



## FOREWORD

Welcome to REMNANT INTERNATIONAL SCHOOL!

Your handbook is the source of detailed information concerning the background, Vision, Mission, policies, existing rules and regulations and daily operations of our School, the Remnant International School-Balungao Inc.

It is look forward that this handbook would enable you as a remnant as well as your parents to cooperate and participate in the realization of the school's visions and goals.

Additional information or supplementary policies will be disseminated in meetings, conferences and through circulars.

### **Introduction**

This handbook, especially prepared for the students of Remnant International School-Balungao Inc. is designed to familiarize them with its rules and regulations that will ensure order within the school premises. It is formulated to promote their affective pursuit of intellectual, social, cultural and technological development. Once a student is admitted at RIS, it is understood that he commits his unconditional intention to abide by ALL the rules and regulations of the school and promises to cooperate with the school authorities, teachers, academic personnel and non-academic staff of the academe in his quest for academic excellence.

Parents and guardians of our students are enjoined to be familiarized with this student's manual, especially on those provisions that call for their attention to assist in the holistic development of their children/wards. The church, home and school together have an essential role in the molding of the youth. They must cooperate and work hand

in hand with the school in the proper implementation of all school rules and regulations, school and co-curricular program to enable their children/ward to obtain the optimum educational benefits that RIC has packed for them.

### **I. WHAT IS REMNANT?**

As the terebinth and oak leave stumps when they are cut down, so the holy seed will be the stump in the land. (Isaiah 6:13)

The Bible gives to us the all-encompassing, central term of the covenant "Remnant" (stump), whose meaning includes "the future generation," "those left behind" to take responsibility for the future of the age of the nation and the "scattered ones." When God's people, the Israelites, faced fearsome disaster and destruction due to their sin and idol worship, God remembered the promised He made to their ancestors and left behind people of the covenant. It was through these vary people that were "left behind" that Israel was brought to restoration, and this is the Remnant Ideology, subsequently leading all the way to Christ that flows throughout the Bible. In this present day, which is covered in idols, religion, and the culture of darkness, God will raise up the Remnants, who have the Gospel, as the watchmen of the 21<sup>st</sup> century, and restore this age.

### **RIS HISTORY**

Rev. Hoi Kwon "Peter" Jong and his wife Mrs. Hyon Suk Kim Jong, a Christian missionary couple from South Korea, pioneered and established Remnant International School, Inc. on June 2002. The school started as International World Mission School (IWMS), which opened in San Carlos, Caba, La Union. The following year, another campus was established in Camp 7, Baguio City with the name Remnant World Mission School - Baguio (RWMS). On the third year, a third campus was put up in

Pugaro, Balungao, Pangasinan with the name Remnant World Mission School – Balungao.

In 2006, RWMS Baguio and Balungao changed their name to Remnant International School (RIS) Baguio and Balungao. In 2007, IWMS followed incorporating the three campuses. It is now the Remnant International School, Inc. with campuses in Baguio City, La Union, and Pangasinan.

In school year 2009-2010 marks another milestone, as RIS-Baguio becomes a newly established college, the Remnant International College (RIC) that offers undergraduate courses and another Remnant International College in Palawan.

## **II. VISION**

RIS is a private International school that offers a curriculum designed to provide quality education with a Christian worldview. The concept of which is to develop and produce the best world-class workers for SPECIALIZATION, GLOBALIZATION, AND EVANGELIZATION. Through these, societies will be changed in conformity with the Gospel.

## **III. MISSION**

RIS is to train globally efficient Christian leaders who have been totally equipped mentally, emotionally, socially, and most all spiritually, having been educated by competent, caring teachers using Basic Education Curriculum, and the Bible with the emphasis of the importance of the English Language as the main medium of instruction. RIS seeks to provide an excellent, well-rounded education for students of any nationality, to children of missionaries and pastors, and to children of anyone involved in the Christian ministry.

## **IV. PHILOSOPHY**

RIS was established to train elite remnant for world evangelization in the 21<sup>st</sup> century. Man was created

in the image of God; therefore we have to live according to creation principles in order to be God-intended Christians. Each child should be esteemed; talents should be recognized and developed. By training the elite, we will produce globally influential leaders. God will change the world through them.

## **V. SCHOOL GOVERNANCE**

School Governance is the most important aspect as they represented the school as one body. They represent the pillars of this institution. The school governance consists of the following.

### **A. The Founder/Director/Board of Trustees**

They are the highest policymaking and governing body of the school. They formulate and approve the annual budget and adopt measures to meet RIS financial requirements.

### **B. The School Administrator**

The administrator takes charge of the business/financial operation, physical maintenance and up keeping of the school. He is in charge of the disbursement of fund for the school's daily needs.

### **C. The Principal**

The chief executive officer of the school and is vested with full authority in all matters concerning personnel and student discipline and welfare. He is the main authority in the maintenance of the standards of academic excellence, setting and accomplishing goals of the school and policy execution.

### **D. The Vice Principal**

He/She assists the principal in the overall administration of the school and assumes the duties and responsibilities of the principal in his or her absence.

