

SCHOOL DIRECTORY

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Philippines

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Principal (Dr. Ronald S. Knapp)	Loc. 210
Guidance Counselors (Ms. Kerri Abel)	Loc. 213
Director for Student Activities (Mr. Charles Bates)	Loc. 420
Accounting/Business Office	Loc. 412
Drop-off Guard/After Hours	Loc. 524
Director of Admissions (Mrs. Heather Atkins)	Loc. 514
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Brent Manila Website:

www.brent.edu.ph

**MIDDLE SCHOOL
STUDENT-PARENT HANDBOOK
School Year 2010-2011**

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MESSAGE FROM THE SCHOOL PRINCIPAL

Dear Students and Parents,

Welcome to another year at Brent International School Manila! At Brent we pride ourselves on a tradition which extends our “legacy of learning” to over 100 years. To our returning parents and students, thank you for your part in establishing Brent as a wonderful school for its community values. To our new community members, welcome to a school that has a long-established reputation of academic and individual excellence; a reputation based on the tremendous effort and hard work of our students, parents, faculty and staff. As principal, I can assure you that our school will continue to provide the resources needed to continue this tradition of excellence.



We recognize that Middle School is a period of intellectual, social, emotional, and physical growth. We encourage students to participate actively in their own educational development. Students need to be proactive in developing their skills and knowledge. This development is certainly not limited to the classroom. Brent offers a variety of programs during the school day, as well as after school activities. With ideas, enthusiasm, and participation, students have the opportunity to have an enjoyable and successful experience at Brent Middle School this year. Like many facets of life, what we get out of school depends on what we put in. I would encourage all of our Middle School students to put forth their best effort this year. Students will find many teachers, coaches, and staff who are willing to help them develop their talents and abilities as far as they want to take them. It is a great time for students to see what they are capable of doing. Remember: each of us can make a difference!

In today’s busy world, it is a real challenge for parents to keep up with what takes place at school each day. Therefore, it is critical to have a strong means of communication between the school and parents at home. This communication is the foundation of a solid partnership and a positive working relationship that can solve problems more easily and can help students make greater progress. Helping parents connect to their children’s learning lets students know that they value student achievement. Some avenues of communication include the following:

- Our weekly web newsletter provides current information about school activities and upcoming events.
- Many of our teachers use Moodle to post homework assignments and provide resources that our students need in completing their classwork.
- There is a list of email addresses on our website to contact Middle School teachers. Emailing is one of the most effective ways to communicate directly with your child’s teacher. Please use it as needed.
- Progress Reports are issued at the end of Quarter 1 and Quarter 3 to inform parents of students’ progress in their classes at mid-semester.
- Report Cards are sent out at the end of each semester (January and May). These provide students’ final grades for their classes.
- The Parent-Teacher Association is also an excellent way in which to be part of your child’s school environment. Please contact the PTA if you are interested in becoming involved.

We have dedicated, caring, staff members who are committed to providing an outstanding education for our students at Brent Middle School. Please take the time to get to know your child's teachers. If you have any questions or concerns that arise throughout the school year, please feel free to contact your child's teacher or the school office. I hope that each student will have a challenging, rewarding, and positive experience this year.

Also, I would like to invite each of you to take the time to get to know our new students, parents, and teachers, and to welcome them to our Brent community. Together we can make this another great year at Brent International School.

Ronald S. Knapp
Middle School Principal

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, Pre-Kindergarten - 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, a truly professional spirit, and genuine service to students and society. Programs and teaching methods are continually revised, in the light of modern educational developments, to meet the needs of the times.

Brent School strives to develop critical minds, sensitivity to important issues and the ability to form good judgment. This is important to maintain one's personal liberty in a world which uses mass media to influence young people.

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, judgements 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 arriving at reasonable and informed conclusions;
- g. apply understanding and knowledge to new and different problems;
- h. suspend beliefs and remain open to new information, methods, values and beliefs.

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

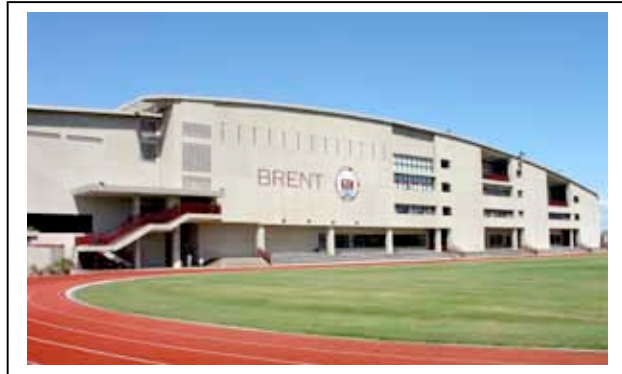
Charles Henry Brent, the school's founder, was born in Canada in 1862. After his ordination in the Anglican Church of Canada, he went to the United States and in 1901 was elected Missionary Bishop of the Philippines for the Protestant Episcopal Church.

From the beginning, Bishop Brent's ministry was marked by three major themes: education, the eradication of drugs, and Christian unity. In the Philippines, he began a crusade against opium traffic, which he expanded to the continent of Asia. He became 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 that 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 the 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 a co-educational boarding and day school with an international student population.

In 1984, the Board of Trustees established Brent School Manila, at the University of Life 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 autonomous. 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. In 2008, Brent Manila closed its Pre-Kindergarten to Grade 8 Campus in the UL Complex. In 2009, Brent Manila closed its operation of a satellite campus on the island of Boracay, which offered a Brent education to students from Nursery to Grade 8. In 2005, the school started operation of a satellite campus on the International Rice Research Institute compound in Los Baños for students in Grades 1 to 6.

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.



Dick B. Robbins
Headmaster



Rufino B. Bomasang
Chairman

Brent International School Manila is governed by a Board of Trustees composed of 12 members, including the Diocesan Bishop, fifty percent 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 Administrative Team and the School's constituency of parents and students. During the 2003-2004 school year, the Headmaster of Brent Manila assumed the same position for Brent Subic. For the 2004-2005 school year, he was also the Headmaster for Brent Baguio, thereby consolidating all three Brent School 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 Manila Campus Middle School features fully equipped and air-conditioned classrooms; two science laboratories; a fully equipped and air-conditioned Media Center; computer laboratory with fiber-optically wired Pentium computers; and an on-line Internet Reference and Resource Lab in the Media Center.

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 soccer fields; a six-lane, 25 meter, heated and covered swimming pool; three all-weather, lighted tennis courts; a regulation baseball field; and a fully equipped and air-conditioned exercise and weight area.

For those students excelling in the fine and performing arts, the Manila Campus has a fully equipped, state-of-the-art band room with large, medium, and small practice rooms; two large art rooms; a 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, and the fully air-conditioned cafeteria, Brent International School Manila campus in Mamplasan ranks as one of the best educational facilities to be found anywhere in the world.



Media Center

The Media Center is a dedicated Grade 6 to 12 library. It serves students, faculty and staff through its expanding collections of print media and materials. Parents are welcome to use the Media Center as well. Our combined libraries have more than 30,000 volumes accessible through the computerized catalogue system. Subscriptions to over sixty magazines and journals are maintained to provide up-to-date information on a variety of subjects of interest to students, faculty, parents and administrators. The audiovisual sections include CD-ROM's, videocassette tapes, audiotapes and other visual media in support of our curricula.

The Media Center Web Site is available as a link from the Brent International School Home Page. It contains details concerning all rights and responsibilities as well as links to Date-bases, encyclopedias and suggested electronic information sites of interest to our school community. It is accessible twenty-four hours a day, seven days a week.

