

Noblesse International School



PARENT-STUDENT HANDBOOK

2012-2013 School Year

HISTORY OF THE SCHOOL

The construction of the main NIS building was completed in July of 2007. This building has thirty-six (36) classrooms all equipped with modern facilities. On June 20, 2008, the school was granted a Permit to Operate as an international school by the Department of Education. On September 15, 2008 (School Year 2008-2009), Noblesse International School opened its doors to 7 enrollees from Grades 4 and 10. Since its opening in 2008, the following has been added to the campus: Early Years Building, Cafeteria, Pool, Golf Range, and Soccer Field.

MISSION

Noblesse International School endeavors to maintain a positive learning environment that enables all students to become successful learners, confident individuals, and respectful, responsible “world citizens” who contribute effectively to a competitive global society.

We believe

- Education is a shared responsibility of the Home and School.
- Students should be exposed to a “classical” approach to education. The early years of school should be spent in absorbing facts, systematically laying the foundations for advanced study. In the middle grades, students should learn to think critically. In the high school years, they should learn to express themselves. This classical pattern is called the *trivium*.
- A safe and secure environment is conducive to effective learning.
- Education must encompass the development of the *whole* individual – academic, personal, social, and emotional.
- Students are individuals whose learning is influenced by age, prior knowledge, background, experiences, personality, and physiology.
- The educational process should recognize and accommodate different abilities & learning styles.
- Education is most effective when the learner is actively engaged in the learning process.
- Education should provide “real world” experiences.
- Teachers must receive continuous training with respect to the latest educational methodologies.
- The students' school experience should foster self-esteem and self-confidence.
- The school experience should promote positive interpersonal relationships.
- The establishment of high – yet realistic - expectations promotes academic excellence.
- Education should encourage responsible citizenship and global awareness.
- Education should instill in students a desire for lifelong learning

School-wide Standards for Success

Standard 1

The environment is safe and nurturing.

Standard 2

The students, teachers, and parents work collaboratively to ensure student success.

Standard 3

The expectations for student success are clearly stated and relevant.

Standard 4

Students remain engaged by meaningful work.

Standard 5

Methods of instruction are varied.

Standard 6

Teachers are provided with the needed tools to help students be successful.

Standard 7

Teachers and parents affirm student success.

Standard 8

Students are provided with opportunities for service and personal growth.

School Hours

Monday – Friday

Reception Area opens:	7.30am
Homeroom begins:	7.45am
1 st period class begins:	8am
Nursery School dismissal	12pm
Regular classes end for PK-12 th	3.15pm
After-school classes	3:30-4:30

NOTES: *Each period is 45 minutes
*3 minutes between classes
*45 minute lunch-break
*Seven academic periods per day
*One “activity” period per day

Saturday

Administrative offices are open on Saturday between 8am and 12pm

Finance Policy

- All payments must be made by cash, check, or wire transfer.
- All fees associated with wire transfers are the responsibility of the parent/guardian.
- When converting Php to dollars, the fixed exchange rate given by the school is \$1 = php45
- For Nursery thru 12th grade, a one-time **Application Fee** of \$100 is payable BEFORE a student takes the Entrance Exam and is non-refundable.
- For Nursery students, the **Miscellaneous fee** of \$300 must be paid in-full upon enrollment and includes: Two sets of “casual” uniforms, student supplies (excluding nappies), and utilities (including aircon). Parents are required to provide nappies and feeding bottles (if applicable).
- For Kindergarten and Pre-Kindergarten students, the **Miscellaneous fee** of \$750 must be paid in-full upon enrollment in order to receive: books, supplies, 2 sets of school uniform (1 casual & 1 formal), 1 set of PE uniform, & homework bag. This fee is non-refundable and is payable each academic year of enrolment in PK & K.