He/she may counsel and guide students on personal, educational, or vocational matters. He/ She has a role in ensuring the academic success of students by helping to

develop the curriculum, evaluating teachers, and dealing with school-community relations.

#### **E. The Head Teachers**

They are designated to help carry out students' activities and school discipline thus helps assist the faculty members with their duties and responsibilities. They are also responsible in implementing the code of conduct and discipline of the students. Together with the class advisers they shall constitute the disciplinary action team of the school.

#### **F. The Teaching Personnel**

The teacher is an important person in the classroom as a role model to the learners. He/she has a great influence over the students, in terms of motivation, confidence, attitudes to learning, beliefs about learning, and social morals. The teacher is a facilitator of learning and transmitter of knowledge. He is a manager of class discipline and a counselor of living and learning. He teaches according to the goals and objectives of the curriculum and the Vision mission of the school. He evaluates the pupils and students, keeps the records and reports progress of students to the parents.

#### **G. The Registrar**

He is the person responsible as the custodian of important student's academic records. He collects preserves and dispenses scholastic records of the students upon the submission of clearances. He is tasked with verifying credentials, credit units of subject earned, academic placement and eligibility for graduation. He prepares enrolment and promotion reports required by the Department of Education, Culture and Sports. He assumes responsibility for all correspondence regarding academic, school records and communications of the school with the R-BEC.

#### **H. The Librarian**

The librarian is directly in charge of the school library. He is tasked with making the library functional as a

vital support to effective instruction. He keeps updated inventory records of books available in the library. He is responsible to retrieve all books borrowed by the teachers and/or students. He shall personally sign the library clearances of teachers and/or students before the end of the school year.

#### **I. Medical Services**

The school has medical practitioners who visit and check the students' health condition. The doctors give medical updates, advices and advance information on bacterial/viral diseases outbreaks.

#### **J. The Security Force**

The school employs security guard(s) to maintain and ensure maximum safety and security of the academic community. He inspects and receives incoming mails/packages for the school. He is tasked to maintain and supervise the orderly parking of vehicles.

#### **K. Utility Services**

They are responsible in maintaining the cleanliness and minor repairs of the school.

#### **L. Parents and Teachers Association**

They assist in the implementation of school rules and regulations as well as help the school in the attainment of the goals and objectives.

### **VI . ACADEMIC PROGRAMS/COURSES OFFERED**

Remnant International School-Balungao Inc. offers PRE SCHOOL, ELEMENTARY AND HIGH SCHOOL courses.

#### **A. PRESCHOOL**

1. Young children develop in cognitive, physical, social, and emotional aspects during the early childhood years, their formative years. The curriculum offered is purposely provides active, child-centered activities, within a well equipped, organized setting will support a child's healthy holistic development and provide the basis for academic readiness and success in the grade school level.

2. Age requirements:  
Nursery – 3 years old by June  
Kindergarten – 4 years by June  
Preparatory – 5 years old by June

## **B. ELEMENTARY**

The curriculum is adopted from the Department of Education's Restructured Basic Education Curriculum (RBEC) for Grades 1 to 6.

RIS implements the five learning areas of RBEC: English, Mathematics, Science, Filipino and Makabayan (This comprises Heograpiya, Kasaysayan at Sibika MAPE, HELE and Computer and Values)

## **C. HIGH SCHOOL**

The high school involves the strengthening of the five (5) major subject areas namely: English, Mathematics, Science and Makabayan (this comprises Social Studies, Technology and Livelihood Education (TLE) and Computer, Physical Education, Health, Music and Arts (PEHM) and Values Education).

## **VII. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES**

The school provides opportunities for the holistic development of the pupils/students. Their potentials and special talents are tapped and honed through their participation in extra and co-curricular activities that could serve as a venue to discover their specializations in shaping future opportunities.

**A. Supreme Student Council/Pupil Government Organization**-These organizations shall represent and lead the whole student and pupil body respectively in various school undertakings. This organization is mainly to enhance the leadership potentials and discipline of the pupils and students in the elementary and high school department.

**B. Dance Troupe**- Aims to enhance the dancing skills of pupil/students.

**C. Math Club**- Provides enhancement of the basic concepts in Mathematics and the skills of learners in its application/problem solving.