The Media Center maintains hours from 7:30 a.m. until 4:30 p.m., Monday through Friday.

The Media Center is an essential part of academic life here at Brent International School Manila. Appropriate conduct in the Media Center is expected. Students are to observe silence and refrain from using the Media Center facilities as places for socializing. Those who do not observe proper decorum will have their Media Center privileges suspended or revoked. Responsibility for all materials checked out rests with those who check them out – students, faculty, parents, staff and administrators. Assessments will be made for lost or damaged materials.



CHAPTER III

ACADEMIC PROGRAM

Brent International School Manila is a college-preparatory school. Our primary and essential 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.

The School Year

The school year generally begins the second week of August and ends the last week of May. It is divided into two semesters with the first semester finishing before the three-week Christmas break. The school also takes a one-week break prior to Easter. The calendar is published well in advance of the upcoming school year, and students are expected to make every effort to be in the country and attend classes from the first to the last day of our scheduled school year. If, due to political, natural or other causes, a significant number of school days are missed, the Board may extend the school year.

School Days

The first class of the day begins promptly at 7:55 a.m. on Monday, Tuesday, Wednesday and Friday. On Thursday, the first class begins 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 2:30 p.m., Mondays through Fridays. Parents are requested not to have their children remain at school more than fifteen minutes after the school's dismissal.

Students are also encouraged to participate in after school sports and activities. These are scheduled from 2:45 p.m. to 3:45 p.m. or sometimes until 4:55 p.m., depending on the sport or activity. A list is provided each semester through the Student Activities Office. (See chapter IV.) Parents will be informed whenever their student's presence is needed after school hours.

The Middle School follows a block schedule of four periods a day, alternating Day 1 and Day 2, according to the following schedules:

Time Schedule for Monday, Tuesday, Wednesday

	Time	Number of Minutes
HOMEROOM	7:55 – 8:10	15
Passing Time	8:10 – 8:15	5
Block A/E	8:15 – 9:35	80
Passing Time	9:35 – 9:45	10
Block B/F	9:45 – 11:05	80
Lunch	11:05 – 11:40	35
Block C/G	11:40 – 1:00	80
Passing Time	1:00 – 1:10	10
Block D/H	1:10 – 2:30	80

Time Schedule for Thursday

	Time	Number of Minutes
Block A/E	8:45 – 9:55	70
Passing Time	9:55 – 10:05	10
Block B/F	10:05 – 11:15	70
Lunch	11:15 – 12:00	45
Block C/G	12:00 – 1:10	70
Passing Time	1:10 – 1:20	10
Block D/H	1:20 – 2:30	70

Time Schedule for Friday

	Time	Number of Minutes
Homeroom	7:55 – 8:00	5
Chapel/Assembly	8:00 – 8:50	50
Passing Time	8:50 – 9:00	10
Block A/E	9:00 – 10:10	70
Passing Time	10:10 – 10:20	10
Block B/F	10:20 – 11:30	70
Lunch	11:30 – 12:05	35
BlockC/G	12:05 – 1:15	70
Passing Time	1:15 – 1:20	5
BlockD/H	1:20 – 2:30	70

The schedule on Friday include time for a regular Chapel Assembly as well as time for Student-Faculty Contact Groups.

Grade Level Assemblies

Every month there will be a grade level assembly. These are designed to be student-led and focus on grade level themes.

Curriculum

Curriculum is under the jurisdiction of the Board of Trustees, which has the sole authority to maintain, change and amend it. The Brent International School Manila Curriculum is based on the generally accepted curriculum for International Schools in the region adapted to reflect Brent School's Christian vocation and its International Baccalaureate (IB) orientation. The curriculum for Middle School is designed to provide the foundation for students who will pursue the International Baccalaureate Program.

Middle School students take eight subjects each semester. English, Science, Math, Social Science, Foreign Language and Physical Education are all required, full-year courses. Religion, Computer and Art are single-semester courses. The final single-semester course, which completes their program, is an elective. Students must choose from Music, Drama, Band and Strings. In grades 6 and 7, if students choose Music, they must combine it with Drama to cover one semester. Band and Strings are full semester programs. In grade 8, students choose to take either Music, Drama, Band or Strings. Music and Drama are full-semester programs; Band and Strings are year-long.

The Visual and Performing Arts Department will be implementing a new assessment practice effective immediately for any student in grades 5-7 wishing to enter the Band program in Middle School.

- The MS Band teacher will ask each incoming grade 6 student to audition prior to the end of their grade 5 school year. The purpose of the audition is to determine the level of the student. It is not to exclude any child interested in taking the Band elective.
- The criteria for students who, at the end of grades 6 and 7, determine that they want to change electives and enter Band will include an audition and the POSSIBLE requirement of a tutor to bring the student up to the general level of the class. The process will also be applicable to new students entering the Middle School interested in the Band elective.

Electives and Foreign Languages

Music Music is offered at every grade level except for students taking Band. Students are taught music theory including reading music and basic composition. Time is also spent on music appreciation and some singing.

Drama Drama is offered in grades 6, 7 and 8. Students are introduced to a variety of acting techniques. Topics include improvisation, vocalization and playwriting.

Foreign Languages

Modern Languages are offered at every grade level. In the sixth grade, students take one quarter of each of the four foreign languages offered at Brent Middle School. These are Chinese, Filipino, French and Spanish. In the seventh grade, they must choose the foreign language they wish to pursue, and ideally, will continue to study it for the remainder of their school career. Both written and oral language skills are taught.

Homework

Schoolwork done regularly at home will be assigned to support learning in the classroom. It is expected that students will do an average of sixty minutes of homework per night. In assigning homework, teachers are expected to be aware of deadlines in all curriculum areas, of what other teachers are doing, and what is happening in other classes. All tests and major assignments are recorded on a central board in the faculty area to facilitate this coordination. Students or their parents are encouraged to inform the teacher if they are spending significantly more time on homework than the above guidelines. Occasionally, students will spend more time than what is noted to work on assignments and research.

Homework is carefully monitored and does count toward a student's grade. It is often started in the classroom, and teachers take care to provide adequate direction on what is expected. Students are strongly encouraged to do their homework on the night it is assigned, so they have a day to get help from their teachers, if they have found they did have difficulty with the assigned work.

Faculty will coordinate through their department colleagues the amount, schedule and type of homework assignments so those students taking the same course from different teachers will have comparable experiences.

Computer Access, Responsible Use Policy and Support

Middle School students have access to three computer labs on our campus. The Middle School lab is located on the ground floor, next to the Middle School Office. A second and third computer lab is available in the Media Center for on-line Internet research. Computers are an integral part of our overall instructional program, and as such, they are to be treated with respect. We will not tolerate students attempting to access questionable web sites or producing inappropriate materials while on-line. As with all of our classrooms, students are not allowed in the computer labs unless accompanied by an adult supervisor.

Computer, Network, and Internet Acceptable Use Agreement

The use of computers, the school network and the Internet at Brent International School Manila can greatly enhance learning and is offered to students as a privilege, not a right. All students are welcome to use our equipment and facilities provided that they and their parents or guardians understand and sign this Agreement.

