 1977 and was reaffirmed by Presidential Decree No. 2022, issued in January 1986. This recognition mandates that the School must be international in enrollment and teaching staff. The school is accredited as a college preparatory school by the Western Association of Schools and Colleges (WASC), and by the Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU); it is also recognized by the Department of Education, Culture and Sports (DECS), Philippines.

Brent International School Manila is governed by a Board of Trustees composed of 11 members, including the Diocesan Bishop, seven of whom must be Episcopalians/Anglicans. Trustees are not required to have children enrolled in the School but are chosen by the Board on the basis of their areas of expertise and their willingness to help the institution.

The Headmaster is the Chief Executive of the School and bears the responsibility for successful management at all levels of operation. He serves as the link between the Trustees, the Management Committee and the School's constituency of parents and students. The Headmaster of Brent Manila also holds the same position for Brent Subic and Brent Baguio, thereby consolidating all three main Brent organizations under one Headmaster or Chief Executive.

## CHAPTER II

### FACILITIES

We are truly blessed with a state-of-the-art facility in Brentville, Mamplasan that provides opportunities for our students to excel in all areas of student life – academically, athletically, and in the fine and performing arts.

Academically, the South Campus Lower School features fully carpeted and air-conditioned classrooms; science laboratory; two separate fully equipped and air-conditioned Centers; and two computer laboratories.

For our athletes, the campus offers two air-conditioned gymnasiums; a third open-air gymnasium; a six-lane tartan, all weather 400 meter track; two international-sized fields; a six-lane, 25 meter, heated swimming pool; three all-weather, lighted tennis courts and a fully-equipped and air-conditioned exercise and weight area.

For those students excelling in the fine and performing arts, the South Campus has equipped, state-of-the-art band room with large, medium, and small practice rooms; large art rooms; a new ceramics facility with potter wheels and kiln; a photography lab and an air-conditioned dance studio.

When these facilities are integrated with the Theater, the Chapel, the open-air atrium, the fully air-conditioned Cafeteria, Brent International School Manila ranks as one of the best to be found anywhere in the world.

## CHAPTER III

### ACADEMIC PROGRAM

*Brent International School Manila is a college-preparatory school. Our primary goal is to prepare students to enter a college or university of their choice anywhere in the world. Programs for non-college oriented students are not offered.*

#### School Days

The first class of the day begins promptly at 7:55 a.m. except for Thursdays when the first class starts at 8:45 a.m. We will use this time on Thursday morning for all of our teachers and professional staff to study, plan, improve and articulate our curriculum at all levels. Classes end at 2:20 p.m. for Kinder, Grade 1 and 2; and 2:30 p.m. for Grades 3 through 6. Mondays through Fridays. Nursery and Pre-Kindergarten classes end at 11:15 a.m. Mondays to Fridays. Parents may not drop off their children to school more than 15 minutes prior to the beginning of the school day and are requested to pick them up on time.

than fifteen minutes after the school's dismissal. "Yayas" are welcome to drop off children but then are expected to leave campus.

Students are encouraged to participate in after school sports and activities. These are scheduled from 2:30 p.m. to 3:30 p.m. or sometimes until 4:30 p.m., depending on the sport or activity. A list is provided each semester through the Student Activities Office. Parents will be informed whenever their students' presence is needed after school hours.

### DAILY TIME SCHEDULES

#### NURSERY & PRE-KINDERGARTEN

MONDAY, TUESDAY, WEDNESDAY & FRIDAY		"Late Start" THURSDAY	
BLOCK	TIME	BLOCK	TIME
Homeroom	7:55 – 8:05	Homeroom	8:45 – 8:55
Block 1A*	8:05 – 8:45	Block 1A	8:55 – 9:25
Block 1B	8:45 – 9:25	Recess	9:25 – 9:45
Recess	9:25 – 9:55	Block 1B	9:45 – 10:15
Block 2A	9:55 – 10:35	Block 2A	10:15 – 10:45
Block 2B	10:35 – 11:15	Block 2B	10:45 – 11:15
Dismissal	11:15	Dismissal	11:15
Buses Leave	11:20	Buses Leave	11:20

\* ELC Chapel is on Fridays from 8:05-8:45am at the ELC cafeteria

#### KINDERGARTEN-SECOND GRADE

MONDAY, TUESDAY, WEDNESDAY, FRIDAY		"Late Start" THURSDAY	
BLOCK	TIME	BLOCK	TIME
Homeroom	7:55 – 8:05	Homeroom	8:45 – 8:55
Block 1*	8:05 – 9:15	Block 1	8:55 – 10:05
Recess	9:15 – 9:30	Recess	10:05 – 10:20
Block 2	9:30 – 10:45	Block 2	10:20 – 11:30
Lunch	10:45 – 11:35	Lunch	11:30 – 12:10
Block 3	11:35 – 12:50	Block 3	12:10 – 1:20
Recess	12:50 – 1:05	Block 4	1:20 – 2:20
Block 4	1:05 – 2:20	Dismissal	2:20
Dismissal	2:20	Buses Leave	2:25
Buses Leave	2:25		

