

Conditional Promotion
Academic Support
Study Hall
After School Tutorials
Student Services Program
Summer School
Summer School for IB Students
Tutoring

Chapter IV – Student Life

Activities and Sports
Bookstore – School Supplies
Cancellation of Classes, Typhoon Signals, Early Dismissal from School
Cafeteria
Cellular Phones
Clinic
Closed Campus
Clubs
Communication
Contact Groups
Creativity, Action and Service (CAS)
Evacuations – Evacuation and Emergency Guidelines
Earthquake Evacuation
Field Trips
House System
Lockers
Lost and Found
Parent-Teacher Association (PTA)
Public Displays of Affection (PDA)
Publications
The Forward
The Ganza
Religious Life
School Buses
Security Guards
pageenior Privileges
Social Gatherings
Student Councils
Textbooks

Chapter V – Behavioral Expectations–Citizenship Standards – Discipline

Policies Governing Student Conduct
Discipline Guidelines
Good Manners
Accountability
Dress Code

Citizenship Evaluation
Citizenship Standards
Student Attendance
Students Leaving School Grounds
Academic Honesty
Infractions and Consequences
Respect for Property
Substance Abuse – Dangerous Drugs, Alcohol and Tobacco
Weapons
Student ID's
Infractions and Consequences
Consequences – Minor Disciplinary Actions
Student Conduct Cards
Detention Process
Consequences - Major Disciplinary Actions
Social Probation
Suspension
Withdrawal
Student Due Process Rights

Chapter VI - Recognition and Awards

Honor Roll
Scholarship Lists
Year-End Awards – All Students
Citizenship Award
Perfect Attendance
EARCOS Global Citizen Award
Honors Recognition
 Bishop Brent Scholar's Award
 Headmaster's Award
 Honors Certificate
Year-End Awards – Graduating Seniors
 Valedictorian and Salutatorian Awards
 Loyalty Pins
Year-End Awards – Upper School
 Bishop Brent Award
 Headmaster's Prize
 Bishop's Prize
 Mary Sheffer Prize
 Rosemary Penn Prize
 Dramatic Awards
 Activities and Sports Awards

Chapter VI – Administrative Policies

Admission's Policy
 Guardianship

Grade 12 Students
Special Cases
Non-English Speaking Students
ESL Age Limits and Level Placements
Filipino Students
Schedule
Grade Level and Section Placement
Student Records
Request for Transcript of Records
Tuition and Other Fees
Financial Obligations

Dear Upper School Students and Parents,

Welcome to Brent International School Manila! We are very pleased you have chosen to be a part of our school this year. Our highly qualified, well-prepared, and enthusiastic professional educators are eager to work with both students and parents to make this a very successful year for everyone. It is a great privilege to be working with the young leaders of tomorrow. Together with you, the students and parents, we look forward to creating a most positive and productive school year.

Many of you may be new to our Brent School community, and certainly all Grade 9 students are new to our Upper School. This *Student-Parent Handbook* serves as a tool for you to understand our Upper School programs and campus life. It contains important information on rules and discipline, details on student activities, grades and grading, guidelines for participation in sports, emergency procedures, and other general school topics. Please take time to read it carefully so that you are well informed.

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

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

God bless you all!



DICK B. ROBBINS
Headmaster



JEFFREY W. HAMMETT
Deputy Headmaster

Dear Upper School Students and Parents,

On behalf of all professionals in our Upper School, welcome to the 2011-2012 school year!

We are looking forward to another growth-filled school year, and we hope that you are as excited as we are. Our enthusiasm is based in part on the fact that our international array of teaching and support staff are highly qualified to help each student and every Brent community member have a productive and successful school year.

Upper School students are the leaders of our school, and as such, there are high expectations for all of them - in the classroom, on the athletic field, on stage, in the community, and around our campus. Upper School students “set the tone” for the year. Our greater Brent community will look to the Upper School for positive examples of leadership and behavior to emulate. This is a tremendous responsibility, but one we feel our students, faculty, and staff are most interested in addressing and capable of delivering.

As an Upper School family, we look to generate a positive and productive climate this year within a challenging academic setting and our established Christian ethos. Reaching that goal and experiencing that positive community climate requires the active participation of everyone.

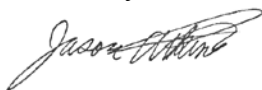
This *Upper School Student-Parent Handbook* will help all of our students and parents find many answers to questions about our school. Please take the time to read it carefully. It contains valuable information on virtually every aspect of student life. Our hope is that it will assist all of us in helping our students make positive and productive decisions throughout the school year, all within the rules, regulations and guidelines outlined herein.

We welcome your questions and concerns about our school and any information contained in this handbook, so please ask. We are here to help. Also, please get into the habit of reading our weekly Newsletter each week on our Brent website (www.brent.edu.ph). If you give the Upper School Office your email, we will send you a reminder when it is updated. Also, you can find the Upper School calendar on our website, which we update with the dates and times of major events throughout the year. The more everyone stays informed and aware of what is happening in our school, the stronger our community will be and the better the school year will be for everyone.

To our returning students and parents we say, “Welcome home!” To those students and families new to our school, we offer a heartfelt “Mabuhay!” - welcome to the Philippines and to Brent International School Manila! We are pleased you have chosen to be a part of our school this year.

Thank you all in advance for your support of the people and programs in our Upper School. Working together and respecting one another, we will have a great year. We wish you all the best this school year.

