



**LEADERS INTERNATIONAL**

CHRISTIAN SCHOOL OF MANILA

## **HANDBOOK OF SCHOOL POLICIES**

**SCHOOL YEAR 2023 – 2024**

**UPDATED NOVEMBER 2023**

**\*LEADERS INTERNATIONAL CHRISTIAN SCHOOL RESERVES THE RIGHT TO EDIT AND MODIFY THIS HANDBOOK AT ANY GIVEN TIME.**

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## **OUR MISSION**

*To glorify God & develop the next generation of Christian Leaders.*

## **OUR VISION**

*To raise Christ-centered Leaders of influence & integrity.*

## **EDUCATIONAL PHILOSOPHY**

We believe that every child is special, unique and has something of worth to contribute. With this principle, our school aims to provide a holistic education that develops a child's physical development, socio-emotional development, cognitive development and spiritual development. We also believe that every child is a gift of God whose capabilities should be nurtured in a loving, safe and Christ-centered environment.

We believe that teachers are the facilitators who promote optimal learning for every child. Teachers take upon a variety of roles in the classrooms such as: planning for the curriculum; implementing developmentally appropriate activities; evaluating the child's progress; and building partnerships with families and staff. Teachers should strive to embody a loving, teachable and Christian character in the care of children as well as in the interaction with others.

We believe that the school is a second home to every child. In our institution, we respect diversity thus, we accept all children from different social, cultural, and economic backgrounds. We support every child's right to be educated. We advocate parent partnerships because we know that working closely with families would greatly increase the success of every child in our program. At Leaders International Christian School, we value and teach universal truths which we believe will prepare and equip the children of today to face the challenges of tomorrow.

## **SCHOOL VERSE**

***Train up a child in the way he should go, even when he is old he will not depart from it.***

***Proverbs 22:6 (NASB)***

## CORE VALUES

Our school seal signifies our foundational beliefs.



1. Always **Glorify God** in everything we do (The Cross).
2. 100% **Faith** in God (Pistis).
3. Teach **Truth** according to God's Word (Aletheia & Bible).
4. **Love** each child as our own (Agape).
5. Faithfully teach **Christian Character and Leadership** = Life Skills + Core Academics

## SCHOOL INFORMATION

Leaders International Christian School is a private co-educational Christian International School using the following Bible-based, U.S. K-12 curricula:

- **Abeka**, published by **Pensacola Christian Academy, Florida, USA**, with international license
- **BJU Press** from **Bob Jones University**, Greenville, South Carolina, USA

For legal compliance, the school has been granted recognition by the Department of Education. We are also a member of the Association of Christian Schools International (ACSI).

## CURRICULA

Leaders International Christian School utilizes a balance of traditional and progressive approach in teaching. Valuable contents of the **Abeka and BJU Press**

**Curricula** are fused together with developmentally appropriate activities that would instill life skills, academic competencies, and Christian character in every child.

The main concepts that integrate Leadership and Christian values into our school curricula are shown below.

**Leadership means:**

<b>Leadership</b>	<b>Academic Excellence</b>	<b>Christian Character</b>	<b>Life Skills</b>
<ul style="list-style-type: none"> <li>• <i>Adaptable to Changes</i></li> <li>• <i>Creative &amp; Critical Thinker</i></li> <li>• <i>Decision Maker</i></li> <li>• <i>Develop One's Strengths</i></li> <li>• <i>Effective Communication</i></li> <li>• <i>People Skills</i></li> <li>• <i>Problem Solver</i></li> <li>• <i>Reading Skills</i></li> <li>• <i>Negotiation Skills</i></li> <li>• <i>Visionary</i></li> <li>• <i>World Changer</i></li> <li>• <i>Writing Skills</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Abeka and BJU Press Curricula</i></li> <li>• <i>Book Club</i></li> <li>• <i>Computer</i></li> <li>• <i>Foreign Language</i></li> <li>• <i>Music &amp; Art</i></li> <li>• <i>Sports</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Studying Scripture</i></li> <li>• <i>Christian Values</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Able to Manage Self</i></li> <li>• <i>Budgeting</i></li> <li>• <i>Business</i></li> <li>• <i>Family Management</i></li> <li>• <i>Global Mindset</i></li> <li>• <i>Health &amp; Fitness Conscious</i></li> <li>• <i>Household Chores</i></li> <li>• <i>Industrial Skills</i></li> <li>• <i>Manners</i></li> <li>• <i>Money Handling</i></li> <li>• <i>Organizing Skills</i></li> <li>• <i>Planning &amp; Goal Setting</i></li> <li>• <i>Reflective Lifelong Learner</i></li> </ul>

**ADMISSIONS POLICY**

**General Admissions Process and Guidelines**

Students are accepted regardless of race, nationality, or creed. Students are evaluated based on entrance test performance in English, Science, and Math, academic standing in their previous school/s, and on personal interviews with the applicant and his or her parents or guardians. Once admitted and enrolled, students must submit to the school program, academic and disciplinary regulations, and all other requirements instituted by the School.

**I. Requirements**

A. Age – as of start of the School Year being enrolled into

Note: Age requirements *shall* be followed to match each corresponding year level.

<b>Year Level</b>	<b>Required Age (minimum)</b>	<b>Maximum Class Size</b>
Nursery 2	2 years	15 students

Nursery 3	3 years	15 students
Kindergarten 4	4 years	15 students
Kindergarten 5	5 years	15 students
Grade 1	6 years	30 students
Grade 2	7 years	30 students
Grade 3	8 years	30 students
Grade 4	9 years	30 students
Grade 5	10 years	30 students
Grade 6	11 years	30 students
Grade 7	12 years	30 students
Grade 8	13 years	30 students
Grade 9	14 years	30 students
Grade 10	15 years	30 students

## B. Admission Process

### **Step 1 – Application and Assessment**

- Candidates must submit the following *original* documents *prior to* assessment:
  - Completely filled-out **Application Form**
  - Completed **Medical Form** – duly filled-out by a licensed pediatrician, with attached doctor's clearance, and **Copy of Immunization Record**
  - **Doctor's Assessment** (if applicable) – for learning disabilities including but not limited to ADHD, autism, speech delay, etc.; physical disabilities
  - Latest **Report Card** or **Progress Report**
  - **Recommendation Form** – duly filled-out and signed by the homeroom teacher, guidance counselor, and principal of the applicant's previous school
  - **NSO Copy of Birth Certificate** (original and photocopy)
- Applicants shall pay the **non-refundable Assessment Fee** of **PhP5,000.00** for

### **Preschool and Elementary, and P6,500 for High School.**

- A **Test and Interview** will be scheduled for students based on the level he or she is applying in.

#### **Step 2 – Entrance Test and Interview**

- The candidate will be evaluated based on (1.) the Entrance Test in different subjects and (2.) the Interview with the Guidance Counselor and/or Principal.
- The student must promptly come at the appointed time and date of his or her Entrance Test and Interview.
- Parent/s should accompany the student during the interview.
- The test and interview results will be forwarded to the admissions committee for deliberation.

#### **Step 3 – Notification of Eligibility for Enrollment**

- An email and/or SMS notification will be sent to the parent/s once their child is found to be eligible for enrollment.
- A reminder to complete all requirements (based on the enrollment checklist, including all post-dated checks for the selected payment scheme) shall be sent to the parent/s.

#### **Step 4 – Reservation and Payment of Fees**

- Following the Notification of Acceptance, a non-refundable and non-transferable Enrollment Deposit of PhP15,000.00 must be paid in order for the incoming student to secure a slot in his or her class level.
- The Enrollment Deposit must be placed within **Ten (10) Working Days**. Failure to place the aforementioned deposit within the prescribed period will forfeit the incoming student's slot.
- Parents may select their preferred payment schedules from the options provided.
- All requirements (based on the enrollment checklist, including all post-dated checks) must be submitted upon payment of fees and enrollment. Payment (based on the selected payment option) must be settled **on or before the date specified by the admissions department (may vary per year); payments made after the said date shall be subject to a late enrollment fee of PhP5,000.00.**

#### **Step 5 – Completion of Enrollment**

- A letter of **Confirmation of Enrollment** will be emailed to parents
- Payment and release of uniforms
- School Service (if applicable)
  - Signing of the School Service Agreement Form
  - Payment of fees (submission of post-dated checks, if applicable)



C. Candidates shall submit all required documents to the Admissions Office *in a long brown envelope*:

#Application Form (one per family)
#Medical Form and copy of Immunization Record
#*Special Needs Report from Developmental Pediatrician or Child Psychologist, if applicable (doctor's assessment)
#*Recommendation (signed by homeroom teacher, principal, and guidance counselor of previous school)
#*Original Copy of latest Report Card or Progress report from previous school
#*NSO Copy of Birth Certificate (Original & Photocopy)
Medical Emergency Form
Statement of Cooperation & Waiver of Liability (1 per family)
*Admissions Conforme Form
**2 pcs. 2x2 ID picture of student
1 pc. 2x2 ID picture of each parent/guardian, fetcher, nanny, and driver
School Service Sign-up form (if applicable)
School Uniform Request Form
After-school program sign-up form
Signature on <u>all documents requiring signature</u> of parents/guardians
<b>ADDITIONAL REQUIREMENTS FOR NON-FILIPINO APPLICANTS</b>
Copy of Passport (data page)
Copy of current and valid visa (stamped on passport)
Copy of Parents'/Guardians' passport data page

**Requirement Notes:**

**\*For new students only**

**\*\*2 pcs for new students/1 pc for returning students**

**\*\*\*Assessment requirements**

**II. Refund Policy:**

Leaders International Christian School does not provide refunds or credits for **short holidays or for periods of students' absences due to illness**. However, refund may be granted to **tuition fees only** based on semestral attendance and is applicable only to **serious or long-term illnesses or conditions attested by a qualified physician**.