I understand and promise:

- To use the computers, network, and Internet at Brent only for educational purposes.
- To use the Internet ethically and to look intentionally on the Internet only for material that is for educational purposes. I will not look for or share suggestive, obscene, threatening, racist, sexist, or otherwise inappropriate language or material.
- To use information, images and other material ethically, properly quoting sources for the use of other people's intellectual property.
- To respect the privacy of others and not to access other people's accounts or files, either staff or students. Attempting to hack into the school network, obtain passwords, or to access, open, print, or modify someone else's work will be treated as theft.
- That any communications originating or received from Brent school reflect on the reputation of the school and will be worded respectfully.
- To leave computers, the area around them, and the labs ready for the next person to use, i.e. quitting all applications, saving all work in appropriately named personal folders and logging off of the network. Work not saved in one's own folder will be deleted.
- To have an anti-virus program installed on personal laptops and run virus updates regularly.
- Not to use the Internet to play or download games, music or video.
- Not to use on-line chat rooms, instant messaging programs or any form of social networking sites (e.g. facebook, myspace), without direct teacher supervision.
- Not to "cheat" or "bypass" the filtering system of the school.
- Not to use peer-to-peer networking or peer-to-peer file sharing that will cause a significant decrease in the speed of the network.
- Not to reveal my personal address, phone number or other personal information, or those of other students or staff over the Internet.
- Not to purchase or order any merchandise or services over the Internet or through an electronic bulletin board.
- Not to originate or forward any chain letter or pyramid activity.
- Not to forward any non-school materials or communications.
- Not to change settings or attempt to modify computers, monitors and other equipment.
- Not to download or install software without the express permission of a teacher or network administrator.

I also understand:

- That inappropriate use of technology resources, software, or equipment may result in the limitation or cancellation of access to computers and may also result in further disciplinary action. Inappropriate use of technology and the length of cancellation will be determined by the Technology Coordinator, Librarian or Principal.
- That Brent International School Manila is not responsible for any loss of service or data, and does not guarantee the privacy of email or of student-generated work.
- That System Administrators reserve the right to monitor student use of computers, including workstations, mail accounts, Internet activity, and student folders.

We will not tolerate students producing inappropriate electronic materials or attempting to access questionable web sites while on line. As with all of our classrooms, students are not allowed in the computer labs unless accompanied by an adult supervisor.

Students with wireless capable lap tops will have access to the internet in several locations on campus including the Media Center, atrium, cafeteria and all the classrooms in the Upper School wing. This access will be subject to the same filters for inappropriate sites that govern all computers on campus.

Some courses may also provide students with handouts and other support via a course management system called MOODLE, which can be accessed via our main web site <http://www.brent.edu.ph/>. If an individual course is using MOODLE as a virtual classroom, the instructor will provide students with an enrollment key.

Dropping, Adding or Changing Courses

In order to change a course, students will need to discuss the ramifications of such a change with their parents and the Guidance Counselor. Changing courses may not always be the best solution, nor in the students' best interest. Final approval of all changes must take into consideration such parameters as comparative class sizes and teacher loading.

Changing foreign languages is not recommended beyond the first semester of the seventh grade.

Brent International School is offering the following Foreign Language choices: Chinese, Filipino, French and Spanish.

Grade 6 students are asked to choose one Foreign Language towards the end of the school year. The Foreign Language of their choice may be what they will be taking through grade 12. This must be considered carefully. For a student to change languages during the year, a letter is required from parents. Changes can only be made if there is space available and the student has not missed too much content.

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 evaluate the degree of learning of the students. 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.

Letter Grades, Grade Point Averages, Percent Equivalents, Other Marks

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

<i>Inc.</i>	:	<i>Incomplete</i>
<i>ID</i>	:	<i>Insufficient Data</i>
<i>ND</i>	:	<i>No Data</i>
<i>WD</i>	:	<i>Withdrawn</i>
<i>NC</i>	:	<i>No Credit</i>

The minimum passing mark is D-. No student who has completed the required work with 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.

Citizenship Evaluation

Citizenship grades are given on a scale from 1 = Poor to 4 = Excellent and reflect the students' conduct in relation to the standards of behavior required of Brent International School Manila students. (See Chapter V for details of Citizenship Standards)

Progress Reports

The evaluation of students from the academic and citizenship perspectives is an on-going process. Academic and citizenship grades are formally assigned and reported to parents at the end of each semester.

Midterm progress reports are issued for all students. The grades appearing on these reports do not form part of the student's official or permanent record.

Parent-Teacher Conferences

Parent-Teacher Conferences are used to keep parents informed of the student's progress and to discuss any special circumstances and needs of the students. There are uniformly scheduled Parent-Teacher Conference Days at the middle of the first and second semesters; however, parents are strongly encouraged to meet with the teacher(s) at any time if they have questions or concerns at anytime.

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. All conferences are administratively monitored through the Principal or Guidance Counselor's office. To the extent

possible, the conferences will be scheduled after regular classes so as not to disturb the academic operation of the School.

Although the school urges parents to meet with their child's teachers as often as possible, parents are requested to formally schedule meetings with teachers. The school discourages parents from holding impromptu conferences with teachers and all visits to classrooms, during instructional hours, must be approved by the Principal.

Academic Progress - Academic Discipline

Academic Warning

After each quarterly grade report, students who have earned one "F" or two "D" grades, will be issued an *Academic Warning* by the Principal's Office. Athletic and activity privileges will likely be modified or reduced until improvements have been made. Remedial measures such as special after-school classes, tutoring, etc., will be recommended with the assistance of the Guidance Counselor.

Academic Probation

Students on academic warning for two consecutive quarters, or students who have earned two or more "F" grades, one "F" and two "D" grades, or three or more "D" grades at the end of the semester will be placed on *Academic Probation*. A student on Academic Probation who does not show significant improvement by the end of the next semester will likely be asked to withdraw from the school. The student's social behavior and general attitude will play a major part in a decision for withdrawal or dismissal. Athletic and activity privileges will likely be suspended until improvements have been made.

Year-End Promotion

Students who pass all their subjects will normally be promoted to the next grade. In rare circumstances, the school may recommend retention based on lack of maturity, or for other reasons, even if the general academic record is satisfactory. Parents have the right not to abide by the school's recommendation and their decision will be part of the student's record.

Conditional Promotion

Students who have earned one "F" and one "D" in any subject may be promoted to the next grade, provided they attend Summer School and pass the failed course. In addition, they must demonstrate significant improvement in all academic areas previously showing weakness.

Students who have earned more than two "D" grades will also be required to attend Summer School or do other designated make-up work in order to be promoted.

Academic Support

After School Tutorials

Each subject teacher provides at least one after-school remedial class a week. This will be held on a regular scheduled day and students will be informed which days at the beginning of each semester. This is an opportunity for students to ask questions, get support with homework, and have supervised review for tests. All students are encouraged to take advantage of this support.

Remedial classes are mandatory for students on Academic Warning and Probation. Remedial classes are strongly recommended and may be required for students who have ongoing problems with homework completion. The Guidance Counselor will inform students if they are required to attend remedial classes.

Student Services Program

Students with identified and documented learning differences may receive support through the services of our Academic Support Program. The Academic Support course is generally scheduled in place of Electives or Foreign Language and can last for a single semester or the entire year. The Guidance Counselor, in consultation with classroom teachers, parents and the student recommends placement of students in the Academic Support class. Testing is usually required to finalize placement.

Students who are experiencing difficulties in comprehension and processing of information, and parents who suspect that their child may have learning differences, are encouraged to contact the Guidance Counselor.

Counseling Services

The Middle School years can be a challenging time for students, both socially and academically. Counseling services are offered to provide both academic and psychological support. In addition, the Guidance Counselor goes into classrooms on a regular basis to provide instructions in areas such as communication, conflict resolution, self-esteem and goal setting. Parents are encouraged to contact the Guidance Counselor if they have any concerns regarding their child's academic or psychological issues.