Sincerely,



JASON ATKINS
Upper School Principal

SCHOOL DIRECTORY

Location and Mailing address:

Brentville Subdivision, Brgy. Mamplasan,
Biñan, Laguna 4024
Philippines

Phone List:

Brent Trunk Line	(049) 511-4330/4334
Brent Manila Lines	(02) 697-9087
Upper School Direct Line	(049) 511-4342
Upper School FAX	(049) 511-4356

School Secretary (Ms. Nellie Aquino)	Loc. 312
Principal (Mr. Jason Atkins)	Loc. 310
Upper School Conference Room	Loc. 320
IB Office (Ms. Kristi Pozon)	Loc. 318
Counselors' Secretary (Mr. Compton/A-K and Mrs. Levno/L-Z)	Loc. 314
Director for Academic Affairs (Mr. Joseph Levno)	Loc. 317
Director for Student Activities (Mrs. Catherine Ong)	Loc. 420
Accounting/Business Office	Loc. 412
Drop-off Guard/After Hours	Loc. 524
Director of Admissions (Mrs. Heather Atkins)	Loc. 514
Deputy Headmaster (Mr. Jeffrey Hammett)	Loc. 220
Headmaster (Mr. Dick Robbins)	Loc. 511

E-Mail: (all Brent Manila email addresses follow the format: <first initial><last name>@brent.edu.ph and can be found on our website.)

Principal – jatkins@brent.edu.ph

Brent Manila Website:

www.brent.edu.ph

CHAPTER I

INTRODUCTION

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

Bishop Charles Henry Brent

Philosophy and Goals

Mission Statement of All Brent Schools

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

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

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

Brent School aspires to be a living International School community, where young people from different nationalities, cultures, religions and family backgrounds, educate one another by mutual understanding and respect, openness of mind in dialogue, acceptance of the uniqueness and limitations of each, growth in the spirit of service and the practice of justice and charity.

Brent School aims at every level to be characterized by quality education, 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 is concerned to develop critical minds, sensitivity to important issues and the ability to form judgements. This is important in a society in which discernment in the use of mass media is required to maintain one's personal liberty in the face of all undesirable influences.

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

1. **Responsible Citizens** who:

- a. exercise leadership;

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

2. Critical Thinkers who:

- a. distinguish between facts and opinions, 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. examine new information, methods, values and beliefs with an open mind.

3. Technologically Literate Individuals who:

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

4. Healthy Individuals who:

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

5. Tolerant Individuals who:

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

6. Effective Communicators who:

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

7. Life-long Learners who:

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

History

Charles Henry Brent, the school's founder, was born in Canada in 1862. After his ordination in the Anglican Church of Canada, he came 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. Brent Manila retained a Nursery to Grade 8 Campus on the UL Complex to serve students from the Pasig, Makati, and Quezon City areas until it was closed in May 2008. In 2001, Brent Manila started operation of a satellite campus on the island of Boracay, which offered a Brent education to students from Nursery to Grade 8 up until May 2009. In 2004, Brent Manila opened an Early Learning Center in the Alabang Town Center, which closed with the offering of a new nursery class at the main campus in 2008. Brent also began operating a satellite campus on the International Rice Research Institute compound in Los Baños for students in Grades 1 to 6 in 2005 – 2006.

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 (DepEd), Philippines.

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 South Campus Upper School features fully carpeted and air-conditioned classrooms; five modern science laboratories; a fully equipped and air-conditioned Media Center; two computer laboratories with fiber-optically wired Pentium computers; and two on-line Internet Reference and Resource computer labs 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 South 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 serves students, faculty, and staff through its expanding collection of print and media materials. Parents are welcome to use the Media Center as well. Our combined libraries have more than 60,000 volumes accessible through the computerized catalog 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-ROMs, DVDs, recordings, audiotapes, and other visual media in support of our curricula.

The Destiny catalogue system and 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 data-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 itself 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 from all who choose to visit 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 out the materials – 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 first or 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 8:00 a.m. except for Thursdays when the first class starts at 8:55 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 2:35 p.m., Mondays through Fridays.

Parents are requested not to have their children at school more than fifteen minutes prior to the beginning of the school day, nor later than fifteen minutes after the school's dismissal. Supervised spaces on campus will be provided on Thursday mornings for those students who must arrive early.

Students are also encouraged to participate in after school sports and activities. These are scheduled from 2:50 p.m. to 3:50 p.m. or sometimes until 5:00 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 students' presence is needed after school hours.

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

Mondays, Tuesdays, Wednesdays

	Time	Number of Minutes
<i>Block A / E</i>	8:00 – 9:25	85
Block A / E (HL)	8:00 – 9:30	90 (5 minutes passing time)
<i>Passing Time</i>	9:25 – 9:35	10
<i>Block B / F</i>	9:35 – 11:00	85
Block B / F (HL)	9:35 – 11:05	90 (5 minutes passing time)
<i>Passing Time</i>	11:00 – 11:10	10
<i>Block C / G</i>	11:10 – 12:35	85
Block C / G (HL)	11:10 – 12:40	90 (25 to 30 minutes for lunch)
<i>Lunch</i>	12:35 – 1:10	35
<i>Block D / H</i>	1:10 – 2:35	85
Block D / H (HL)	1:05 – 2:35	90

Thursdays

	Time	Number of Minutes
<i>Block A / E</i>	8:50 – 10:00	70
Block A / E (HL)	8:50 – 10:05	75 (5 minutes passing time)
<i>Passing Time</i>	10:00 – 10:10	10
<i>Block B / F</i>	10:10 – 11:20	70
Block B / F (HL)	10:10 – 11:25	75 (10 minutes passing time)
<i>Passing Time</i>	11:20 – 11:35	15
<i>Block C / G</i>	11:35 – 12:45	70
Block C / G (HL)	11:35 – 12:50	75 (30 to 35 minutes for lunch)
<i>Lunch</i>	12:45 – 1:25	40
<i>Block D / H</i>	1:25 – 2:35	70
Block D / H (HL)	1:20 – 2:35	75

Fridays

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

	Time	Number of Minutes
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<i>Block A / E</i>	8:00 – 9:05	65
Block A / E (HL)	8:00 – 9:10	70
<i>Contact Time</i>	9:10 – 9:30	20
<i>Chapel Assembly</i>	9:35 – 10:20	45
<i>Passing Time</i>	10:20 – 10:30	10
<i>Block B / F</i>	10:30 – 11:35	65
Block B / F (HL)	10:30 – 11:40	70 (5 minutes passing time)
<i>Passing Time</i>	11:35 – 11:45	10
<i>Block C / G</i>	11:45 – 12:50	65
Block C / G (HL)	11:45 – 12:55	70 (30 to 35 minutes for lunch)
<i>Lunch</i>	12:50 – 1:30	40
<i>Block D / H</i>	1:30 – 2:35	65
Block D / H (HL)	1:25 – 2:35	70

Special Assembly Schedules

From time to time, the Upper School will follow special schedules for School-wide Eucharist services, and morning or afternoon assemblies.