### III. Enrollment Procedure

- A. Parents should schedule a meeting with the administrator in order that the child will be able to see the school and meet his/her teachers.
- B. All forms must be completed. All forms must be renewed and filed with the Director. Information disclosed in these forms is kept confidential. Parents must ensure that the school is informed of any changes in address, phone numbers, person authorized to pick up the child, and emergency information.
- C. Enrollment is complete when all forms have been submitted, all initial fees/deposits have been paid, and the enrollment contract policy has been signed.
- D. The child is encouraged to visit the school with parent/parents before the first day of school.
- E. All parents should attend the Parents Orientation and the initial Parent Teacher Conference before classes begin.
- F. The school has the right to deny a student's entrance after acceptance based on any of the following reasons:
  - Any falsified information
  - Violations of the school policy
  - Withheld critical information on past academic and behavior performance
  - Not fulfilling financial obligations

### IV. Payment Information

The tuition fees may be paid in the following payment schemes: annual, semi-annual, quarterly or monthly.

### V. Re-enrollment of Returning Students

An old student may re-enroll for the following school year. To secure enrollment slots, a duly signed reservation form must be submitted to the admissions office on or before December 15 of the current school year.

The payment of the **Php15,000.00** reservation fee, along with submission of the reservation form on or before the specified date (to be announced) will confirm the student's reservation for the next school year. Please note that the reservation fee is **non-refundable and non-transferable**, but the full amount is deductible from the school fees upon enrollment.

If the requirements mentioned above are not submitted on the prescribed dates, the slot will not be reserved and shall be offered to new applicants for the coming school year. The student shall be placed on wait-list for this reason.

The school reserves the right to deny old students' re-enrollment for the following school year based on the grounds below:

- A. School fees of the previous school year are not paid in full
- B. Student has not submitted the reservation form and has not paid the reservation fee.

## **VI. Withdrawal and Refund**

Leaders International Christian School does not provide refunds or credits for short holidays, periods of students' absences due to illness, and student withdrawal. However, refund is granted to tuition only based on semestral attendance and limited to long term illness or medical conditions which are attested by a qualified physician.

A written letter of withdrawal, stating the exact reason must be submitted to the Admin Office. If reason is determined to be valid and withdrawal is allowed:

- A. The withdrawing student is required to pay a withdrawal fee of P15,000 which is automatically deducted from the remaining tuition fee due for refund.
- B. Ten Percent (10%) of the total tuition fees and other fees due for the entire school year is withheld if the student withdraws within the first week of classes.
- C. Twenty Percent (20%) of the total amount due for the entire school year is withheld if the student withdraws within the second week of classes.
- D. After the second week of classes, refunds will be limited only to tuition fees and is based on semi-annual (per semester) computation. Other school fees will be charged in full if student withdraws any time after the second week of classes. This policy is based on the premise that a student who enrolls in a school stays enrolled for the entire school year. (Manual of Regulations for private schools by Ulpiano Sarmiento III, 1998)
- E. Any used books and material, even for a few pages, will not be included for refund.

## **VII. Non-payment and Unsettled Accounts**

- A. Students with unsettled accounts shall only receive a quarterly progress report.
- B. Parents or guardians of students with unsettled accounts shall not be permitted to attend the quarterly Parent-Teacher Conferences.

- C. Students whose accounts remain unsettled at the end of the academic year shall not receive any official documents such as but not limited to the following:
- Form 138 (Student's Report Card / SF9)
  - Form 137 (Student's Permanent Record / SF10) - Shall not be released should the student transfer to another school.
  - All certificates and documents required for the student's transfer to another school shall not be released.
- D. Students with unsettled accounts at the end of the academic year shall not be officially promoted to the next level until all accounts have been settled.

#### **VIII. Students with incomplete requirements:**

- A. Students with incomplete documentary requirements as listed in this Student's Handbook shall remain under '**Temporarily Enrolled**' status until all the said requirements have been submitted.
- B. A temporarily enrolled student shall NOT have his or her information uploaded or enrolled onto the DepEd Learners Information System or LIS.
- C. A student who remains under temporary enrollment status at the end of the academic year shall NOT be considered enrolled for that specific year and may not be promoted to the next level.

#### **Payments and Money Handling**

The School understands that from time to time, students may be asked by their parents or guardians to settle payments. Below are the guidelines for such cases:

- The accounting office should be informed ahead of time on payments to be made by students. The School is not liable for any loss of cash or checks before any actual payment is made.
- For security purposes, the School discourages having students pay cash amounts in excess of P2,000. Larger amounts should be paid in check.
- Payments should only be made directly to the **cashier** or **accounting head** at the administration office. All other school personnel are **not allowed** to accept school or school-related payments in any form.
- The accounting office shall inform the parents or guardians of receipt of payment via SMS or email, and an official receipt will be issued to the paying student. The student must give the official receipt to his/her

parents or guardians. The School will not be responsible for receipts which may be lost after they are issued.

## **GENERAL INFORMATION**

### **School Hours**

Leaders International Christian School is open from Mondays to Fridays, 8:00 am-5:00 pm. Daily school hours are as follows:

**\*Note: Times are for Face-To-Face classes, please refer to your ODL schedule.**

### **Mondays, Tuesdays, Wednesdays, and Thursdays:**

N2-N3	:	8:00 to 11:00AM
K4	:	8:00 to 11:00AM
K5	:	8:00 to 11:00AM
G1	:	8:00AM to 1:00PM
G2	:	8:00AM to 2:00PM
G3-G4	:	8:00AM to 2:15PM
G5-G6	:	8:00AM to 2:15PM
G7-G10	:	8:00AM to 2:30PM

### **Fridays:**

N2-N3	:	8:00 to 11:00AM
K4	:	8:00 to 11:00AM
K5	:	8:00 to 11:00AM
G1	:	8:00AM to 12:00NN
G2-G3	:	8:00AM to 12:00NN
G4-G5	:	8:00AM to 12:00NN
G6-G10	:	8:00AM to 12:00NN

### **Signing-In and Signing-Out and Student ID System**

Children must tap in and tap out upon their arrival and departure. The School's ID Tap System is configured so that it sends SMS messages to the parents' registered numbers whenever a child taps in or out.

Children will only be released to authorized persons. Parents are requested to submit the names and photos of the authorized persons for the fetcher's data file. If the adult is not a parent, he/she must be authorized by the parent in writing and/or be included in the child's information form. School admin personnel shall

request for the handwritten note and photo identification, and may also call the parents or guardian/s if the person who is fetching a child is unknown to the school. The School will not release a child unless he or she is picked up by an authorized person.

It is highly encouraged that children be picked-up as soon as their classes end. If for any reason a child will not be picked-up on the prescribed time, the School should be contacted so the child can be assured that the parent/s or guardian/s or person/s assigned to fetch the child are on their way. The students shall stay in the cafeteria but may be sent to the admin office until their parents or authorized representatives come to fetch them.

### **Student Evaluation**

1. Students in the Preschool classes (N2-K5) will be evaluated each quarter, before the parent-teacher conferences. However, the teacher will still send monthly progress reports to the Principal and parents.
2. Grade school level students will be evaluated per quarter on their subjects. Evaluations will be based on the following:
  - a) Class participation: assignments, recitation, projects, book reports
  - b) Short tests/quizzes and examinations
3. Announced quizzes/short tests will be given regularly to gauge the students' mastery of the lessons.
4. Instead of examinations, practical tests or projects will be given for *non-academic subjects* like Bible, Physical Education, Music, Arts, Home Economics, Computer, etc.
5. Averaging system will be used to compute the final grades for elementary levels.
6. For missed quizzes or exams, teachers shall schedule make-up quizzes/exams to be done after school. Notes on exam schedules shall be emailed to parents and/or sent home with the student.
- 7.

### **Report Cards and Progress Reports**

Report Cards for elementary and high school students are presented every quarter to show evaluation of performance on subjects, character, and life skills. Report cards are shown to the parents or guardians at each parent-teacher conference (PTC), and released at the end of the school year. In the same way, Progress Reports are presented at every quarter to the parents of preschool students.

Report Cards and Progress Reports will not be released to students. Please refer to the School Calendar for the Report Card release schedule.

***\*Report cards shall not be presented to students with unsettled accounts, students with incomplete school enrollment requirements, or students who are marked as 'Temporarily Enrolled'. Students who fall under the aforementioned description shall only receive unofficial progress reports.***

### **Promotion**

Nursery 2 to Kinder 5 students must have satisfactory ratings in their assigned levels to qualify them to move up.

Grade School students must have passing final marks in all subjects and satisfactory conduct for them to be promoted. Otherwise, students will be required to attend remedial classes during the summer months.

### **Awards and Recognition**

#### Recognition for Academic Success

At the end of each school year, Leaders-ICS gives recognition to students who excel academically. Such awards may only be given to those who have consistently displayed good behavior and are in good standing with the School.