Summer School

Summer School lasts for one month, usually from the third Monday in June to the third or fourth Friday of July. Summer School provides students with various opportunities for enrichment, as well as a chance to work on academic areas in which they are weak. Credit for Summer School classes can only be used to make up for a failing grade, with approval of the concerned subject teacher.

New students are encouraged to attend Summer School to orient them to the school's academic program and environment.

English as a Second Language Program

Brent International School Manila offers an ESL (English as a Second Language) Program to non-native speakers of English whose English language competency is insufficient for them to be successful in the regular academic program.

The main objective of the program is to prepare ESL students for entry into the standard level of the regular academic program at Brent International School. The program aims to achieve a high level of English proficiency in the students and to develop the confidence that will enable them to have access to instruction in the mainstream, as well as to participate fully in the life of the school.

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 a tutor is established, the school will help. As a matter of school policy, however, teachers may not receive pay for tutoring students in their classes. In addition, no faculty member may hold tutoring sessions for remuneration prior to the end of the faculty work day at 3:30 nor may school facilities be used unless authorized.

CHAPTER IV

STUDENT LIFE



General Statements

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 voice their opinion as members of those committees, through student publications, or verbally through open and frank dialogues with the Headmaster, School Principals and other members of the administration or the faculty.

Accidents and Illness

The School Entry Health Exam Form given during registration should be completed by your own physician, thus it will serve as a guide for the nurses and doctors in the school in the event of illness or injury to students during school hours. The clinic also has an Updated Medical Form issued every school year that should be completed by the parents regarding the student's present medical condition, thus it is necessary to keep the clinic updated on any changes re: student's home address and telephone numbers.

If a student becomes ill during the school day, he or she is taken first to the clinic. If the doctor on call or the nurse decides that the illness is serious, the parents are immediately notified and arrangements are made for the student to be taken home. During student accidents, the clinic personnel will give immediate treatment or first aid. If the nurse or doctor decides that the child should go to the hospital for further evaluation, the nurse will take the student to the nearest hospital by the school ambulance; likewise, the same procedure will apply in terms of communication to the parents.

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 Clinic must be notified and the proper medication must be supplied. Generally speaking, our school 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 or Medical Certificate must be submitted to the Principal and the School Clinic. 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.

Activities and Sports

The Student Activities Office approves, schedules, and coordinates all extra-curricular activities concerned with the school. All students at Brent are eligible to participate in any school activity and to try out for any sports team. Students on Academic Warning and Probation, those who have been found violating the school rules, or whose citizenship grade average is 2 or below, may have this privilege withdrawn. Before they are allowed to participate, students are required to complete Student Activities Contracts and have it signed by their parents or guardian.

All students are eligible to try out for Brent sports teams. The team coaches have the final say and responsibility for team selection as well as discipline, equipment, and general behavior of the team. Once chosen, team members are expected to attend all practices and games scheduled. Dismissal of players from a team shall be handled jointly by the team coach and the Director for Student Activities. A student who is a member of a sports team is advised not to join a club that requires a heavy commitment on the part of its members. All student athletes are representatives of Brent International School Manila and as such, are expected to act appropriately and maintain their academic and citizenship standing.

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 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.

Cancellation of Classes, Typhoon Signals, Early Dismissal from School

The Department of Education, (DepEd) has issued an update amending their guidelines on 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 will proceed as scheduled;
- Signal Number 2** : **No Classes or Activities** – No students or teachers are to report; however, the school offices will

remain open for the day; administrators and office support staff report as usual;

Signals 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 and / or through the phone tree.

To keep abreast of the signals and the current weather situation, information may be found on radio stations CITYLITE 88.3 FM and / or DWRT 99.5 FM. The 24 hour hotline for the 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 600-10-301 to 309.



Cafeteria

The school is responsible for the operation of the cafeteria. Students may go to the cafeteria before school, during lunch, at breaks and after school. 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 when they found it.

Camp

Every year in the second semester, Middle School students go away for two nights and three days to a resort within a two hour drive from Manila. Each grade level goes to a different resort.

The purpose of these camps is primarily team building and to extend curricular activities beyond the classroom. Teachers, with the support of school security guards, supervise camps.

This is invariably a favorite yearly activity for Middle School students and a time to build memories to cherish in the years to come.



Cellular Phones, Electronics and Other Valuables

Cellular phones, CD or MP3 players and pagers are not to be used or in any way visible during the school day. While cell phones are recognized as an essential part of student life, these communication tools cannot be allowed to interrupt the instructional process. They will be confiscated if they go off, or are visible, during the school hours. Middle school students are strongly advised to leave them at home. Students can use the phone in the office for emergency purposes and parents may call the office to pass on urgent messages to their children. In addition, students choosing to bring such equipment to school do so at their own risk. The school will not accept responsibility for any cellular phone lost or stolen on the school premises. Students are to use their personal locker to store cell phones when they are not being used.

Closed Campus

Brent is a closed campus. That is to say, students are not permitted to exit and return at will. Once a student arrives on campus by whatever means, that student is expected to remain on campus until dismissal. Once a student leaves the campus at the end of the day, that student may not return to campus without advanced permission from the principal.

Clubs

A wide variety of clubs is offered 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 the school year.

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

Communication

Brent International School Manila is committed to keeping students, parents, faculty and staff informed. To that end, various newsletters and bulletins are published regularly. These same publications are listed on the Official School web site, www.brent.edu.ph. Our goal is to share information on a regular basis electronically and thereby save paper. To that end, everyone is encouraged to visit our website regularly. In order to stay informed of the many activities and events happening in and around our school we encourage parents to share their email addresses with us and to inform us of any changes. Every week when the most current Newsletter is on line on our website, we will email parents informing them they may now go to our official school website and read the most current information.

Email Addresses

To enhance regular communication, we encourage parents to share their email addresses with us and to inform us of any changes. Every week when the most current Newsletter is on line on website, we will email parents informing them they may now go to our official school website, www.brent.edu.ph, and read the most current information.

Evacuations – Evacuation and Emergency Guidelines

The ringing of the bell, either continuously (Fire Evacuation) or intermittently (Bomb Threat Evacuation) signals an emergency evacuation situation. In all cases, whether a drill or an actual emergency, students are to follow faculty instructions and move with haste but in an orderly fashion to the designated evacuation areas. Once in the designated evacuation area, students are to meet their Contact Group peers and Advisor who will take roll and report missing students to the Principal. All visitors on campus at the time of an evacuation bell are expected to go to the designated area along with students and faculty.

Earthquake Evacuation

Brent faculty and students must be knowledgeable about earthquake safety procedures as well. Following a few key procedures at the onset of an earthquake will do much to ensure the safety of those in the building.

Upon the initial shock of an earthquake:

1. Drop, cover and hold on. Move only a few steps to a safe place. Seek cover under sturdy, heavy furniture like an office table or classroom desk. If no furniture is available, stand in a doorframe.
2. Do not run or vacate the premises while an earthquake is occurring.
3. Stay away from windows and areas where glass or mirrors are located.
4. Stay away from objects, like picture frames, that may fall on you.
5. If you are outside, find a clear spot away from buildings, trees and power lines. Drop to the ground and remain there.

The initial shock of an earthquake may last from a few seconds to more than a minute. It is usually followed by aftershocks that are generally lesser in intensity. Aftershocks may come in rapid succession immediately after the initial shock or the interval of aftershocks may vary from a few minutes to several hours or days.