Curriculum

Curriculum is under the jurisdiction of the Board of Trustees, who have 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 Grade 11 and 12 courses is basically that of the IB program and it is towards this program and successful attainment of its requirements, that curriculum for grades 9 and 10 is directed. A Course Offerings booklet with class descriptions and showing program options is available in the Upper School office.

Homework

Schoolwork done regularly at home will be assigned to support learning in the classroom. Reasonable quantities of homework are part of the learning process and considered an important component of our overall learning program. In assigning homework, teachers are asked to be aware of deadlines in all curriculum areas, what other teachers are doing, and what is happening in other classes.

Homework will also be monitored carefully and started in class with adequate teacher direction. Faculty will coordinate through their head of department and department colleagues the amount, schedule, and type of homework assignments in order to ensure that students taking the same course from different teachers will have comparable experiences.

Computer Access, Responsible Use Policy and Support

Upper School students have access to four computer laboratory spaces on our campus. Two labs are located on the third floor above the Activities Office. Another lab is on the fourth floor of the Media center, and a fourth Computer space is also available in the Media Center for on-line Internet referencing and research. Computers are an integral part of our overall instructional program, and as such, they are to be treated with respect. Students and parents are required to sign and follow the *Computer Use Policy* statement, which says:

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:

1. To use the computers, network, and Internet at Brent only for educational purposes.
2. 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.
3. To use information, images and other material ethically, properly quoting sources for the use of other people's intellectual property.
4. 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.
5. That any communications originating or received from Brent school reflect on the reputation of the school and will be worded respectfully.
6. 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.
7. To have an anti-virus program installed on personal laptops and run virus updates regularly.
8. To have external storage devices such as flash memory or external hard drives scanned for viruses.
9. Not to use the Internet to play or download games, music or video.
10. 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.
11. Not to "cheat" or "bypass" the filtering system of the school.
12. 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.
13. Not to reveal my personal address, phone number or other personal information, or those of other students or staff over the Internet.
14. Not to purchase or order any merchandise or services over the Internet or through an electronic bulletin board.
15. Not to originate or forward any chain letter or pyramid activity.
16. Not to forward any non-school materials or communications.
17. Not to change settings or attempt to modify computers, monitors and other equipment.
18. 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

Student Initiated Changes: Changing courses is allowed within the first eight school days of each semester. In order to change a course, students will need to discuss the ramifications of such a change with their parents, their Guidance Counselor, the International Baccalaureate Coordinator (where appropriate), the teacher whose class they wish to leave, as well as the teacher into whose class they wish to enroll. The process is an involved one and purposefully so. Changing courses may not always be the best solution nor in the students best interest. It is imperative, therefore, that students take care in choosing their courses, particularly those for Grade 11 in which they will study for two academic years. Final approval of all changes rests with the Upper School Principal. The Principal will take into consideration such parameters as comparative class sizes and teacher loading before approving any change.

Teacher Initiated Changes: After the first eight school days and until the mid-term progress report time, teachers may initiate a course change for those students they feel are inappropriately placed. Most of the above mentioned process and shared decision-making will still apply. If such a change is approved, the student's mark for the semester would be a combination of the work done in the dropped course and the work done in the acquired course.

Dropping Courses: Dropping a course due to a student's inability to cope with the requirements is considered only as a last resort and after all remedial measures have been exhausted. Care should be taken to ensure that the School's graduation requirements and the college admission needs of the student are observed. If a student elects to drop or change a course after the mid-term comment period, a grade-to-date for the dropped course and a

semester grade for the acquired course will both appear on the student's transcript. In all cases, the minimum subject load limit must be maintained.

Assessment

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

Examinations

Upper School students are regularly assessed according to department guidelines. Most courses have a semester evaluation and a semester exam.

Students with identified learning or examination differences may receive shortened exams, more time, alternative exams, or other projects in lieu of semester or final exams.

Students who are absent without a valid excuse on the day of a final examination receive a failing grade for the examination missed. This grade is included in the computation of the final semester grade.

Students whose absence is excused will be allowed to take make-up examinations.

Requests for early examination at the end of the school year may be approved by the Principal for sufficiently compelling reasons. Early Examinations in December are considered only for those students leaving Brent School.

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

Inc.	:	Incomplete
ID	:	Insufficient Date
ND	:	No Data
WD	:	Withdrawn
NC	:	No Credit

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.

IB Higher Level courses are weighted by the addition of 0.5 for purposes of the GPA.

Brent International School Manila no longer provides ranking data.

IB Grade Descriptors

It is important to understand that there is no direct conversion between the letter grades used in Brent classes and the IB Organization’s 1-7 scale. The chart below provides a **rough equivalent** range to help those unfamiliar with the IB program understand their scale by comparison. It is furthermore important to know that the IBO assigns each IB course a 1-7 grade based on a set of prescribed IB assessments. The Brent letter grade includes a broader range of related assignments over the duration of the course. Therefore, a student’s letter grade in a class may not correspond exactly to their IB 1-7 grade.