Leaders-ICS follows the DepEd policy guidelines for academic excellence awards:

Academic Excellence Award	General Average
1. With Highest Honors	98-100
2. With High Honors	95-97
3. With Honors	90-94

#### Character Awards

Character awards are given to students who consistently demonstrate the fruit of the Spirit (love, joy, peace, patience, kindness, goodness, gentleness, faithfulness and self-control) throughout the academic school year.

The school aims to encourage students to achieve excellence both in academics and in Christian character.

### **Academic Probation**

A student may be placed on **academic probation** to encourage him or her to strive for better grades or behavior while in the grade school level. Leaders-ICS expects full cooperation from both student and his/her parents to improve the child's standing.

A student who obtains a failing grade in any subject, or constantly receives character modification notices will be placed under **academic probation** for the

following school year. The student is then encouraged to give his/her best effort to avoid having failing marks or character modification notices for that school year; otherwise, he/she shall remain under **academic probation**.

If a student who is on **academic probation** gets another failing grade, or has exceeded the limit of character modification notices that he/she may receive in the current school year, he/she will then be placed on **special academic probation**.

Consequently, a student already on **special academic probation** who gets a failing final grade in any subject, or accumulates character modification notices in excess of the allowable limit during the current school year will be advised to withdraw from the school.

## **Communications**

### Circulars and Announcements

All circulars, permission slips, announcements, and official letters from the school office that *require* the signature of the parent or guardian will be sent with the child and noted on the student handbook and diary. These must be signed and returned on the following school day. Such information will also be sent through e-mail.

### Diary/Notes for Homework or Assignments

To promote responsibility, this Student Handbook includes a student diary for notes relating to homework or assignments. Depending on the year level, a student shall either paste or write-down his or her homework or assignment information onto the notebook. Information on such assignments shall also be emailed to parents or guardians.

On the back pages of this Student Handbook are blank excuse slips for absences. An excuse slip must be filled-out by a parent or guardian when an absence occurs; the slip will then be checked and signed by the teacher upon the child's return to class. The excuse slips shall serve as written references for absences and must not be removed from the handbook.

## **Address or Phone Number Changes**

Parents or guardians are requested to immediately notify the school office each time home addresses or phone numbers (both landlines and cell phones for home and work) are changed.

## **School Conferences**



Parents or guardians are welcome to consult with the school office regarding any problems or questions concerning their child. It is the desire of the administration and faculty to be of service to both parents and students alike.

Each teacher welcomes a visit from any parent or guardian. We do urge, however, that such conferences be made by definite appointment with the teacher at a convenient after-school hour.

Parents or guardians who need to speak with a member of the faculty may call the school office between 8:00am and 12:00noon. Calls shall be returned as soon as possible after school hours.

### **Cubby Holes**

Children will be provided individual spaces (cubby holes) for their personal belongings. Parents must ensure that each child brings a plastic utility box for school supplies and other necessities such as extra clothing, etc. Parents may obtain the list of supplies the child needs to bring from the Administration Office. All items inside the container or box must be properly labeled with the child's name.

### **Homework**

Each teacher is at liberty to give homework to help the students advance in their studies. Each student is required to complete any given homework on time.

Homework shall be given for the following reasons:

1. For reinforcement: We believe that most students require adequate review to master material essential to their education.
2. For practice: Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
3. For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject is given to overcome such difficulties.
4. For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.
5. For daily reading: Books are sent home for reading practice. Reading logs are to be signed after reading before being returned to the class adviser.

### **CHAPEL TIME**

Chapel time is held monthly. Students are required to attend since it is part of their class schedule. Chapel time consists of 30-minute praise and worship, listening to and studying of God's word, and an opportunity for students to share their personal testimonies.

### **ASSEMBLY TIME**

Assembly time is conducted once a week before the classes start. This is when everyone gathers at the assembly area for the weekly flag ceremony, announcements, and prayer. All students are required to go directly to the assembly area on Monday mornings for this purpose.

### **RULES AND REGULATIONS**

#### **Attendance**

Students must be present and should participate during special activity days or events such as educational trips, Christmas celebration, graduation, etc.

Students who must leave school with less than two hours of attendance will be counted absent for the entire school day. Students who remain at school for at least two hours, but leave before the regular dismissal time will be counted present one-half day.

Missed lessons shall be sent home as homework, or students may avail of catch-up tutorial sessions for a fee (please check with the admin office for the schedule of fees).

#### **Inclement Weather conditions**

Leaders-ICS adheres to the storm signal guidelines established by the **Department of Education of the Philippines (DepEd)**.

Based on to DepEd Order No. 28, series of 2005, classes in all public and private preschool, elementary, and secondary schools are automatically suspended or cancelled without having to wait for announcement under the following circumstances:

- When Public Storm Warning Signal (PSWS) No. 1 is raised, classes at the preschool level shall be automatically suspended.
- When Public Storm Warning Signal (PSWS) No. 2 is raised, classes at the preschool, elementary, and secondary levels shall be automatically suspended.
- When Public Storm Warning Signal (PSWS) No. 3 is raised, classes in all levels are automatically suspended.

In the absence of PAGASA Public Storm Warning Signals (PSWS), localized class suspension is allowed by the DepEd. The decision to suspend classes may be made by the school principal, division superintendent, or local government executive.

If students are already in school before classes are suspended due to a typhoon or inclement weather, the students are to remain in school until they are picked-up. They will not be allowed to go home on their own without prior written permission from their parent or guardian.

### **School Uniform**

1. Unless otherwise specified, all students are required to wear their school uniforms within campus during school days.

Girls: The girls' uniform consists of the school polo shirt (K4 to G6 levels)/ button-down shirt (G7 and G8 levels), khaki skorts/skirts, white socks, and black school shoes. Girls' hair should be kept neat and away from the face at all times. Bangs, if worn, must be regularly trimmed (above the eyebrows) and pulled away from the eyes.

Boys: The boys' uniform consists of the school polo shirt (K4 to G6 levels)/ button-down shirt (G7 and G8 levels), khaki shorts/pants, white socks, and black school shoes. Boys' hair should be above the eyebrows and trimmed neatly on the sides as well as off the ears. Hair should be tapered at the back with uniform length and thickness, and should not touch the collar.

2. Children should wear their identification cards (I.D.) at all times within the school premises.

### **Toys from Home**

Children are highly encouraged to play with the educational toys and materials provided in the school. There will be school activities such as show-and-tell where children may be asked to bring toys from home. For such activities, parents are requested to ensure that toys from home are properly labeled with the child's name and to have small toys or objects placed inside labelled plastic containers or bags. But unless there are instructions to bring toys from home for class purposes, children are asked to **refrain** from bringing such toys, as these may get lost or cause fights among students. On the other hand, if children happen to bring home toys that do not belong to them, parents are asked to immediately notify the school and return the toys to the admin office or to the advisory teacher on the next day of class.

### **Personal Gadgets and Devices**

Use of personal gadgets and devices such as cell/smart phones and tablets are not allowed inside classrooms. Students may deposit such devices with their

respective advisers at the beginning of class hours, and retrieve them after their classes end.

### **Library**

Students in grades 1-10 are encouraged to regularly visit the school library. They may borrow books using their library cards but there will be corresponding dates for the said books to be returned. Late returns will be charged. Lost books must be paid for by the student.

### **Lost and Found**

Misplaced articles are taken to the lost and found and may be redeemed on the following day before classes begin. Lost and found articles which remain unclaimed after one quarter shall be donated to calamity or disaster victims. This policy has been established to teach students personal responsibility. Leaders-ICS is not responsible for any lost or stolen items within the school premises.

### **Food Restrictions**

The School respects that some families observe certain food restrictions. Parents/guardians are requested to submit information on such restrictions to the Administration office so that only appropriate food options will be offered their children during in-school activities or celebrations.

### **Communicable diseases**

Leaders-ICS desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases, the term "communicable disease" shall be mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons (e.g. measles, sore eyes or "pink" eyes, hand-foot-and-mouth disease, head lice, etc).

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease is required to immediately notify the principal and management and send the student or employee to the school clinic for examination. Parents of students with suspected or confirmed communicable diseases will immediately be notified of their child's condition and will be advised to pick-up their child from the school clinic. School employees who are found to have communicable diseases will likewise be sent home.

### **Illness**

For the welfare of students and school employees alike, all children who are sick must remain at home. Students who recover and return to school are requested to bring items necessary to help prevent future illness (e.g. jacket, towel, etc.). A returning student who needs assistance in taking medication during school hours must bring a signed authorization letter from his or her parent/s before he or she can be assisted by a teacher or the school nurse; otherwise, it will be necessary for

the parent/s to come and personally give said medication to the student. Teachers will not be held responsible for carrying out such duties.

### **Students on Medication**

If a student is to take any medication while at school, he or she must submit an **Authorization for Administration form**. The form is available at the school clinic and must be submitted to the admin office. For prescription medications, the form must be **signed by a licensed physician**. Non-prescription medication may be authorized by a parent or legal guardian. **Each medication must have its specific and individually signed Authorization for Administration form**. Medication will be kept in the school clinic and dispensed by the school nurse according to its directions. **Medicines must be in their original containers and properly labeled by the parents**.

