SCHOOL DIRECTORY

Location and Mailing address:
Brentville Subdivision, Brgy. Mamplasan,
Biñan, Laguna 4024
Philippines

Phone List:
Trunk Line  ................................................................. (049) 513-4330 to 33
(02) 779-5140 to 46
(049) 544-5100

School Secretary (Ms. Lynn U. Angeles)................................. Loc. 211
Principal (Mr. Andy O’Hara)................................................ Loc. 210
Guidance Counselor (Ms. Roseana Richards).......................... Loc. 213
Director for Student Activities (Ms. Catherine Ong) ............... Loc. 420
Accounting/Business Office .................................................. Loc. 412
Drop-off Guard/After Hours ................................................ Loc. 524
Director of Admissions (Mrs. Heather Atkins) ....................... Loc. 514
Headmaster (Mr. Jason Atkins) .......................................... Loc. 220

School FAX  ................................................................. (049) 513-4356

Principal: aohara@brent.edu.ph
Guidance Counselor: rrichards@brent.edu.ph
Brent Manila Website: www.brent.edu.ph
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MESSAGE FROM THE HEADMASTER

Dear Middle School Students and Parents,

Welcome to another exciting year at Brent International School Manila! Attending our school makes you part of the Brent Family. 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 enjoying a positive and productive school year.

Many of you may be new to our Brent School community, and certainly all grade 6 students are new to our Middle School. This Student-Parent Handbook serves as a tool for you to understand our Middle 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 everyone for the challenging year ahead. May your time with us here at Brent International School Manila be engaging, fulfilling and positive.

God bless you all!

JASON J. ATKINS
Headmaster
MESSAGE FROM THE SCHOOL PRINCIPAL

Dear Middle School Students and Parents,

It is a pleasure to welcome you to Brent International School Manila for the 2018-2019 academic year. I feel certain that this year will be one of tremendous growth and opportunity for your child, and I look forward to sharing that experience with you and your family.

On a practical matter, this handbook contains information on many aspects of student life that you will need throughout the year. It is an important document that outlines programs, policies, procedures, and behavioral expectations for students in grades 6-8. You will find yourself referring to this handbook numerous times over the course of the year.

We all realize the critical nature of the middle school years for intellectual, emotional, and moral development. To this, Brent’s middle school program is designed to address the unique academic, artistic, physical, creative, and moral development of sixth, seventh, and eighth grade students. Through a carefully designed structure at each grade level, we provide a natural and developmentally appropriate transition from elementary school to middle school, and then from middle school to high school. Another strength of our program lies in a middle school program designed to support, encourage, and guide students through the middle school years. Finally, a key element of the middle school program is athletics/activities program that offers students the chance to try new skills and widen their perspectives. All of these experiences encourage the formation of new friendships, the gaining of new knowledge, and the creation of a meaningful common experience.

At Brent, we strive to create opportunities for students to discover the joy of learning, to foster strong, caring relationships with peers and adults, and to encourage sound decision making that is rooted in careful thought, empathy, and individual responsibility. We’re confident the Brent middle school program offers not only excellent classroom instruction but also an engaging, vibrant school community that starts each student on a path to a lifetime of intellectual growth, achievement, and ethical values.

The administration and faculty share a level of dedication in our work with your children because we believe in the pursuit of excellence in scholarship and character. We’re confident that the 2018-2019 school year will be a rewarding one.

Sincerely,

Andy O’Hara
Middle School Principal
CHAPTER I
INTRODUCTION

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

_Bishop Charles Henry Brent_

Philosophy and Goals
Mission Statement of All Brent Schools

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

_Brent International School Manila_ is an international co-educational college preparatory day school, Pre-Kindergarten - 12, affiliated with the Central Diocese of the Episcopal Church in the Philippines.

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

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

_Brent School_ aims at every level to be characterized by quality education, a truly professional spirit, and genuine service to students and society. Programs and teaching methods are continually revised, in the light of modern educational developments, to meet the needs of the times.
Brent School strives to develop critical minds, sensitivity to important issues and the ability to form good judgment. This is important to maintain one’s personal liberty in a world that uses mass media to influence young people.

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

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

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

3. **Technologically Literate Individuals** who:
   a. demonstrate basic technology skills;
   b. apply technology ethically and productively;
   c. communicate using technology;
   d. conduct research using technology;
   e. use technology to enhance critical thinking.

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

5. **Tolerant Individuals** who:
   a. respect themselves and others;
   b. understand and appreciate the diversity and interdependence of all people;
   c. deal effectively with conflict caused by diversity of opinions and beliefs;
   d. respect the role of gender, religion, culture and ethnicity in the world.
6. **Effective Communicators** who:
   a. articulate thoughts clearly;
   b. demonstrate an understanding of their audience;
   c. take responsibility for their message;
   d. demonstrate the ability to listen actively;
   e. use a variety of communication skills.

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

**HISTORY**

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

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

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

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

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

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

In the same year, Brent Manila began the construction of an entirely new campus in Mamplasan, Biñan, south of Manila. The South Campus, with a capacity for 1500 students, was opened in 1999. In 2008, Brent Manila closed its Pre-Kindergarten to Grade 8 Campus in the UL Complex. In 2009, Brent Manila closed its operation of a satellite campus on the island of Boracay, which offered a Brent education to students from Nursery to Grade 8.

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). Brent 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 who 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 President serves as CEO of all Brent schools. The Headmaster 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.
CHAPTER II
FACILITIES

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

Academically, the Manila campus Middle School features fully equipped and air-conditioned classrooms; two science laboratories; a fully equipped and air-conditioned Media Center; a computer laboratory with fiber-optically wired iMac computers; and an on-line Internet Reference and Resource Lab in the Media Center.

For our athletes, the campus offers two air-conditioned gymnasiums; a third open-air gymnasium; a six-lane, all-weather 400 meter track; two international-sized soccer fields; a six-lane, 25 meter, heated and covered swimming pool; a new multi-court, all-weather, lighted tennis center; a regulation baseball field; a multi-purpose Pavilion; and a fully equipped air-conditioned exercise and weight area.

For those students excelling in the fine and performing arts, the Manila campus has a fully equipped, state-of-the-art band room with large, medium, and small practice rooms; two large art rooms; a ceramics facility with potter wheels and kiln; 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 ranks as one of the best educational facilities to be found anywhere in the world.
Media Center

The Media Center is available for all students, parents, faculty and staff to use. We are open Monday through Friday from 7:30 am until 4:30 pm. We have just over 41,500 titles in our three libraries. They can be searched through Destiny, our online catalog system, which can be accessed from the Brent Home Page anytime day or night. We have about 15 magazine/journal subscriptions in-house, and several online databases, for pleasure reading and/or research. Additional library-related resources can also be accessed from the Library and Media Center link on the Brent Home Page.

Middle School students and parents, with a Brent ID, can check out up to 10 items at a time for a two-week period. These materials may also be renewed, as long as another patron does not need the item/s. Patrons are responsible for all material that is checked out under their name. Overdue items will accrue fines at P2.00 per day/per item (not including weekends, holidays, sick days). If an item is damaged, it will need to be paid for in full (in US dollars or the Peso equivalent) or replaced with a duplicate item. Overdue notices are automatically sent every Monday morning to patrons’ email accounts. Printing and photocopying are available for a fee of P2.00 per page for black and white and P5.00 per page for color (printer only). This amount will be taken out of the student’s account via their Brent ID.