\* ELC Chapel is on Fridays from 8:05-8:45am at the ELC cafeteria

#### THIRD-FIFTH GRADE

MONDAY, TUESDAY, WEDNESDAY & FRIDAY		"Late Start" THURSDAY	
BLOCK	TIME	BLOCK	TIME
Homeroom	7:55 – 8:05	Homeroom	8:45 – 8:55
Block 1	8:05 – 9:25	Block 1	8:55 – 10:05
Block 2	9:25 – 10:40	Block 2A	10:05 – 11:15
Lunch	10:40 – 11:05	Lunch	10:40 – 11:05
Recess/Play	11:05 – 11:30	Recess/Play	11:05 – 11:30
Block 3	11:30 – 12:50	Block 2B	11:20 – 12:30
Recess	12:50 – 1:10	Block 3	11:55 – 1:05
Block 4	1:10 – 2:30	Recess	1:05 – 1:20
Dismissal	2:30	Block 4	1:20 – 2:30
Buses Leave	2:40	Dismissal	2:30
		Buses Leave	2:40

\* LS Chapel is on Fridays from 12:10-12:50pm in the Theater

#### Homework

A reasonable amount of disciplined academic work outside the classroom is to be expected of the students. The purpose of homework is to make sure that the student has understood the material covered in class and to train him/her to acquire good study habits outside the classroom. In general, the school does not approve of tutorial help for homework, unless the student needs help beyond what is provided in remedial classes.

Assigned homework will be written down in the Student Planning Calendar/Assessment Notebook. Parents are urged to check on this notebook nightly. If there is any question about the amount, or the lack of homework, the student's teachers should be consulted.

GRADE	SUGGESTED HOMEWORK TIME
1 and 2	20 – 30 minutes plus reading
3, 4, and 5	30 – 60 minutes plus reading

#### Computer Access and Support

Lower School students have access to two computer labs, one located in the Lower School building and one located in the ELC building. Students can also use a third lab located in the Center (library). All labs have Internet access, as well as a wide array of programs.

labs are open during set lunch hours for enrichment and catch up work. All students are required (Grades 3-5) to complete an AUP (Acceptable User Policy) in order to access the computers/Internet. The purpose of this is to protect our students from issues that relate to computer use.

### **Assessment**

At Brent, assessment is integrated into daily classroom teaching. It is an ongoing process, based on multiple sources of evidence including tests, observations, portfolios, interviews, performances and projects designed to inform the learning of both student and teacher. Regular assessment in which students are active participants allows students to take responsibility for their work and to support their growth as life long, reflective learners.

### **Grading System**

The reporting process in the Lower School is designed to give you frequent and specific feedback about your child's progress academically, personally and socially.

We believe that each child is unique and that children learn skills and concepts at various rates. In addition to reports and conferences, it is our hope that you will always feel free to contact your child's homeroom teacher about any questions or concerns you may have throughout the year.

Please include your child in honest discussions of their goals and achievements, as it is important to remember that the child is the ultimate user of any assessment.

#### Nursery – Grade 3

These classes use the same report format for every quarter. Your child's development is carefully tracked and reported upon every 8 weeks.

#### Grades 4 - 5

These classes receive a Progress Report and an end of semester Report Card. The Progress Report is in a narrative format. The report card uses letter grades such as A, B, C and so on as an indicator of achievements.

#### Quarter 1

In late August there is an opportunity to meet your child's homeroom teacher along with other parents during the *Parent Orientation*. The teacher will explain the class program and materials which may be used during the year. Guidelines on homework, grading, curriculum outlines and communication are distributed or discussed.

In October you will receive a *Progress Report*. The progress report will give you an overall picture of how your child is adjusting to a new grade level and their performance in Specialist subject areas.

The first *Parent - Teacher Conference* is also in October and is an important opportunity to establish goals with your child's teachers and to also celebrate your child's achievements. This time spent with the classroom or specialist teacher is an important link in establishing a positive home - school partnership.

#### Quarter 2

In January you will receive a first semester *Report Card*. This provides you a summary of your child's achievements throughout the semester.

#### Quarter 3

Another *Progress Report* will be sent home in March and there will be the opportunity for another *Parent - Teacher Conference*. Many teachers encourage students to lead part of this conference.

#### Quarter 4

This quarter will be concluded with an end of semester *Report Card* and is a final assessment of your child's strengths, achievements and goals throughout the year.

### **Grade 4 and 5 Letter Grades, Grade Point Averages, and Percent Equivalents**

Letter Grade	Grade Point	Percent Equivalents
A+	4.0	100 – 97
A	4.0	96 – 93
A-	3.7	92 – 90
B+	3.3	89 – 87
B	3.0	86 – 83
B-	2.7	82 – 80
C+	2.3	79 – 77
C	2.0	76 – 73
C-	1.7	72 – 70
D+	1.3	69 – 67
D	1.0	66 – 63
D-	0.7	62 – 60
F	0.0	59 and below

*ND = No Data*

The minimum passing mark is D-. No student who has completed the required work in good-faith and effort will receive an F.

### **GPA – Grade Point Average**

The grades of all subjects, weighted according to the number of contact hours per week, are included in the computation of the GPA except for students under ESL programs or receiving modifications.

## Citizenship Evaluation

Citizenship grades reflect the students' conduct in relation to the standards of behavior required of Brent International School Manila students.

- |   |   |   |
|---|---|---|
| 4 | = | Excellent - Behavior which indicates consistent compliance with the vast majority of standards.   |
| 3 | = | Satisfactory - This is the expected minimal norm and indicates usual compliance with the majority of standards.                                       |
| 2 | = | This indicates that the student frequently fails to meet the standards and should be undergoing some self-examination as to citizenship deficiencies. |
| 1 | = | The student with this grade is consistently failing to meet standards and is demonstrating little or no effort to improve.                            |

The teacher or teachers involved are to provide clarifying comments on both single-incident and ongoing causes of low citizenship marks.