**D. Glee Club**- Expands and deepens the learners' awareness and appreciation of music.

**E. Science Club**- Aspires in enriching the learners' basic scientific knowledge and skills in order to develop their systematic-mindedness, resourcefulness and inquisitive and investigative mindedness

**F. English Club**- Provides skill and talent-enhancement opportunities in Literary Arts (public speaking, journalism and theater/drama)

**G. Athletics Club**-Aims to develop involvement of learners in various sports activities and their sportsmanship.

**H. Artists Club**- Develops creativity through various arts experiences and special trainings.

## **VIII. ADMINISTRATIVE POLICIES**

### **A. Admission Requirements**

All pupils/students seeking for admission must complete the following:

1. Original Form 138 (Progress Report Card)
2. 2x2 picture with white background (2 pcs.)
3. NSO copy of Birth certificate
4. Certificate of Good Moral Character (High School Students)

A pupil/student will only be considered as officially enrolled upon submission of complete requirements

*Additional Requirements for Transferees:*

5. Certificate of Good Moral Character (High School Transferees only)
6. Form 137 (Permanent Record - School to School Transaction)

*Additional Requirements for non-Filipino/  
Foreign students:*

7. Special Student Permit (SSP) for Non-Filipino Students

8. For Foreign Students, Photocopy of original passport  
*NOTE: Foreign students without any or all of the requirements herein mentioned and enumerated will be enrolled temporarily and will be given sixty (60) day within which to comply with the requirements. Non-submission on the specified date shall be a ground for the cancellation of their enrolment and could be a ground for their deportation subject to Philippines deportation proceedings.*

**Accredited by the Bureau of Immigration to accept Foreign Students- AAFS NO. AAFS NO. MCL 2008-061**

### **B. Registration Procedure:**

1. Supply all the needed information in the Registration Form.
2. Submit the Registration form together with the admission requirements.
3. Pay the Registration Fee and at least 20 percent of the Tuition and Miscellaneous Fees to be considered in the official list of enrollees.

### **C. Policies on Tuition Payments:**

1. Upon enrollment at least 20% of the Tuition Fee and Miscellaneous Fee must be paid. The remaining 80% will be payable in monthly basis which is equivalent to 10% of the Tuition and Miscellaneous each month (From July to February).
2. Monthly dues are payable any day within the month.
3. A 5% monthly surcharge will be added to unpaid/delinquent balances.
4. No child will be allowed to take the scheduled examinations unless tuition and miscellaneous accounts are cleared.

5. Only the cashier has the authority to accept tuition payments. Always ask for the official receipt and keep them for verification purposes.

### **D. Policies On Discounts and Scholarships**

#### **1. Academic Scholarships**

**a.** Elementary and High School Students Scholarship Examination Passers\*:

- i. 95%-100% examination rate- 100% Free Tuition Fee
- ii. 85-94% examination rate -75% Free Tuition Fee
- iii. 75%-84% examination rate - 50% Free Tuition Fee
- iv. 70-74% examination rate - 25% Free Tuition Fee

**b.** Consistent Academic Scholars for\*\*

- i. 3 years- 50% Free Tuition Fee
- ii. 4 years-75% Free Tuition Fee
- iii. 5 years or more- 100% Free Tuition Fee

*In case, the pupil/student **will not be able to meet** the General average of 90% and above the following year automatically the scholarship will be cancelled and the counting will be back to zero.*

*Note: \* and \*\* - The highest scholarship privilege will apply in case a high level student qualifies in more than one scholarship category.*

**2. ACHIEVERS SCHOLARSHIP** - Applies to Quiz Bee, Sports, Literary, Musical, competitions participating students/pupils who have successfully represented the Remnant International School in various interschool competitions.

- a. District/Zone Level – 25% Free Tuition Fee
- b. Division/Provincial Level – 50% Free Tuition Fee
- c. Regional Level – 75% Free Tuition Fee
- d. National/International Level – 100% Free Tuition Fee

**3. SIBLINGS SCHOLARSHIP-** A parent with:

- a. Four (4) Children – 1 gets 100% Free Tuition Fee
- b. Three (3) Children – 1 gets 50% Free Tuition Fee

c. Two (2) Children - 1 child gets 10% Free Tuition Fee

**4. CHILDREN OF PASTORS** – 50% Free Tuition Fee for each child

**5. CHILDREN OF RIS PERSONNEL** – 75% Free Tuition Fee for each child

**6.** A 5% discount will apply to Full Payment of Tuition Fee upon enrollment.

### **E. Policies on Withdrawal/Refund**

Prior to the transfer/withdrawal of any pupil/student, a parent or guardian together with the pupil/students must see first the guidance office/principals' office for a conference. **The following charges will be automatically applied:**

1. If a pupil/student withdraws before the start of classes, Tuition and Miscellaneous Fees are refundable but the Registration Fee will be charged in full.

2. If a pupil/student withdraws during the first month of classes, 10% of the Tuition and Miscellaneous Fees will be charged.

3. If a pupil/student withdraws after the first month of classes, He will be charged of the full Miscellaneous Fees and the monthly dues until the last month of attendance in school.

### **F. Policies on Release of School Records**

All pupils/students cleared from any financial and material obligations are entitled of receiving their needed forms/school records.

#### **1. Form 137 (Permanent Record)**

**a.** For Transferred Out Students, the release of copy is base on School's Request wherein the student is presently enrolled.

**b.** For the graduates requesting for their permanent record, personal request is necessary or letter of authorization is needed provided that the authorized representative is a relative to the second degree.

c. First Copy of School Records are free of charge. However, charges are applied for the succeeding copies to be requested.

#### **2. FORM 138- (Progress Report Card)**

The original copy of Form 138(Progress Report Card) is the only copy to be issued to transferred out pupils/students and/or graduates.