IB GRADE	IB DESCRIPTOR	APPROXIMATE LETTER GRADE	APPROXIMATE GPA
7	EXCELLENT	A+	4.0
6	VERY GOOD	A	4.0
		A-	3.7
		B+	3.3
5	GOOD	B	3.0
		B-	2.7
4	SATISFACTORY	C+	2.3
		C	2.0
3	MEDIocre	C-	1.7
		D+	1.3
		D	1.0
2	POOR	D-	0.7
1	VERY POOR	F	0

Progress Reports

The evaluation of students from the academic and citizenship perspectives is an ongoing 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 on the student's progress and to discuss any special circumstances and needs of the students. Should there be particular critical problems in the academic or behavioral performance of the student, a parent-teacher conference may be convened at any time. 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. Whenever possible, the presence of the appropriate Guidance Counselor will be required. At such scheduled parent conferences, the Guidance Counselor makes a brief report for the student's file.

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.

Graduation Requirements

In order to graduate from Brent International School Manila, a student must have accumulated the following credits over four years of upper or high school:

English / Language Arts	4
Mathematics	4
Social Science	4
Science	4
Modern Language	3 or 4 credits*
Physical Education	1 (2 semesters)
Theory of Knowledge	1 (2 semesters)
Electives	2 or 3 credits (4 semesters)*

24

* - Students who are not sitting the external IB exams may choose to take an elective in the place of year 4 Modern Language.

To complete the High School Program, students are also required to take Religious Studies (2 semesters), Computers (2 semesters), Visual and Performing Arts (2 years), Junior Seminar (1

semester), an additional year of Physical Education and complete Creativity, Action and Service (CAS) hours.

Language Requirement

All students are required to study four years of English as a first or second language. ESL students mainstreamed after Grade 9 are exempted from the Modern Language requirement but may enroll in the “Ab Initio” language course. To qualify for “Ab Initio” a student must have either been mainstreamed from ESL after Grade 9 or have arrived at Brent after the second semester of Grade 10 with no previous experience in any of the Modern Languages offered in the Upper School.

Credits

One credit for a year course is given only when a student has a passing mark at the end of the year. For semester courses, a one-half credit is given.

No credit is given for students who have been absent for more than twenty-seven days in a school year.

No credit is given for Student Aide work.

No credit is given for final grades of F, WD, Inc., ID and ND.

No credit is given for ESL students except in courses where they follow the mainstream curriculum.

Graduation - Diplomas Awarded

Brent Diploma

The regular Brent Diploma is awarded to all students who fulfill the graduation requirements outlined above.

Brent Honors Diploma

A Brent Honors Diploma is awarded to students who, in Grades 11 and 12, take at least three courses at the Higher Level, and maintain a 3.00 GPA in their Grade 12 year.

International Baccalaureate (IB) Diploma

An IB Diploma candidate has to study six subjects in grades 11 and 12, at least three of which are at the higher level and three at the standard level, and pass all the externally graded and moderated assessments related to those courses. They must also complete the core requirements, namely: Extended Essay, Theory of Knowledge (TOK), and Creativity, Action and Service (CAS) (see chapter IV).

To earn the IB Diploma, a student must achieve a minimum grade of 24. This means they must have a minimum grade of 4 for each of the six subjects. They must also have no grade of E in either Extended Essay or TOK, and successfully complete the CAS requirements.

The school will provide the IB Diploma candidates other important information regarding the award of diploma and failing conditions in the course of the two-year program. Also see our Course Offerings booklet for more information about IB courses.

Certificate of Completion

Grade 12 students who have acquired the sufficient number of credits, but who do not meet all requirements for a Brent Diploma (e.g., insufficient credits in a specific subject area, lack of residence, special academic program, etc.), may be given a certificate of completion.

Early Graduation

Brent School does not allow students to graduate before or during their Grade 12 year.

Delayed Graduation

Grade 12 students who, at the time of graduation, have not fulfilled all their obligations (other than academic) to the School will not be able to graduate although they may participate in the commencement ceremonies. They will officially graduate upon fulfillment of all their obligations.

Academic Progress – Academic Discipline

Academic Warning

After each quarterly grade report, students who have earned a minimum of 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 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 higher grade. The School reserves the right to recommend to the parents the retention of their child(ren) in the current grade as a result of lack of maturity or for other reasons, although the general academic record is passing. The parents have the right not to abide by the School's recommendation and their decision will be part of the student's record.

Conditional Promotion

Students who have earned one "F" and one "D" or two or more "D" grades will be promoted to the next higher grade if they attend Summer School and pass the failed course. In addition, they must demonstrate significant improved performance in all academic areas previously showing indications of weakness.

Academic Support

Study Hall

Students in Grades 11 and 12 are provided time within their academic schedule for study. Students are expected to use the time wisely. With prior consent of the supervising faculty member, students may go to the Media Center or to consult with another faculty member who might be free during the same block. These privileges will be extended to individuals for as long as they exhibit responsible behavior, mature choices, and do not abuse the privilege.

After School Tutorials

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

Student Services Program

Students with identified and documented learning differences may receive support through the services of our Student Services program. Students who are experiencing difficulties in comprehension and processing of information, and parents who suspect their child may have a learning difference, are encouraged to contact our Guidance Counselors for more information.

Summer School

Summer School usually lasts for five weeks, from mid June to the third Friday of July, and provides students with various opportunities for enrichment, particularly those enrolled in our English as a Second Language (ESL) program. Attending and passing Summer School classes can also be required for those who have failed classes during the regular school year, even though the failed mark will remain on the permanent transcript of record.

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

Summer School for IB Students

An intensive enrichment program for grade 10 and 11 students taking International Baccalaureate courses is offered in June. Students have the opportunity to improve their skills in courses where they either have a high interest or would like to improve their competency. Courses will be offered based on the number of requests received.

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 3:45 nor may school facilities be used unless authorized.