### **Absences**

- **Absences:** In case of absence, a student's **parent must submit to the teacher a signed and dated note explaining the reason for the absence**. The note must be sent on the day the student returns to school. If no note is presented, the absence will be considered unexcused.
- **Absences due to illness:** A medical certificate will be required for absences due to illness lasting three or more days. When a child returns after being absent due to illness, the school nurse will conduct a preliminary health check to ensure that the child is fit to go back to school. For children who have been absent due to a serious illness/injury or any communicable disease, parents are requested to provide the school with a **doctor's clearance or a doctor's note** certifying that the child is fit to return to school.
- A student may make up for missed quizzes, seatworks, and other class activities. Catch-up sessions may only be scheduled after class hours and only and are **applicable for excused absences only**.
- Only absences due to illness or death within the immediate family may be **excused**. A student is only allowed a maximum of fifteen (15) excused or unexcused absences in a semester, as mandated by the Department of Education.
- Students with unexcused absences will not be allowed to make-up for missed class work like seatwork or other class activities, but will be allowed to take missed quizzes. Make-up quizzes are to be scheduled after class hours while review must be done at home. Missed lessons shall be sent home as homework, or the students may avail of catch-up tutorial sessions for a fee. \*Tutorial rates will be provided by the School's accounting department.
- Having excessive unexcused absences may result in a student's dismissal from school. No refunds on tuition will be made for school days lost due to absences.

- Family vacations and trips should be scheduled during the school break, since it is often difficult for a child to make-up for school days lost due to absences. Should it be necessary for a student to miss school for personal reasons, **parents must secure permission from the school administration several days in advance.**

### Tardiness

Students are expected to come on time since tardiness disrupts classes and has adverse effects on children's educational progress. A student is considered tardy if he or she arrives after the specified class start time.

Consequences for excessive tardiness (counted per quarter)

1 <sup>st</sup> instance and 2 <sup>nd</sup> instance	<ul style="list-style-type: none"> <li>• A notice slip shall be issued</li> <li>• Missed lessons shall be sent as homework to be submitted the following day</li> </ul>
3 <sup>rd</sup> instance	<ul style="list-style-type: none"> <li>• A notice slip is issued</li> <li>• No makeup for missed lessons or schoolwork for that day</li> <li>• Parents are called for a conference</li> <li>• Conduct grade is affected</li> <li>• A 3<sup>rd</sup> <u>consecutive</u> instance shall be counted as one unexcused absence</li> </ul>
4 <sup>th</sup> instance	<ul style="list-style-type: none"> <li>• Day shall be counted as one unexcused absence</li> <li>• Conduct grade is affected</li> </ul>
5 <sup>th</sup> instance	<ul style="list-style-type: none"> <li>• Day shall be counted as one unexcused absence</li> <li>• Conduct grade is affected</li> </ul>

### Bible

The school recognizes that Bible class is fundamental important. It is a required subject which augments the study of English, history, geography, and science. The Bible provides direction for this life, and is the only hope for the life to come. No other book can so enrich the minds and hearts of men as "The Book of Books."

Character development is the most important work of a school; while knowledge of the Bible is one of the greatest educational assets anyone can have in addition to the moral and spiritual values resulting from its study. No other course offered in the school affords greater opportunities for laying the foundation of Christian character.

## **Discipline**

Effective classroom discipline is necessary and key in maintaining a good learning environment. With this in mind, one of the school's goals is to help its students learn and practice self-discipline while developing good character traits. Teachers are responsible for encouraging appropriate classroom behavior and for maintaining a good learning environment, while students are expected to conduct themselves appropriately and abide by the Biblical principle "Do unto others as you would have them do unto you."

The following slips are issued to parents as notices to inform them of their child's specific behavioral concerns.

- The Notice Slip (Grade School and up only)

A notice slip is issued to a student whenever he or she manifests difficult or inappropriate behavior, or whenever delinquency on his or her part occurs. The notice will be sent home for the student's parents or guardian to see and acknowledge. The parent or guardian must sign the slip and personally return it to the advisory teacher on the following school day.

Parents are expected to partner with the school in encouraging and providing their children with developmentally appropriate venues of learning. The school aims to strengthen the partnership by informing them of how their children are doing in school, not only academically, but behaviorally as well.

Leader-ICS maintains a "zero tolerance" policy toward violence, fighting, or threats of any kind, and possession of anything that could be used as a weapon.

Pursuant to the above policy, a student who acts or makes statements that can be associated with violent behavior (including but not limited to jokes which may be interpreted as threats) will be issued a written notice; and consequently, his or her parents will be called for a conference. The school shall expect full cooperation from both the student and parents in resolving such issues.

Corrective measures will be used to help the student alter his/her behavior and attitude when misconduct (e.g. abovementioned behavior) occurs. Examples of typical corrective measures are *thinking time*, *a student-teacher conference*, *a*

student-guidance counselor conference, a parent-teacher conference, and finally, a conference involving the parent/s, principal, guidance counselor, and teacher. A form will be issued by the teacher and guidance counselor to call for a parent-teacher conference to address infractions or offenses committed. Repeated commission of these offenses may lead to other consequences such as suspension from classes, community work, or dismissal from the school.

Discipline Committee

The School has formed a discipline committee to preside over major offenses and special discipline cases.

Classification of offenses

Offenses are classified as Minor and Major. Minor offenses are straightforward and shall be decided on by a student's class adviser, while major offenses shall be decided on by the School's discipline committee.

Sanctions for Minor and Major offenses:

Gravity of offense	1 <sup>st</sup> instance	2 <sup>nd</sup> instance	3 <sup>rd</sup> instance
<b>Minor</b>	<ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Corrective measures may be applied</li> <li>• A notice slip may also be issued</li> </ul>	<ul style="list-style-type: none"> <li>• Corrective measures are applied</li> <li>• Notice slip is issued</li> <li>• Parents may be called for a conference</li> <li>• Student may be asked to do school community service</li> <li>• Student's conduct grade may be affected</li> </ul>	<ul style="list-style-type: none"> <li>• Corrective measures are applied</li> <li>• Student must do school community service</li> <li>• Parents are called for a conference</li> <li>• Student's conduct grade is affected</li> </ul>

(Table continued on next page.)



Gravity of offense	1 <sup>st</sup> instance	2 <sup>nd</sup> instance	3 <sup>rd</sup> instance
<b>Major</b>	<ul style="list-style-type: none"> <li>• Corrective measures are applied</li> <li>• Parents are called for a conference</li> <li>• One-day suspension may be imposed</li> <li>• Student's conduct grade is affected</li> </ul>	<ul style="list-style-type: none"> <li>• Corrective measures are applied</li> <li>• Parents are called for a conference</li> <li>• Up to three-days suspension</li> <li>• Student's conduct grade is affected</li> </ul>	<ul style="list-style-type: none"> <li>• Corrective measures are applied</li> <li>• Parents are called for a conference</li> <li>• Five-day suspension</li> <li>• Student becomes a candidate for dismissal from the School</li> </ul>

***\*For major offenses, a student may be asked to go home for the day, depending on the severity of his or her offense.***

#### Offenses by classification

Examples of **Minor Offenses** (list is *non-exhaustive*)

- Tardiness (please see section on Tardiness)
- Wearing of incomplete or improper uniform
- Being too noisy, disrupting classes
- Leaving one's seat without permission
- Being unruly in and outside of the classroom
- Unsportsmanlike behavior
- Failure to complete or submit homework, assignments, or projects

Examples of **Major Offenses** (list is *non-exhaustive*)

- Cheating
- Lying
- Forgery
- Disrespect

- Cursing
- Fighting
- Bullying
- Threatening to harm another person
- Deliberately causing harm or physical harm to another person
- Deliberately defacing, damaging, or destroying another person's property
- Deliberately defacing, damaging, or destroying school property
- Violent behavior

### **Documentation of Incidents**

Incidents involving students sometimes cannot be avoided, and should they occur, School personnel are instructed to document all incidents. Such incident reports shall be provided to the concerned student's parents or guardians, should there be a need to do so.

In the same way, Parents or Guardians may request an audience with the School's Academic Supervisor or Principal for student-related concerns or incidents. Incidents shall be investigated for timely resolution.

### **Parent-Teacher Conferences (PTCs)**

Parent-Teacher conferences (PTCs) are scheduled quarterly. Parents are expected to attend each meeting for the benefit of their child and to obtain pertinent information concerning the school program. Children are not to attend the Parent-Teacher Meetings and should not be brought to the school during those times.

***\*Parents or guardians of students with unsettled accounts, incomplete requirements, or those under 'Temporarily Enrolled' status shall not be permitted to attend the PTCs until all such accounts are settled and all such requirements are submitted.***

### **PLAYGROUND**

The school has an outdoor playground facility which is regularly cleaned and maintained. Children may only use the playground under the supervision of a teacher or teacher's aide *during school hours*, and under the supervision of a child's adult companion *after school hours*.

### **EMERGENCY PREPAREDNESS**

## **Fire and Emergency Drill**

The school conducts fire and earthquake drills to train children on what to do during such situations.

## **Children's Release**

During inclement weather or sensitive situations, children will be held in the school until it is safe to leave. Children will only be released after being signed-out by their parent or guardian, or by an authorized adult. Leaders-ICS ensures that the children will be taken care of while within the school premises.