#### **3. Certificate of Good Moral Character**

All students are entitled to receive Certificate of Good Moral Character unless the pupils/student is under serious disciplinary action or has committed Grave Offenses.

#### **4. Certificate of Graduation**

The Certificate of Graduation is given on the graduation Ceremony provided that the pupil/student has already settled all the financial and material obligations from the school.

## **VIII. EVALUATION SYSTEM**

### **A. Grading/Marking System**

1. The numerical system in grading shall be used and grades shall be expressed up to two decimal places and the general average to three decimal places.
2. The highest possible grade in all grading period is 100 and the lowest passing rate is 75. The lowest possible grade is 65.
3. The grade in each subject area shall be based on certain criteria weighted according to the following:

#### **PRESCHOOL**

#### **ENGLISH**

Periodical Test	40%
Recitation	25%
Quiz	15%
Homework	5%
Project	<u>15%</u>
	100%

**SCIENCE**

Periodical Test	40%
Recitation	20%
Quiz	25%
Homework	5%
Project	<u>10%</u>
	100%

**MATHEMATICS**

Periodical Test	40%
Recitation	20%
Quiz	25%
Homework	5%
Project	<u>10%</u>
	100%

**VALUES EDUCATION**

Periodical Test	40%
Recitation	10%
Quiz	10%
Homework	5%
Behavior	<u>40%</u>
	100%

**COMPUTER**

Periodical test	30%
Quizzes	20%
Recitation/Participation in the individual/group activities	30%
Project	10
English Fluency	<u>10%</u>
	100%

**GRADE SCHOOL****ENGLISH**

Periodical test	40%
Quizzes	15%
Homework	5%
Recitation/Participation	15%
Project/Theme	15%
English Fluency	<u>10%</u>
	100%

**FILIPINO**

Periodical test	40%
Quizzes	15%
Homework	5%
Recitation	15%
Project/Theme	15%
Participation in activities	<u>10%</u>
	100%

**SCIENCE/MATH**

Periodical test	40%
Quizzes	20%
Homework	5%
Recitation/Participation	15%
Project/Theme	10%
English Fluency	<u>10%</u>
	100%

**HEKASI**

Periodical test	40%
Quizzes	20%
Homework	5%
Recitation/Participation	25%
Project/Theme	<u>10%</u>
	100%

**HELE/COMPUTER**

Periodical test	30%
Quizzes	15%
Homework	5%
Recitation/Participation in the individual/group activities	25%
Project	15%
English Fluency	<u>10%</u>
	100%

**MUSIC**

Periodical test	40%
Quizzes	15%
Participation in the individual/group activities	35%
English Fluency	<u>10%</u>
	100%

**ARTS**

Periodical test	40%
Quizzes	10%
Participation in daily Art activities	25%
Homework	5%
Project	10%
English Fluency	<u>10%</u>
	100%

**P.E.**

Periodical test	40%
Quizzes	10%
Participation in sports, games and dances	20%
Behavior Observation/ sportsmanship	10%
Project	10%
Recitation & English Fluency	<u>10%</u>
	100%

$$\text{MAPE} = (\text{Music} + \text{Arts} + \text{P.E.}) / 3$$

**VALUES EDUCATION**

Periodical test	40%
Quizzes	10%
Homework	5%
Recitation	5%
Behavior Observation	<u>40%</u>
	100%

**HIGH SCHOOL SCIENCE**

Periodical Test	25%
Participation	15%
Quizzes	15%
Project/outputs	10%
Performance	25%
English Fluency	<u>10%</u>
	100%

**ENGLISH**

Periodical Test	30%
Quizzes	15%
Participation/Recitation	15%
Output	20%
Project	10%
English Fluency	<u>10%</u>
	100%

**MATHEMATICS**

Periodical Test	20%
Quizzes	15%
Participation	20%
Assignment	15%
Unit Test	15%
English Fluency	10%
Project	<u>5%</u>
	100%

**FILIPINO**

Periodical Test	30%
Quizzes	15%
Participation in activities	10%
Output	20%
Project	10%
Recitation	<u>15%</u>
	100%

**COMPUTER/T.L.E.**

Periodical test	30%
Quizzes	15%
Homework	5%
Recitation/Participation in the individual/group activities	25%
Project	15%
English Fluency	<u>10%</u>
	100%

**MUSIC**

Periodical test	40%
Quizzes	15%
Participation in the individual/group activities	35%
English Fluency	<u>10%</u>
	100%

**ARTS**

Periodical test	40%
Quizzes	10%
Output in Art activities	25%
Homework	5%
Project	10%
English Fluency	<u>10%</u>
	100%

**P.E.**

Periodical test	40%
Quizzes	10%
Participation in sports, games and dances	20%
Behavior Observation/sportsmanship	10%
Project	10%
Recitation & English Fluency	<u>10%</u>
	100%

$$\text{MAPE} = (\text{Music} + \text{Arts} + \text{P.E.}) / 3$$

**VALUES EDUCATION**

Periodical test	40%
Quizzes	10%
Homework	5%
Recitation	5%
Behavior Observation	<u>40%</u>
	100%

**ARALING PANLIPUNAN**

Periodical test	40%
Quizzes	25%
Homework	5%
Recitation/Participation	20%
Project/Theme	<u>10%</u>
	100%

*Note: The grade for MAKABAYAN shall be computed based on the unit credits of the component subjects.*

**Computation of General Average**

**English + Science + Math + Filipino + Makabayan / 5 = Gen. Ave.**

**B. EXAMINATIONS**

The School Year is divided into 4 grading periods. Quarterly Final Examination in all subject areas is administered every end of the nine-week period to measure the performance of each pupil/student.