After the initial shock:

If the intensity of the earthquake was quite strong and the building is in real danger of collapsing or falling debris has made it unsafe to stay in the building:

1. Slowly get out of the place where you sought shelter.
2. Calmly and orderly leave the building through main stairways or designated exit points.
3. Shut off all main switches, like electricity and gas, if possible.
4. Proceed to open spaces where you can keep distance from structures and objects like electric posts and wires that may fall on you.
5. Do not use elevators or exits which may place you in danger of being isolated or locked in a confined space.

Field Trips

From time to time, teachers may organize field trips to enrich classroom activities. Only students with field trip authorization will be allowed to attend. Unless otherwise stated, students going on field trips are to be in school uniform. On all field trips, either educational or recreational, students leave and return to the school together. Students may leave the group only after returning to Brent School. They must travel to off-campus sites using school-approved transportation. Private cars are not allowed, unless approved in advance by the School Principal or Director for Student Activities.

Homeroom

Every student is assigned to a Homeroom at the beginning of each school year. This group meets every Monday, Tuesday, Wednesday and Friday during contact time, before the chapel assembly, as well as other irregular times. The purpose of the Homerooms is to follow-up on themes introduced in the chapel, to disseminate school information and to allow the students to develop a closer relationship with at least one of their teachers.

Rationale Based on Research

- Advisory groups make school a more personal place because of the relationship that is developed between the student and a caring adult.
- Effects in the school as a whole:
 1. Increase in academic achievement
 2. Increase in student-centered learning
 3. Decrease in behavioral problems
 4. Increase in student self-concept
 5. Improved relationship between teacher and student
 6. Increased sense of trust and belonging; fewer students feel alienated

Objectives of Advisory Program:

- To provide a comfortable, familiar setting for students
- To encourage relationships between student and teacher
- To provide an environment for leadership, cooperation and friendship among students
- To provide a supportive environment, where students can grow in different areas of their school life (academically, socially, personally/emotionally)

***“... NOT A CURRICULUM TO BE FOLLOWED,
BUT A RELATIONSHIP TO BE NURTURED...”***

Role of Advisor:

- Build relationship with students based on trust and acceptance; get to know them on a more personal level
- Be an advocate for each student

Focus of Advisory Activities:

- Holistic development of each student (personal, social, emotional, academic, etc.)

Format for Advisory Groups:

- Activities are ‘teacher-driven’ based on the specific needs of group of students.
- The teacher decides what area to focus on for the week (e.g. personal, social, etc.).

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. 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 Spirit Shop and are to be worn any time a House event is scheduled.

Lockers

Lockers are provided by the School and assigned to each student for the safety and well being of their school and personal belongings. Locker location is determined by Grade Level. The School provides the locks for the lockers. Students are not allowed to use non-school owned locks. Loss and replacement of locks must be reported to the Middle School Office, and students will be charged for the replacement cost of any lost locks. Students are encouraged not to share their locker combinations with others in order to keep their personal belongings secure.

All lockers assigned to pupils are the property of the school. Accordingly, school officials may search lockers and locker contents at any time, without notice, and without parental or student consent.

Lost and Found

All lost articles, as well as items left in the hallways, will be turned in initially to the Middle School Office before being transferred to the central Lost and Found area in the Security Office. Students are asked to report missing items to the Middle School Office and complete a short report so that we might manage all lost or missing items.

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 home 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 students. PTA 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 School 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 appointed by the Headmaster. 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.

As with the Forward, bad taste in the Ganza is not acceptable, especially in the captions under the pictures of graduating students.

The yearbook may not be printed without the Headmaster’s permission.

Religious Life

Brent International School Manila is a Christian School. The School is committed by heritage and educational philosophy to provide a Christian atmosphere, as well as a religious program, that encourages students to establish values and standards for their lives. Students are required to take courses in Religious Studies, which 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 or guardians must be familiar with and adhere to the rules and regulations. Parents or guardians and students must also realize the failure on part of the students 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 most important rule for all students riding our buses is this:

Students, when you step onto the bus, you are at school!

This is to say, all regular school rules apply relative to student behavior, actions, language and following the directives of the adult supervisor or bus attendant on the buses and following the directives of the adult supervisor or bus attendant on the buses. We expect our bus-riding students to behave just as they would were their School Principal, teacher, parent or guardian sitting next to them in the bus.

Any behavior, actions, use of foul language or failure to listen to and obey the requests of the adult supervisor or bus attendant that are not in compliance with normal in-school behavior will result in a student-School 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-School Principal-parent (or guardian) conference.

In all cases, students' actions and behavior on the bus that do not meet regular Brent standards may result in a temporary or permanent suspension of the bus riding privileges.

School Bus Service Guidelines- SY-2009-10

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. Parents must inform the Transportation Office of any changes or cancellation of service within the fiscal year.
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 speeds 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 conforms to the regular school time schedule, from Monday through Friday. Route schedules change to conform to early dismissal schedules. The service is from

TERMINAL/PICK-UP POINTS to school and back. **DOOR-TO-DOOR** drop-off service is available to Ayala Alabang, Alabang Hills, Merville, Multinational, Magallanes, Dasmariñas, and Bel-Air Villages only.

4. In order to meet the school time schedule, all riders are expected to be at their pickup 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. Early Learning Center and Lower School students will be brought to the parking area by supervising faculty. It is the student's 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, by 1:00 p.m. on the day. Students wishing to get off the bus at a different stop or to ride another bus must provide written permission from parent or guardian 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/guardian to update the school with changes of address and telephone numbers.**
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.
8. Payments for 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 \$7.00 per ride/trip.
9. All riders are assigned to a seat on the bus and are expected to follow bus rules and regulations at all times.

All concerns, comments, suggestions, and special arrangements should be addressed to the Transportation Office by phone, letter, or e-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 or guardian to the Transportation Office **first thing in the morning, through the bus attendant or contact Transportation office.**

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, riders must 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 at the 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 in the afternoon. No loitering and no returning to lockers or the Canteen. Riders should take care of business before going to their bus.
6. Riders are to remain seated at all times. No standing, changing seats, or moving about is allowed while the bus is under way.
7. Bags are to be stored under seats and out of the way. Personal items must be kept off the 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 will be charged to the person or persons responsible.
10. Windows are to remain closed at all times. The window or door must never be opened to buy anything from street vendors.
11. Riders must avoid making unnecessary noise or creating distractions that might divert the driver's attention.
12. For the safety and well being of all bus riders, misbehavior of any kind cannot be tolerated. Misbehavior is defined as fighting, creating a disturbance, injuring other riders or acting in such a manner as to expose others to harm, injury or threat. Other unacceptable behaviors are pushing, spitting, yelling, making obscene gestures, and using vulgar language.
13. Misbehavior of any kind will be dealt with accordingly, and the following consequences will be applied.

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

Second Offense: Parents contacted by the Principal.

Third Offense: Parents contacted by the Principal. The student may be suspended from the bus for from 2 to 5 school days.

Fourth Offense: A parent-student-Principal conference held. Student may be 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 Council

Student Council representatives are elected by the students to provide leadership in organizing social, community service and fund-raising events. Students not elected to the Student Council, who would still like to gain leadership skills and help in organizing events, are encouraged to join the Student Council Club.

Social Gatherings

The Middle School Student Council and individual teachers may organize social gatherings for students throughout the year. School-sponsored gatherings are subject to the rules and regulations of the school. All student social gatherings must be chaperoned by an appropriate number of faculty members.

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 the amount equivalent to the replacement cost for all lost or damaged textbooks.

CHAPTER V

BEHAVIORAL EXPECTATIONS – CITIZENSHIP STANDARDS - DISCIPLINE

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

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

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



Policies Governing Student Conduct

The following principles and guidelines underlie discipline at the school.