## **SCHOOL EVENTS**

### **Birthdays**

The school allows children to celebrate their special day in school. In the interest of proper planning and order, the school shall only allow for one (1) birthday celebration by one (1) celebrator per week during Fun Fridays for Preschool level, and one (1) birthday celebration per day at lunch time during school days for both the Grade School and High School levels.

In the event that there are multiple *preschool celebrators* within one week, the first to request for a party schedule shall have priority, while the others may schedule celebrations in the following weeks instead. Only one celebration per day *shall* be allowed for the *grade school* and *high school* levels. Furthermore, in the interest of children's health and discipline, the School shall only allow healthful foods to be served during such celebrations. The School also discourages excessive or extravagant programs or activities involving clowns, mascots, or the like.

The birthday celebration request form is included in this handbook. The teacher shall coordinate the request with the Admin office after it is filled-out.

### **Parent Orientation**

All parents and guardians should attend the Parent Orientation. This is to inform the parents about the mission, vision, curriculum, etc. of the school. The Parent Orientation is scheduled to occur before the beginning of the school year.

### **Moving Up Program/Graduation**

This is the event where children and their families celebrate each child's progress and moving-up to the next level of his or her education.

### **Christmas Program**

This is the School and children's celebration of the birth of Jesus, done through a variety of programs or activities.

## **FIELD TRIPS**

The school organizes field trips and out-of-school activities that allow the children opportunities to use, develop, and reinforce the values and life skills that are taught in the classroom. Parents are advised of such activities and permission for students to join is asked. Parents who allow their children to join are sent consent forms for their acknowledgement and signature. The signed consent forms are then submitted to the corresponding class advisers for confirmation.

Field trip fees form part of an enrolled child's school fees. Field trip fees are **non-refundable** regardless of a child's participation in the said activity.

### **HOME and SCHOOL PARTNERSHIPS**

Leaders International Christian School firmly believes that the school should work closely with the families of the children in the program because this will heighten and develop the child's success in learning. The School maintains an open door policy wherein an open and regular form of communication with parents is established. The School also promotes several activities which will further strengthen the partnership between with the children's families.

### **VOLUNTEERS**

The school welcomes *volunteer* teacher assistants, resource speakers, and events coordinators. The School acknowledges that volunteerism is a good means of sharing one's talents to others, and that there is a positive impact on children who see their parents' participation in school programs. Parents who would like to share their talents and resources may approach any teacher or faculty member.

### **CLEANLINESS**

Leaders International Christian School has custodians who ensure that the areas in the School are kept clean. Classrooms, equipment, and comfort rooms are cleaned regularly. However, students, parents, and guests are requested to help keep the facility clean by properly disposing of litter in the waste bins provided.

### **SECURITY**

The school has security guards to ensure the safety of everyone in the premises. Visitors are asked to sign-in and to sign-out on the security log sheet. No child will be released at any time of the day to anyone unless there is an emergency or illness. **Children may only be picked-up by their parents, guardians, or authorized persons.**

To uphold security and peace and order, nannies (*yayas*) are advised not to stay inside the School building. There is a **designated waiting area with limited seating** outside of the school building for nannies (*yayas*) and drivers.

The School's security guards are authorized to conduct visual inspections of vehicles entering the School premises. Vehicles with car pass stickers may also be inspected from time to time.

All school records containing children's files and information are kept confidential. The school will not release any information to anyone without the permission of the parents or guardians.

**Children may only be picked-up by their parents, guardians, or authorized persons.**

### **LATE PICK-UP OF CHILDREN**

Children must be picked-up from the school within their corresponding dismissal periods. Parents of students who are still at the school by 4:00PM will be contacted by the School's Admissions Officer to remind them of the child or children's pick up. **Parents/guardians of students who remain at the school premises beyond 5:00PM will be charged a P1,000.00 late pick-up fee.** The fee will be used for the overtime pay of staff members who will stay after work hours to look after the child.

### **PROHIBITED ITEMS**

The following items are prohibited from the LICS campus (*list is not exhaustive*):

- Weapons of any sort, whether bladed or projectile
- Illegal drugs
- Alcoholic beverages
- Cigarettes/tobacco products
- E-cigarettes
- Explosives or any item or substance that may possibly explode
- Anything that school management may deem as dangerous or deadly

### **PARENTS AT SCHOOL**

Leaders-ICS welcomes the presence of parents and guardians. But to avoid class disruption and student distraction, Parents and Guardians are asked to limit their presence to the school lobby and the designated waiting area beside the school's main entrance doors. Parents who wish to speak with the Principal or any teacher must first request an appointment through phone call, or by filling-out the appointment slip at the main door guard station. Parents who have business with the Admin office may inform the main door guard, and entry shall be approved by the Admin office. Parents who have emergencies or pressing needs to see their child/children may notify the School through the Admissions Office.

## **CAR STICKERS**

To maintain security, the School requires all parents'/guardians' and authorized fetchers' vehicles to have the school's authorized **car pass sticker** for the *current* school year. Vehicles without the car pass sticker shall not be allowed to enter the School premises. The sticker may be purchased at the admin office and shall be installed by the guard on duty. Parents or guardians who wish to purchase stickers must provide photocopies of their vehicles' Registration Official Receipt (O.R.) and Certificate of Registration (C.R.). In the event that vehicles are not registered under the Parents' or Guardians' names, they must provide proof of vehicle ownership or authorization of use. Car pass stickers are good for the current school year and are non-transferrable.

## **DROP-OFF AND PICK-UP AREAS**

Arrival:

- When stopping on the ramp located in front of the school building, children are to be dropped-off as quickly and safely as possible, so that others can also drop their children off expeditiously.
- Practice road courtesy, **the first car to arrive must go to the farthest point of the ramp to drop-off students.**
- There shall be **no overtaking.**
- **The maximum allowable speed within the School compound is 5kph.**
- Cars should not be left unattended along the curb where students are being dropped-off.
- Children must not be left in vehicles unattended.

Dismissal:

- Students are dismissed during the following times:

### **Mondays, Tuesdays, Wednesday, and Thursdays:**

N2-N3	:	11:00AM
K4	:	11:00AM
K5	:	11:00AM
G1	:	1:00PM
G2	:	2:00PM
G3-G4	:	2:15PM
G5-G6	:	2:15PM
G7-G10	:	2:30PM

### **Fridays:**

N2-N3	:	11:00AM
K4	:	11:00AM
K5	:	11:00AM
G1	:	12:00NN
G2-G3	:	12:00NN
G4-G5	:	12:00NN
G6-G10	:	12:00NN

- Parents must pick up their children at the dismissal times indicated above to avoid congestion.
- Leaders-ICS expects parents to inform the admin office of any change with their child's drop-off or pick-up schedule and/or arrangements. Calls or coordination with regard to changes must be done **before class dismissal**.
- For students' safety and to expedite proper traffic flow, parents or fetchers are asked to follow directions given by the School's traffic marshals. Drivers are also reminded to use their vehicles' turn indicators before and during turning.

Entrance and Exit Gates:

- For the purpose of safety and security, vehicles and pedestrians are only allowed to enter through the entrance gate. No vehicle or pedestrian shall be allowed to enter through the exit gate.

Restriction on child pick-up:

- If parents are divorced or separated and one parent is not allowed to see or pick up the child, a certified true copy of the **court order of final judgment** must be submitted to our admissions office. In this particular situation, the parents are presumed to abide by the school's requirement of providing the Administration Office with any legal documents proving the right to pick up or care for the student in question. Otherwise, the student will only be released to the parent who has filled-out the school's registration forms.

### **PARKING**

The entire stretch of Bayani Road has been officially declared by the local government as a **NO PARKING ZONE**. To accommodate parents and students, double-parking may be allowed along the school's drop-off driveway **only when parking spaces are available**.

During school events, the school shall arrange for parents' limited-time parking along the street adjacent to the school.

### **CHILD PROTECTION PROGRAM AND POLICIES**

## **A. RATIONALE**

Article 15, Section 3 (2) of the Philippine Constitution guarantees the right of children to receive assistance, including proper care and nutrition, and special protection from all forms of neglect, abuse, cruelty, exploitation, and other conditions that could harm their development. This is reinforced by R.A. 7610, which provides stronger measures and special protection against child abuse, exploitation, and discrimination.

Moreover, the Convention on the Rights of the Child (CRC) outlines the fundamental human rights that children around the world are entitled to, such as the right to survive, develop to their full potential, protection from harmful influences, abuse and exploitation, and participation in family, cultural, and social life.

Similarly, the Family Code of the Philippines, through the principle of *in loco parentis*, assigns to the school, its administrators, and teachers the special parental authority and responsibility over the minor child while under their supervision, instruction, or custody. More recently, Republic Act 10627 or the Anti-Bullying Act of 2013 was enacted to ensure that all schools provide a conducive and safe learning environment for children.

As an educational institution, Leaders International Christian School of Manila aims to educate men and women who demonstrate concern and care for others. The school takes seriously its responsibility to protect and promote the welfare of children and young people under its care through the programs it initiates and services it provides. *Cura personalis* (care of persons), a fundamental element in Leaders-ICS education, emphasizes personal care for individuals, with distinct respect for each student's unique circumstances and concerns.

Therefore, the school supports the DepEd's zero-tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying, and other forms of abuse. To this end, the Leaders International Christian School of Manila has developed a Child Protection Program and Policies.

## **B. OBJECTIVES**

Our program strives to achieve the following objectives:

1. Empowering students with activities that foster self-esteem, self-confidence,



assertiveness, and self-protection skills as part of the curriculum.