*Guidelines:*

1. Examination Permit is a pre-requisite to take the exams. Failure of parents to settle their accounts before the examination schedule will mean no test for their children.
2. Special examination is given only to those who have valid cause of absence during exams. In case of sickness, a medical certificate must be presented to the Administration Office.
3. Any pupil caught cheating in any form will automatically get a ZERO score in the test and be subjected to disciplinary action (refer to Minor Offense under Disciplinary Measures).

**D. REPORT OF PUPIL/STUDENT PROGRESS****1. Giving Out Results Seatwork, Quizzes, Exams, Projects, etc.**

- a. Seatwork, homework, task sheets, etc are give back to the pupils/and students after checking and recording for the parents to monitor the daily performance of their children.

b. Quizzes are compiled in their quiz notebook the notebooks. After checking and recording, these are to be sent to parents every weekend for monitoring.

c. Exams, projects and outputs are to be sent home for 1 night after checking. However, these must be returned back to the class adviser for compilation in the child's portfolio. The portfolio will be returned at the end of the school year.

**2. Parent-Teacher Conference.** It is a primary duty of the parents to keep track the progress of their children in school. Teachers may set appointment with Parents for conferences and Parents may also set appointments to confer with Class advisers/or subject teachers for their child's progress. Conferences can be set during vacant periods of Teachers.

### **3. Report Cards.**

a. These are issued every after each grading period for the parents to monitor the performance of their children. Therefore, parents/guardians are encouraged to PERSONALLY claim the Progress Report Card in the Parent-Teacher Conference (PTC).

b. All Report Cards should be returned with parents/guardians' signature.

c. In case of lost Report Cards, a replacement fee shall be charged.

## **E. PROMOTION AND RETENTION**

### **1. Elementary and Pre Elementary**

In order to be promoted to the next grade level, a general average of 75 and above must be earned .

### **2. High School**

a. A student is to be promoted to the next year level provided that the general average is 75% and above and with no Failing grade in any of the subjects.

b. In case a student has earned a general average of 75% and above but with failing grade in one(1) or two (2)

subjects, the student may opt to

i. take summer classes to pass the subject/s;

ii. repeat the year; or

iii. transfer to another school.

c. A student will be retained if the general average is below 75% and he has failed in 3 or more major subjects

## **F. HONORS AND AWARDS**

### **1. DIRECTOR'S LIST (Quarterly Award)**

A pupil/student must get a grade of 92% or Higher in the preschool and 90% or higher in the elementary and High School in every grading period to be included in the Director's List. Every end of the grading period, those pupils/students who meet the said average will receive a Director's Lister Certificate.

### **2. ACADEMIC EXCELLENCE AWARD**

At the end of the school year this award is given a pupil/student who have been consistently included in the director's list in all grading periods. This is applicable in the Preparatory Class, Elementary Department and High School Department.

### **3. OUTSTANDING PUPILS/STUDENTS**

This award is given to pupil/students who are NOT CONSISTENT DIRECTOR'S LISTERS IN ALL GRADING PERIODS yet, have earned a GENERAL AVERAGE of 92% or higher in the preparatory and 90% and above in the elementary an high school.

This award is also given to Nursery and Kindergarten Pupils who have earned an average of 92% and above.

### **4. MERIT AWARDS**

These are given to pupils/students who have successfully represented the school in various interschool competitions like Quiz Bee, Sports and the like.

### **5. EXEMPLARY CONDUCT**

This award is given to pupils/students with highly commendable conduct.

### **6. MOST IMPROVED**

This award is given to pupils who have shown a great improvement towards the end of classes against his/her performance at the beginning of classes.

## **IX. OTHER ACADEMIC STANDARDS**

### **A. ATTENDANCE**

To be eligible for participation in an activity (practice or event), a student must be in school all day. The only exceptions to this are:

- *Medical appointments*
- *College visits*
- *Family emergencies by the Principal/Administration*

### **B. COMPLETION OF REQUIREMENTS**

Any pupil/student should complete all the missed academic requirements (like quizzes, projects, outputs, etc) prior to the Periodical Examination. In case of an "Incomplete" grade two weeks after the end of each nine-week grading period will make a pupil/student ineligible for participation in extracurricular activities until the next grading period. Any student with four "D's" or a failing grade is ineligible in any extracurricular activity until the next grading period.