- For 1-12th grade students, the **Miscellaneous Fee** of \$1000 must be paid in-full upon enrollment. This “one-time” fee is used for utilities (including aircon), technology, and capital improvements to the school and is non-refundable.
- For 1-12th grade students, a **Deposit** of \$1000 must be paid in-full upon enrollment. This fee is refundable upon leaving the school.
- Books (if purchased) and uniforms are non-refundable. Incorrect uniform sizes can be exchanged within 48hrs of purchase. No refund is given for damaged clothing. The school does not do re-fitting or alterations.
- Transportation fees are only refundable if a student is permanently removed from the bus by the school or parent/guardian.
- Tuition can be paid in two ways: (1) Full annual payment (less 5%) before the school year begins OR (2) two installments. In case of option 1, full payment must be made before the first day of classes in order to the student to attend class. In case of option 2, the first installment is due before classes begin. The second installment is due before the start of the 2nd Semester (as indicated in the school calendar). Students will not be permitted to attend class if the necessary installment is not paid prior to the start of each semester.
- The school will issue billings in both hard and soft copy format. If a parent/guardian does not respond to the hard/soft copy, a follow-up phone call will be made within 14 days. Following this, the issue will be referred to the Headmaster who will schedule a meeting with the parents/guardians. If payment is not made within the requested time-frame, the student will not be allowed to attend classes.
- All outstanding balances after the due date of the hard/soft copy billing are subject to a 2% surcharge.
- **Cafeteria** food is pre-ordered and pre-paid on a monthly or annual basis. No refunds are given. Pre-orders which do not include payment will not be processed.
- Payments for the school’s **transportation service** must be made within 7 days of receiving the billing. If payment is not made, the student will not be allowed to use the transportation service.
- Pro-rating of fees:
 - The Application Fee, Miscellaneous Fee, and Deposit are payable in-full regardless of the time of enrollment.
 - Students who enroll during the academic year will be charged a pro-rated tuition rate based on a ten-month scale. The school year is August to June (10 months). Accordingly, if a student enrolls in September, the student will be charged 9/10th of the annual tuition rate. NOTE: Partial months will not be calculated.
 - For students withdrawing from the school before the end of a semester, no refund is given for that semester. If a student withdraws during the first semester, and the second semester had already been paid, only the second semester will be refunded.

SEVERE WEATHER PROCEDURES

In accordance with Executive Order #66 by the President of the Philippines, Noblesse International School will AUTOMATICALLY cancel all classes in the event that a Signal #2 or #3 Alert is issued by PAGASA. Noblesse will remain open for a Signal #1 Alert.

Additionally, Noblesse will AUTOMATICALLY cancel all classes if the Angeles City Mayor's Office announces the cancellation of classes in the city for ALL grade levels. Noblesse will remain open if the Mayor's office announces the cancellation of classes for only the Primary/Elementary level.

Early Release (should schools need to close early)

In the event that schools need to be closed early, the following procedures will be used to ensure that students arrive home safely.

1. An attempt will be made to contact the parent (or emergency contact person) by the administration
2. If a parent or emergency contact is not contacted, the student will be kept at school (safe and supervised) until a parent arrives.

DISCIPLINE POLICY

At *Noblesse International School* we believe in the concept of "positive discipline" in which students are held accountable for their actions (via a clearly defined system of consequences), yet receive counseling on how to improve their behavior. We further believe that students should be consistently praised for their academic effort and good behavior, thereby helping to establish a positive environment throughout the school.

RULES

1. BE PUNCTUAL AND PREPARED
2. BEHAVE SENSIBLY AND RESPONSIBLY
3. FOLLOW THE STUDENT DRESS CODE.
4. DEMONSTRATE COURTESY & RESPECT
The NO BULLYING policy will be strictly enforced
5. RESPECT PERSONAL & SCHOOL PROPERTY.
6. MOVE QUIETLY THROUGH THE SCHOOL
7. IF CONFLICT OCCURS, NOTIFY A TEACHER.
8. FOOD AND DRINK ARE ONLY PERMITTED IN THE *EATING AREAS*
9. NO ELECTRONIC DEVICES (INCLUDING MOBILE PHONES) DURING CLASS HOURS
10. ONLY EDUCATIONAL MATERIAL SHOULD BE BROUGHT TO SCHOOL

CONSEQUENCES

Students are expected to follow the School Rules (see above) which are posted throughout the school. Teachers have the primary responsibility of ensuring that students adhere to these rules, both inside and outside the classroom. Teachers are encouraged to resolve minor issues in their classroom. For reoccurring "minor" issues or "major" issues (such as cheating or fighting), a *Communication Log* must be completed by the teacher and submitted to the Headmaster on the same day. The Headmaster will meet with the student on the same or next day, and issue the appropriate punishment (see below). Parents will be contacted by the Headmaster through the school's receptionist.