2. Enhancing the faculty's capacity to create a proactive and safe learning environment by including capacity-building activities in the training program.

3. Raising awareness among parents about their role in protecting their children against various forms of abuse and involving them in the process.

4. Ensuring constant communication and coordination between the school and the community or concerned agencies to maintain effective working relationships.

### **C. MAIN THRUSTS OF THE PROGRAM**

1. PREVENTION. All members of the community shall work collaboratively to provide a positive school atmosphere and exhaust measures to prevent possible hazards of child protection through proper information dissemination.

2. PROTECTION. There shall be consistent implementation of agreed and common procedures, ensuring first that the school personnel are trained to respond appropriately, and parents and the surrounding community resources are tapped to assist in child protection concerns.

3. SUPPORT. The school community shall readily provide appropriate emotional and spiritual support to students who may be victims of any form of abuse or violence.

### **D. FRAMEWORK OF THE CHILD PROTECTION PROGRAM**

The Child Protection Program aims to involve various community sectors such as students, teachers, staff, school administration, Parent-Teacher Associations, and the officials and members of the local units (barangays) to ensure the safety of children. Through a consultative and collaborative approach, the program

provides preventive measures, protection, and support to school constituents regarding child protection and safety.

#### **E. ESTABLISHMENT OF THE CHILD PROTECTION COMMITTEE (CPC)**

The school has established the Child Protection Committee (CPC) that shall work closely with existing concerned offices in:

- a. drafting policies and plans to ensure child protection and safety, which shall be reviewed every three (3) years;
- b. initiating information dissemination programs and organizing capacity-building activities for the different school sectors;
- c. developing and implementing a school-based referral and monitoring system in response to identifying students who may be suffering from significant harm from others;
- d. ensuring that the children's right to be heard is respected and upheld in all matter and procedures affecting their welfare; and
- e. closely coordinating with government agencies and non-governmental organizations as may be appropriate.

#### **F. DEFINITION OF TERMS**

The operative definition of terms and description of the different violations such as child abuse, discrimination against children, child exploitation, violence against children committed in schools, bullying or peer abuse, other acts of abuse by a pupil, student or learner, corporal punishment, and, positive and non-violent discipline of children, shall be based on RA 10627 or the Anti-Bullying Act of 2013.

#### **G. PREVENTIVE MEASURES**

- a. The school aims to develop the knowledge and skills of school staff, students, parents, and guardians to recognize and address child abuse and other forms of violence. This will be achieved by conducting sessions, trainings, and seminars on positive peer

relationships, as well as enhancing social and emotional competence.

- b. In order to promote children's rights, and discourage corporal punishment, positive discipline, and child abuse, the school will host activities that raise awareness. These activities will encourage active involvement from parents, families, and children.
- c. The Student Handbook and the Faculty and Administrative Manual will serve as the code of conduct for students and school staff to ensure child protection and policy.
- d. The school will work closely with the Barangay Council of the nearby local government units to create a safe environment for its constituents. This partnership will also help monitor any possible forms of abuse and violence that might take place in the vicinity.
- e. To ensure the safety and protection of students in the surrounding areas of the Barangay, the Barangay Council for Protection of Children Guidelines will be strictly implemented.

#### **H. PROCEDURES IN CHILD PROTECTION CONCERNS**

- a. Whenever a complaint of bullying or peer abuse is filed by any party or brought to the attention of school personnel, the Prefect of Discipline (POD) must be notified. The POD will then conduct an investigation by gathering information from the complainant, witnesses, and the individuals involved.
- b. If the information collected confirms that an incident occurred, a special conference will be called by the POD to inform the parents or guardians of both the victim and the offending child.
- c. Depending on the severity of the bullying committed, the school may impose non-punitive measures in accordance with the principles of Positive and Non-violent Discipline. The victim and the offending child will be referred to the Guidance for processing and interventions.

d. For cases requiring reprimand or minor sanctions, such as jug/post/detention, the POD will make a decision based on the policies outlined in the Student Handbook.

e. In all cases where the offending child may face suspension, exclusion, or expulsion, the school must comply with the minimum requirements of due process.

i. The child and the parents or guardians must be informed of the complaint in writing.

ii. The child shall be given the opportunity to answer the complaint in writing, with the assistance of the parents or guardians, who shall note the letter of the child.

iii. The child and his/her parents are invited to attend the disciplinary board meeting and explain his/her side. In cases where the parents are unavailable, the guardian will accompany the child on their behalf.

iv. The disciplinary board will deliberate on the merits of the case. It makes the final decision in cases of suspension and recommends to the President cases of exclusion/dismissal.

v. A student, who has been given a sanction, especially exclusion, has the right to appeal. The written appeal should be addressed to the School President within one week after the receipt of the decision.

vi. If the bullying or peer abuse resulted in serious physical injuries or death, whenever appropriate, the case shall be dealt with in accordance with the provisions of Republic Act 9344 (Juvenile Justice and Welfare Act) and its Implementing Rules and Regulations.

## **I. COMPLAINTS AGAINST SCHOOL PERSONNEL/OFFICIAL**

a. Part of the school's capacity-building program for students is empowering them to report any complaint for child abuse, violence,

exploitation, or discrimination to a trusted school personnel, who shall assist the child in filing a complaint to the Principal.

b. If the complaint warrants further investigation, the case shall be forwarded to the Personnel Officer who will form a committee to investigate on the complaint not later than 72 hours upon submission.

c. The concerned individual shall be informed of the complaint and be asked to submit a written explanation within 48 hours from the receipt thereof. Should he/she fail to submit the written explanation within the prescribed period of time, the investigating committee shall proceed with its investigation even in the absence of such document.

d. The concerned personnel shall be invited to attend the committee hearing to explain his/her side of the matter.

e. The fact-finding committee submits the result of the investigation and recommends sanctions, whenever applicable, to the School President pursuant to the provisions of the Faculty and Administrative Manual.

f. Final decision on the case shall be made by the School President.

g. A written appeal addressed to the School President may be done within one week after the receipt of the decision.

h. The administrative case shall be without prejudice to any civil or criminal case that may be filed.

i. The school shall submit the report to the Division Office after each school year with proper discretion and confidentiality.

(see Appendix B)

## **J. JURISDICTION**

a. Complaints of child abuse, violence, discrimination, exploitation, bullying and other acts of abuse under RA 10627 shall be within the

exclusive jurisdiction of the school and the DepEd, and shall not be brought for amicable settlement before the barangay, subject to existing laws, rules and regulations.

b. Complaints for acts committed by persons not under the jurisdiction of the school shall be referred to the appropriate authorities.

#### **K. REFERRAL AND ASSESSMENT OF VICTIMS AND OFFENDERS AND OTHER CHILDREN**

a. In cases involving child abuse, violence, discrimination, exploitation, and other acts of abuse occurring within its jurisdiction, the school shall take appropriate steps to prevent further threats and harm on the child. School authorities shall immediately remove the victim, or in appropriate cases, the offender, from the place of the incident, if the former is determined to be at risk. The child's family shall be informed of any action taken.

b. The school, in appropriate cases, shall decide on matter that would be of best interest and welfare of the victim and his or her family. It may refer the victims and offenders (if minor) to the office of Department of Social Welfare and Development or other agencies for assessment in which appropriate intervention can be applied.

c. Likewise, the school may refer to appropriate agencies students who are victims of abuse at home, children at risk, children with special needs or at risk, children facing difficult situations or those who are exhibiting aggressive behavior, with a view to obtaining professional assessment, interventions and assistance from competent service providers.

(see Appendix C)

#### **L. CONFIDENTIALITY**

When dealing with cases of child abuse, violence, discrimination, exploitation, bullying or peer abuse, it is imperative that we protect the privacy of the student involved. Therefore, any information that might reasonably identify the student, whether they are the victim or offender, shall be withheld from the public. This measure is put in place to ensure that the student's privacy is respected and protected.

#### **M. CRIMINAL AND CIVIL LIABILITY**

Criminal and civil liability resulting from child abuse, discrimination, exploitation, and other abusive acts are distinct and separate. These shall not prevent the filing of an administrative case under these guidelines.

## **ANTI-BULLYING POLICY (SYNCHRONIZED WITH R.A. 10627)**

### **I. Philosophy, Vision, Values, Objectives and Aims**

#### **Our Philosophy**

Leaders International Christian School has a positive approach to all behavior and bullying incidents. Forgiveness is at the center of our faith and means that everyone is given the opportunity to make a fresh start.

“The fruits of the Spirit are love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control...” (Galatians 5:22-23)

All bullying behavior is unacceptable, regardless of who bullies or how it is delivered or what reasons are given to justify bullying actions. We recognize the detrimental effect on anyone who may be subjected to bullying and will work actively to minimize the risks of bullying. Victims of bullying will be treated in a supportive manner and their support will not be regarded as a burden to staff and peer groups. We understand that bullying may have a harmful effect on educational performance. We are committed to contesting all bullying behavior and when necessary, will work in partnership with any relevant agencies. We recognize that bullies may also need ongoing support to change their behavior.

#### **Our Vision**

Leaders International Christian School and staff, Faculty members together with our students can stop bullying and create safe environments in which all your students can live, grow, play, learn.

