**Procedure for Dismissal for Disciplinary Reasons**

Dismissal for Disciplinary Reason takes place as follows:

* A careful investigation of the case has been undertaken by the Office.
* Dialogue has been conducted with the student and his/her parents for them to present their side of the matter.
* Pertinent warning has been given in writing after investigation of the student and after talking to the parent.
* Dismissal/ Decision in writing is implemented after the 3rd written warning except for cases where dismissal may be automatic.

Teachers and other School Personnel are tasked to participate and cooperate in all prevention, intervention and other measures related to bullying implemented by the school. Students shall avoid or refrain from any act of bullying.

**Child Protection Committee (CPC)**

A Child Protection Committee (CPC) shall be established in the school to handle bullying cases. It is composed of the School Directress, School Principal, Actg. Guidance Coordinator, Representative of the Teachers, Representative of the Parents and Representative of the Students. Any information relating to the identity and personal circumstances of the Bully, Victim, Bystanders shall be treated with utmost confidentiality by the CPC and other School Personnel though the names may be available to the School Head or Administrator, Guidance Coordinator and parents/ guardians of students who have been victims of bullying or retaliation. Any school personnel who commits a breach of confidentiality shall be subject to appropriate administrative disciplinary action in accordance with the existing rules of the school or of the Department of Education without prejudice any civil or criminal action.

**Referral**

Should it be necessary, the School Head or the CPC may refer the Victim/ Bully to trained professionals outside the school, such as social workers, psychologists, Guidance Counselors, or child protection specialists for further assessment and appropriate intervention measures. In cases where appropriate criminal charges need to be pursued against the Bully, the School Personnel shall notify the Women’s and Children’s Protection Desk (WCPD) of the Local Philippine National Police.

[20]



**WELCOME TO IICMS !!**

Thank you for choosing Iloilo International Christian Mission School for the education of your children. IICMS offers excellent education for children from Pre-School all the way through Grade 6. The IICMS students truly will soon become global citizens, appreciating and respecting the different cultures and nationalities of its broadly based international community. This is made possible through our competent faculty and staff.

If you have any comment, question or request and would like a quick response, please e-mail me or fill-up our Feedback Form in the office and I will get back to you very soon.

I look forward to hearing from you.

Sincerely,

**GEON, SOON JA**
School Directress

Tel. No: 033-338-2147
E-mail & Facebook address:iicmsmolo@yahoo.com

website: www.iicmsph.com

[1]



**IICMS OFFICIAL LOGO**

**CROSS within the center of letters “M” and “S”**

* Signifies that **CHRIST** is the **CENTER** of our education in spreading the mission of the school… “to train up a child in the way he should go, so that when he is old he will not depart from it.”

**GREEN COLOR**

- Denotes **HOPE** and **JOY** among every individual connected with the school, the administrative team, its students and parents.

**GOLD COLOR**

* Denotes that in every activity, whether it fails or succeeds, **WE ALWAYS BRING EVERYTHING BACK TO THE GLORY OF GOD**.

**RED COLOR surrounding the initials IICMS**

* Denotes **VITALITY,** the capacity to physically and mentally develop every individual**; ENERGY,** the capacity to possess a positive spiritual force flowing into every aspect of the individual**; COURAGE,** the capacity to withstand danger, fear or difficulty that an individual could experience**; SELF-CONFIDENCE,** the capacity to believe in one’s attained powers and abilities.

[2]

After a bullying accident or retaliation has been witnessed and reported to proper authorities, the following shall be done:

1. A fact-finding investigation shall be conducted on the Bully and the Victim separately to determine the level of threat and the intervention strategies to adopt.
2. Inform the parents/ guardians to discuss the incident/ complaint and the steps to be taken to prevent any further bullying.
3. Inform the Child Protection Committee (CPC) for proper interventions.
4. Maintain a public record of incidents of bullying and retaliation.

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

**DISMISSAL OF STUDENTS**

**A. Dismissal for Academic Reasons**

1. Failure in two (2) or three (3) subjects, unless the student is willing to repeat the whole curriculum for the next school year.
2. Failure to make up for failing grade through summer course and passing validation examinations to be conducted by the Office.