### **C. MEDIUM OF INSTRUCTION**

English is the official medium of instruction except for Filipino and HKS/AP subjects. It is also expected inside the school premises that everyone must always speak in English.

### **D. TUTORING**

For foreign students who have difficulty speaking in English, Tutorials in English Language is required 2 months prior to their regular attendance of classes.

### **E. REMEDIATION INSTRUCTIONS/SPECIAL CLASSES**

Remedial Instructions or special classes are extensions of the regular class schedule offered to improve the performance of slow learners. Also it aims to give advance instructions/ lessons to academically advanced students who are potential of representing the school to various interschool competitions.

## **G. SUMMER CLASS**

Summer class is offered to all students who have failed grades during the school year in order for them to complete their deficiencies and be promoted to the next level.

## **X. SCHOOL SERVICES AND PRIVILEGES TO PUPILS/STUDENTS**

### **A. LIBRARY**

The library is open daily until 5:30pm to cater for reading and research. During Saturdays it is open from 8:30 am to 12nn.

### **B. CLINIC**

First aid will be administered to minor injuries such as head ache, stomach ache and cuts. For emergency cases, the pupil/student will be brought to the nearest medical clinic and the parents will be informed at once for further actions to be taken.

### **C. GUIDANCE AND COUNSELING**

The Guidance and Counseling seeks to provide the appropriate development, preventive and remedial guidance and counseling programs and services that can respond to the needs of the academic community, especially those of the students. Specially, the Guidance Center seeks to facilitate students' awareness and understanding of their artistic, emotional, interpersonal, intellectual, political, physical and spiritual development; helps students cope with their personal or academic needs or problems; assist the academic development.

### **D. HEALTH INSURANCE**

The student's Insurance plan, which is included in the miscellaneous fees, gives protection to any student receiving injuries while participating in any school activity. The pamphlet on coverage outline will be sent home with each student at the beginning of the school year. If medical costs exceed the coverage, the parents are liable for the balance. This coverage provides benefits for students

sustaining injuries while attending regular school sessions and extracurricular activities.

**Report any injury to the office immediately!**

#### **E. HOME BOUND PROGRAM**

In case of an extended absence due to an illness, handicap, or divergent behavior, the counselor/ or the adviser must be contacted for home study. The homebound program gives the student the opportunity to study at home on a program outlined through the school in cooperation with the school staff.

#### **F. INTERNET USAGE**

All students must have a signed Internet usage form from the library office for them to be allowed to access the Internet. All students at the beginning of every School Year will be required to turn in a new form. Every pupil/student is entitled of 5 hours every quarter for online research at the library and a total of 20 hours in an Academic Year.

#### **F. TELEPHONE CALLS**

A phone for local calls is available in the office for pupil/student use during passing times and lunch.

### **XI. RULES, POLICIES AND REGULATIONS ON PROPER ATTITUDE, BEHAVIOR AND PRACTICE**

#### **A. School Uniforms**

All pupils/students of RIS are required to wear their prescribed uniforms during school days. The rule "NO COMPLETE UNIFORM, NO ENTRY" is strictly imposed within the school premises. Shoes are considered part of the uniform.

*Note: Mondays-Thursdays-Complete Uniform  
Fridays-P.E. Uniform*

#### **B. Identification Cards**

1. All pupils/students shall be required to wear the official ID in the school campus at all times. NO ID NO ENTRY

2. The I.D. Card should be used exclusively by the pupils/students, it being non-transferable. Tampering and I.D. swapping will be dealt with accordingly.

3. In case of lost I.D., the pupils/ students must report the matter to the adviser within 24 hours.

4. Replacement of lost I.D. is allowed provided that the pupils/students concerned shall pay the allowable cost of the I.D.

#### **C. Prescribed Haircut**

1. The acceptable haircut for boys shall be at least one (1/2) inch above the ear and three (2) inches above the collar line.

2. Colored or dyed hair is strictly prohibited. Improper haircut shall be dealt with accordingly.

3. Checking Schedule – Every First and Third Monday of the month.

#### **D. School Attendance and Punctuality**

Regularity of attendance and punctuality are required in all classes.

1. Everybody must be in school before the flag ceremony. If ever a Remnant is late, he will be asked to sign in the tardy monitoring Record. On the third time of absence, the pupil/student will not be allowed of attending the classes.

2. A pupil/student who has been absent or late is required to present excuse letter written in the **REMNANT JOURNAL** signed by his/her parents/guardians and in case of sickness, a medical certificate from the attending physicians shall be the basis to give the Appropriate action on request for admission in class and in order to be given makeup for missed activities.

3. Habitual absence needs a conference with the parents/guardians. Then they shall be made to execute a compromise agreement regarding his/her child's attendance.

4. Fifteen consecutive days of absence without notification means DROP from the roster. Also, a pupil/student who incurs absences of more than twenty percent of the

prescribed number of class periods during the school year should be given a failing grade.

5. No pupil/student is allowed to leave the school premises during class hours without a duly approved PASS SLIP signed by authorized school personnel.