The Media Center is an integral part of academic life at Brent. The library staff is available to help in any way to locate materials, help with computers, or access the online catalog and/or databases. Teachers schedule their classes to check out books and/or conduct research in the library. We ask that our students are respectful during their time in the library. This means keeping voices down and picking up after themselves.
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 or early June. 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 or add Saturday classes.

School Days

The first class of the day begins promptly at 8:00 a.m. on Monday, Tuesday, Wednesday and Friday. On Thursday, the first class begins at 8:50 a.m. We 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. on Monday through Thursday. The academic day on Friday ends at 2:00 p.m. Parents are requested not to have their children remain at school more than fifteen minutes after the school’s dismissal.

Students are also encouraged to participate in after-school sports and activities. These are scheduled from 2:50 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 student’s presence is needed after school hours.

The Middle School follows a block schedule of four periods a day, alternating Day 1 and Day 2:
### Middle School Time Schedule

#### Monday & Tuesdays

<table>
<thead>
<tr>
<th>TIME</th>
<th># of Min.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td>8:00 - 8:15</td>
</tr>
<tr>
<td>Passing Time</td>
<td>8:15 - 8:20</td>
</tr>
<tr>
<td>Block A/E</td>
<td>8:20 - 9:40</td>
</tr>
<tr>
<td>Passing Time</td>
<td>9:40 - 9:50</td>
</tr>
<tr>
<td>Block B/F</td>
<td>9:50 - 11:10</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:10 - 11:45</td>
</tr>
<tr>
<td>Block C/G</td>
<td>11:45 - 1:05</td>
</tr>
<tr>
<td>Passing Time</td>
<td>1:05 - 1:15</td>
</tr>
<tr>
<td>Block D/H</td>
<td>1:15 - 2:35</td>
</tr>
</tbody>
</table>

#### Wednesday

<table>
<thead>
<tr>
<th>TIME</th>
<th># of Min.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td>8:00-8:05</td>
</tr>
<tr>
<td>Chapel</td>
<td>8:05-8:55</td>
</tr>
<tr>
<td>Passing Time</td>
<td>8:55-9:05</td>
</tr>
<tr>
<td>Block A/E</td>
<td>9:05-10:15</td>
</tr>
<tr>
<td>Passing Time</td>
<td>10:15-10:25</td>
</tr>
<tr>
<td>Block B/F</td>
<td>10:25-11:35</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:35-12:10</td>
</tr>
<tr>
<td>Block C/G</td>
<td>12:10-1:20</td>
</tr>
<tr>
<td>Passing Time</td>
<td>1:20-1:25</td>
</tr>
<tr>
<td>Block D/H</td>
<td>1:25-2:35</td>
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</tbody>
</table>

#### Thursdays

<table>
<thead>
<tr>
<th>TIME</th>
<th># of Min.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block A/E</td>
<td>8:40 - 9:55</td>
</tr>
<tr>
<td>Passing Time</td>
<td>9:55 - 10:05</td>
</tr>
<tr>
<td>Block B/F</td>
<td>10:05 - 11:20</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:20 - 11:55</td>
</tr>
<tr>
<td>Block C/G</td>
<td>11:55 - 1:10</td>
</tr>
<tr>
<td>Passing Time</td>
<td>1:10 - 1:20</td>
</tr>
<tr>
<td>Block D/H</td>
<td>1:20 - 2:35</td>
</tr>
</tbody>
</table>

#### Fridays

<table>
<thead>
<tr>
<th>TIME</th>
<th># of Min.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td>8:00 - 8:15</td>
</tr>
<tr>
<td>Passing Time</td>
<td>8:15 - 8:20</td>
</tr>
<tr>
<td>Block A/E</td>
<td>8:20 - 9:35</td>
</tr>
<tr>
<td>Passing Time</td>
<td>9:35 - 9:40</td>
</tr>
<tr>
<td>Block B/F</td>
<td>9:40 - 10:55</td>
</tr>
<tr>
<td>Lunch</td>
<td>10:55 - 11:25</td>
</tr>
<tr>
<td>Block C/G</td>
<td>11:25 - 12:40</td>
</tr>
<tr>
<td>Passing Time</td>
<td>12:40 - 12:45</td>
</tr>
<tr>
<td>Block D/H</td>
<td>12:45 - 2:00</td>
</tr>
</tbody>
</table>
Grade Level Assemblies

Most months there will be grade-level assemblies. These are designed to be student-led and faculty-supervised and will focus on grade level themes.

Curriculum

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

Middle School students take eight subjects each semester. English, Science, Math, Social Science, Foreign Language and Physical Education are all required, full-year courses. Religion and Computer are single-semester courses. The final course, which completes their program, is an elective. Students must choose from Art, Drama, Music, Band and Strings. Band and Strings are year-long programs. Art, Drama and Music are semester courses.

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

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

Electives and Foreign Languages

**Art**  
Art for grades 6, 7 and 8 introduces them to the elements and principles of design through a variety of media, such as drawing, painting, printmaking and three-dimensional form.

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

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

Modern Languages are offered at every grade level. In the sixth grade, students select one of four foreign languages offered at Brent Middle School. These are Chinese, Filipino, French and Spanish. In the seventh and eighth grades, students continue to study their selected language and ideally for the remainder of their school career. Both written and oral language skills are taught at Brent.

Homework

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

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

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

Computer Access, Responsible Use Policy and Support

Middle School students have access to other computer labs on our campus. The Middle School lab is located on the ground floor in M 101, near the Middle School Office. Another computer lab is available in the Media Center for on-line Internet research. Computers are an integral part of our overall instructional program, and as such, they are to be treated with respect. We will not tolerate students attempting to access questionable web sites or producing inappropriate materials while on-line. As with all of our classrooms, students are not allowed in the computer labs unless accompanied by an adult supervisor.

Responsible Computer, Network and Internet Use Agreement

The use of computers, the school network and the Internet at Brent International School Manila (the “School”) is primarily for enhancing student learning and is offered as a privilege, not a right. All students are welcome to access the internet provided that they follow the rules stated below and conduct themselves in a manner that constitutes responsible use and respectful behavior as laid out in the student-parent handbook.
In addition, students are also subject to local laws governing many interactions that occur on the Internet. The School takes no responsibility for the accuracy or quality of information from Internet sources. Use of information obtained through the Internet is at the user’s risk. This agreement includes both wired and wireless network connections and applies to all digital devices including but not limited to computers, tablets, phones and storage devices.

Terms and Conditions:

1. **Acceptable Use**: The use of the Internet must be solely for activities directly related to education and research activities as directed by teachers and staff, in a considerate and responsible manner.

2. **Unacceptable/Inappropriate Use**: Unacceptable/Inappropriate Use includes, but is not limited to, those uses that violate the law. This includes use of sexual content, obscene material and threatening or harassing others.