Discipline Guidelines

Good Manners

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

Accountability

1. Every student will 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 will 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.

Dress Code

1. Students are required to be neat and well groomed at all times. Boys' hair is to be kept neat and trimmed. Hair should not cover the ears, fall below the eyebrows or touch the shirt collar. Facial hair is not allowed, nor are earrings on boys. Excessively long, radically colored, or disheveled hair (well over the ears and shirt collar) is not allowed.
2. Students are also required to wear the complete and proper School uniform every school day and during field trips, unless otherwise indicated, and at official School events. The uniform regulations are as follows:
 - a) Uniform for girls

- i) There will be one style of blouse for girls (white). If an undershirt is worn, it must be white with no designs, colors or words permitted. There will also be one style skirt (checkered blue, white, and maroon). The skirt length should be no shorter than two inches above the middle of the knee.
 - ii) Girls' shoes must be flats or leather-type shoes with white socks. Black, brown, or maroon colors are acceptable. Rubber soles are allowable. Tennis or Basketball shoes are for Physical Education classes only. Slippers are not allowed at any time.
 - iii) Excessive make-up, colored hair, and facial piercing are not allowed. Bright colored finger nail polish is not permitted.
- b) Uniform for boys
- i) There will be one style of shirt (maroon collared shirt). Boys' shirts must be tucked in at all times. Upper School students are required to wear gray pants with a belt.
 - ii) Any undershirt worn must be white. No designs, colors or words on undershirts are permitted.
 - iii) Shoes are to be loafer style, with or without shoelaces. The soles of the shoes may be rubber. Black, brown, or maroon colors are acceptable. Dark socks are to be worn. Tennis or basketball shoes are to be used for Physical Education classes only. Slippers are not allowed at any time.
3. House shirts are required on days when there are School-wide House activities;
 4. Students may only wear Brent-issued outer garments (sweaters, sweatshirts/hoodies, etc.);
 5. While no uniform is required for after-school activities, the concept of neat and well groomed still applies at all times while students are on campus;
 6. The school may designate certain days as free dress days. Free dress means that no uniform is required but all items worn must be appropriate in nature and free of vulgarity. Again, the concept of neat and well groomed applies to all students.

Citizenship Evaluation

Citizenship grades reflect the students' conduct in relation to the standards of behavior required of Brent International School Manila students. (See Chapter V)

- 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.

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 sound integrated value system;
- 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 respect during the religious portions of the school activities, as well as proper behavior in group assemblies or programs;
- Behavior indicative of good sportsmanship before, during and after any sports competition;
- 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 classrooms and school rules;
- Punctuality for school, classes and related assignments and responsibilities;
- An awareness of the value of criticism;
- Responsibility for care of personal and school property such as books, lockers, ID's, supplies, equipment, etc;
- Increased independence in completion of assigned tasks.

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

Student Attendance

1. Tardiness

- a. A student is tardy when he or she is not in his or her assigned space when the instructional time is scheduled to begin;

- b. For purposes of attendance records, five unexcused tardies are counted as one unexcused day of absence.

2. Absences

- a. Excused Absences - The following reasons are acceptable for “excused absences and parents are requested to contact the school in these cases:
 - i. Illness or medical appointments;
 - ii. Crisis in the student’s family;
 - iii. Observance of major religious festivals.

- b. Unexcused Absences - The following are examples of unexcused absences:
 - i. Cutting classes, leaving campus without permission, etc.;
 - ii. Absences caused by disciplinary actions (suspension, etc.).

For reasons of absences not stated above, decision if to be excused or unexcused will be at the discretion of the school principal. "Again, whether excused or unexcused the student is still ultimately responsible for the material presented and the assignments made during an absence. In the case of unexcused absences the teacher is not required to allow make up work.

In the case of an unexcused absence, the student may receive no credit for the class work completed during the absence; in addition to the academic consequences of the missed instructional time, excessive absences will require disciplinary action. Please remember that no credit is given for students who have been absent for more than twenty-seven days in a school year."

Students Leaving School Grounds

No student is allowed to leave the campus during school hours without the prior written permission of the Principal.

Infractions and Consequences

Cheating-Academic Dishonesty

- 1. The following are considered acts of cheating:
 - a. Allowing another student to copy your test paper or other school work;
 - b. Copying someone else’s work and presenting it as your own;
 - c. Using plagiarized material from the Internet and presenting it as your own;
 - d. Using unauthorized notes or other aids in a test, exam, etc.;
 - e. Having somebody else other than you do the required assignments.

2. No credit is given for any work for which the student is found to have cheated.
3. Student found to be cheating may be suspended for up to two days.

**Please refer to the Appendix for the "Academic Honesty Statement."*

Respect for Property

1. Personal belongings are the students' 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 schoolbooks entrusted to the students are to be handled with great care. These textbook, 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 as replacement cost.
4. Vandalism is a serious offence. Any student caught writing on desks or walls, breaking windows, etc. will be subject to disciplinary action and we will be required to make restitution for any damaged property.

Substance Abuse, Dangerous Drugs, Alcohol and Tobacco

1. As part of our admission requirements, students and parents have signed a *Permission for Drug Testing* document which states:

"We believe a healthy educational environment is a drug-free environment. Our philosophy at Brent International School Manila centers on prevention and education with regards to the use of all dangerous drugs, tobacco, and alcohol. Further, we believe the majority of our students choose not to use these substances, and we want to reinforce those positive decisions whenever and wherever possible.

"We also recognize, however, that experimentation is a part of adolescence and that teenage peer pressure can be profound. We therefore believe strongly in an education and detection system that enables our young people to stay drug free throughout their years at Brent and beyond. To assist our students with their decisions and to enable them to make positive choices where dangerous drugs are concerned, we will conduct random urinalysis of our students from time to time. We ask your cooperation as a parent in consenting to these tests when we deem them necessary and when your child is selected. Parents will be notified when their child has been selected to give a sample and of the results of that urinalysis should it be positive. Parents will not be notified of negative results unless specifically requested.

"Our intention for students who test positive is that drug treatment / intervention will be provided. Subsequent positive tests after rehabilitation, however, may be grounds for

dismissal of that student from Brent School. Refusal to sign this permission document by the parent may also constitute grounds for dismissal of the student from Brent International School Manila.

“I give Brent International School Manila permission to conduct drug tests (urinalysis) as they deem necessary.”

2. The possession of, taking or using, buying or selling, giving or accepting any non-prescription narcotics, barbiturates, hallucinogenic drugs, marijuana and other illegal drugs on or off campus is strictly forbidden. The school reserves the right to conduct any legally accepted procedure to detect use of drugs or alcohol by students who are suspected to be users.
3. No alcohol may be served at any school-sponsored activity, whether on or off school property.
4. Smoking or chewing tobacco is not allowed anywhere on campus, in the school dormitory, at any school-sponsored activity.

Weapons

Dangerous weapons are forbidden on campus. Also forbidden are fireworks and any other objects that might present a safety hazard. Suspension is the normal penalty for such an offense.

Student ID's

Student ID cards must be carried at all times. They are necessary not only as identification but are also used to check out library books and purchase food in the cafeteria or supplies at the Spirit Shop through the POS (point of sale) system. Failure to produce an ID, defacing an ID card or fraudulently using another student's ID is grounds for disciplinary action.

Student Discipline

Consequences – Minor Disciplinary Actions

Minor disciplinary actions are generally applied for first time offenses. These would include the failure to show respect, cutting a class, etc.