### **E. School Materials**

Each pupil/student must be responsible to bring the assigned materials for class activities everyday. Pupils/student s should check the things to bring before going to school. Calling home for forgotten materials to be delivered is discouraged.

### **F. School Security**

1. Only bonafide pupil/students of the school shall be allowed inside the school campus within the school grounds.

2. No visitors shall be allowed inside the campus during class hours except for valid reasons. They shall be required to sign the logbook. All visitors must report directly to the office upon entering the campus

3. Parents and guardians are advised to fetch their children on time. No pupils/students or visitors are allowed to stay inside the school after the class period except for valid reasons and with the permission from the authorized school personnel. Waiting parents are allowed to stay only at the waiting area during school hours.

4. For security purposes, the school security guard shall not be prevented from searching bags/baggage of pupils/students if any untoward incident/accident occurs.

### **G. School Activities**

1. English is the official medium of instruction. Classrooms are to be used for academics purposes only.

2. Co-curricular activities shall be subject to prior to the approval of the school head.

3. Meetings, assemblies and activities shall be held in the presence of authorized school personnel and with the knowledge of the administrators. Parliamentary procedure should govern all meetings. The administration must be notified of all decisions, which results from the meetings.

4. Academic activities (e.g. seminars and conference) to be attended by pupils/students will not affect their attendance in school and they shall submit a duly signed parent's waiver.

### **H. Fund Raising Activities**

All fund raising activities must be approved by the school principal.

### **I. School Break time**

#### **1. Recess Time**

Pupils under the Preschool and Elementary Department should take their snacks inside their classrooms with the supervision of their respective advisers or teachers-in-charge while High School students may stay in the canteen area.

#### **2. Lunch Time**

Students will have 70 minutes for lunch each day. Parents/Guardians must accompany their children during noontime if they opted to stay inside the school premises.

### **J. School Educational Trips**

1. Educational/Field Trips are part of the learning process of school children. Through educational trips they would personally experience and observe real life situations/representation of information.

2. Long Distance Educational Trips are subject to approval during PTA Meetings.

3. For Approved Educational Tour within the locality especially for the preschoolers the parents will be notified in advance.

4.No pupil/student is allowed to join the trip without a written consent from parents/guardians. Parents are encouraged to join the trip.

5. Parents/guardians are encouraged to contact the administrators for any clarification on inquiries regarding the fieldtrip.

6. If needed, the school personnel before the scheduled trip shall collect a fee from each pupil/student on a time

span determined.

#### **K. Notices and Announcements**

Official notices and announcements will be given to the parents through the **REMNANT JOURNAL** or circulars.

#### **L. Suspension of Classes**

1. Classes will be suspended when typhoons and calamities occurs with the official announcement given by the DepEd or through the discretion of the school administration especially if it compromise the safety of the pupils/students.

**Signal #1**- Classes in Pre-school is suspended.

**Signal # 2 and #3**- All classes in all levels shall be automatically suspended.

2. Classes will be conducted on a Saturday in lieu of the suspended school day.

3. *Note: The parents have the prerogative to decide whether or not to send their children to school in case the situation gets worse.*

#### **M. Inter-Personal Relationships**

Any form of Public Display of Affection is prohibited inside the school premises.

#### **N. MP3S/MP4S, PSP, LASER POINTERS**

These devices are not allowed in school and will be confiscated by the principal and returned to the student at the end of the day. If this becomes a recurring problem, they will be confiscated for the duration of the duration of 1 quarter.

#### **O. Cell phones**

The use of Cell phones is only allowed in between classes. All should be set in silent mode. Using of cell phone during class hours is equivalent to confiscation of cell phone for the duration of 1 grading period.

#### **P. School Property**

Students are held responsible for any school property that is issued to them. Misuse and every damages of the property can result in fines or possible suspension from the activity the student is participating in.

### **XII. SCHOOL DISCIPLINE ON OFFENCES**

The school guidance services practice and encourage preventive approach in guiding the pupils/students on proper conduct and behavior. However in case of offenses, school officials and teachers shall have the right to impose appropriate and reasonable disciplinary measures to all pupils/students. In case of grave offenses, a Disciplinary Tribunal composed of the Principal/guidance officer, teacher/adviser, and parents representatives will take the case study for appropriate action.

#### **A. OFFENSES**

##### **1. Minor offenses**

- a. No uniform/incomplete uniform and non-use of I.D.
- b. Improper or outlandish haircut
- c. Littering inside the school premises
- d. Petty quarrels or misunderstanding among compeers
- e. Escaping during class hours and during cleaning periods
- f. Speaking bad words
- g. Habitual tardiness and absences
- h. Vandalism

##### **2. Major offenses**

- a. Gross misconduct towards others
- b. Cheating and stealing
- c. Smoking inside the school premises
- d. Gambling of any sort
- e. Drinking intoxicants and liquor
- f. Carrying and concealing deadly weapons
- g. Extortion or asking money from others
- h. Using, possessing and selling of prohibited drugs
- i. Inflicting physical injuries to anyone
- j. Immorality/sexual harassment
- k. Instigating, leading or participating in concerted activities leading to disruption of regular classes

I. Forging or tampering school records or forms

## **B. PROCEDURE FOR DISCIPLINARY MEASURES**

### **1. Minor Offenses**

#### a. 1<sup>st</sup> Offense

Student will be warned/ reprimanded and shall write a letter of explanation for such offense which shall be noted by the class adviser concerned.