#### **Our Values**

- We believe that bullying in any form is wrong and should not be tolerated, and that any environment that encourages bullying, or shows indifference to prejudice and discrimination is unacceptable.

- We believe that bullying is a behavior choice and that anyone can be encouraged to change their behavior.
- We believe that all children and young people have intrinsic value and worth and we embrace their uniqueness and autonomy.
- We respect difference and welcome diversity in our children, young people and in society in general, and believe our work should be inclusive of all.
- We believe that children and young people should have the right to feel safe, secure and valued, and that creating a safe environment and dealing with bullying is everyone's responsibility.
- We believe children and young people should actively participate in decisions that affect them and should be supported in taking responsibility for their choices and subsequent actions.
- We support a range of positive strategies to deal with bullying and actively challenge the use of humiliation, fear, ridicule and other similar approaches in an effort to reduce bullying.
- We believe that people should be treated with respect and courtesy.

### **Our Objectives**

- To raise the profile of Bullying as an issue and the effect it has on the lives of our students.
- To use strategies that will help to prevent bullying.
- To respond to bullying incidents swiftly and appropriately.
- To acknowledge that both the victim and perpetrators of bullying need support.
- To recognize that all members of our school community have a responsibility for defying bullying on all students; staff; parents/guardians - and to explain how we can meet our responsibilities. To make sure that the teachers, parents, guardians, children and young people have the skill and knowledge to address bullying effectively.
- To record all bullying incidents and regularly report their incidence to the Governing Body, and to the DepEd Authorities.

We work to achieve our objectives in three key ways:

1. Policy and advocacy work - partnership building and policy development.
2. Building the evidence base for effective practice - encouraging research and evaluation to identify what works; collecting and sharing effective practice; supporting new developments and innovations in line with the evidence.



3. Information sharing - disseminating and sharing information through our Parents Teachers Association in collaboration with the Student Body Organization and developing resources for schools and other organizations that work with children and young people.

## **Our Aim**

We aim to create a caring Christian community in which each student will feel valued, confident and secure. Our aim is that in this environment of trust, openness and respect, loving relationships between the students and all members of the school community will be encouraged and each member can reach their full potential. This anti-bullying policy is to ensure that students learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will students be able to fully benefit from the opportunities available at school.

## **II. Definitions**

*Acts of Bullying. (SEC 2, Anti-Bullying Act) For purposes of this Act, "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 accusations 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.*

Bullying is defined as the willful conscious desire to emotionally or physically hurt or deliberately do hurtful behavior, threaten, frighten or make someone feel uncomfortable repeated over a period of time, where it is difficult for those being bullied to defend themselves against it.

Bullying may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy

*SEC. 3. Adoption of Anti-Bullying Policies - All elementary and secondary schools are hereby directed to adopt policies to address the existence of bullying in their respective institutions. Such policies shall be regularly updated and, at a minimum, shall include provisions which:*

*(a) Prohibit the following acts:*

*(1) Bullying on school grounds; property immediately adjacent to school grounds; at school-sponsored or school - related activities, functions or programs whether on or off school grounds; at school bus stops; on school buses or other vehicles owned, leased or used by a school; or through the use of technology or an electronic device owned, leased or used by a school.*

*(2) Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device that is not owned, leased or used by a school in the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or the orderly operation of a school; and*

*(3) Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying;*

*(b) Identify the range of disciplinary administrative actions that may be taken against a perpetrator for bullying or retaliation which shall be commensurate with the nature and gravity of the offense: Provided, That, in addition to the disciplinary sanctions imposed upon a perpetrator of bullying or retaliation, he/she shall also be administered by the institution concerned. The parents of the said perpetrator shall be encouraged by the said institution to join the rehabilitation program;*

*(c) Establish clear procedures and strategies for:*

*(1) Reporting acts of bullying or retaliation;*

*(2) Responding promptly to and investigating reports of bullying or retaliation;*

*(3) Restoring a sense of safety for a victim and assessing the student's need for protection;*

*(4) Protecting from bullying or retaliation of a person who reports acts of bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying; and*

*(5) Providing counseling or referral to appropriate services for perpetrators, victims and appropriate family members of said students;*

*(d) Enable students to anonymously report bullying or retaliation: Provided, however, That no disciplinary administrative action shall be taken against a perpetrator solely on the basis of an anonymous report;*

*(e) Subject a student who knowingly makes a false accusation of bullying to disciplinary administrative action;*

*(f) Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms of such school for the anonymous reporting of acts of bullying or retaliation;*

*(g) Educate parents and guardians about the dynamics of bullying, the anti-bullying policies of the school and how parents and guardians can provide support and reinforce such policies at home; and*

*(h) Maintain a public record of relevant information and statistics on acts of bullying or retaliation shall be strictly confidential and only made*

*available to the school administration, teachers directly responsible for the said students and parents or guardians of students who are or have been victims of acts of bullying or retaliation.*

*All elementary and secondary schools shall provide students and their parents or guardians a copy of the anti - bullying policies being adopted by the school. Such policies shall likewise be included in the school's student and/or employee handbook and shall be conspicuously posted on the school walls and website, if there is any.*

*The Department of Education (DepEd) shall include in its training programs, courses or activities which shall provide opportunities for school administrators, teachers and other employees to develop their knowledge and skills in preventing or responding to any bullying act.*

### **The Three Main Types of Bullying**

1. Physical (hitting, kicking, theft, cruelty, neglect, abuse).
2. Verbal (name calling, discrimination remarks because of physical or mental disability or condition, acts that demeans, degrades and debases the intrinsic worth and dignity of the child as human being, gender-based humiliation or exclusion on the basis of perceived or actual sexual orientation and gender identity).
3. Indirect (spreading rumors, excluding someone from social groups, deliberate, repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group).

The damage inflicted by bullying can be frequently underestimated and may be spoken or appear in a variety of other forms such as graffiti, e-mail or through mobile text messaging. Bullying can cause considerable distress affecting health and development. At an extreme, significant harm (including self harm) may take place. Both discrimination and negative attitudes or feelings towards homosexuality are examples of bullying activities causing stress of an emotional kind. At an extreme, significant harm (including self-harm) may take place.

Students who are being bullied may show changes in behavior, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or truanting from school.

Bullying can occur in the classroom, on school premises, immediately adjacent to school premises, when a student is traveling to or from school, or at a school - sponsored event, whether or not held on school premises. Bullying or harassment, including cyber bullying/harassment, is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of the school or school program.

### **Signs and Symptoms**

A child may indicate by signs or behavior that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Is frightened of walking to or from school.
- Doesn't want to go on the school/public bus.
- Begs to be driven to school.
- Changes their usual routine
- Is unwilling to go to school (school Phobic)
- Begins to truant.
- Becomes withdrawn, anxious or lacking confidence.
- Starts stammering.
- Attempts or threatens suicide or runs away.
- Cry themselves to sleep at night or has nightmares.
- Feels ill in the morning.
- Begins to do poorly in school work.
- Comes home with clothes torn or books damaged.
- Has possessions which are damaged or "go missing"
- Asks for money and starts stealing money (to pay bully)
- Has dinner or other monies continually "lost"
- Has unexplained cuts or bruises.
- Comes home starving (money/lunch has been stolen)
- Becomes aggressive, disruptive or unreasonable.
- Is bullying other children or siblings.
- Stops eating
- Is frightened to say what is wrong.
- Gives improbable excuses if any of the above.
- Is afraid to use the internet or mobile phone.
- Is nervous and jumpy when a cyber-message is received.

These signs and behavior could indicate other problems, but bullying should be considered a possibility and should be investigated.

Students must be encouraged to report bullying in school.

School teaching and staff must be alert to signs of bullying and act promptly and firmly against it in accordance with school policy.

### **III. Rules and Responsibilities**

*SEC. 4. Mechanisms to Address Bullying - The school principal or any person who holds a comparable role shall be responsible for the implementation and oversight of policies intended to address bullying.*

*Any member of the school administration, student, parent or volunteer shall immediately report any instance of bullying or act of retaliation witnessed, or that has come to one's attention, to the school principal or school officer or person so designated by the principal to handle such issues, or both. Upon receipt of such a report, the school principal or the designated school officer or person shall promptly investigate. If it is determined that bullying or retaliation has occurred, the school principal or the designated school officer or person shall:*

- a. Notify the law enforcement agency if the school principal or designee believes that criminal charges under the Revised Penal Code may be pursued against the perpetrator;*
- b. Take appropriate disciplinary administrative actions;*
- c. Notify the parents or guardians of the perpetrator; and*
- d. Notify the parents and guardians of the victim regarding action taken to prevent any further acts of bullying or retaliation.*

*If an incident of bullying or retaliation involves students from more than one school, the school first informed of the bullying or retaliation shall promptly notify the appropriate administrator of the other school so that both may take appropriate action.*

This policy applies to all members of our school community. The School Principal or any person who holds a comparable role shall be responsible

for the implementation and oversight of policies intended to address bullying. (Sec. 4, Anti-bullying Act)