Punishments:

Minor offenses: Loss of Break
3 minor offenses = 1 major offense

Major Offenses:

- 1st major offense: Afterschool or Saturday detention
- 2nd major: 1-day in-school suspension (in the Headmaster's Office)
- 3rd major: 2 day in-school suspension (in the Headmaster's Office)
- 4th major: 3-day suspension and issuance of a Behavior Contract
- 5th major: one week suspension, with terms of expulsion.

NOTE: The school reserves the right to immediately expel students for gross misconduct.

Expulsion Proceedings:

The Headmaster of the school will initiate expulsion proceedings, which are subsequently reviewed and approved (or denied) by the School Board. Upon approval, parents are notified of the decision in-person (or via email, for parents residing overseas). The school accepts no further responsibility for the student following the parents' receipt of the expulsion notice. School records and any tuition refund are released pending review by the School Board.

BULLYING

“Bullying” is defined by NIS as a “repeated intimidation of students by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse, or through acts on the property of another.”

NIS takes this issue very seriously and will issue the necessary punishment according to the severity of the offense.

STUDENT DRESS CODE

The standard school uniform is compulsory for all students from Early Years to Grade 12. This includes a student PE Kit. In addition, students must maintain a modest, neat and clean appearance at all times. Parents may order/purchase all uniforms from the school's Uniform Store. Students are required to be in uniform during school hours, from 7:45AM to 3:15PM.

Casual Days ... Tuesday and Thursday

Boys:

- White or blue NIS polo shirt with light brown pants or shorts (shorts are only permitted in EY-5th)
- A belt must be worn and the pants/shorts must be worn at or above the hip.
- Plain white undershirt
- Any color shoes
- No jewelry may be worn

Girls:

- White or blue NIS polo shirt with light brown skirt
- Plain white undershirt
- Any color shoes and white socks (no high heels, slippers, flip-flops, or shower shoes)
- No jewelry may be worn (except one “stud” earring per ear)

- No make-up or nail-polish of any kind may be worn

Formal Days ... Monday, Wednesday, Friday

Boys:

- White polo shirt with tie, and khaki pants
- A belt must be worn and the pants/shorts must be worn at or above the hip.
- Plain white undershirt
- Black shoes
- No jewelry may be worn

Girls:

- White blouse with skirt
- Plain white undershirt
- Black shoes and white socks (no high heels, slippers, flip-flops, or shower shoes)
- No jewelry may be worn (except one “stud” earring per ear)
- No make-up or nail-polish of any kind may be worn

Miscellaneous

- The PE Uniform can only be worn during PE class
- Only NIS sweatshirt/jackets may be worn
- No extreme hair-styles are permitted (as defined by the Headmaster)
- Hair colouring must have the prior approval of the Headmaster
- *Students who do not follow the Dress Code outlined above will be referred to the Headmaster for appropriate disciplinary action*

EMERGENCY PLAN

This Safety Plan contains procedures for school-wide events including teacher responsibilities, emergency evacuation drills, tests, reporting and health related emergencies. Prior to implementation, training for all staff on safety procedures will occur. This plan will be reviewed annually.

Campus Security

Noblesse International School has fencing around the entire perimeter of the campus with security guards stationed at the only entry point. All visitors must check in with the security guard to verify identification and receive a visitor’s pass. An additional security guard is stationed at the main entrance of the school to verify the identification of all visitors and to maintain a written record of all visitors.

Drills

A drill for Fire, Lock Down and Severe Weather shall be conducted within the first ten (10) days of school and then once more each quarter (two times per semester). The date, duration and effectiveness of each drill will be documented and forwarded to the necessary authorities.