3. **Network Etiquette**: You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

   a. Be polite, courteous, and respectful in all communications.

   b. Respect copyright laws and use information, images and other materials properly by acknowledging sources for the use of other people's intellectual property. Assignments on the web are like any other assignment in school, students are expected to abide by policies and procedures in the student handbook, including policies regarding plagiarism.

   c. Use the network for authorized activities which have educational relevance and refrain from using the network for entertainment, downloading games, music, video and install software or any other activities unrelated to education and learning.

   d. Treat information, resources and individuals with dignity and respect at all times. Gathering and expressing information in any form of media should never cause harm or threaten to be harmful to any person or group of people.

   e. Use only decent appropriate language, photos and videos. Language and media that is inappropriate for school is not appropriate on the web. Harassing, bullying, discriminating against, threatening the safety of others or publicly humiliating people through published material on the internet, email, mobile phone and other forms of media will not be tolerated.

   f. Refrain from disrupting the performance of the network by accessing the computer systems without authorization, unauthorized tampering and/or attempt to tamper with the school’s computer systems, remove or change any hardware or
software and “cheat” or “bypass” the filtering system of the School.

g. Respect the privacy of others and not to access other people’s accounts or files. Attempting to access, open, print, or modify someone else’s work or account without the permission of the owner will be treated as theft or such other offense, as may be deemed to have been committed under the circumstances.

h. Maintain the security of the network by keeping information, especially passwords and account numbers, private.

i. Avoid the knowing or inadvertent spread of computer viruses. Actively and knowingly spreading computer viruses will be treated as an infraction and will not be tolerated.

j. Use real name in all communications. Impersonation, anonymity, or pseudonyms are not permitted.

k. Note that all electronic mail (email) is not guaranteed to be private. Individuals who operate the system will have access to all mail. Messages relating to or in furtherance of illegal activities will be reported to the authorities.

l. Report improper e-mail messages or improper use of the internet or network to the teacher.

4. **Vandalism/Mischief:** Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any networks that are connected to the Internet. This includes, but is not limited to, the deliberate creation and/or propagation of computer viruses. Sending unsolicited junk mail or chain letters, is prohibited. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited.

5. **Rules and Responsibilities:** To respect, follow the directions of the adult in charge and use all equipment carefully in the computer lab or other room where computers are in use. To leave computers, the area around them, and the labs ready for the next person to use, i.e. quitting all applications, saving all work in appropriately named personal folders and logging off of the network. Work not saved in one's own folder will be deleted. To have personal laptops and external storage devices such as flash memory or external hard drives scanned for viruses regularly.

6. **Appropriate Use:** Not to waste resources including bandwidth, file storage space, printers or paper. This includes forwarding any non-school materials or communications, peer-to-peer networking or peer-to-peer file sharing that will cause a significant decrease in the speed of the network. Not to use at school any of the following types of Internet services unless directed by the teacher or Brent staff in charge: web based “chat or social networking” services such as Yahoo Messenger, Skype, Facebook, Twitter, Instagram etc.
7. Consequences for violation of this agreement:

a. Unauthorized/Inappropriate use of the network result in the revocation or cancellation of Internet access privileges and/or account.

b. This may also result in further disciplinary action, including suspension or expulsion, and/or appropriate legal action, as may be determined by the network administrator or principal.

Disclaimer

1. The School takes no responsibility for the accuracy or quality of information from Internet sources. The use of information obtained through the Internet is at the user’s risk and the School is not responsible for any damages suffered by the students. The School is also not responsible for phone/credit card bills or any other charges incurred by the students and for any loss of service or data, and does not guarantee the privacy of email or of student generated work.

2. The System Administrator reserves the right to monitor student use of computers, including workstations, mail accounts, Internet activity, and server folders.

3. Concerns about information technology will be handled in the same manner as concerns about other educational materials. The School Administrator shall determine what constitutes unauthorized/inappropriate use and shall amend, as the circumstances warrant, the terms and conditions of this Agreement.

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

Brent uses a customized software application named BASIS (Brent Academic Student Information System). This allows students and parents to view academic progress and absences online through a Student and Parent Portal feature. Grades 4 through 12 parents can track progress throughout the year. Nursery to Grade 3 parents can view reports at the end of each quarter.

Dropping, Adding or Changing Courses

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

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

Grade 5 students are asked to choose one foreign language towards the end of their 5th grade school year. The foreign language of their choice may be what they will be taking through grade 12. This must be considered carefully. For a student to change languages during the year, a letter is required from parents. Changes can only be made if there is space available and the student has not missed too much content.

Assessment

At Brent, assessment is integrated into daily classroom teaching. It is an ongoing process, based on multiple sources of evidence, both formative and summative, including tests, observations, portfolios, interviews, performances, and projects designed to evaluate the degree of learning by students. Regular assessment in which students are active participants allows students to take responsibility for their work and supports their growth as lifelong, reflective learners.

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

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point</th>
<th>Percent Equivalents</th>
<th>Honor Roll Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
<td>100 – 97</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>96 – 93</td>
<td>Bishop Brent Scholar’s List</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>92 – 90</td>
<td>3.5-3.99 Headmaster’s List</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>89 – 87</td>
<td>3.0-3.49 Honor’s List</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>86 – 83</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>82 – 80</td>
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</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>79 – 77</td>
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<tr>
<td>C</td>
<td>2.0</td>
<td>76 – 73</td>
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<td>D-</td>
<td>0.7</td>
<td>62 – 60</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>59 and below</td>
<td></td>
</tr>
</tbody>
</table>

*Inc.: Incomplete*

*P: Pass*

*W: Withdrawn*

The minimum passing mark is D-. No student who has completed the required work with good faith and effort will receive an F.
GPA – Grade Point Average

The grades of all subjects, weighted according to the number of contact hours per week, are included in the computation of the GPA.

Citizenship Evaluation

Citizenship grades are given on a scale from 1 = Not Meeting Expectations to 4 = Exceeding Expectations and reflect the students’ conduct in relation to the standards of behavior required of Brent International School Manila students. Students receive a quarterly grade for citizenship. Brent International School Manila students are expected to exhibit self-management, social, and thinking as part of the Brent ESLRs of Responsible Citizenship, Tolerant Individuals and Life-long learners
(See Chapter V for details of Citizenship Evaluations and Standards)

Progress Reports

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

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

Parent-Teacher Conferences

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

Should there be particular critical problems in the academic or behavioral performance of the student, a parent-teacher conference may be convened at any time. All conferences are administratively monitored through the Principal or Guidance Counselor’s office. To the extent possible, the conferences will be scheduled after regular classes so as not to disturb the academic operation of the school.

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

Academic Warning

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

Academic Probation

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

Year-End Promotion

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

Conditional Promotion

Students who have earned one “F” and one “D” in any subject may be promoted to the next grade. In addition, they must demonstrate significant improvement in all academic areas previously showing weakness.

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

Academic Support

After-School Tutorials

Each subject teacher provides at least one after-school tutorial class a week. This will be held on a regular scheduled day, and students will be informed which days at the beginning of each semester. This is an opportunity for students to ask questions, get support with homework, retake assessments, and have supervised review for tests. All students are encouraged to take advantage of this support.
Tutorial classes are mandatory for students on **Academic Warning** and **Academic Probation**. Tutorial classes are strongly recommended and may be required for students who have ongoing problems with homework completion. The Guidance Counselor will inform students if they are required to attend tutorial classes.

**Student Services Program**

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

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

**Counseling Services**

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

**English as a Second Language Program**

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

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

After appropriate level placement, ESL students are expected to study in each level for only one (1) semester before moving on to the 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).
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 workday at 3:30, nor may school facilities be used unless authorized.
CHAPTER IV
STUDENT LIFE

General Statements

Students are encouraged to take an active part in the decision-making processes of the school. Student Council representatives may be asked to sit on school committees alongside members of the faculty and administration. Students should feel free to voice their opinions 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.