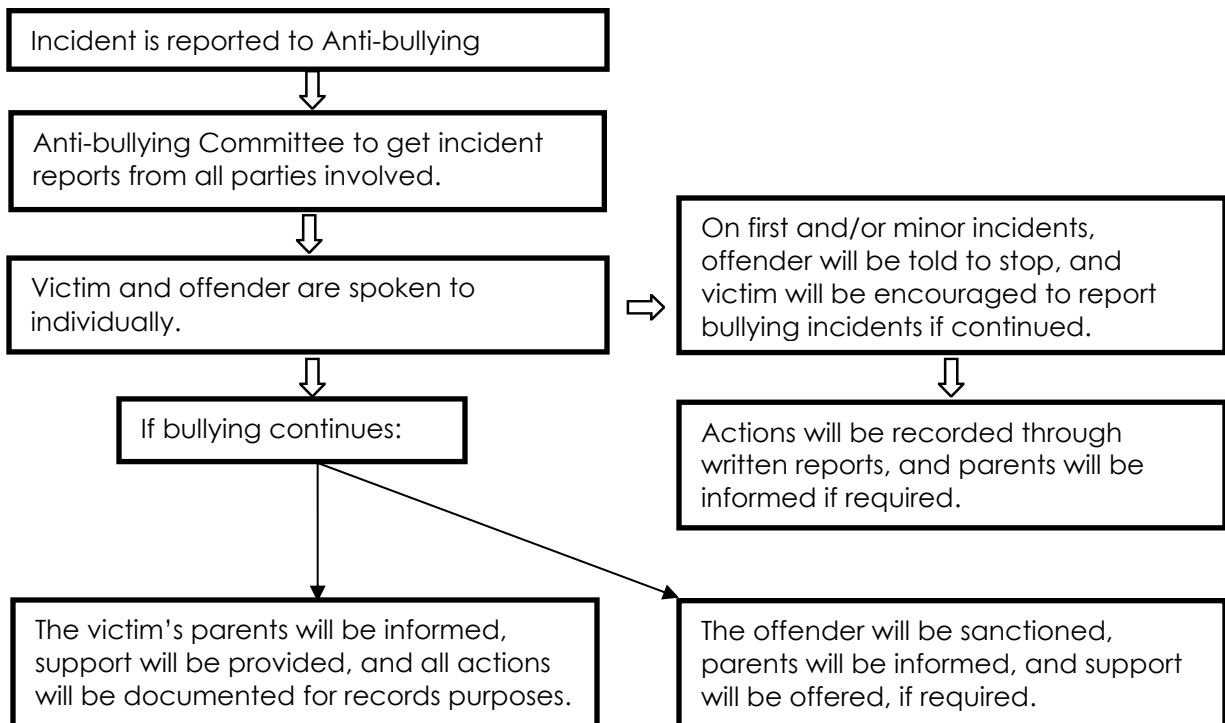
#### IV. Procedure to follow

Students are not to tolerate any form of bullying behavior. An adult should be informed immediately when someone is being bullied or in distress. Students should report any incidents of bullying they witness. Doing nothing can suggest support for the bully if a student does not feel they can talk to an adult; each form has a peer mentor and/or student leader whom they could tell and have the information passed on for them.

Parent/guardians can report incidents of bullying by calling the school or e-mailing the school administration. Once an incident of bullying has been reported, the incident will be investigated in school and parents/guardians will be kept updated with developments.

Not all bullying incidents are the same and each incident will be treated equally and independently.

Below is the diagram of how an incident of bullying could be dealt with in school:



## **V. Strategies for Dealing with Bullying**

The school continually works towards the elimination of bullying by:

- Ensuring that the school is patrolled at break, lunchtime and at the end of the day.
- Using the curriculum as an intrinsic vehicle to raise awareness of the issues surrounding bullying behavior.
- The school will actively promote 'Anti-Bullying Week' and also encourage students to take part and support events held throughout the year in school.
- Giving help and on-going support to the students.
- Making the unacceptable nature of the behavior and consequences of any repetition clear to the bully and his/her parents/guardians.
- Giving support to bullies to change their behavior.
- Seeking the involvement of external professional agencies if and where necessary.

### **a. The Role of School Staff**

The following steps should be taken when dealing with incidents:

1. If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached.
2. A clear account of the incident will be recorded and given to the Discipline Officer to be endorsed to the Anti-Bullying Committee.
3. The Committee shall conduct investigation starting with interview of all concerned and will record the incident.
4. Parents will be kept informed.
5. Punitive measure will be used as appropriate and in consultation with all parties concerned.

### **b. The Role of Parents /Guardians**

Parents/guardians play a vital role in the education and care of their children. They can assist in contesting bullying in two ways;

- a. By not accepting such behavior and
- b. By influencing children of the importance of appropriate behavior towards others and the importance of reporting to an adult when they think someone else is being bullied.



We expect parents and guardians to:

- Stress to their children the importance of appropriate sociable behavior and not act in any way that would make the situation worse or could be seen as bullying or threatening against another child.
- Reporting any misgivings they have concerning either victims or perpetrators of bullying, sharing concerns as soon as possible, and by not promising a child that they will not tell anyone.
- Actively endorsing and supporting the Anti-Bullying Policy by acting responsibly and calmly.
- In the event that sanctions are given, to support them and make clear their disapproval of bullying behavior.
- By not automatically dismissing the suggestion that their own child could be involved in bullying another child and by working positively with the school to change behavior.

### **c. The Role of Children and Young People**

Our anti-Bullying Policy is effectively enforced in a supportive climate where everyone has an understanding of bullying and expectations from such incidents. In this regard, everyone (both adults and students) is expected to be responsible for their personal conduct and behavior, to support others by reporting concerns (not keeping secrets), and to promote anti-bullying messages and positive individuality.

We expect all students to act in a respectful and supportive manner toward their peers, reporting any suspected incidents which a victim may be afraid to report himself/herself. We expect all members of our school community to adhere to and promote the aims and objectives of our Anti-bullying policy. We expect all members of our school community to refrain from any behavior which would constitute bullying, or could be construed as bullying behavior.

## **VI. Protective and Remedial Methods**

### **a. Students Who Have Been Bullied Will Be Supported by:**

1. Offering an immediate opportunity to discuss the experience with the Anti-Bullying Committee or member of school staff of their choice.

2. Reassuring the student.
3. Offering continuous support.
4. Restoring self-esteem and confidence.

**b. Students who have been bullied will be helped by:**

1. Discussing what happened.
2. Discovering why the student became involved.
3. Establishing the wrong doing and the need to change.
4. Informing the parents or guardians to help change the attitude of the student.

**c. Disciplinary Steps can be taken as Penalty for the Bully:**

1. Official warnings to cease offending.
2. The bully (or bullies) may be asked to genuinely apologize. Other consequences may also take place.
3. If possible, the students will be reconciled.
4. Accomplishing a Pledge of Obedience.
5. Community Service within the school premises.
6. Exclusion from certain areas of the school premises.
7. Fixed-term exclusion.
8. Permanent exclusion.
9. In serious cases involving repetition of bullying incidents that have become a habitual practice of the bully, suspension or even expulsion will be considered.

After the incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

## **VII. Monitoring, Evaluation, and Review**

The school will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school. In order to assess the effectiveness of this anti-bullying policy, evaluation procedures will be done.

We use the following standard as a means of measuring performance:

- Variation in number of reported incidents over a specific period with record of any increase since first instance.
- Individual incident reports within specified periods for different age groups.

- Monitoring the number of pupil's days lost which are suspected to or alleged to arise as a consequence of bullying.
- Any marked improvement in academic performance which may be confidently regarded to have arisen due to the eradication of bullying behavior.

In an attempt to eradicate such behavior, the school will raise the awareness of the nature of bullying through its inclusion in assemblies and subject areas as appropriate.

Policy prepared by:

**DR. AMOR AURE-PARRA**

Leaders International Christian School Visiting Consultant  
Dean of Graduate Studies, E.C.E.

**ADDENDUM**

The following addenda shall take effect on the indicated dates and shall remain in effect along with forthcoming revisions of this Student Handbook unless otherwise repealed by Leaders International Christian School of Manila management.

**Gender Policy – added November 15, 2023**

Leaders International Christian School of Manila adheres to the Biblical teachings and assignments on gender. The school recognizes, teaches, and upholds that the Bible states the existence of two (2) genders as created by God which are MALE and FEMALE. Leaders reserves the right to require students of the MALE gender to dress and conduct themselves as MALES, and to use only the MALE restrooms/comfort rooms as assigned or labeled. In the same way, Leaders reserves the right to require students of the FEMALE gender to dress and conduct themselves as FEMALES, and to use only the FEMALE restrooms/comfort rooms as assigned or labeled.

**Injuries caused by students – added November 15, 2023**

Leaders International Christian School of Manila places high importance on safety and safe conduct. Students are reminded to maintain good conduct and are disciplined if they are found to have undertaken deliberate actions that may cause or have caused harm or injury to others. School staff are reminded to be alert and to take the best possible actions allowable in case any harmful or unsafe actions or activities are recognized in any student; however, there may be times that students insist on deliberately undertaking such unsafe acts or activities for a variety of reasons. As such, Leaders International Christian School of Manila, its management, its faculty personnel, its employees, its board members, and any other connected personnel or entity shall not be held liable for any form of harm, injury, or death which may occur on the school premises, or outside of the school premises during official school activities resulting from any deliberate and/or uncontrollable actions of any of its students which are found to be beyond the school's control.

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### **ACKNOWLEDGEMENT**

**I have read and understood the contents of the Leaders International Christian School student's handbook, and promise to abide by the policies as indicated therein.**

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**Parent's/guardian's printed name and signature**

**Date signed:** \_\_\_\_\_