Communication

The school’s receptionist(s), under the direction of the Headmaster, is responsible for

communicating with parents during/following an incident. If necessary, the *parent phone-list* will be divided amongst the Admin staff who will then contact the parents for immediate pick-up of their children. The Headmaster will prepare a written statement explaining the event and what procedures took place for the staff and for the parents/students.

FIRE EVACUATION PROCEDURE

1. As soon as fire alarm sounds, students should evacuate the room as quickly and quietly as possible.
2. Follow the primary evacuation route. If the primary exit route is not accessible, follow the secondary evacuation route. Use line leaders to take the class to designated area.
3. All lights and other electrical equipment should be turned off.
4. Doors and windows should be closed.
5. The teacher should be the LAST person out of the room after making sure that all students are out. Take your class roster with you and “take roll” to account for all students. If students are missing, notify the appropriate administrator.
6. In the event that an alarm goes off during lunchtime, or during a scheduled activity, teachers should report to the cafeteria or activity location and assist with evacuation.
7. Wait for all clear signal to be given by Administration before returning to rooms.

LOCK DOWN PROCEDURE

A *Lock Down* will be called for any event which would require securing the campus. An example would be unlawful intrusion or trespassing by an armed person.

1. An announcement will be made to LOCK DOWN, cease all movement on campus.
2. Teachers should begin Lock Down procedures *any time* they hear extremely violent behavior (i.e. gunfire, etc.). Teachers ***should not wait*** for the announcement to Lock Down.
3. Immediately lock doors and have students sit on the floor.
4. While students are getting on the floor, close any window shades and/or blinds if it appears safe to do so.
5. Teachers will check class roll and account for all students.
6. Each room will be contacted to determine if all students are accounted for and the names of students not present will be recorded, as well as their possible location.
7. Custodial workers and Office staff will secure all exterior and non-classroom doors.
8. If a teacher is not assigned to a classroom at the time of Lock down, they will check the immediate area for students and proceed to the nearest safe room.
9. Teachers and staff are to remain on the floor and **silent**. **DO NOT OPEN THE DOOR!**
10. Wait until an ALL CLEAR signal has been given before resuming normal activities.

EARTHQUAKE PROCEDURES

During an earthquake:

If INDOORS, stay indoors, do not rush for exits:

- Move away from windows that may break and furniture or large objects that could fall over
- **Drop** to the ground, **Take Cover** under a table, bench or desk and **Hold On** until the shaking stops
- If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building

- Use a doorway for shelter only if it is in close proximity to you and you know it is a strongly supported, load bearing doorway
- Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave
- Expect fire alarm and sprinkler systems to activate and the electricity to go off

If OUTDOORS, stay outdoors:

- Move away from buildings, trees, streetlights, utility poles and lines; and,
- Once in the open, stay there until the shaking stops. (The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects).

If TRAPPED under debris:

- Do not light a match
- Do not move about or kick up dust
- Cover your mouth with a handkerchief or clothing
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

AFTER the earthquake

- Check the students, take attendance and provide help as needed

HEALTH RELATED EMERGENCY

1. Contact the clinic and front office of any medical emergency.
2. When reporting the situation to the nurse or administrator, provide the name (if known), condition and location.
3. School nurse will immediately leave the clinic with a prepared emergency bag.
4. Both the nurse and administration will report to the location of the medical emergency.
5. The health needs will be assessed, and if needed emergency medical services will be notified.
6. The Headmaster will be notified.
7. Parent/Guardian will be notified by the Headmaster.

WEAPONS

In the event that any staff member suspects that a student possesses a weapon, notify security immediately.

1. Security will isolate the student. The student will be removed from the area to a secure area along with their belongings. If a weapon is found the weapon will be confiscated by security and the student will be escorted to the Headmaster's Office for final disposition.
2. The Headmaster will notify the parents/guardians of the student.
3. The appropriate discipline procedures will be followed as outlined in the student Code of Conduct.
4. In the event that any staff member sees a student with a weapon, call security, Administration and initiate an immediate **Lock Down**.

5. Notify the Headmaster of the situation providing student identification and location.
6. The Headmaster will call law enforcement immediately.
7. Remain in Lock Down until “all clear” signal is given.