## Citizenship Standards

Brent International School Manila students are expected to exhibit integrity, self-discipline, social conscience, and initiative. Included in these expectations are the following:

- Honesty in all dealings with individuals and groups;
- Ability to make moral and ethical decisions on the basis of a sound integrated value system;
- Demonstrated awareness, in terms of feeling and behavior, of the positive values of education;
- Respect of and advocacy for the rights of others – their person, property and beliefs;
- Ability to recognize and respond to the needs of others, particularly in rendering assistance above self;
- Regular exhibition of an ability to carry one's share of the work in a group;
- Appropriate reverence during the religious portions of the school activities, as well as proper behavior at group assemblies or programs;
- Behavior indicative of good sportsmanship before, during and after any sports competitions;
- Patterns of responsibility in situations without supervision;
- Leadership through volunteering and assuming responsibility, even in situations where it is not required or assigned;
- Cooperation with teachers relative to classroom and school rules;
- Being punctual for school, classes and related assignments and responsibilities;
- Showing an awareness of the value of criticism;

- Caring for personal and school property such as books, lockers, school equipment, etc.;
- Showing increased independence in completion of assigned tasks.

## Accommodations and Modifications Guidelines

### Accommodations

There will be students in each classroom who need accommodations to enhance learning. These are not always the students who have been identified as having a learning disability. Accommodations can be put into place without changing curriculum or expectations of the student. Accommodations are changes in the environment in which the student is learning.

### Modifications

Modifications may be necessary for a student with specific learning needs to be successful in the classroom. Modifying a child's program means that you have changed the curriculum and expectations. These students are those that are noted in the Educational Plans which have been developed by our school-wide team. Modified grades are noted with an asterisk.

A student's Education Plan will serve as part of their report card. This plan is updated at the end of each semester and will be included with the regular report card. Students who have an Education Plan are receiving modified grades in the report card that have been identified on the Education Plan.

## Parent-Teacher Conferences

Parent-Teacher conferences are used to keep parents informed on the student's progress and to discuss any special circumstances and needs of the students.

Should there be particular critical problems in the academic or behavioral performance of the student, a parent-teacher conference may be convened at any time. To the extent possible, the conferences will be scheduled after regular classes so as not to disturb the academic operation of the School.

## Year-end Promotion

Students who pass all their subjects will normally be promoted to the next higher grade. The School reserves the right to recommend to the parents the retention of their child in the current grade as a result of lack of maturity or for other reasons, although the academic record is passing. The parents have the right not to abide by the School's recommendation and their decision will be part of the student's record.

## Academic Support

### After School Tutorials

Students experiencing academic difficulties are encouraged to work with their teachers and arrange time either after school or during lunch or breaks for some extra help. Students need to remember that teachers are busy individuals. In addition to their teaching load, many help coach different sports teams and run the various clubs and they may not be available every day. With sufficient advanced notice and planning, however, time should be available for some extra help with the subject teacher. This process should always be the first approach the student tries to secure a better understanding of the materials being presented in class.

### Special Needs

The Student Services Department in the Lower School serves students in grades Pre-Kindergarten through Five. We aim to identify and help students experiencing difficulties in the area of Language and Mathematics. Our team members include: Skills Enrichment Teachers, a school counselor, speech therapist, and several classroom assistants. The mission statement of the Student Services team follows and outlines our goals and beliefs as a department.

All children have the right to progress intellectually, emotionally and socially while maintaining a sense of dignity and developing a positive self-concept. Brent International School recognizes that its diverse population of students has varied backgrounds, interests and individual learning differences. To that end, the Student Services Department is designed to increase the academic and emotional success of all Brent students identified with special needs. The Student Services team members collaborate with classroom teachers, parents and specialists to develop Individual Education Plans that support the curriculum and provide appropriate goals for students having specific learning difficulties. All Brent students, including those receiving special services, must meet and maintain grade level expectations and follow the Expected School Wide Learning Results.

### Guidelines for Eligibility into the Skills Enrichment Program

#### Entrance Criteria

1. An assessment must be used to determine the performance level of the student.
2. In grades 2-5, student must score at least 1.5 grade levels below current placement on 2 subsections of the WJ-R or the KTEA-II. In grade 1, they

need to show difficulty with the completion of the Phonological Awareness screening or other informal measures.

3. The classroom teacher, counselor or parent must recommend that the student receive special services because of poor academic performance in Language Arts

### Special Circumstances

A student may enter the Skills Enrichment Program even if they do not meet all of the above criteria. This may occur if there is space available in the program, their grade level and/or they have borderline scores and are not working to their potential in the classroom.

### Tutoring

Prior to engaging the services of a private tutor, parents should consult with the regular classroom teacher and the Guidance Counselor. If the need for tutoring is established, the School will help. As a matter of school policy, teachers do not receive pay for tutoring students in their classes. In addition, no faculty member holds tutoring sessions for remuneration on the school campus.

## CHAPTER IV

### STUDENT LIFE

Students are encouraged to take an active part in the decision-making processes of the School. Student Council Representatives may be asked to sit on school committees alongside members of the faculty and administration. Students should feel free to express their opinion as members of those committees, through student publications, or through open and frank dialogues with the Headmaster and other members of administration or the faculty.

### Accidents and Illness

The emergency form completed during registration will serve as the guide for the School in the event of illness or injury to students during school hours. Any changes needed to the form up-to-date should be communicated to the School immediately.

If a student becomes ill during the school day, he or she is taken first to the clinic. If the nurse decides that the illness is serious, the parents are immediately notified and arrangements are made for the student to be taken home.