Absence from School

Extended absences and early departures for any reason other than illness are discouraged. Our instructional program is planned for a full year. As such, new concepts are taught, practiced, and reinforced on a daily basis. Students who are absent miss valuable opportunities to learn new instructional skills and concepts.

We want students to be in school every day. We strongly discourage students and their families from extending vacations by leaving school early or returning late. If it is necessary for a student to miss school, parents should contact the Middle School Office in advance. Please also contact your child’s teachers to let them know about any extended absence. Teachers should be advised of the impending absence so they can plan homework assignments if possible. Please be aware that students who miss school for an extended period of time may experience a drop in achievement due to class work missed. Many experiences and discussions in classrooms cannot be duplicated or made up.

Parents of students who are or have been absent for all or any part of a day are required to contact Ms. Lynn Angeles, the Middle School secretary, by email or phone to indicate the following:
1. The date(s) and/or time of the absence and,
2. The reason for the absence.
Note: Please do not contact your child’s Homeroom teacher with information regarding an absence. All correspondence must go to Ms. Lynn Angeles in the Middle School Office.

The contact information for Ms. Lynn Angeles in the MSO is langeles@brent.edu.ph and by phone at 049 513-4330 up to 33 (Trunklines) or at 02 779-5140 up to 46 (Trunklines) extension 211.

For a long-term illness, students should provide a written medical note signed by a doctor.

Students who are ill in the morning should not come into school late, but instead should remain at home for the day. The parent is asked to call or email the Middle School secretary to let the school know the student will not attend that day. No student who is out sick during the day will be admitted to or take part in any extracurricular event on that same afternoon or evening of the absence.

**Clinic: Accidents and Illnesses**

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

A school doctor is always available for consultation at the Main Clinic to treat and take care of students who have fallen ill or have been in an accident.

If a student becomes ill during the school day, he/she is taken first to the Clinic. If the nurse decides that the illness is serious, the parents are immediately notified and arrangements are made for the student to be taken home. When a student has been ill, we strongly advise that the student checks in with the Clinic the morning he or she reports back to school to make sure all is well.

During student accidents, the Clinic personnel will give immediate treatment or first aid. If the 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.

It is the responsibility of the parents to ensure that their children are covered with current and comprehensive health insurance. Should an accident occur on school property or during a school-related event, Brent’s liability will not exceed Php 50,000.00.

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

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

Activities and Sports

The Student Activities Office approves schedules and coordinates all extra-curricular activities concerned with the school. All students at Brent are eligible to participate in any school activity and to try out for any sports team. Students on Academic Warning and Academic Probation, students who have violated the school rules, or students with a citizenship grade average that is 2 or below may have this privilege withdrawn. Before being allowed to participate, a student is required to complete a Student Activities Contract and have it signed by a parent 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 scheduled games. Dismissal of players from a team shall be handled jointly by the team coach and the Director for Student Activities. A student who is a member of a sports team is advised not to join a club that requires a heavy commitment on the part of its members. All student athletes are representatives of Brent International School Manila and as such, are expected to act appropriately and maintain their academic and citizenship standing.

Bookstore - School Supplies

The Spirit Shop, our school bookstore, is stocked with school supplies, physical education uniforms, House shirts, etc. Students are provided with some supplies, such as notebooks, pens, paper, etc. at the beginning of the school year, but they are expected to replenish their supplies themselves. Students are requested to purchase most of their supplies from the Spirit Shop in order to ensure uniformity.
Cancellation of Classes, Typhoon Signals, Early Dismissal from School

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

**Signal Number 1:** Normal Operation: All classes will proceed as scheduled.

**Signal Number 2:** No Classes or Activities: No students or teachers are to report, however, the school offices will remain open for the day. Administrators and office support staff report as usual 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.

Every attempt will be made to contact parents, students, and teachers in the event of a cancellation of classes. When available and applicable, we use corporate texts to inform those whose cell phone numbers are registered in our system. If you have not heard or are unsure, calling the school at +63-2-779-5140, +69-49-5134330 to 4333 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. Students may go to the cafeteria before school, during lunch, at breaks, and after school. School rules on behavior most certainly apply in the cafeteria. Students must clean up after themselves to ensure their tables are at least as clean, if not cleaner, than when they found them.

**Camp**

Every year in the second semester, Middle School students go away for two nights and three days. Each grade level goes to a different resort. The purpose of these camps is primarily team building and to extend curricular activities beyond the classroom. Teachers, with the support of school security guards, supervise camps. This is invariably a favorite yearly activity for Middle School students and a time to build memories to cherish in the years to come.
Cellular Phones, Electronics and Other Valuables

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

Closed Campus

Brent is a closed campus, i.e., 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.

All parents and domestic workers are required to wear their ID when entering the campus. Visitors are required to register with the security upon arrival.

Clubs

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

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

Communication

Brent International School Manila is committed to keeping students, parents, faculty, and staff informed. To that end, various newsletters and bulletins are listed on the Official School website, www.brent.edu.ph. Our goal is to electronically share information on a regular basis to save paper. 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 require parents to share their email addresses with us and to inform us of any changes.

Email Addresses

To enhance regular communication, we require parents to share their email addresses with us and to inform us of any changes. Every week when the most current newsletter is on our website, we will email parents informing them to visit our official school website, www.brent.edu.ph to 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 quickly but in an orderly fashion to the designated evacuation areas. Once in the designated evacuation area, students must meet their Homeroom group, and the Homeroom adviser who will take roll and report missing students to the Principal. All visitors on campus at the time of an evacuation bell are expected to go to the designated area along with students and faculty.

Early Departures

Students who need to leave prior to the end of the school day must have a note signed by a parent requesting an early release. The note should be given or emailed to Ms. Lynn Angeles at langeles@brent.edu.ph before the start of the school day. You can also call the Middle School Office at 049 513-4330 up to 33 (Trunklines) or at 02 779-5140 up to 46 (Trunklines) extension 211. The student also must sign out at the Middle School Office before leaving campus.

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 on campus.
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 a safe distance from structures and objects like electric posts and wires that may fall on you.

5. Do not use elevators or exits that may place you in danger of being isolated or locked in a confined space.

Field Trips

From time to time, teachers may organize field trips to enrich classroom activities. Only students with field trip authorization will be allowed to attend. Unless otherwise stated, students going on field trips are to be in school uniform. On all field trips, either educational or recreational, students leave and return to the school together. Students may leave the group only after returning to Brent School. They must travel to off-campus sites using school-approved
transportation. Private cars are not allowed, unless approved in advance by the school principal or Director for Student Activities. Attendance on a school-sponsored field trip is not mandatory. If a student voluntarily chooses not to take part on a field trip, the division principal can devise another learning experience for the student.

**Homeroom**

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

**Rationale Based on Research**

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

**Objectives of Advisory Program:**

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

…”NOT A CURRICULUM TO BE FOLLOWED, BUT A RELATIONSHIP TO BE NURTURED…”

**Role of Advisor:**

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

**Focus of Advisory Activities:**

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

**Format for Advisory Groups:**

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

**House System**

All students at Brent School belong to one of three groups or Houses: Azure, Emerald, or Gold. Brothers and sisters are placed in the same House.

The House system is established to promote special interaction and competition within the school, involving all the aspects of student life: academics, sports, behavior, etc. House activities and events are administered through the Student Activities Office. At the end of the school year, a trophy is given to the House that has garnered the greatest number of points throughout the year. House shirts are available at the Spirit Shop and are to be worn any time a House event is scheduled.