CHAPTER IV

STUDENT LIFE

Activities and Sports

The Student Activities Office approves, schedules, and coordinates all extra-curricular activities connected with the school. All students at Brent are eligible to participate in any school activity and to try out for any sports team. Students on Academic Probation, Academic Warning, who have been found violating the School rules on smoking and alcohol use, or who fail to maintain a citizenship grade average of 2.0 or above may have this privilege withdrawn. Before they are allowed to participate, students are required to complete a Student Activities Contract 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 School operates a bookstore stocked with school supplies, Physical Education uniforms, House shirts, etc. At the beginning of the year, supplies will be provided for every subject. Students are requested to purchase supplies from the School's bookstore in order to ensure uniformity.

Cancellation of Classes, Typhoon Signals, Early Dismissal from School

Brent International School Manila adheres to the Storm Signal Guidelines established by the Department of Education of the Philippines. Accordingly, when storm signals are posted over Biñan Laguna, classes will be affected as follows:

- | | | |
|------------------------|---|--|
| Signal Number 1 | : | Normal Operation – All classes will proceed as scheduled; |
| Signal Number 2 | : | No Classes or Activities – <i>No students or teachers are to report</i> ; however, the school offices will remain open for the day; administrators and office support staff report as usual if it is safe to do so; |

Signals Number 3 and 4 : **No School** – The entire school operation will be closed; no classes, offices or activities will take place;

Please also know that the President of the Philippines and the Brent School Headmaster are the only two other individuals who can suspend classes.

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.

Every attempt will be made to contact parents, students and teachers in the event of a cancellation of classes. If you have not heard or are unsure, calling the school at 697-9087 after 6:00 a.m. may be the best way to find out for sure.

We realize that parents have the ultimate responsibility for determining whether or not their children go to school. Even if no order for the suspension of classes has been issued, if parents feel that traveling to or from school will place their children at risk, we certainly understand and will honor their decision.

Cafeteria

The School is responsible for the operation of the cafeteria. Additional vendors, like Pizza Hut, offer students, faculty and staff a choice of food. Students may go to the cafeteria only during lunch and breaks, providing it is not being used for Lower or Middle School lunch. School rules on behavior most certainly apply in the cafeteria. Students are to clean up after themselves, making sure the table they have used is at least as clean if not cleaner than they found it.

Cell Phones

Cell phones are not to be used or heard from during instructional time. While recognized as an essential part of student life, these communication tools cannot be allowed to interrupt the instructional process. 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 phones lost or stolen on the School premises. Students are to use their personal locker to store cell phones when they are not being used. Phones being used in class may be confiscated and held until the next school day.

Clinic

The School Entry Health Form given during registration and the Updated Medical Form issued every school year should be completed by the parents regarding the students present medical conditions, 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. Also, 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.

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 meet after class hours under the supervision of teacher and parent volunteers. These clubs offer students the opportunity to develop talents and interests they have and to acquire new ones. The Student Activities Office provides a list of currently active clubs at the beginning of the school year.

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

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.

Contact Groups

In an effort to create some “smallness” within our “bigness,” every student is assigned to a group of ten to twelve Grade Level classmates headed by one of his or her regular classroom teachers. These Contact Groups meet every Friday for twenty minutes providing important time for students and their faculty advisor to discuss non-academic type issues. We use the Contact Group format from time to time for students to comment on certain school-wide issues or to vote during student elections.

Creativity, Action and Service (CAS)

All students in Grades 11 and 12 participate in the CAS Program. Students keep track of the number of hours as they participate in different aspects of student and community life while at Brent School. Creativity (singing, dancing, drama, band, orchestra, etc.), Action (athletic team, individual sports participation, etc.) and Service (tutoring, civic involvement, Habitat for Humanity, Good Samaritan Club, etc.) together with Cultural (club, festival, pageant, craft, etc.) are areas where students may log hours. Full International Baccalaureate Diploma candidates must log approximately one hundred fifty hours over two years; non-diploma candidates are asked to log one hundred twenty hours. More information on this program is made available to students and parents during orientation to Grade 11.

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.

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

In order to preserve instructional time and minimize disruption to the educational process, all educational Field Trips will be scheduled on the same day during the first, second and third quarters. Field trips will be schedule during the fourth quarter only for Grade 10 and 9 students.

Students must have signed field trip authorization forms to attend. Those who do not receive parental permission must report to school for a regular school day.

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 Principal or Director for Student Activities. Student-driven cars are not permitted.

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 Bookstore 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 Upper 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, the 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 Upper School Office before being transferred to the main Lost and Found area in the Security Office. Students are asked to report missing items to the Upper 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.

Public Displays of Affection (PDA)

While all positive relationships are encouraged, all students need to be aware that, as a true international school with more than fifty nationalities represented on our campus, certain displays of affection may be offensive to members of our international community. Students are to refrain from kissing, hugging and handholding while on campus.

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 is called the Ganza. It was named at the original Brent School in Baguio and comes from the word for a traditional Benguet gong called a “gangsá” which used to announce celebrations or call people to disseminate information. It 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 seeks to encourage students to establish values and standards for their lives. Students are required to take courses in Religious Studies, courses that are designed to instill an appreciation for the historical, liturgical, moral and spiritual values of the Bible and Christian tradition.

Students also explore other major religious traditions of the world to broaden their knowledge and deepen their understanding and respect for the religious impulse in its many manifestation.

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.

The School Chaplain is charged with organizing religious activities, including the weekly chapel program for students. In this he is assisted by a Religious Life Committee, whose members represent different sectors of the school community.

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. These are printed and given to each bus rider at the beginning of the school year. Parents or guardians and students must also realize that failure on the part of the student to follow bus regulations may mean temporary, or in repeated and/or more severe cases, permanent suspension of all bus riding privileges.

Of particular note is the necessity to give advance notice to the Transportation Office **in writing** if a bus rider will take a different bus or plans to leave campus and not ride the bus on a given day. Student security is of utmost importance and we appreciate parent efforts to promote this by communicating with our Transportation personnel in a timely and courteous manner.

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

Any behavior, actions, use of 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-Principal conference and subsequent communication with the parent or guardian. Depending on the particular problem, or on the number of times a problem might continue, there may be a student-Principal-parent (or guardian) conference.