Parents should also advise the school of a student's physical limitations or handicaps, both temporary and permanent. If the student is under continuing medication, the School Nurse must be notified and the proper medication must be supplied. Generally speaking, the Nurse will administer the prescription.

On a temporary basis, the Nurse can grant exemption from Physical Education classes and other strenuous activities. For exemption on a more permanent basis, however, a formal request supported by a physician's letter must be submitted to the Principal. The student would then be given a substitute activity during Physical Education periods. The corresponding Physical Education grade or rating will be based on compliance with the requirements of the assigned alternative activities.

### **After-School Activities/Clubs**

The Student Activities Office approves, schedules, and coordinates all extra-curricular activities connected with the school. All students at Brent are eligible to participate in any school activity and to try out for any sports team. Before they are allowed to participate, students are required to complete a Student Activities Contract and have it signed by their parents.

**Kindergarten to Grade 5** - A wide variety of clubs meet after class hours under the supervision of teacher and parent volunteers. These clubs offer students the opportunity to develop talents and interests they have and to acquire new ones. The Student Activities Office provides a list of currently active clubs at the beginning of each semester.

Brent School considers such activities as a very important part of its overall educational program. It is important that both faculty and students who commit themselves to a club keep their commitments and regularly attend scheduled practices, meetings, and rehearsals.

### **Bookstore – School Supplies**

The Spirit Shop, our school bookstore, is stocked with school supplies, Physical Education uniforms, House shirts, etc. Students are provided with some supplies, such as notebooks, pens, paper, etc. at the beginning of the school year, but are thenceforth expected to replenish their supplies themselves. Students are requested to purchase most of their supplies from the Spirit Shop in order to ensure uniformity. It is located at the second floor by Gym 1.

### **Cafeteria**

The school is responsible for the operation of the cafeteria. School rules on behavior most certainly apply in the cafeteria. Students are to clean up after themselves, making sure their table is at least as clean if not cleaner than they found it. In the ELC there is a published menu.

### **Camps (Grades 4 and 5)**

The annual camp is a very important part of the school year. They are usually February and run from Wednesday to Friday. All children are expected to attend. They provide opportunities for academic, social, spiritual and emotional development. They are one of the highlights of the year for the children.

### **Cancellation of Classes, Typhoon Signals, Early Dismissal from School**

The Department of Education, (DepEd) has issued an update amending their guideline weather related suspension of classes. Brent International School Manila adheres to the following typhoon signal guidelines when these signals are raised over Metro Manila.

- Signal Number 1:           **Normal Operation** – All Classes proceed as scheduled;
- Signal Number 2:           **No Classes or Activities** – No students or teachers report; however, the school offices will remain open day; administrators and office support staff report as usual.
- Signal Number 3 and 4:   **No School** – The entire school operation will be closed. No classes, offices or activities will take place; maintenance and security personnel will be assigned and on duty as needed.

Brent International School Manila will follow all (DepEd) orders for cancellation of classes based on the above weather related situations as well as those issued for safety reasons. Special safety related closures will be communicated in advance by special bulletin through the phone tree.

To keep abreast of the signals and the current weather situation, information may be obtained on radio stations CITYLITE 88.3 FM and/or DWRT 99.5 FM. The 24 hour hotline weather bureau (PAG-ASA) is 02-433-8526. Further clarification can also be obtained by calling the school at 049-511-4330 to 39 or 6001-0300 to 09.

### **Cellular Phones, Electronics, and Other Valuables**

Parents and guardians are requested to help make sure that students do not bring valuables to school such as cellular phones, electronic devices, large amount of cash, and expensive jewelry. When the children are swimming or involved in sports, remember that all valuables and watches are removed for safety purposes. It is better to not let your children bring valuables on sporting/p.e. days. These items are very difficult to find once they have been missing and there is no need for them in the ELC and Lower School.

## Communication

Brent International School Manila is committed to keeping students, parents, faculty and staff informed. To that end, various newsletters and bulletins are distributed regularly. These same publications are listed on the Official School web site, [www.brent.edu.ph](http://www.brent.edu.ph). Everyone is encouraged to visit that site regularly in order to stay informed of the many activities and events happening in and around our school.

## Emergency Procedures

Brent has established procedures for evacuation in the event of an emergency. These procedures are outlined in our Crisis Response Manual. This manual is housed in each classroom. Evacuation drills are practiced periodically throughout the year.

## Field Trips

Each year children will be expected to attend at least one field trip. These trips are organized by the teacher and are related to what is being taught in the classroom. The objective of these field trips is for children to see the practical connection between the classroom and real world. Grade levels usually have field trips together. The school provides the transportation and security for these trips. Parents are asked to provide the entrance fees and cost of food for fieldtrips. Parents are welcome to chaperone as space allows, however we don't allow house helpers to chaperone.

## House System

All students at Brent School belong to one of three groups or Houses: Azure, Emerald or Gold. Brothers and sisters are placed in the same House. The House system is established to promote special interaction and competition within the School, involving all the aspects of student life: academics, sports, behavior, etc. House activities and events are administered through the Student Activities Office. Parents are often invited to help out and sometimes participate in these events. At the end of the school year, a trophy is given to the House that has garnered the greatest number of points throughout the year. House shirts are available at the Bookstore and are to be worn any time a House event is scheduled.

## Library

We have two separate libraries with books, magazines, audiocassettes, videocassettes and DVDs available to check out.