**Lockers**

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

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

**Lost and Found**

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

**Parent Travel and Temporary Contact Information**

If traveling requires a parent to leave a child in the care of someone else, the parent must complete a Temporary Contact Information form. Sharing it with the Middle School office will help Brent better handle any security, medical, or legal concerns that may arise while a parent is away. The form is available in the Middle School Office and can also be printed from the Brent website by visiting the newsletter and school calendar pages. Please give the completed form to Ms. Lynn in the Middle School Office before departing.
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 with the Headmaster and school principals.

ID-POS Accounts and Charges

Other than for borrowing books in the Library, students use their ID cards for charging Cafeteria expenses through our Point-of-Sale (POS) system. Other fees are also chargeable to the ID-POS such as library fines and fees, field trip charges, and school and sports uniforms.

Parents are notified every Monday via email when their child’s account has a negative balance. A detailed report of the history of purchases will also be sent every month via email. Payments will also be reflected there.

For any questions or concerns about transactions in your student’s account, please email rflores@brent.edu.ph.

Publications

The Forward

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

The editorial staff is expected to abide by the rules of journalistic professionalism, which do not condone character assassination, vulgar language, anonymous articles, innuendoes, or other “tabloid” practices.

The magazine may not be printed without the Headmaster’s approval.

The Ganza

The school yearbook, the Ganza (meaning “gong”), is a pictorial record of student life and the main events of the school year. It is edited by students, under the advisorship of a faculty member appointed by the Headmaster. The staff directs its efforts toward making the yearbook not only a simple “memory” book, but also a work of art including drawings, poems, etc., made by the students during the school year.
As with the Forward, bad taste in the Ganza is not acceptable, especially in the captions under the pictures of graduating students.

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

**Religious Life**

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

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

**School Buses**

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

The most simple and most important rule for all students riding our buses is this:  
**Students, when you step onto the bus, you are at school!**

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

Any behavior, actions, use of foul language, or failure to listen to and obey the requests of the adult supervisor or bus attendant that are not in compliance with normal in-school behavior will result in a student-School Principal conference and subsequent communication with the parent or guardian. Depending on the particular problem or the number of times a problem occurs, there may be a student-principal-parent (or guardian) conference.

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

SCHOOL BUS SERVICE GUIDELINES SY 2018-2019

4. The School Bus Service Reservation is for one full school year unless otherwise arranged when making the Reservation or for reasons of reassignment of parent to another location. Parents must inform the Transportation Office of any changes or cancellation of service within the fiscal year.

5. School buses are driven by licensed, physically fit, professional drivers whose performance is subject to regular review by the school. They are expected to adhere to all traffic regulations and posted speeds within villages and a maximum of 80kph on the highway. Adult bus attendants assist riders during trips and enforce the School Bus Rules and Regulations.

6. Bus Service conforms to the regular school time schedule, from Monday through Friday. Route schedules change to conform to early dismissal schedules. The service is from TERMINAL/PICK-UP POINTS to school and back. DOOR-TO-DOOR drop-off service is available to Ayala Alabang, Alabang Hills, Merville, Multinational, Magallanes, and Dasmariñas only.

7. In order to meet the school time schedule, all riders are expected to be at their pickup point at the designated time and to board the bus immediately. Drivers are instructed not to wait for or return for late riders.

8. School buses will leave the campus according to the published schedule. Riders from sports activities must board the bus before the scheduled departure time. Early Learning Center and Lower School students will be brought to the parking area by supervising faculty. It is the student’s responsibility to board the bus on time. The school will not be held responsible if riders wait and miss the bus. Students are only allowed to get off the bus at their designated stop unless prior arrangements have been made before 1:00 p.m. on the day. **Students wishing to get off the bus at a different stop or to ride another bus must provide written permission from their parent or caregiver to the Transportation Office no later than the morning of the requested change.** This can
be done through the bus attendant, fax to the school, or through e-mail. It is the responsibility of the parent/caregiver to update the school with changes of address and telephone numbers.

9. Brent School shall not be held responsible for any loss, damage, or inconvenience to any student passenger for non-delivery to/from the terminal point/doorstep resulting from the non-availability of fuel, fire, flood, or other events beyond the control of the school.

10. The school shall not be held responsible for any mishap that occurs while its riders are waiting at their pick-up points. Riders are not allowed to get off the bus at any point except their assigned stop.

11. Payments for bus service must be made before the start of scheduled service. Payment may be made per quarter, per semester, or per year. Any number of days of usage will be counted as a quarter. If use of service is discontinued, no refund will be given for that quarter. Students wishing to ride the bus on an emergency basis must have a note signed by a parent or caregiver and will be charged **US$13.00** per ride/trip.

12. All riders are assigned to a seat on the bus and are expected to follow bus rules and regulations at all times.

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

**SCHOOL BUS SERVICE RULES, REGULATIONS AND CONSEQUENCES**

1. Only authorized riders may ride the school bus. All riders must ride their assigned bus. If there is a need to ride a bus other than the one assigned, transfer to another route, or a change in pick-up and/or drop-off point, a written request must be sent by the parent/caregiver to the Transportation Office preferably first thing in the morning through the bus attendant, or the Transportation Office must be contacted before 1:00 p.m. on that day.

2. The basic rule for student behavior on the bus is: **be courteous to everyone**.

3. Bus riders are to obey the bus attendant and the driver at all times. In case of an emergency, riders must remain quietly seated in the bus unless otherwise instructed by the bus attendant or driver.

4. Parents, drivers, and caregivers are to drop off and pick up students only at the door of the bus. Drivers and caregivers must have a Brent ID to pick up students.

5. Riders are expected to board their bus upon arrival at the loading area in the afternoon. No loitering and no returning to lockers or to the cafeteria. Riders should take care of business before going to their bus.
6. ELC, LS, and Grade 6 student bus riders are to sit in the first seven rows, while the Grades 7-12 bus riders are sit in the last four rows.

7. Riders must remain seated at all times. No standing, changing seats, or moving about is allowed while the bus is under way.

8. Bags must be stored under seats and out of the way. Personal items must be kept off the seats.

9. Litter must be placed in the trashcans provided.

10. The cost of any damage caused by vandalism to the bus or its accessories will be charged to the person or persons responsible.

11. Windows are to remain closed at all times. The window or door must never be opened to buy anything from street vendors.

12. Water is the only drink allowed on the bus. No frozen yogurt is permitted, and food that can easily spill should be avoided. Spills contribute greatly to insect infestation on our buses. Students will be held responsible for all garbage associated with food before they leave the bus.

13. Riders must avoid making unnecessary noise or creating distractions that might divert the driver’s attention.

14. For the safety and well being of all bus riders, misbehavior of any kind cannot be tolerated. Misbehavior is defined as fighting, creating a disturbance, injuring other riders, or acting in such a manner as to expose others to harm, injury or threat. Other unacceptable behaviors are pushing, spitting, yelling, making obscene gestures, and using vulgar language.

15. Misbehavior of any kind will be dealt with accordingly, and with the following consequences.

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

Second Offense: Parents contacted by the principal.

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

Fourth Offense: A parent-student-principal conference held. Student may be suspended from the bus indefinitely.
Security Guards

Our Security Guards play an essential role in the well being of everyone on our campus. They have a difficult and challenging job, and like all members of our Brent community, they are to be treated with respect and courtesy at all times. Students, faculty, parents, and other Brent community members are thanked in advance for demonstrating cooperation, patience, and understanding in dealing with our security personnel.