**B. Dismissal for Disciplinary Reasons**

**Grounds for Dismissal:**

1. Bullying & Retaliation
2. Insubordination to school authorities or non-compliance of school policies.
3. Vandalism
4. Unbecoming behavior within the school premises, during any school activity, or when representing the school at a public place.
5. Lying, forgery, stealing and cheating
6. Using foul language
7. Leaving school premises during any school activity, or when representing the school at a public place.
8. Cutting classes, staying away from a lesson, a class activity or the school without parents’ knowledge and consent

**C. Warnings and Sanctions**

1. Warnings as part of Character Formation should be given to students after the process of dialogue and deliberation had been undertaken.
2. Formal warning. It is a written warning for suspension or dismissal from the school. This is to be signed by the student, his/her parents, the Principal and the School Directress. It is issued after a dialogue has been made of which a repetition of action has taken place.

[19]

**Prohibited Acts**

Prohibited acts falling under **BULLYING** are as follows:

1. Any unwanted physical contact between the Bully ( the student who commits the acts of bullying) and the Victim ( the bullied) – the student who experiences the acts of bullying or retaliation like punching, pushing, shoving, kicking, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons.
2. Any act that causes damage to a victim’s psyche (personality) and/ or emotional well-being.
3. Any slanderous statement or accusations, foul language or profanity, name-calling, tormenting, negative comments on the victim’s looks, clothes and body that causes the victim undue emotional distress.
4. Cyber-bullying done through the use of technology or any electronic means such as texting, e-mail, instant messaging, chatting, internet, social media, on-line games or other forms of media owned, leased or used by school.
5. Social bullying which refers to any deliberate, repetitive and aggressive social behavior intended to hurt or belittle another individual or group.
6. Gender based Bullying which refers to any act that humiliates/ excludes a person on the basis of perceived or actual sexual orientation and gender identity. (SOGI)

The school’s anti-bullying policy prohibits bullying at the following:

1. Classrooms/ School Grounds
2. Property immediately adjacent to school grounds.
3. School-sponsored or school-related activities, functions or programs on or off school grounds or not school-related and through the use of technology or electric device or other form of media that is owned, leased or used by the school.
4. School bus/ jeepney stops.
5. School buses or other vehicles that may be owned, leased or used by the school.

Anti-bullying also prohibits retaliation against a Bystander or 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. Complaints of bullying shall be within the exclusive jurisdiction of the Department or the private schools and shall not be brought for amicable settlement before the Barangay, subject to existing laws, rules and regulations. Complaints for acts covered by other laws shall be referred to appropriate authorities.

[18]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit Test | 15% | 15% | 15% | 0% |

**VISION**

“To provide education of excellence, to nurture and promote lifelong values and virtues in children’s lives by instilling Godly attributes and genuine love for God, country and fellowmen according to the plans and purpose of God.”

Vision Statement

 The school envisions providing education of excellence, to nurture and shape society’s individuals according to the plans and purpose of God. Thus, the school shall:

1. Promote development of children’s motor skills through physical training by starting their formation at a very tender age.
2. Develop and stimulate growth and fine motor skills through physical training.
3. Develop basic human values, good habits, attitudes and appreciation for good interpersonal relations.
4. Promote lifelong values and virtues in children’s lives by instilling Godly attributes and genuine love for God, country and fellowmen.
5. Give quality education to elementary children ages 6 to 13 years old.
6. Pursue consistently the policy of the school in upgrading the economic benefit through a deeper sense of commitment and dedication of the teachers in their chosen career.
7. Support the government’s efforts in the dispersal of education relations.
8. Provide opportunities for socialization with others.
9. Develop morally upright citizens aware of their responsibility to God, to themselves and to others.
10. Provide the children with a well-balanced and challenging curriculum that will optimize their abilities and capacities.

 [3]



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit Test | 15% | 15% | 15% | 0% |

**MISSION**

“To mold children to be good, God-fearing citizens when they grow up. It is the school’s sincere dedication and commitment to promote the child’s growth in an atmosphere of love and character formation under Biblical training regardless of religious affiliation and to develop the child to be responsible, productive individual and to create and help build self-confidence while acquiring quality education.

Mission Statement

 The school is built on the foundation of God’s command to train up children in the way they should go, and is existing as an agency for molding children to be good, God-fearing citizens when they grow up.

 The school is holding high the banner of true education, that which composes not only of instilling knowledge pertaining to our secular world but taking on the steady and full development of the child’s totality, namely his/her intellectual, emotional, social, and spiritual aspects. One aspect not taken care of or treated with laxity will result in an unbalanced growth.

 Its clear-cut commitment in the light of its mission is to develop, train and teach children to be excellent, bright and confident individuals as every parent would wish and hope for.