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

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.

Senior Privileges

During their Senior year, Grade 12 students may be given free time (in lieu of their Study Hall assignment) to complete college applications and prepare for their external examinations. This privilege is granted by the Principal and given only to Grade 12 students passing all of their classes. In addition, students are to use that time wisely and in accordance with all school rules. Seniors are not, for example, to play cards in the Cafeteria or at the tables in the atrium during this free time.

Social Gatherings

School-sponsored gatherings held on campus or in private homes, hotels or clubs are subject to the rules and regulations of the school. All student social gatherings must be chaperoned by at least two faculty members. All school-sponsored activities (except the Junior-Senior Prom) must end by 11 p.m.

Student Councils

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.

Student Councils are elected by students to represent the student body and serve as direct channels of communication with the administration and faculty. In addition to the Student Body Officers, each Grade Level will have a Council. All five Councils, under the supervision of the Director for Student Activities, are responsible for coordinating student activities and services. The Councils are composed of a President, Vice-President, Secretary, Treasurer and Public Relations Officer, and the election of these officers is held at the end of the school year for incoming Grades 12, 11 and 10, and in August for Grade 9.

Each year a Varsity Council will be appointed. This Council will be expected to help athletes, give assistance to interscholastic activities, be supportive of School spirit activities, and be a consultative body to the administration, especially the Director for Student Activities. The Varsity Council is also responsible for naming the House Captains for the Upper School.

Textbooks

Textbooks are distributed through the Textbook Center located on the fourth floor. Textbooks are supplied for all students in all classes taught at Brent International School Manila. In recognizing the considerable expense involved with securing such materials, however, students must treat all

textbooks as if they were their own, and return them at the end of the academic year in the same condition in which they were received at the beginning of the school year. Students will be charged at the replacement cost for all lost or damaged textbooks.

CHAPTER V

BEHAVIORAL EXPECTATIONS – CITIZENSHIP STANDARDS - DISCIPLINE

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

The objective of the rules and regulations published here is to instill and foster habits of honesty, 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. Students are reminded that, while wearing the Brent School uniform, they represent not only themselves but also the School. Appropriate disciplinary action may be applied.

Dress Code

1. The purpose of a dress code at Brent is to create a fad-neutral environment. Therefore, students are required to be neat and well groomed at all times.
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 the middle of the knee.
 - ii) Girls' shoes must be flats or leather-type dress shoes worn with white socks. Black, brown, or maroon colors are acceptable. Sports shoes are for Physical Education classes only. No high cut boots are allowed. Slippers (flip-flops) are not allowed at any time.
 - iii) Excessive make-up, colored hair, and facial piercing are not allowed.
 - 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 uniform pants provided by the Brent Tailoring Shop with a belt.
 - ii) Any undershirt worn must be white. No designs, colors or words on undershirts are permitted.

- iii) Shoes are to be dress shoes or loafer style, with or without shoelaces. Black, brown, or maroon colors are acceptable. Dark socks are to be worn. Sports shoes are to be used for Physical Education classes only. Slippers (flip-flops) are not allowed at any time.
 - iv) Boys' hair is to be kept neat and trimmed. 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.
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 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. Students receive a semester grade for citizenship according to the following scale:

- 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 = Needs Improvement / Emerging - This indicates that the student frequently fails to meet the standards and should be undergoing some self-examination as to citizenship deficiencies.
- 1 = Poor / Frequent Non-Compliance - 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 as part of the Brent ESLRs of Responsible Citizenship, Tolerant Individuals and Healthy Individuals:

RUBRIC SCORE	RESPONSIBLE CITIZENS	TOLERANT INDIVIDUALS	HEALTHY INDIVIDUALS
<p>4 EXCELLENT</p> <p>Behavior indicates consistent compliance with the vast majority of descriptors</p>	<ul style="list-style-type: none"> * Exhibits leadership, even when not required * Cooperates with others * Deals positively and effectively with conflict * Demonstrates a sense of civic awareness * Contributes responsibly to the community * Renders assistance above self regularly * Always completes his/her share of the work conscientiously * Exhibits responsible behavior without supervision * Punctual for school, classes, and related assignments and responsibilities * Shows increased independence in completion of assigned tasks 	<ul style="list-style-type: none"> * Respects and advocates for the rights of others * Appropriate respect during school religious activities and proper behavior at group assemblies and in the classroom * Shows awareness of the value of criticism * Behavior indicative of goods sportsmanship 	<ul style="list-style-type: none"> * Honest in all dealings - demonstrated integrity when working with others - no evasive behavior - may have volunteered helpful information on others' dishonesty * Able to make ethical decisions based on a sound integrated value system
<p>3 SATISFACTORY</p> <p>This is the expected minimal norm and indicates usual compliance with the majority of descriptors</p>	<ul style="list-style-type: none"> * Exhibits some leadership * Cooperates with others * Deals positively and effectively with conflict * Demonstrates a sense of civic awareness * May have rendered assistance above self * Usually completes his/her share of the work conscientiously * Exhibits responsible behavior without supervision * Usually punctual for school, classes, and related assignments and responsibilities 	<ul style="list-style-type: none"> * Respects others * Usually respectful during school religious activities and proper behavior at group assemblies and in the classroom * Shows some awareness of the value of criticism * Behavior indicative of goods sportsmanship 	<ul style="list-style-type: none"> * Honesty in all dealings - demonstrated integrity when working with others - no evasive behavior
<p>2 EMERGING / NEEDS IMPROVEMENT</p>	<p><i>The student frequently fails to meet the descriptors above and should be undergoing some self-examination as to citizenship deficiencies. This has been pointed out to the student and the student hasn't shown significant improvement. Minor academic dishonesty or bullying and/or fighting automatically qualifies for a 2, even if other descriptors are met. May have multiple minor infractions.</i></p>		
<p>1 POOR / FREQUENT NON-COMPLIANCE</p>	<p><i>The student with this grade has been told that he/she is consistently failing to meet standards and is demonstrating little or no effort to improve. Major academic dishonesty or a combination of multiple minor infractions resulting in suspension or contract automatically qualify for a 1.</i></p>		

Student Attendance

1. **Tardiness** - A student is tardy when he or she is not in his or her assigned space when the instructional time is scheduled to begin. A student arriving more than twenty minutes later to a class will be marked as absent.