The following penalties may be imposed by the School Principal or teachers in cases of minor breaches of discipline:

1. Expression of apology – verbal and written
2. Reprimand
3. Warning

4. Detention

Consequences - Major Disciplinary Actions

More serious offences (drug or alcohol use, theft or vandalizing of school property, fighting, repeated cheating, etc.) or repeated minor offences would require more serious consequences. The Principal may impose any or all of the following sanctions. Parents will be notified and involved in the process.

Social Probation

1. Social probation is a trial period to determine the student's ability and willingness to abide by school rules and regulations. In cases of Social Probation, the students and parents shall sign a contract stipulating the conditions that must be met in order to remain at Brent International School Manila.
2. A student on Social Probation who violates any of the conditions stipulated for his or her continued stay in the school may be asked to withdraw.

Suspension

1. Suspension from school and, therefore, from valuable instructional time is a serious consequence. While temporary in duration, suspension is nonetheless viewed with considerable concern and not imposed lightly. A student may be suspended "in school" or "out of school" depending on the offense. In the case of more serious "out of school" suspensions, parents may be required to attend two conferences, one at the time the student is being suspended and the second before the student is readmitted.
2. The suspended students may not attend classes and any related academic or non-academic functions for a period determined by the School Principal.
3. A student under suspension will not be allowed on campus at any time during the period of suspension unless accompanied by his or her parent or caregiver.
4. For attendance purposes, absences while suspended are recorded as unexcused.

In some cases, the School Principal might decide to impose an "in-house suspension." The above guidelines would still apply, but the students would be kept in the school office during the suspended period.

Withdrawal

Students who are unable to live by Brent International School Manila's Behavioral and/or academic standards, may be required to withdraw from the school.

Student Due Process Rights

1. Students are entitled to due process and are welcome to bring their concerns to the Headmaster or any Administrative Officer, should they feel that some injustice has been committed.
2. No severe disciplinary action (suspension and requested withdrawal) may be taken without the School Principal and Headmaster's approval.
3. There shall be no form of corporal punishment, under any circumstances, however light it may appear.

CHAPTER VI

AWARDS

Recognition and Awards

Honor Roll - To be on the Honor Roll, a student must:

1. Take a minimum of six major subjects.
2. Have the required Grade Point Average (GPA) as stated below.
3. Have no incomplete grade in any academic subject or an “F/Inc.” grade in any non-academic subject.
4. Students who are undertaking modified subjects are still eligible for the Honor roll.

Scholarship Lists – Inclusion on the following Scholarship lists is based on the students’ GPA over the school year, actual grades earned for the first and second semester. Certificates will be issued to students on the Honor Roll.

Bishop Brent Scholar’s List	=	4.0
Headmaster’s List	=	3.5 - 3.99
Honors List	=	3.0 - 3.49

YEAR-END AWARDS – Middle School

Citizenship Award

This award is given to students who have maintained a perfect Citizenship grade of 4.0 during the year. This award is to be determined after evaluation of the students’ records by the Registrar.

Perfect Attendance

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

Honors Recognition

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.

Laurence P. Martin Award

This award is given to the one male and one female eighth-grade students who show the greatest conscientiousness throughout the school year.

Activities and Sports Certificates

Certificates are given to students for outstanding participation in each of our sports teams. Certificates or other tokens of recognition may be given to students who have participated in other activities. These awards are to be determined by the coaches, activity advisors and the Director for Student Activities.

CHAPTER VII

ADMINISTRATIVE POLICIES

Students are accepted and retained on the basis of their ability to meet the academic, moral and behavioral standards of 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.

Admissions Policies

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

Filipino Students

Filipino applicants, as members of the international community, are most welcome to attend Brent International School Manila. The Board of Directors has limited the number of Filipino students, however, to not more than one-third of the total student population.

Schedule

All students follow a similar schedule according to their section and grade-level. Most subjects in Middle School are required. Students have a small number of elective courses.

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. Brent International School Manila's program consists of six years beyond Grade 6.

Student Records

The school considers all information on students to be confidential. Only the Headmaster, the School Principal, the Registrar, and the students' 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, 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, and other important information is essential and deeply appreciated.

Request for Transcript of Records

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

Should a student withdraw from school one month or more before the closing of the school year, that student shall be given a narrative or anecdotal evaluation of performance with grades earned at date of departure.

The Registrar's Office places a priority on keeping the records of graduating students updated because these records are needed to accompany applications for college admission. The Registrar's Office provides a separate list of the student's current activities, honors, awards, and recognitions. Students should make sure that the Registrar's Office has a complete list of their activities and honors for inclusion with the Transcript of Records.

Tuition and Other Fees

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

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

Financial Obligations

Parents are reminded that their enrollment agreement obliges them to make prompt payment of all financial obligations, and their thorough cooperation will be most appreciated. Late payments are subject to a penalty charge on the amount due. Report 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.

APPENDIX



MIDDLE SCHOOL COURSE OUTLINE

GRADE 6	GRADE 7	GRADE 8
A. CORE SUBJECTS	A. CORE SUBJECTS	A. CORE SUBJECTS
English	English	English
- Reading & Literature	- Grammar & Literature	- Composition & Literature
Math	Math	Math
- Arithmetic, Geometry, Algebra (intro)	- Algebra (intro), Geometry, Probability & Statistics (intro)	- Algebra, Geometry, Probability, Statistics & Polynomials
Social Science	Social Science	Social Science
- Geography & History of Latin America & Africa	- Ancient Civilizations	- Transition from Medieval to Modern Times
Science	Science	Science
- Life Science & Physical Science	- Integrated Science I	- Integrated Science II
B. FOREIGN LANGUAGE	B. FOREIGN LANGUAGE	B. FOREIGN LANGUAGE
(one Foreign Language per quarter)	(students choose one Foreign Language)	(students continue Gr. 7 Foreign Language choice)
Chinese	Chinese	Chinese
Filipino	Filipino	Filipino
French	French	French
Spanish	Spanish	Spanish
C. SEMESTRAL COURSES	C. SEMESTRAL COURSES	C. SEMESTRAL COURSES
Religious Studies	Religious Studies	Religious Studies
Computer	Computer	Computer
D. ELECTIVES	D. ELECTIVES	D. ELECTIVES
Art (one semester)	Art (one semester)	Band (all year)
Band (one semester)	Band (one semester)	Strings (all year)
Strings (one semester)	Strings (one semester)	
or	or	or
Art (one semester)	Art (one semester)	Art (one semester)
Music (one quarter)	Music (one quarter)	Music (one quarter)
Drama (one quarter)	Drama (one quarter)	Drama (one quarter)
E. OTHERS	E. OTHERS	E. OTHERS
P.E.	P.E.	P.E.
Health/Wellness	Health/Wellness	Health/Wellness

**MIDDLE SCHOOL SCHEDULE
(S.Y. 2009-2010)**

Grade 6

6-A				
Block	Day 1		Day 2	
	Subject	Teacher	Subject	Teacher
A/E	English	J. Sands-Caballero	PE	H. Schneider
B/F	Religious Studies	T. Selga	Chi/Spa/Fre/Fil	AW/VD/NLS/SR
C/G	Math	C. Watkins-Vaughan	Science	L. Kohn
D/H	Social Science	J. Sands-Caballero	Art	A. Thompson

6-E				
Block	Day 1		Day 2	
	Subject	Teacher	Subject	Teacher
A/E	Science	L. Kohn	Math	C. Watkins-Vaughan
B/F	PE	H. Schneider	Spa/Fre/Fil/Chi	VD/NLS/SR/AW
C/G	English	J. Sands-Caballero	Social Science	M. Silva
D/H	Art	A. Thompson	Computer	M. Sto. Tomas