Student Council

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

Social Gatherings

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

Tardiness to School/Class

Students who arrive late to school must report directly to the Middle School Office to obtain an “Admit to Class” slip. Students who arrive late must bring a note from a parent to the Middle School secretary.

Students who enter any class during the day after the starting time are tardy. Students are expected to arrive on time and be ready for class. A tardy student will not be admitted to class without an admit slip from the Middle School Office. Students will serve one after-school detention for every five (5) accumulated tardies.

Textbooks

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

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

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

It is the goal of the school that all students come to see themselves in relation to their community and the world, and they 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
Anti-Bullying Policy

*It is the collective responsibility of everyone in the Brent School community to make certain that all students, faculty and staff feel safe, supported, and valued at all times. Any form of bullying on this campus is unacceptable.*

**DEFINITION**

**AS DEFINED BY THE PHILIPPINES ANTI-BULLYING ACT 2013**

“Bullying” shall refer to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any
combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

(a) Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting, and the use of available objects as weapons;

(b) Any act that causes damage to a victim’s psyche and/or emotional well being;

(c) Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim’s looks, clothes and body; and

(d) Cyber-bullying or any bullying done through the use of technology or any electronic means.

PROCEDURE FOR REPORTING INCIDENTS

1. Anyone in school can report a possible bullying behavior. The report may be done orally or in writing.

2. All faculty and staff are responsible for receiving and responding to oral and written reports. If possible, faculty and staff who initially receive an oral or written report of bullying shall attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of bullying, no further action may be necessary under this procedure.

3. All reports (resolved and unresolved) need to be documented on an Incident Report Form and submitted to the Principal.

4. For unresolved and severe issues, the Principal will begin an investigation and inform the parents of the students involved.

PROCEDURE FOR INVESTIGATION

1. During the course of the investigation, the Principal in charge of the investigation will take reasonable measures to ensure that no further incidents of harassment, intimidation, or bullying occur between the student/s who complained and the alleged bully. If necessary, the school will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged bully in the classroom or at lunch; identifying a staff member who will act as a safe person for the complainant; altering the alleged...
bully’s schedule and access to the complainant, and other measures.

2. The investigation shall include, at a minimum:
   - An interview with the student/s who complained.
   - An interview with the alleged bully.
   - A review of any previous complaints involving either the complainant or the alleged bully.
   - Interviews with other students or staff members who may have knowledge of the alleged incident.

a. The Principal may determine other steps to take before the investigation is complete.

b. The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the school will provide the parent/guardian and/or the student with weekly updates.

c. No later than two (2) days after the investigation has been completed, the Principal shall respond in writing and may also meet with the parent/guardian of the complainant and the alleged bully explaining:
   - The results of the investigation.
   - Whether the allegations were found to be factual.
   - Whether there was a violation of the Anti-Bullying Policy.
   - The process for the complainant to file an appeal to the Headmaster if the complainant disagrees with results.

**RANGE OF DISCIPLINARY ACTIONS**

If proven upon investigation that bullying did take place, considering the gravity of the behavior, the developmental age of the student, and the student’s record of problem behaviors, the school will respond by imposing any of the following corrective measures:

1. Requiring the student to have sessions with selected school personnel towards better behavior;

2. Recommendation for external professional counseling or other therapeutic services (may include the family/guardian); and

3. Disciplinary action where appropriate, up to and including, suspension and expulsion.

**SUPPORT FOR THE TARGETED STUDENTS AND BULLY**

Counseling may be provided by the Guidance Counselor for both parties, or a referral to specialists may be done depending on the need of the student(s) involved to support and empower the targeted student and to guide the bully towards improved behavior.
The student who committed bullying will continue to be on the school’s monitoring list for a period of time to prevent any possible retaliation.

**BULLYING PREVENTION INITIATIVES**

1. **Information Dissemination**
The principals will ensure that information regarding the school’s Anti-Bullying Policy and procedures will be available in the Student-Parent Handbooks.

2. **Education**
At the beginning of the school year, students will receive age-appropriate talks on bullying. The information will include a discussion of the policy in the Handbook, the importance of the role of the bystanders, and the prevention initiatives of the school.

3. **Training**
Faculty and Staff will receive information on the school’s anti-bullying policy and procedure, including roles and responsibilities, how to monitor common areas, and the use of the school’s Incident Reporting Form. This is to be facilitated by the Principals.

4. **Other Prevention Strategies**
The school will implement and support programs that offer a range of prevention strategies including individual, classroom, school, and community approaches.

**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;

**Unacceptable Behavior**

Fighting, the use of profanity or insults, and profane gestures are unacceptable at school, on school buses, or at school events, on or off campus. Bullying, offensive, or harassing behavior of any kind, either in person or via media such as email, texting, or social websites, will not be tolerated. Any such behavior may result in suspension from school and possible termination of enrollment.
1. Appropriate disciplinary action will be taken not only against any student who demonstrates such behavior but also against any student who instructs, threatens, or aids another person to commit any of the following behaviors:

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;
g. Invasion of privacy.

Accountability

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

2. In the case of a student organization that fails to observe the rules of the School, when no individual responsibility can be ascertained, the officers of the organization shall assume responsibility;

3. Although Brent School cannot be held responsible for the conduct of its students outside school premises, it regards improper behavior, irresponsibility, or lack of concern for others on or off School premises as involving the moral character of the student and the good name of the School. Appropriate disciplinary action may be applied.

Dress Code

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. 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.

1. 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 and should not be worn outside of PE class. Slippers (or flip-flops) are not allowed at any time.

iii) Excessive make-up, colored hair, and facial piercings are not allowed. Bright colored finger nail polish is not permitted.

b) Uniform for boys

i) There will be one style of shirt (maroon collared shirt). Boys’ shirts must be tucked in at all times. Middle School students are required to wear khaki pants with a belt.

ii) Any undershirt worn must be white. No designs, colors, or words on undershirts are permitted.

iii) Shoes are to be loafer style or dress shoes, 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 and should not be worn outside of PE class. Slippers (or flip-flops) are not allowed at any time.

2. House shirts are required on days when there are school-wide House activities;

3. Students may only wear Brent-issued outer garments (sweaters, sweatshirts/hoodies, etc.), and they may not wear hats and hoodies indoors;

4. 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;

5. 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.

a) Students are expected to follow the following dress code guidelines on these days:

i) No low cut or neckline shirts or blouses

ii) Shirts should not be revealing; no midriff blouses or shirts

iii) No spaghetti straps, razorbacks, or tube tops

iv) Skirts and shorts should be no more than two inches above the mid-knee

v) Clothing (shirts, pants, socks, etc.) should not have offensive prints or printing that promotes unacceptable or inappropriate behavior.
Citizenship Evaluation and Standards

Citizenship grades are given on a scale from 1 = Not Meeting Expectations to 4 = Exceeding Expectations and reflect the student’s conduct in relation to the standards of behavior required at Brent International School Manila students. Students receive a grade for citizenship according to the following scale:

4 = Exceeding Expectations - Behavior which indicates consistent compliance with the vast majority of standards.

3 = Meeting Expectations - This is the expected minimal norm and indicates usual compliance with the majority of standards.