BOMB THREAT

In the event of a Bomb Threat-Do not use Cell Phones, Intercom or other electronic equipment. These may activate the devise. Do not turn off the lights.

1. Teachers will remain in their classrooms with the students and await further instruction.
2. The Headmaster with the assistance of law enforcement will make a decision to evacuate the campus.
3. Once evacuation is ordered, follow the primary evacuation route. Use line leaders to take the class to designated area.
4. The teacher should be the LAST person out of the room after making sure that all students are out. Take your class roster with you and “take roll” to account for all students. If students are missing, notify the front office immediately.
5. Wait for all clear signal to be given by Administration before returning to rooms.

SPORTS POLICY

Our competitive athletic programs are provided to help student-athletes grow athletically, academically, physically and socially. NIS will encourage and support broad participation from as many boys and girls as possible, whose teams will compete on an equitable basis with other schools without sacrificing sportsmanship, scholarship and the general welfare of the school and the student.

In partnership with student and parent, the duty of the instructional and coaching staff is to help foster success in an honest and sportsmanlike manner through good and bad experiences by teaching our student-athletes positive attitudes and safe and appropriate standards of behavior. A sample of these includes: sportsmanship, reliability, dependability, integrity, self-discipline, self-esteem, teamwork and commitment to serving and improving the school and civic community.

NOBLESSE ATHLETIC BELIEFS:

- Coaches should teach fundamental athletic skills, promote proper sportsmanship and provide opportunities for the student-athlete to exercise in a safe manner.
- All student-athletes will contribute to the community by engaging in activities to help make our community a better place to live and work.
- Parents play a vital role in the development of the student-athlete. We also believe that it is important for all parents to attend a mandatory policy meeting. This will help to insure that they understand the philosophy, rules and regulations of the NIS athletic program.
- Playing under a code of good sportsmanship fosters enjoyment and participation in athletics, maximizes athletic ability and helps individuals strive for personal and team success.
- Coaches should play a major role in monitoring and guiding our student-athletes through all their academic endeavors.
- Any use of tobacco, alcohol and other illegal drugs/substances, or any use of profanity on the field, in the school or in the community is intolerable.

- Coaches will display attributes and personal qualities that the profession demands.
- Coaches must remain at the school until all student-athletes have departed the school grounds after practices and games.

INTERNET POLICY

Introduction

Noblesse International School has made a significant investment in information systems. Such systems bring great benefits. They help us to increase efficiency, improve communication, extend the range and availability of our services and provide access to a wide range of information sources. The use of e-mail and the Internet is commonplace in education and business. E-mail and the Internet are valuable educational tools, but their use is not without risk. This policy has been developed to help minimize some of the risks associated with the use of e-mail and the Internet.

Guidance on the use of the internet

1. **Do not** access the World Wide Web for non-educational purposes.
2. **Do not** play games on the Internet.
3. **Do not** deliberately visit, view, post to or download from any Web site any material that is obscene, profane, inflammatory, threatening, harassing (racially, sexually or otherwise), defamatory, disruptive, or offensive, including anything that will reflect badly on the name or reputation of Noblesse International School.
4. **Do not** subscribe to any bulletin boards, newsgroups or any other Internet service of any kind without prior written permission.
5. The downloading of files, Shareware or Freeware will be authorized for teaching use only and is considered a high-risk activity.
6. **Do not** download software onto the NIS computer system without prior written permission.
7. All licensing conditions must be complied with.

STUDENT ATTENDANCE POLICY

Attendance

NIS is committed to maintaining high standards of academic achievement, which is only possible given excellent individual, class, and school-wide attendance records. Additionally, punctuality is indicative of a responsible student. Improving and maintaining school attendance requires a committed partnership. All NIS staff as well as parents and students have the responsibility for maintaining good attendance and responsibility.