Please note that the number of tardies for the semester and for the year is listed on the official transcript of record. In addition, five or more tardies per semester will eliminate a student for consideration of the annual perfect attendance award.

2. **Absences** –We view absences as “explained” or “unexplained.” In both cases, the student has missed the lesson and valuable classroom interactions, and we are concerned. Whether an absence is explained or unexplained, the student is still responsible for the information covered and the assignments made during the missed instructional time.
 - a. Explained Absences - The following reasons “explain” a student absence:
 1. Illness or medical appointments;
 2. Crisis in the student’s family;
 3. Observance of major religious festivals;
 - b. Unexplained Absences - The following are examples of unexplained absences:
 1. Cutting classes;
 2. Leaving campus without permission.

Again, whether explained or unexplained the student is still ultimately responsible for the material presented and the assignments made during an absence. In the case of unexplained absences and classes that have been cut or skipped the teacher is not required to allow make up work. Relative to excessive absences, 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.

Academic Honesty – Every student is required to sign and abide by the following Brent Upper School Academic Honesty Statement:

“Brent International School Manila is founded on the core values of our Christian heritage: love, honesty, excellence, integrity and respect for every member of the community. Membership in the student body carries with it a responsibility for the strict observance of moral and ethical behavior befitting an honorable person. Every member of the Brent community is therefore expected to show respect for themselves and others by guarding and abiding by these fundamental principles in all aspects of school life. Above all, the spirit of humility must underlie these ethical and moral standards and provide the foundation for proper conduct and accountability.

In accordance with the principles we share, we will not condone cheating, lying or plagiarism.

- Cheating is defined as giving or receiving any unauthorized assistance on any assignment, quiz or test, regardless of intent. Allowing a fellow student to copy your work is a form of cheating.
- Lying is any misrepresentation of the truth or failure to state the truth, with the intent to deceive.
- Plagiarism is any presentation of the ideas, thoughts, or words of another as one's own, regardless of intent.

To indicate agreement to and acceptance of the principles of Academic Honesty in our school, every Upper School student, as well as their parent or guardian, is requested to sign the Academic Honesty Form.

Students and parents also need to be aware that teachers will be submitting electronic copies of their papers to turnitin.com, an online program and data base, which will search and compare their essays to billions of other published papers. Academic honesty violations will result in the following two very important consequences:

- Teachers who discover student behavior in violation of the above stated principles will share that information with their colleagues, the counselor and school administrator in an effort to monitor more closely student compliance. Parents or guardians will also be informed.
- Students who have committed violations of this Statement may incur any of the following consequences: detention, suspension, removal or restriction from activities or dismissal from Brent International School Manila, pending authorization by the Headmaster.”

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 at 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 would 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 sign a *Permission for Drug Testing* document which says:

“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, 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 activities, or at any time in public places while wearing the Brent School uniform.

Weapons

Dangerous weapons, or anything that may be construed as such, are forbidden on campus. Also forbidden are fireworks and any other object 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 are grounds for disciplinary action.

Infractions and Consequences

Consequences - Minor Disciplinary Actions

The key phrase for students to remember in all disciplinary actions is "one-trial learning." All of us make mistakes. What we are looking for in our students is the ability to learn from those mistakes and not make the same mistake a second time.

Student Conduct Cards and After School Detention

At the beginning of every school year, students will be given a Conduct Card that they are required to keep with them at all times while on campus. This card will serve as the record keeper for infractions. Teachers will sign the card when a student violates one of the student conduct codes. When a student receives three signatures, loss of Break can be enforced by the assigning teacher; and the fourth signature will result in the loss of the card and an after school detention. The steps are printed on the back of the card, and there will be a place for the teacher's signature, date, and type of infraction. The loss of the card will result in an automatic assignment to after school detention.

NAME:			GRADE:
1.	2.	3.	4.
Offense:	Offense:	Offense:	Offense:
Teacher:	Teacher:	Teacher:	Teacher:
Date:	Date:	Date:	Date:



BRENT INTERNATIONAL SCHOOL MANILA
UPPER SCHOOL

Conduct Card – 2011-2012

- First Offense – Teacher Warning: Card is signed;
- Second Offense – Second Warning: Card is signed;
- Third Offense – Third Warning: Teacher may hold student for break;
- Fourth Offense – After School Detention: Student will report to the Detention Supervisor from 2:45 p.m. to 3:45 p.m. on Thursday. An assignment to after school detention takes precedence over all other school-related after school clubs or activities;

Note: Loss of or failure to present this card when asked will result in an automatic assignment to After School Detention.

Detention Process

- 1st step - teacher warning;
- 2nd step - teacher warning;
- 3rd step - teacher warning or loss of break with assigning teacher;
- 4th step- after school detention – this takes place from 2:45 p.m. to 3:45 p.m. on Thursdays. An assignment to after school detention takes precedence over all other school-related after school clubs or activities;
- 5th step - referral to Principal's Office.

- All minor infringements of the Student Handbook will follow this process;
- Assembly behavior will follow the same process;

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. This action subjects students to a trial period to ascertain their 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 class 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 would 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 student may not attend any academic or non-academic functions during the period of suspension;
3. A student on “out of school” suspension will not be allowed on campus at any time during the period of suspension unless accompanied by his or her parent or caregiver.

Withdrawal

Students who are unable to live by Brent International School Manila behavioral and/or academic standards, or who commit a serious offense 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’s and/or Headmaster’s approval;
3. There shall be no form of corporal punishment, under any circumstance, however light it may appear.