#### b. 2<sup>nd</sup> Offense

i. Student shall write a letter of explanation duly noted by the class adviser and

ii. Students should sign a compromise agreement to be conformed by the parent concerned. This shall be done in the presence of the class adviser and the guidance counselor.

#### c. 3<sup>rd</sup> Offense

Student concerned and the parent shall have a dialogue with the school disciplinary action committee composed of the class adviser, head teacher-in charge, and guidance counselor. Agreement and decision during the conference shall be noted by the principal and the administrator.

### **2. Major Offenses**

The penalties or disciplinary measure that may be imposed on erring students are the following:

- a. Suspension from school not to exceed three (3) days.
- b. Suspension from school not to exceed more than one (1) MONTH.

### **C. DUE PROCESS**

Before any of the two disciplinary measures may be imposed on any erring student, the following disciplinary procedure should have been satisfied or done:

1. The erring student shall write an explanation about the offense duly noted by the concerned subject teacher or class adviser.
2. Dialogue with the erring student, parent concerned, guidance counselor and class adviser will be conducted. After which the erring student will execute a compromise letter to be conformed by his/her parent and shall be done

in the presence of the subject teacher, class adviser and the guidance counselor.

3. Any agreement made during the dialogue shall be binding to all concerned parties and shall only be revoked or rescinded upon agreement and concerned parties. Such agreement must be with the concurrence or approval of the administrator and principal.

4. Should there be a need to refer the case to other office e.g. (PNP, DSWD, Shalom Center, Silungan Center, Lingap Center and other DSWD Linkages a written confirmation shall be executed by the parent concerned and to be noted by the administrator and principal.

5. For persistent offenses on the guilty of serious offense, the principal and administrator shall be recommended for one year suspension OR Separation/transfer to another school.

*NOTE. A pupil/student who has been suspended for serious disciplinary offenses as defined in Chapter 3, Section 1.1.2 of the 2000 DECS manual, shall be disqualified for honors (Academic Excellence) for the curriculum year during which the suspension is imposed. Also, any scholarship privilege will be revoked in any similar case.*

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## **XIII. RIGHTS AND DUTIES OF A STUDENT (2010 REVISED MANUAL OF REGULATIONS FOR PRIVATE SCHOOLS IN BASIC EDUCATION, Enclosure of DepEd Order No. 88, 2010)**

**Section 155.** Rights of a Student. Subject to the limitations prescribed by law and the school policies and regulations, the rights of a student of a private school shall be:

- a. To receive proper and satisfactory instruction in the course he is enrolled, in accordance with the approved educational objectives and standards of the school;

- b. To be respected in his rights, and to be reasonable and fairly treated as a student and as a person consistent to human dignity;
- c. To form, join or head in such student organization or associations as may be recognize or authorized to operate by the school;
- d. To avail of the use of school facilities for his curricular as well as co-curricular activities as may be authorized by the school;
- e. To be formally apprised of any complaint against him, to be heard by himself or counsel, to present evidence for his defense, to conform and cross-examine witnesses, to be informed of the decision on his case, and to appeal the decision to proper authorities, when appropriate; and
- f. To redress of grievances against any wrong or injustice committed against him by any member of the academic community in accordance with the defined channels of authority therein.

**Section 156. Duties of a Student.** Subject to the limitations prescribed by law and the school policies and regulations, the duties of a student of a private school shall be:

- a. To obey and observe all laws and prescribed school rules and regulations;
- b. To respect proper authority, whether governmental or institutional;
- c. To uphold the aims, ideals and integrity of his school;
- d. To abide by, comply with, and maintain the prescribed academic standards of his school;
- e. To conduct himself in a proper and irreproachable manner in his relations and dealings with all members of the academic community;
- f. To observe at all time, inside or outside the classroom or school campus, the accepted principles of proper decorum and good behavior; and
- g. To meet promptly his financial and property obligations to the school.

**AGREEMENT**

**I have read and understood the content of the handbook and hereby agree and surrender to the School RULES, REGULATIONS and POLICIES believing that these would bring up the optimum potentials of my child as an individual.**

\_\_\_\_\_  
**Name and Signature of Parent**

\_\_\_\_\_  
**Date**

**I have read and understood the content of the handbook and I am willing to be governed by these School RULES, REGULATIONS and POLICIES believing that these would bring up my optimum potentials as an individual.**

\_\_\_\_\_  
**Name and Signature of Student**

\_\_\_\_\_  
**Date**

***Noted by:***

**MR. PAUL H. CHUNG**  
**Principal**

\_\_\_\_\_  
**Date**