- Parents are asked to contact the school by telephone if their child will be absent for the day.
- The school will call home for confirmation of illness IF A STUDENT IS ABSENT FOR 2 CONSECUTIVE DAYS.
- The student must present a signed parental note (given to the receptionist) upon his/her return to school in order to be registered as an excused absence.
- A student with more than five unexcused absences in a term will be subject to various actions from the school, including lesson checks, parental contact, and potential sanctions (Detention).
- A student with 10 or more unexcused absences in a course/class during a semester may lose credit for that course/class

- A student with more than 20 unexcused absences during the academic year may not be promoted to the next grade level.

On-time to school

All students are expected to arrive to school on-time. Students who are frequently late to school are subject to disciplinary action.

Absence for travel

Parents should notify the school at least two weeks in advance if their child(ren) will be absent for a prolonged period of time.

Leaving school early

Students are not permitted to leave school early without the presence of a parent/guardian, a signed note from a parent/guardian, or an email from a parent/guardian. A phone call is not sufficient.

Leaving campus

Students are not permitted to leave campus during school hours without the approval of the Headmaster and the presence of a school staff member. **Dorm students may not return to the Dorm during school hours without the Headmaster's approval.**

GRADING POLICY

Methods of assessment

Diagnostic Testing

During the first week of school, all students in the school will take a diagnostic test in English and Math. The results of these tests will determine placement in remedial programs (including ESL).

Periodic exams & quizzes

An exam schedule will be posted on the school's website at the beginning of each term for most grade levels.

Homework

Homework is typically given on a daily basis. Completion of homework assignments is mandatory.

Average Homework Time.

G 1 to 2	30 mins.
G 3 to 5	60 mins.
G 6 to 12	90 mins

Projects

Teachers will typically assign at least one project per term in each subject.

End of Term Exams

Study guides will be provided by the teachers at least one week prior to the exams. An exam schedule will be posted on the school website.

Standardized Testing

In the Spring, selected classes take a Standardized Test which compares NIS with other "like" international schools.

Make-up Exams

Make-up exams/quizzes are given for *ONLY* two reasons ...

- A student provides a medical certificate to validate their absence
- The Headmaster gives written permission

Review of End of Term Exams

All End of Term Exams must be reviewed and approved by the Headmaster before being issued to students.

Promotion requirements for 3-12th grade

Students who fail one or two subjects (based upon end-of-year results) must sit for make-up exams in August before being permitted to begin the next grade level. Students who fail three or more subjects must repeat the grade level.

Grade Scale PK-2nd

Outstanding	85-100	Above standard level
Satisfactory	70-84	At standard level
Needs Improvement	below 70	Below standard level

Weighting

	3-8 th	9-12 th
1. Quiz	30%	20%
2. End of Term Exam	30%	40%
3. Homework & class work	20%	20%
4. Project & Participation	20%	20%

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

NIS HEALTH CLINIC POLICY

The student will ...

- Inform a teacher if they are sick or injured

The teacher will ...

- Complete the Accident/Illness Report Form and ...
 - Bring the student to the Clinic with the form, OR
 - Send the student to the clinic with the form

The nurse will ...

- Review the Accident/Illness Form (if available)
- Provide the necessary first-aid (if medicine is required, the nurse will refer to the student's Medical Waiver Form)
- Decide if the student should ...
 - Return to class
 - Remain in the clinic
 - Be sent home
 - Be sent to the hospital

Students should be sent home if they ...

- Have a temperature of 100 or above
- Are vomiting or have diarrhea
- Shows signs of a contagious disease such as: chicken pox, pink eye, flu, impetigo, head lice, scabies, measles, mumps, whooping cough, strep throat, German measles, mononucleosis, and scarlet fever.

The parent/guardian will ...

- Pick-up the student from school upon the recommendation of the nurse (if possible)
- Not send a child to school who ...
 - Has a temperature of 100 or above
 - Is vomiting
 - Has diarrhea
 - Shows signs of a contagious disease such as: chicken pox, pink eye, flu, impetigo, head lice, scabies, measles, mumps, whooping cough, strep throat, German measles, mononucleosis, and scarlet fever.

NIS TRANSPORT POLICY

The Parent will ...

- Complete the *Student Transport Fee and Request Form*
- Pay the necessary fees before the service begins
- Inform the school (by updating the *Student Transport Fee and Request Form*) if the student will no longer use the service.