CHAPTER VI

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 of 3.0;
- 3 Have no incomplete grade in any academic subject or an “F/Inc.” grade in any non-academic subject;

Scholarship Lists – Inclusion on the following Scholarship lists is based on the students GPA over the school year, actual grades earned for the first semester and either actual or predicted grades earned for the second semester.

Bishop Brent Scholar’s List = 4.00 and above

Headmaster’s List = 3.50 - 3.99

Honors List = 3.00 - 3.49

Year-End Awards – All Students

Citizenship Award

This award is given to students who have maintained a perfect Citizenship grade of 4.00 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, and who have not been tardy five or more times each semester, will be granted this award. This award is based on the records maintained by the Registrar.

EARCOS Global Citizen Award

This award is given to a student who has an open mind, is well-informed, aware and empathetic, concerned and caring for others, encourages a sense of community and is strongly committed to engagement and action to make our world a better place.

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.

Year-End Awards – Graduating Seniors

Valedictorian and Salutatorian Awards

These awards are granted to students who have completed at least two years of Upper School at Brent International School Manila and who are candidates for the Brent Honors Diploma. These awards are based on the highest GPA's in the Senior class, computed on the last two years of achievement.

Loyalty Pins

Gold Pins are awarded to Senior students who have attended Brent International School (either Baguio, Manila, Boracay or Subic) for a minimum of ten years (not necessarily consecutive).

Silver Pins are awarded to Senior students who have attended Brent School (Baguio, Manila, Boracay or Subic) for at least five years (not necessarily consecutive).

Year-End Awards – Upper School

Bishop Brent Award

The award is given for outstanding character, leadership and scholarship. Secret balloting by all Upper School faculty members is used to determine the recipient of this award.

Headmaster's Prize

This award is given to the student who has shown the greatest scholastic improvement and is on the Honor Roll.

Bishop's Prize

The award is given to the student who has rendered the greatest service to the School and has been on the Honor Roll throughout the year. In case of a tie in the teachers' decision, both students involved may receive the award.

Mary Sheffer Prize

This prize is awarded to the student who, by friendship, tolerance, and international outlook, has helped to join together in friendship the students of the many nationalities and cultures that study at Brent International School. All Upper School faculty members choose the recipient.

Rosemary Penn Prize

The recipients of this award, to be chosen by all Upper School faculty members, are students who have been outstanding during the school year with regard to industry, cooperation, and helpfulness, and who have qualities that contribute to the happiness of others: a cheerful disposition, an unselfish nature and a kind heart.

Dramatic Awards

Gold and Silver Medals are awarded in each of the following categories: Best Actor of the Year, Best Actress of the Year, and Service to the Stage. The faculty involved in the Performing Arts determine these awards.

Activities and Sports Awards

Awards are given to students for outstanding participation in each of our sports teams. A felt letter “B” is awarded to Varsity athletes. Trophies 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

Admissions Policies

Brent International School Manila is primarily and essentially a college-preparatory institution. Hence, only college-bound students are admitted to the School. Students are accepted and retained on the basis of their ability to meet the academic, moral and behavioral standards of Brent. 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.

Guardianships

Students are required to live with at least one parent while enrolled at Brent. We no longer admit students who are not living with a parent. This policy is enforced beginning on the date an applicant is scheduled for our admissions tests and interviews.

Grade 12 students

Because the International Baccalaureate (IB) curriculum extends over the two years of Grades 11 and 12, new students will not, as a general rule, be admitted for their Senior or Grade 12 year. Exceptions may be made for new students who have completed the first year of the two-year IB curriculum in his or her former school, and whose classes would match those courses already being offered at Brent. In general, this new student's transcript for Grades 9 to 11 would reveal the intelligence, diligence, and motivation needed to be successful in our Grade 12.

Special Cases

In exceptional cases, to be approved by the Headmaster, a student may be admitted in a special program designed to help him or her to acquire sufficient credits for entrance to a specific college abroad or in the Philippines.

Non-English Speaking Students

Students applying for admission in the Upper School, whose competence in the English language is not sufficient for them to participate actively in, and benefit from the regular instruction program, are enrolled first in the English-as-a-Second-Language (ESL) Program. Students are grouped according to their level of proficiency in the English Language, instead of at their actual grade level. Only ESL students who commit themselves to obtaining the Brent Diploma will be considered for admission. The School does not admit applicants who want to learn only the English language.

In order to ensure that students will complete the ESL program and still be eligible for graduation, they usually must be at least Level 4 when entering grade 9 (16 years old). After appropriate level placement, ESL students are expected to study in each level for only one

semester before moving on to the next higher level. Student performance, achievement and grades are closely monitored while students are in the ESL program. In cases when ESL students fail to meet criteria for promotion, students are subject to academic discipline (academic warning and probation).

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

The School Principal and the Guidance Counselor prepare the student's schedule, in coordination with the Registrar. Six major subjects are required for all Upper School students. Should any conflict in schedules occur, this should be brought to the attention of the Guidance Counselor or the Principal.

Grade Level and Section Placement

The School decides on the grade and class section placement of the student.

For certain subjects (e.g., Modern Languages and Mathematics), placement may be decided according to level of ability, based upon the result of a diagnostic test.

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. The "first year of high school" for local schools does not correspond with the Upper School's Grade 9.

Only students who have completed Grades 6, 7, and 8, or the equivalent in other school systems, are admitted to the Upper School. The chart below gives both the required grades levels to be completed as well as the corresponding age brackets for our grades 9 to 12.

Brent Grade Level	Grade Completed	Age Bracket
Grade 9	Grade 8	14-15
Grade 10	Grade 9	15-16
Grade 11	Grade 10	16-17
Grade 12	Grade 11	17-18

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

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

Request for Transcript of Records

Students who wish to transfer to another school and who need a copy(s) of their Transcript of Records, may apply for an official transcript, 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 (see rule on Early Examinations).

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 Pesos 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 accounts.

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.