### Checkout policies are:

Nursery/Pre-Kindergarten	1 book per week
Kindergarten – Grade 5	2 books per week

(Although students may check out 2 additional books or audiocassettes during the week and videos for the weekend)

Brent Families

4 items per week

(Families are welcome to checkout books or audiocassettes during the week and videos for the weekend)

Students are encouraged to checkout new books each week during their classroom time. Also, our libraries are open before and after school as well as lunch recess. Students are welcome to exchange library books during these times as well.

The Media Center Web Site, available as a link on the Brent International School page, details all rights and responsibilities concerning use of the libraries and resources. The website is available 24 hours a day, seven days a week and contains additional links to data-bases, suggested electronic sites and encyclopedias as well as a library catalog.

## Lost and Found

All lost items left in the hallways, will be turned in initially to the ELC/Lower Office before being transferred to the main Lost and Found area in the Security Office. Students are asked to report missing items to the ELC/Lower School Office and complete a short report so that we might manage all lost or missing items. At the end of each school year (Christmas Break and End of School Year), unclaimed items will be donated to charity. Please make sure to follow-up if your child loses something in school.

## Office Telephone Use

The office telephone may only be used for an emergency. Students may not use the telephone to request materials, personal clothes, etc., left at home; ask permission to go home with a friend, change their usual dismissal pattern, or requesting to stay in school. The school does not provide after-school supervision. All ELC and Lower School students are expected to leave at 3:00 pm unless participating in an after-school activity or remedial. Students who are either of these activities are to be picked up or leave on the 3:45 pm bus.

## Parent-Teacher Association (PTA)

The Brent School Parents Teachers Association is a purely civic, non-sectarian, non-political support organization. Its objective is to promote cooperation between the PTA and the School and to assist the Administration in achieving the goals of the School. Membership in the PTA is open to all Brent teachers and parents of Brent student. Officers are elected at the end of each school year. PTA cooperation is invaluable in the fields of communication, extra-curricular activities, fund-raising projects, etc. The PTA works closely and harmoniously with the Headmaster and Principals.

## Publications

### The “Forward”

The “Forward” is the School’s official magazine, staffed by the student body, and published at least once every quarter. This magazine aims not only to serve as a record of events, but also to provide opportunities for students to acquire skills in basic journalism and interview procedures, and to work together as a publishing team. The Headmaster appoints the advisor.

The editorial staff is expected to abide by the rules of journalistic professionalism, which do not condone character assassination, vulgar language, anonymous articles, innuendoes, or other “tabloid” practices. The magazine may not be printed without the Headmaster’s approval.

### The Ganza

The School yearbook, the Ganza (meaning “gong”), is a pictorial record of student life and the main events of the school year. It is edited by students, under the advisorship of a faculty member. The staff directs its efforts toward making the yearbook not only a simple “memory” book, but also, a work of art including drawings, poems, etc. made by the students during the school year.

## Religious Life

Brent International School Manila is a Christian School. It is committed by heritage and educational philosophy to provide a Christian atmosphere, as well as a religious program that seeks to encourage students to establish values and standards for their lives. Students are required to take courses in Religious Studies, courses that are designed to instill an appreciation for the historical, liturgical, moral and spiritual values of the Bible and Christian tradition. Students also explore other major religious traditions of the world, to broaden their knowledge and deepen their understanding and respect for the religious impulse in its many manifestations.

Students are required to attend chapel services once a week and on important School occasions. Although the services follow the customs and usage of the Episcopal Church, Bishop Brent’s spirit of ecumenism is maintained. While non-Christian as well as non-Episcopalian students’ attend chapel services, no attempt is made to convert them to the Episcopal Church.

## School Buses

Riding our Brent International School Manila buses is both a privilege and a service we offer our students. In order to ensure that all scheduled trips are safe and trouble-free, students and parents must be familiar with and adhere to the following simple rules and regulations. Parents and students must also realize that failure on the part of the student to follow these regulations may mean temporary, or in repeated and/or more severe cases, permanent suspension of all bus riding privileges.

The most simple and important rule for all students riding our buses is this: **When you step onto the bus, you are at school!** That is to say, all regular school rules relative to student behavior, actions, language, and following the directives of the supervisor or bus attendant on the buses apply. We expect our bus-riding students to behave just as they would were their principal, teacher, or parent sitting next to them on the bus.

Any behavior, actions, use of language, or failure to listen to and obey the request of an adult supervisor or bus attendant that are not in compliance with normal in-school bus rules will result in a student-principal conference and subsequent communication with the parent or guardian. Depending on the particular problem, or on the number of times a problem might continue, there may be a student-principal-parent conference.

In all cases, student actions and behaviors on the bus that do not meet regular school standards may result in a temporary or permanent suspension of bus riding privileges.

### School Bus Service Guidelines

1. The school bus service reservation is for one full school year, unless otherwise arranged when making the reservation or for reasons of reassignment of parent to another location.
2. School buses are driven by licensed, physically fit, professional drivers whose performance is subject to regular review by the school. They are expected to adhere to all traffic regulations and posted speed limits within villages and a maximum of 80kph on the highway. Adult bus attendants assist riders during trips and enforce the School Bus Rules and Regulations.
3. Bus Service conform to the regular school time schedule from Monday to Friday. Route schedules change to conform to early dismissal schedule. Service is from **TERMINAL/PICK-UP POINTS** to school and back. **IN-DOOR** drop-off service is available to Alabang Hills, MTR Multinational, Magallanes, Dasmariñas and Bel-Air Villages only.
4. In order to meet the school time schedule, all riders are expected to arrive at their pick-up point at the designated time and to board the bus immediately. Drivers are instructed not to wait for or return for late riders.