The Student will ...

- Follow the bus rules
- Be on-time for morning pick-up
- Meet the driver afterschool in the *Bus Assembly Area/Room*
- Use a seat-belt at all times

The School will ...

- Provide qualified and experienced drivers with the appropriate licenses
- Provide safe busses/vans/cars
- Provide supervision of students who are waiting in the afternoon for their service
- Provide an assistant for vehicles with more than 5 students
- Assign students to vehicles based upon location and availability
- Provide parents with the necessary contact information of the driver and/or assistant
- Inform parents of any changes in the service routine (including pick-up and drop-off timings)

STUDENT TUTORIAL POLICY

Teachers are encouraged to provide afterschool tutorial services to students. Parents will pay the school for this one-on-one service, and the foreign teachers will be paid by the school (Php1000

per hour). For groups of 2 or more students, the foreign teacher will be paid php1500 per hour and the local teacher Php300. It is not permitted for parents to pay teachers directly.

ESL POLICIES AND PROCEDURES

Definition of ESL

English as a Second Language (ESL), also called English as a Foreign Language (EFL), is an English language study program for non-native speakers. ESL classes at NIS have small classes so that students receive individual attention from their teachers. Students study English and also participate in the cultural and social activities of the school.

Objective of ESL classes

The goal of the ESL program at NIS is to improve the students' level of English. ESL classes teach different language skills, depending on students' English abilities, interests, and needs.

Content of ESL classes

All classes/levels at NIS teach the following: conversational English, grammar, reading, listening comprehension, writing, and vocabulary. Classes are taught in parallel (horizontally aligned) to mainstream English classes, whereby ESL students are studying the same topics as mainstream students, but with the learning objectives adjusted to meet their learning needs. In some cases, the student's English level may require a more intensive program which may be done (for a limited period to time) independently from the mainstream English curriculum.

Method of identifying students for ESL

Students are identified as needing ESL support in two ways: (1) Entrance exam upon acceptance to the school, and (2) annual diagnostic testing for all NIS students at the beginning of the academic year. Students who join the school mid-year will take the same diagnostic exam.

Method of tracking student progress

ESL teachers assess student progress using a variety of methods including: formative & summative assessment, diagnostic testing, observation, teacher:student interview, teacher:teacher consultations. The various methods are then used to determine when a student is ready to (re)join the mainstream English classroom.

MISCELLANEOUS

Electronic Devices

Students are not allowed to use mobile phones during school hours. Laptops may only be used with the teacher's consent. The school reserves the right to search electronic devices for inappropriate content.

Parent/teacher communication

Parents wishing to speak with their child's teacher must make an appointment through the Reception.

Parent Teacher Conferences

Conferences will be scheduled at the end of Quarters one, two, and three.

Open House

An Open House will be held within the first 30 days of the school year during which parents will have the opportunity to meet their child’s teacher.

Parent Association

The Parent Association meets monthly with the Headmaster and is responsible for assisting the school in organizing annual events and serving as a medium for parents to share their concerns with the administration. The Parent Association is an advisory group.

Daily Activity Periods

Students have seven academic periods per day, plus one Activity Period. During this Activity Period the students return to their homeroom for Study Hall, or can select from various free and paid activities. ESL classes and other remedial programs are also scheduled during this period.

Remedial (Special) Classes

Students who are performing below a satisfactory level in English and Math will be assigned to Remedial Classes (including ESL) which will be taught during Activity Periods or After-school.

Awards

Academic and Non-academic Awards are distributed during the Weekly School Assembly each Monday morning.

Inappropriate Material

The school reserves the right to confiscate anything which is deemed inappropriate (or inappropriately used). Such items include: cell phones (if used during school hours), electronic games, non-academic magazines and books, and playing/trading cards of any kind.

Complaints & Suggestions

Complaints and suggestions should be directed to the Headmaster. It is not necessary to schedule an appointment. Please visit the Reception at your convenience.

**Please complete and submit the form below to your
Homeroom Teacher**

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I have read the Parent-Student Handbook and understand the policies and procedures of the school.

PRINTED Student Name

Grade

Student Signature

Parent Signature