6-N				
Block	Day 1		Day 2	
	Subject	Teacher	Subject	Teacher
A/E	Ban/Str/Dra-Mus	BF/SC/DD-EN	Socila Science	J. Sands-Caballero
B/F	Science	L. Kohn	Fre/Fil/Chi/Spa	NLS/SR/AW/VD
C/G	Religious Studies	D. Dofitas	Math	C. Watkins-Vaughan
D/H	PE	H. Schneider	English	J. Sands-Caballero

6-A				
Block	Day 1		Day 2	
	Subject	Teacher	Subject	Teacher
A/E	Ban/Str/Dra-Mus	BF/SC/DD-EN	English	L. Ashley
B/F	Math	C. Watkins-Vaughan	Fil/Chi/Spa/Fre	SR/AW/VD/NLS
C/G	PE	H. Schneider	Social Science	J. Sands-Caballero
D/H	Computer	M. Sto. Tomas	Science	L. Kohn

Samples of Students' Possible Schedules

Grade 7

Block	Day 1		Day 2	
	Subject	Teacher	Subject	Teacher
A/E	PE	H. Schneider	Music-Drama	D.Dofitas/E.Narvaez
B/F	Math	C. Watkins	Social Science	M. Silva
C/G	English	L. Ashley	Beginning French	N. Le Saux
D/H	Computer	M. Francisco	Science	A. Di Tano

Block	Day 1		Day 2	
	Subject	Teacher	Subject	Teacher
A/E	English	M. Fountain	Math	P. Bourdin
B/F	Beginning Band	S. Leggatt	Science	A. Di Tano
C/G	PE	T. Garcia	Computer	M. Francisco
D/H	Beginning Spanish	L. Buhain	Social Science	M. Silva

Grade 8

Block	Day 1		Day 2	
	Subject	Teacher	Subject	Teacher
A/E	Strings	S. Cruz	Social Science	W. Simpson
B/F	English	L. Ashley	Religious Studies	T. Selga
C/G	Math	P. Bourdin	Science	A. Di Tano
D/H	PE	T. Garcia	Intermediate Filipino	S. Roxas

Block	Day 1		Day 2	
	Subject	Teacher	Subject	Teacher
A/E	Math	P. Bourdin	English	L. Ashley
B/F	Intermediate Spanish	L. Buhain	Science	L. Kohn
C/G	Social Science	W. Simpson	PE	T. Garcia
D/H	Art	A. Thompson	Religious Studies	T. Selga

BRENT INTERNATIONAL SCHOOL MANILA
GRADES 5 – 8 ACADEMIC HONESTY STATEMENT

Christian values are very important at Brent International School Manila. The values include personal integrity, intellectual honesty, academic excellence, love and respect for every member of the school community and those outside the school. As a Brent student, you are expected to behave responsibly in a moral and ethical way. Each student is expected to follow these values and behaviors in all aspects of school life, both inside and outside the classroom. Above all, proper behavior, attitude, and spirit is the foundation which helps us to make good choices and be accountable for all our actions.

Therefore, based on these principles, a Brent student will not cheat, lie or plagiarize.

- Cheating means giving or receiving any unauthorized assistance on any assignment, quiz or test, for any reason. **Copying another student's work or allowing a fellow student to copy your work is cheating.**

Lying is any misrepresentation of the truth or failure to state the truth, with the intent to deceive.

Plagiarism happens anytime you present the ideas, thoughts, or words of another as if they are your own, regardless of intent. Copying and pasting without citing the source is plagiarism.

- Students and parents need to be aware of the following two very important consequences of these actions:
- Teachers who discover student(s) who have cheated, lied, or plagiarized will share that information with other teachers, the counselor and Middle School principal to monitor the student(s) more closely to help ensure that the behavior does not recur. Parents or guardians will also be informed of all violations.
- Students who have committed violations of the Statement may receive a grade of 0% on the assignment in question and may also incur one or more of the following consequences: required to attend remedial sessions after school, referred to the classroom support teacher, detention(s), placed on academic probation, removal or restriction from activities, suspension, or, in the judgement of the Headmaster, dismissal from Brent International School Manila.

Every Middle School student, as well as his/her parent or guardian, is required to sign this paper to show that they understand, accept, and agree to these principles and consequences of Academic honesty and conduct at Brent International School.

Student Signature over Printed Name Gr. & Sec. Date Parent or Guardian Signature

Portions of this are taken from Honor Statement of All Saints Episcopal School, Tyler, TX; Christ Episcopal School, Rockland, MD; Episcopal School of Acadiana, Cade, LA; and Porter-Gaud School, Charleston, SC.

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 of the classrooms. Evacuation drills are practiced periodically throughout the year.

CANCELLATION OF CLASSES, TYPHOON SIGNALS, EARLY DISMISSAL FROM SCHOOL

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

The revised Guidelines on the Suspension of Classes in Cases of Typhoons and other Calamities are hereby issued for the information of all concerned.

Automatic Suspension of Classes

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

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

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

The automatic suspension of classes also applies to public school teachers since they shall be required to hold make-up classes in lieu of the suspended classes. In the case of private schools, the suspension of work by school personnel shall be at the discretion of the school heads / directors / principals.

Localized Suspension of Classes

In the absence of typhoon signal warnings from PAGASA, localized suspension or cancellation of classes in both public and private elementary and or secondary schools in specific divisions may be implemented.

The Superintendent shall decide on the suspension of classes if such covers for all Brent Schools. If the suspension is for specific schools only, the school principal / headmaster shall decide on the matter.

Coordination with the local chief executives shall be undertaken at all times since they chair the local Disaster Coordinating Council (DCC) and can mobilized local government personnel to evaluate the threats to public safety such as heavy rains, earthquakes, floods, high tide and transport strikes.

As head of the local DCC, local chief executives can also decide on the suspension of classes. When such a decision is made, they are requested to inform the Superintendent and Regional Director so that the Department can help in the dissemination of the information to the public.

Parents' Responsibilities

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

Parents wishing to ascertain whether or not to send their children to school should check for media advisories coming from PAGASA, Dep Ed, DCC's and the Local Government Unit (LGU's).

Announcement

Media outlets performing the public service of providing information on the status of classes should first of all refer to PAGASA and then to the offices of the DepEd, DCC's and the respective LGU's.

Suspension of classes should be announced by the Undersecretary for Regional Operations, in his absence the Regional Director in the case of NCR and by the Regional Director in the case of the regions as much as possible, not later than 4:30 in the morning. Such announcements shall be done primarily through broadcast media and shall take the whole day.

In cases where there are classes in the morning and suspension is only for afternoon sessions, announcements should be made, as much as possible, not later than 11:00 in the morning.

In the case of division-specific or school-specific suspension of classes, the superintendent or the school head, as the case may be, should inform the community through the media and also inform the LGU executives, the Superintendent (for school-specific suspensions) and the Regional Director (for division-specific suspensions).

Required Number of School Days

Parents and teachers are reminded that the required number of school days for the school year shall be considered especially in holding make-up classes to offset the days when classes are suspended.

The make-up classes shall be held Saturdays or on weekdays the originally-set school calendar in both public and private schools.

School Officials/Personnel

Schools Officials, members of the Disaster Coordinating Council Committees in schools designated as evacuation areas requested to render service even when classes are suspended. They shall coordinate with the local government officials on rules orders, and guidelines prescribed for evacuation centers.

All previous orders and regulations relevant to the suspension of classes due to typhoons, floods and other calamities are hereby rescinded by this Order. Widest dissemination of this Order is enjoined.