5. School buses will leave the campus according to the published schedule. Riders from sports activities must board the bus before the scheduled departure time. ELC and Lower School students will be brought to the parking area by supervising faculty. It is the students' responsibility to board the bus on time. The school will not be held responsible if riders wait and miss the bus. Students are only allowed to get off the bus at their designated stop, unless prior arrangements have been made.
6. Brent School shall not be held responsible for any loss, damage or inconvenience to any student passenger for non-delivery to/from the **TERMINAL POINT/DOORSTEP** resulting from the non-availability of fuel, fire, flood or other events beyond the control of the school.
7. The school shall not be held responsible for any mishap that occurs while its riders are waiting at their pick-up points. Riders are not allowed to get off the bus at any point except their assigned stop. **Students wishing to get off the bus at a different stop or to ride another bus must provide written permission from a parent to the Transportation Office no later than the morning of the requested change. This can be done through the bus attendant, fax to the school or through e-mail. It is the responsibility of the parent to update the school with changes of address and telephone numbers.**
8. Payments for the bus service must be made before the start of scheduled service. Payment may be made per quarter, per semester or per year. Any number of days of usage will be counted as a quarter. If use of service is discontinued, no refund will be given for that quarter. Students wishing to ride the bus on an emergency basis must have a note signed by a parent or guardian and will be charged \$3.00 per ride/trip.
9. All riders are assigned to a seat on the bus and are expected to follow the bus rules and regulations at all times.

All concerns, comments, suggestions and special arrangements should be addressed to the Transportation Office either by phone, letter or mail.

### School Bus Rules, Regulations and Consequences

1. Only authorized riders may ride the school bus. All riders must ride their assigned bus only. If there is a need to ride a bus other than the one assigned, transfer to another route, or change pick-up and/or drop-off point, a written request must be sent by the parent to the Transportation Office **first thing in the morning, through the bus attendant.**
2. The basic rule for student behavior on the bus is: **be courteous to everyone.**
3. Bus riders are to obey the bus attendant and the driver at all times. In case of an emergency, remain quietly seated in the bus unless otherwise instructed by the bus attendant or driver.

4. Parents, drivers, and caregivers are to drop off and pick-up students only door of the bus. Drivers and caregivers must have a Brent ID to pick up students.
5. Riders are expected to board their bus upon arrival at the loading area afternoon. No loitering, and no returning to lockers of the Canteen. Take business before going to your bus.
6. Riders are to remain seated at all times. No standing, changing seats, or about while the bus is under way.
7. Bags are to be stored under seats and out of the way. Keep personal items seats.
8. Litter is to be placed in the trashcans provided.
9. The cost of any damage caused by vandalism to the bus or its accessories charged to the person or persons responsible.
10. Windows are to remain closed at all times. Never open the window or door anything from street vendors.
11. Avoid making unnecessary noise or creating distractions that might divert driver's attention.
12. For the safety and well being of all bus riders, misbehavior of any kind is tolerated. Misbehavior is defined as fighting, creating a disturbance, intimidating other riders or acting in such a manner as to expose others to harm, injury or threat. Other unacceptable behaviors are pushing, spitting, yelling, obscene gestures, and using vulgar language.
13. No opened food or drinks are allowed on the bus. Water is the exception.
14. Misbehavior of any kind will be dealt with accordingly, and the full consequences applied.

First Offense: Warning to the student by the principal or representative Transportation Office. Parents may be contacted if the offense is serious.

Second Offense: Parents may be contacted by the principal.

Third Offense: Parents contacted by the principal. The student is suspended from the bus for from 2 to 5 school days.

Fourth Offense: A parent-student-Principal conference held. Student is suspended from the bus indefinitely.

### Security Guards

Our Security Guards play an essential role in the well being of everyone on our campus. They have a difficult and challenging job, and like all members of our Brent community,

they are to be treated with respect and courtesy at all times. Students, faculty, parents and other Brent community members are thanked in advance for demonstrating cooperation, patience and understanding in dealing with our security personnel.

### **Student Councils**

Student Councils are elected by students to represent the student body and serve as direct channels of communication with the administration and faculty.

### **Temporary Change in Contact Information**

For general information as well as security, medical and legal reasons, we ask for your support in completing our Temporary Contact Information form if travels require you temporarily leave a student in the care of another individual.

Copies of the form are currently available in each of the school offices, and it will soon be available to download from our website. We ask that you please submit the completed form to your child/ren's school office before your travels take place.

### **Textbooks**

Textbooks are distributed through the Textbook Center located on the upper floor (fourth floor) of the Media Center. Textbooks are supplied for all students in all classes taught at Brent International School Manila. In recognizing the considerable expense involved with securing such materials, however, students must treat all textbooks as if they were their own, and return them at the end of the academic year in the same condition in which they were received at the beginning of the school year. Students will be charged at the replacement cost for all lost or damaged textbooks.

### **Visitors**

We welcome visitors. Those wishing to observe classes at Brent need to make arrangements through the principal and check in with security to receive a visitor's pass.

Parents are welcome to drop off children and pick them up. If they are waiting on campus, we ask them to wait in the Lion's Café in the main cafeteria. Waiting in the classroom building is not allowed, as it might discourage a child's independence and disturb the educational flow. Household help and drivers are also allowed to wait on campus—but only in the employee's cafeteria and drivers' waiting room. No unauthorized adults may be in the classroom buildings/areas.