2 = Approaching Expectations - This indicates that the student frequently fails to meet the standards and should undergo some self-examination as to citizenship deficiencies.

1 = Not Meeting Expectations - This indicates that the student is rarely/never meeting standards and is demonstrating little or no effort to improve.

Citizenship Standards

Brent International School Manila students are expected to exhibit self-management, social, and thinking as part of the Brent ESLRs of Responsible Citizenship, Tolerant Individuals, and Life-long learners:

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Qtr:</th>
<th>Avg. Score:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approaches to Learning</td>
<td>Brent’s Expected School-wide Learning Results (ESLRs)</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>SELF MANAGEMENT SKILLS</strong></td>
<td>Exercises leadership</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is punctual for classes and in meeting deadlines</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is independent in completing assigned tasks</td>
<td></td>
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<tr>
<td><strong>SCORE:</strong></td>
<td>Applies technology ethically and productively</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Completes his/her share of the work conscientiously</td>
<td></td>
</tr>
<tr>
<td><strong>SOCIAL SKILLS</strong></td>
<td>Avoids or resolves conflict productively and peacefully</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Works effectively with others</td>
<td></td>
</tr>
<tr>
<td><strong>SCORE:</strong></td>
<td>Is actively engaged</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Demonstrates honesty and integrity</td>
<td></td>
</tr>
<tr>
<td><strong>THINKING SKILLS</strong></td>
<td>Uses a range of learning strategies to demonstrate learning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is resourceful and resilient in the face of challenges and change</td>
<td></td>
</tr>
<tr>
<td><strong>SCORE:</strong></td>
<td>Demonstrates intellectual curiosity</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reflects on his/her learning in order to integrate and apply feedback for self improvement</td>
<td></td>
</tr>
</tbody>
</table>

*A student who commits academic dishonesty does not qualify for a score above a 2 in the class in which the infraction occurred.*

*Quarterly citizenship grades reflect the student’s behavior for that quarter only.*

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Brent International School Manila – Middle School Student-Parent Handbook 2018-2019

Table of Contents
Student Attendance

1. Tardiness
   a. A student is tardy when not in his or her assigned space when the instructional time is scheduled to begin;
   b. For purposes of attendance records, five unexcused tardies are counted as one unexcused day of absence.

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

      Note: Students missing work because of explained absences should usually be given 1 day back in class per class absence before being required to submit make-up work or write an assessment. More time may be allotted for extended absences. Students are expected to take the initiative to meet with their teachers as soon as possible following an absence.

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

For reasons of absences not stated above, a decision for an explained or unexplained absence will be at the discretion of the school principal. Again, whether explained or unexplained, the student is still ultimately responsible for the material presented and the assignments made during an absence.

Repeated class cutting and selective absences will be treated as a discipline issue and brought to the attention of the principal. The teacher is not required to allow make-up work.

Absences should be communicated to the MS Office at langeles@brent.edu.ph or middleschool@brent.edu.ph as soon as possible. To help increase student independence, we also recommend students communicate any upcoming absence to their teachers beforehand. Again, whether explained or unexplained the student is still ultimately responsible for the material presented and the assignments made during an absence. 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.

School Related Absences (APAC, ISAC, or other) are treated as an explained absence.
Students who are absent for the first two blocks in the morning or are take out of class for the last two blocks of the day will receive a half-day absence. In addition, if a student misses more than two blocks in an academic day, he/she cannot take part in after-school activities.

**Students Leaving School Grounds**

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

**Infractions and Consequences**

**Cheating and Plagiarism**

Cheating in our middle school is an act in which a student attempts to produce work, complete an assignment or assessment, or perform a task that is not truly representative of his/her learning. Integrity, or making the “right” choices and acting in an honest manner, is a key component of a Brent education. As a result, we take cheating in any form very seriously, and it has serious consequences.

Plagiarism is a form of cheating that occurs when a student presents another person’s work, including text, images, or video, as his/her own. This includes copying in part or whole from another source without acknowledgement of authorship. Whether it is intentional or not, it is taken as a serious matter in any educational institution.

Noted below is a document that serves as a teaching tool and a commitment on the part of students to refrain from cheating and plagiarism. After instruction on the nature of academic integrity and proper ways to cite sources, students sign the Academic Honesty Statement that is kept on file at school each year. Teachers will regularly review the document below with students as a part of instruction.

**Brent MS Student Commitment to Academic Integrity**

*Learning requires an honest effort, which means I will try my best and act with integrity when producing work that represents what I have learned. When instructed to produce my own work, I will not take the work of others and present it as my own. This includes not cheating off another student on assessments and assignments (e.g. looking at somebody else’s test, asking someone to help me during a test, or copying an assignment) and not plagiarizing the work of others.*

*To avoid plagiarism, I agree to make sure I acknowledge the source of any material I use which belongs to someone else. As such, I agree to follow these rules and guidelines:*

1. *Exact words from a source must be put in quotation marks and the source acknowledged correctly and accurately.*
2. *If I reword a passage, I must give credit to the source correctly and accurately.*
3. If I summarize a passage, I must give credit to the source correctly and accurately.
4. Images, video, or other multimedia that I use must be licensed for the way in which I use it, and I will cite the source correctly and accurately.
5. If I do not know an answer or how to complete a task on an assignment or assessment, I will do everything I can to help myself in a way that shows integrity, including asking for help from my teacher for a time extension, rather than cheating and/or plagiarizing. I should ask my peers for help, when appropriate, but I should not copy their work. I understand that an extension of time may not be possible, and I will then do my best in the time that I have.
6. I am not allowed to submit work created or performed for one class for credit in another class (this is called double submission) without the informed permission of the second instructor. Minor modifications and changes in an essay or project do not constitute a significant and acceptable reworking of an assignment.

I understand that the penalty for plagiarism and any other form of cheating at Brent International School Manila is referral to the Middle School principal for disciplinary action. The principal and the teacher involved will also inform the parents. The student will be responsible for redoing the plagiarized assignment under terms determined by the principal and the teacher. If a student has cheated on an assignment or assessment, the student will also be responsible for demonstrating his/her mastery level of the material again under conditions determined by the principal and the teacher.

I further understand that if two students submit the same work in part or in whole, and it is done with the consent of the original writer, the student who did the original work and the student who copied it both receive disciplinary action. The student who copied will redo the assignment under conditions determined by the principal and the teacher.

In addition, I will avoid possible plagiarism of my work by not allowing others to access it. If I intentionally allow others to access my work, including but not limited to giving it to another student via a storage device or by email, and my work is copied in whole or part, I will also face disciplinary action. If I assist another student to cheat in any other form, I understand this is also an offense, and I will face disciplinary action.

**Cheating-Academic Dishonesty:** Every student is required to sign and abide by the following Brent Academic Honesty Statement.

1. The following are considered acts of cheating:
   a. Allowing another student to copy your test paper or other school work;
   b. Copying someone else’s work and presenting it as your own;
   c. Lying is any misrepresentation of the truth or failure to state the truth, with the intent to deceive.
   d. Using plagiarized material from the Internet and presenting it as your own;
   e. Using unauthorized notes or other aids in a test, exam, etc.;
   f. Having somebody else other than you do the required assignments.
2. No credit is given for any work for which the student is found to have cheated. Instead, the student will be responsible for redoing the plagiarized assignment under terms determined by the principal and the teacher. If a student has cheated on an assignment or assessment, the student will also be responsible for demonstrating his/her mastery level of the material again under conditions determined by the principal and the teacher.