## **CHAPTER V**

### **BEHAVIORAL EXPECTATIONS, DISCIPLINE, RECOGNITION AND AWARDS**

In its approach to education, Brent International School Manila does not treat the m physical in isolation from the moral. The atmosphere of the School must be founded core values of our Christian heritage: love, honesty, excellence, integrity and respect members of the Brent Community.

The aim of the rules and regulations published here is to instill and foster h thoroughness, earnestness, fair play, self-control, and the development of a straightforward and self-reliant character.

It is the goal of the School that all students come to see themselves in relation community and the world, and judge their actions in light of their responsibl themselves and others.

#### **Policies Governing Student Conduct**

The following principles and guidelines underlie discipline of the school.

#### **Discipline Guidelines**

##### **Good Manners**

1. Proper deportment is expected from all students at all times. Members administration, faculty, staff and fellow students are to be treated with resp
2. Students are expected to conduct themselves in the educational setting in way that teachers can teach and other students can learn. Disruptions important process will not be tolerated;
3. Consistent with exercising proper deportment and good manners, the fo are not permitted:
  - a. Rude or insulting actions or words;
  - b. Foul or vulgar language;
  - c. Unruly conduct;
  - d. Excessive noise;
  - e. Class disturbance;
  - f. Pranks or distasteful jokes.

##### **Accountability**

1. Every student shall be held accountable for his or her own actions;

2. In the case of a student organization that fails to observe the rules of the School, when no individual responsibility can be ascertained, the officers of the organization shall assume responsibility;
3. Although Brent School cannot be held responsible for the conduct of its students outside school premises, it regards improper behavior, irresponsibility, or lack of concern for others on or off School premises as involving the moral character of the student and the good name of the School. Appropriate disciplinary action may be applied.

## School Uniform

### Uniform Guidelines

1. Uniform for girls
  - a) There will be one style of blouse for girls (white) grades Nursery-12. There will also be one style of skort and/or skirt (checkered blue, white, and maroon) grades Nursery-12. The skort and skirt length may be between two inches above the middle of the knee to two inches below the middle of the knee.
  - b) The girls' shoes must be flats or leather-type shoes. Black, brown, or maroon colors are acceptable. Rubber soles are all right. No platform shoes. Tennis or basketball shoes are for P.E. only. (No high-cut boots allowed.)
2. Uniform for boys
  - a) There will be one style of shirt (maroon collared shirt). Boys' shirts must be tucked in. There will be shorts or pants (gray) option for boys. This is applicable for Lower School students only.
  - b) Any undershirt worn must be white. No designs, colors or words on undershirts are permitted.
  - c) Shoes are to be loafer style or with shoelaces – the soles of the shoes may be rubber. Black, brown, or maroon colors are acceptable. Tennis or basketball shoes are to be used only for P.E.
3. P.E. Uniform - P.E. shorts are maroon and t-shirts are white. All sizes may be purchased from the bookstore for both boys and girls. This uniform is to be worn to school with tennis or basketball shoes on P.E. days only.

ELC and LS students are allowed to come to school in Physical Education uniform. They need to bring their house shirt to change into after PE. PE teachers have the responsibility of ensuring that students change their clothes in the appropriate manner and for supervising student change areas.

*All uniforms may be purchased directly from the cashier/tailor for boys and girls.*

## Classroom Parties

Birthday parties of any type are not allowed in classrooms. Parties that are acc throughout the year and in general include Christmas and end of the school year only.

A birthday recognition program has been developed in conjunction with the PTA. are as follows:

All students are invited to bring a storybook (grade level appropriate) to read/share a class on their birthday. The book would become part of the classroom library for the birthday child's honor. The book could be new or used and have a "Dona inscription/dedication inside of the cover (optional) with the child's name and birthd

Students with birthdays over holiday breaks/days off can bring in books immediate to the days off from school.

Participation in the bring a book recognition is left to the parents discretion.

- If a student wishes to distribute invitations for a private party they must be give students in the class or to none at all. If they wish to only invite select students the class the invitations must be distributed in another manner or mailed to the i Addresses and phone numbers of students in a particular homeroom class i obtained by the student recording them from classmates during recess time. personal privacy the school is unable to release this information. Please make s the classroom party policy and birthday recognition program is understood parents/students in your class.

## Student Attendance

1. **Tardiness** – Students arriving after 7:55 a.m. are considered tardy and should permitted in to class without a pass from the ELC/Lower School Office. Exc are made for late buses and heavy traffic days (accidents/out of the ordinary) south super highway, etc.

Please note that five or more tardiness per semester will eliminate a stud consideration of the Annual Perfect Attendance Award.

2. **Absences** – We view absences as "explained" or "unexplained." In both cases, concerned that the student has missed lessons and valuable classroom inter. Whether an absence is explained or unexplained, students and parents a responsible for the information covered and the assignments made during the instructional time. Please remember that no credit is given for students who ha absent for more than twenty-seven days in a school year.

- a. Explained Absences - The following reasons “explain” a student’s absence:
  1. Illness or medical appointments;
  2. Crisis in the student’s family;
  3. Observance of major religious festivals.
- b. Unexplained Absences - The following are examples of “unexplained” absences:
  1. Cutting classes
  2. Leaving campus without permission, etc.