3. A teacher who discovers student behavior in violation of the above stated principles will share that information with the principal and counselor in an effort to monitor more closely student compliance. Parents or guardians will also be informed.

4. A student found to be cheating may be suspended for up to two days.

*Please refer to the Appendix for the “Academic Honesty Statement.”

**Respect for Property**

1. Personal belongings are the students' responsibility. The school is not responsible for the loss or disappearance of money, cellular phones, or personal articles.

2. Stealing others’ belongings, even in the guise of pranks or jokes, will not be tolerated. Students found to be stealing will be subject to suspension or withdrawal from school.

3. Textbooks and other schoolbooks entrusted to the students are to be handled with great care. These textbook, workbooks and library books remain the property of the school. Any lost or damaged materials assigned to the student will be charged to the student’s account as replacement cost.

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

**Substance Abuse, Dangerous Drugs, Alcohol and Tobacco**

The school discourages the use of any and all substances that are potentially harmful.

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

“We believe a healthy educational environment is a drug-free environment. Our philosophy at Brent International School Manila centers on prevention and education with regards to the use of all dangerous drugs, tobacco, and alcohol. Further, we believe the majority of our students choose not to use these substances, and we want to reinforce those positive decisions whenever and wherever possible.
“We also recognize, however, that experimentation is a part of adolescence and that teenage peer pressure can be profound. We therefore believe strongly in an education and detection system that enables our young people to stay drug free throughout their years at Brent and beyond. To assist our students with their decisions and to enable them to make positive choices where dangerous drugs are concerned, we may 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 illegal or illicit narcotics, drug paraphernalia, 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 and E cigarettes of any form are not allowed anywhere on campus, in the school dormitory, at any school-sponsored activity. Possession or use of any of these items will merit a behavioral consequence as determined by the principal.

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 School IDs

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

Student Discipline

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 to make the same mistake a second time.

Consequences – Minor Disciplinary Actions

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

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

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

Consequences - Major Disciplinary Actions

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

Social Probation

1. Social probation is a trial period to determine the student’s ability and willingness to abide by school rules and regulations. In cases of Social Probation, the students and parents will sign a contract stipulating the conditions that must be met to remain at Brent International School Manila.

2. A student on Social Probation who violates any of the conditions stipulated for his/her continued stay in the school may be asked to withdraw.

Suspension

1. Suspension from school, and from valuable instructional time, is a serious consequence. While temporary in duration, suspension is nonetheless viewed with considerable concern and not imposed lightly. A student may be suspended “in school” or “out of school” depending on the offense. In the case of more serious “out of school”
suspensions, parents may be required to attend two conferences, one at the time the student is being suspended and the second before the student is readmitted.

2. A suspended student may not attend classes and any related academic or non-academic functions for a period determined by the school principal.

3. A student under suspension will not be allowed on campus at any time during the period of suspension unless accompanied by his/her parent or guardian.

4. For attendance purposes, absences while suspended are recorded as unexcused. In some cases, the school principal might decide to impose an “in-house suspension.” The above guidelines would still apply, but the students would be kept in the school office during the suspended period.

Withdrawal

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

Student Due Process Rights

1. Students are entitled to due process and are welcome to bring their concerns to the Headmaster or any Administrative Officer should they feel that some injustice has been committed.

2. No severe disciplinary action (suspension and requested withdrawal) may be taken without the School Principal and Headmaster’s approval.

3. There shall be no form of corporal punishment, under any circumstances, however light it may appear.
CHAPTER VI
AWARDS

Recognition and Awards

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

1. Take a full academic load as required by the school;
2. Have the required Grade Point Average (GPA) of 3.0 or higher;
3. Have no incomplete grade in any academic subject or an “F/Inc.” grade in any non-academic subject;
4. Students who are undertaking modified subjects are still eligible for the honor roll;

Scholarship Lists – Inclusion on the following Scholarship lists is based on a student’s 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 – Middle School

Citizenship Award
This award is given to students who have maintained a perfect Citizenship grade of 4.0 during the year. This award will 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.

Honors Recognition

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

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

**Laurence P. Martin Award**

The LP Martin prize is awarded to the two students in grade 8 who are deemed to be the most ‘conscientious.’ This means that they are consistently hard working, they take their responsibilities seriously, and they take pride in their work and in being a Brent student. Being a good Brent student is about doing your best in every aspect of the school: in academics, in sports, and in the performing arts. It’s about character and being a good example to your peers. It’s about community and taking part in the activities of the school, thereby making Brent more than the sum of its parts.

**Activities and Sports Certificates**

Certificates are given to students for outstanding participation in each of our sports teams. Certificates or other tokens of recognition may be given to students who have participated in other activities. These awards are to be determined by the coaches, activity advisors, and the Director for Student Activities.
Students are accepted and retained on the basis of their ability to meet the academic, moral and behavioral standards of the school.

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

Admissions Policies

Brent International School Manila is primarily and essentially a college-preparatory institution.

Guardianships

Students are required to live with at least one parent while enrolled at Brent. Exceptions are made, but on a case-by-case basis and only with the Headmaster’s approval. Parents who are leaving the country for a short period of time (approximately two weeks) should fill out a Temporary Change in Contact Information Form in case of an emergency.

Filipino Students

Filipino applicants, as members of the international community, are most welcome to attend Brent International School Manila.

Schedule

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

Grade Level and Section Placement

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

No student will be placed in a grade level without showing proof of satisfactory completion of the preceding grade. Brent International School Manila’s program consists of six years beyond Grade 6.

Student Records

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

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

The cooperation of all parents/guardians concerning the matter of change of address and other important information is essential and deeply appreciated.

**Request for Transcript of Records**

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

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

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

**Tuition and Other Fees**

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

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

**Financial Obligations**

Parents are reminded that their enrollment agreement obliges them to make prompt payment of all financial obligations, and their thorough cooperation will be most appreciated. Late payments are subject to a penalty charge on the amount due. Report Cards and other school records will be
withheld until the dues are settled in full. The school reserves the right to ask a student to withdraw due to non-payment of financial obligations.
APPENDICES
### Appendix 1: MIDDLE SCHOOL COURSE OUTLINE

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### Appendix 2:

**MIDDLE SCHOOL SAMPLE SCHEDULES**

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Appendix 3:

BRENT INTERNATIONAL SCHOOL MANILA
MIDDLE 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, each Middle School student and his/her parent are requested to sign their names below. In addition, every Middle School student will sign the following pledge on each examination, test, or research paper that is to be graded:

“I have neither given nor received unauthorized aid on this assignment.”

Students and parents also need to be aware of the following two important consequences:

- Teachers who discover student behavior in violation of the above stated principles will share that information with the Middle School principal. Parents will also be informed.
- Students who have committed violations of this statement may incur any of the following consequences: detention, suspension, restriction or removal from activities, or dismissal from Brent International School Manila, pending authorization by the Headmaster.

With my signature affixed below, I indicate agreement with this Academic Honesty Statement.

______________________________     ___________    __________      ___________________________________
Student Signature over Printed Name       Gr. & Sec.              Date                 Parent Signature over Printed Name

Portions of this are taken from Honor Statements of All Saints Episcopal School, Tyler, TX; Christ Episcopal School, Rockland, MD; Episcopal School of Acadiana, Cade, LA; and Porter-Gaud School, Charleston, SC.
- Adopted May 2003 -