### Students Leaving School Grounds

No student is allowed to leave the campus during school hours without the prior written permission of the principal. If a student is leaving prior to dismissal time, whoever is picking them up must secure a student/gate pass from the ELC/Lower School Office. The pass should be presented to the teacher when checking out the student from class and the same pass must be submitted to the guard on duty before leaving the school premises. Any changes to your child’s dismissal pattern (going home with a friend, car instead of bus, etc.) must be submitted in writing preferably one day prior to the change. The homeroom teacher and the transportation office (if they ride the bus) need to be informed.

### Student Due Process Rights

1. Students are entitled to due process and are welcome to bring their concerns to the teacher, then principal, then headmaster, should they feel that some injustice has been committed;
2. No severe disciplinary action (suspension and requested withdrawal) may be taken without the principal and /or headmaster’s approval;
3. There shall be no form of corporal punishment, under any circumstance, however light it may appear.

### Respect for Property

1. Personal belongings are the student’s responsibility. The school is not responsible for the loss or disappearance of money, cellular phones, or personal articles;
2. Stealing others’ belongings, even in the guise of pranks or jokes, will not be tolerated. Students found to be stealing will be subject to suspension or withdrawal from school;
3. Textbooks and other school books entrusted to the students are to be handled with great care. These textbooks, workbooks and library books remain the property of the school. Any lost or damaged materials assigned to the student will be charged to the student’s account at replacement cost;

4. Vandalism is a serious offense. Any student caught writing on desks or walls, breaking windows, etc. will be subject to disciplinary action and would be required to make restitution for any damaged property.

### Recognition and Awards

**Scholarship Lists** – Inclusion on the following Scholarship Lists is based on students (grades 4-12) GPA over the school year, actual grades earned for the first semester and either actual or predicted grades earned for the second semester. Certificates will be issued to students on the Honor Roll.

Bishop Brent Scholar’s List	=	4.0
Headmaster’s List	=	3.5 - 3.9
Honors List	=	3.0 - 3.4

### Year-End Awards

#### Perfect Attendance

All ELC/LS students who have not missed any school days, as well as any School-sponsored activity, will be granted this award. This award is based on records maintained by the Registrar.

#### Citizenship Award (Grades 4 and 5 only)

This award is given to grades 4 and 5 students who have maintained a Citizenship grade of four (4.0) during the year. This award is to be determined after evaluating the students’ records by the Registrar.

#### Honors Recognition (Grades 4 and 5 only)

**Bishop Brent Scholar’s Award** is given to students who have made the Bishop Brent Scholar’s List each semester of the school year.

**Headmaster’s Award** is given to students who have been on the Headmaster’s List or higher each semester of the school year.

**Honors Certificate** is given to students who have been on the Honor Roll or higher each semester of the school year.

## CHAPTER VI

### ADMINISTRATIVE POLICIES

Students are accepted and retained on the basis of their ability to meet the academic, moral and behavioral standards of the School. Students are required to live with at least one parent while enrolled at Brent. We no longer admit students who are not living with a parent. This policy is enforced beginning on the date an applicant is scheduled for our admissions tests and interviews.

Brent International School Manila is primarily and essentially a college-preparatory institution. Hence, only college-bound students are admitted to the School.

The School reserves the right to refuse admission to any student who does not meet all the admission requirements. No student is officially enrolled until all admission requirements are met and all fees have been paid.

#### **Non-English Students**

Students applying for admission to the Lower School, whose competence in the English Language is not sufficient for them to participate actively in, and benefit from the regular instruction program, are enrolled first in the English-as-a-Second-Language (ESL) Program. The ESL exit test and recommendations from the ESL Specialist and the subject teachers determine the completion of the ESL program. Promotion or retention in a student's ESL level is determined at the end of the each semester.

#### **Grade Level and Section Placement**

The School decides on the grade and class section placement of the student. No student will be placed in a grade level without showing proof of satisfactory completion of the preceding grade.

#### **Student Records**

The school considers all information on student to be confidential. Only the Headmaster, School Principal, Guidance Counselor, Registrar and student's teachers (with the approval of the Guidance Counselor), may have access to a student's files. No file may be taken out of either the Registrar's or the Guidance Office. The Registrar and the Guidance Counselors are responsible for the students' files entrusted to their safekeeping.

The Registrar's Office is responsible for maintaining accurate and up-to-date information for each student. This information includes: 1) Brent academic records; 2) academic records from other school(s) attended; 3) change of address/telephone number; 4) name of the person(s) to be informed of student's performance, to be notified in case of emergency, and to be billed by the Accounting Office.

The cooperation of all parents/guardians concerning the matter of change of address both essential and deeply appreciated.

#### **Request for Transcript of Records**

Students who wish to transfer to another school and who need a copy(s) of their Transcript of Records may apply for an official transcript through the Registrar's Office, provided their accounts with the School are in good standing and the request is made at least 10 days in advance. A fee is charged for each copy.

#### **Tuition and Other Fees**

The Board of Trustees determines the annual fees. Fees are to be paid at enrollment (either for the whole year, or on a semester or quarter scheme. Other payment plan (monthly) must be approved in advance by the Headmaster.

Fees are to be paid in U.S. Dollars or in Philippine Peso equivalent on the day of payment. Students are officially enrolled only after payment of all fees. The School reserves the right to refuse admission and/or permission to sit for any official examination of a student who is delinquent in the payment of his or her accounts.

#### **Financial Obligations**

Parents are reminded that their enrollment agreement obliges them to make payment of all financial obligations, and their thorough cooperation will be appreciated. Late payments are subject to a penalty charge on the amount due. Cards and other School records will be withheld until the dues are settled in full. The School reserves the right to ask a student to withdraw due to non-payment of financial obligations.