 It is the school’s sincere dedication and commitment to promote the child’s growth in an atmosphere of love and character formation under Biblical training regardless of religious affiliation, to develop the child to be a responsible, productive individual and to create and help build self-confidence while acquiring quality education.

 The child’s presence in this school is being counted as the education of the soul to be enduringly equipped with eternal lessons he/she needs to get along with life and be successful in it. The school being a place of love and dreams is giving the child the freedom to love without limit as God does, and to dream dreams that could be realized in the time set by Providence.

[4]



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit Test | 15% | 15% | 15% | 0% |

5. Students who represent the school in educational, social or any other

 activity on an OFFICIAL capacity may be given a special quiz or test.

6. Class advisers must report absences to the Office, which

 will then call the parents/guardians after the student’s 3rd absence.

7. Habitual tardiness, irregular attendance and cutting of

 classes shall be dealt with by the teacher-in-charge and

 brought to the attention of the Office for proper sanction.

**SUSPENSION OF CLASSES**

1. **Automatic Suspension**. Typhoon Signal No. 1 (Elementary – With CLASSES Typhoon Signal No. 2 (Elementary – No CLASSES)
2. In other cases, the school follows the official announcements from the Department of Education /LGU through the radio, newspaper or television.
3. When the announcement comes during school hours, the students will wait in school until they are picked up.
4. For cases where there is no announcement the discretion of the parents will prevail.

**ORDER AND DISCIPLINE**

1. Discipline in the school aims to prepare the student for a life of commitment and self-giving, by developing in him/her a sense of responsibility.
2. Students should always respect one another, their teachers and all persons with whom they come in contact with.
3. No corporal punishments are to be inflicted on the students.
4. Students must use the school property with care. They have to keep the buildings, furniture and the school area neat and clean. Electric lights and aircons are turned off before leaving the classroom. Vandalism is not allowed. Any damage done by the student to the school property must be repaired or replaced by the student/parent.
5. Students must keep their desk and school equipment neat and orderly.
6. Students must use the chalkboard exclusively for class and academic purposes only. After every lesson, students must erase the writings on it. They must leave their classroom neat and clean at the end of the day.
7. No Cheating; Cheating is a crime which will be dealt with properly. If caught cheating, a grade of zero will be given for the particular quiz/exam.
8. Use of cell phones etc.is prohibited while classes are on-going. Violation, thereto, will be sanctioned through confiscation of the item. Same will be returned only to parents or guardians.

**Anti –Bullying Policies**

The school has always endeavoured to provide for development of healthy relationships & respect for individual differences among the students. Bullying in the school is not tolerated & is strictly prohibited. All students are enjoined to follow / obey the school’s prescribed anti-bullying policies.

 [17]



3. Parents are expected to attend meetings and special programs set by

 the school and the Parents’ Club. Important occasions that should be

 well-noted are: Orientation Day, Acquaintance Day, United Nations Day,

 Christmas DayOpen, House, Field Trip and Foundation Day.

4. Any collection, contribution or solicitation of money or goods and selling

 of tickets should be first cleared with the office before implementation.

5. Payments, inquiries and other transactions with the school office should

 be made during office hours.

6. For inquiries, complaints, suggestions and recommendations, please

 feel free to visit the office or set an appointment to properly discuss

 things. A formal letter may also be sent to the office.

7**. RUDE ATTITUDE** of parent/guardian in dealing with the Office, Faculty

 and Staff can also be a ground for discontinuation of their child’s

 enrolment in school.

**SCHOOL ATTENDANCE/PUNCTUALITY**

1. Students must come to school on time for the Flag Ceremony every

 Monday at 7:15am. They are expected to be present and punctual for

 all classes and official activities throughout the school year.

1. On Tuesdays to Fridays , the bell is rung at 7:45 a.m. & 12:30 p.m.

 Classes start at 8:00 a.m & 12:45 p.m. Grace-period of 10-minutes is

 given to students before it will be counted as tardy from the official

 class time. A maximum of three (3)

 accumulated tardiness incurred by the student will be given an

 equivalent of one (1) absence in his/her grading card. After the 10-

 minute grace period , the student who came late won’t be allowed to

 attend the 1st period class.

1. Students must not leave the school premises during school hours

 unless for emergency cases and they should be fetched in school by

 a member of the family.

**ABSENCES**

1. Students who return to class after an absence are required to present a handwritten note signed by their parents/guardian explaining their absence. For absences of more than three (3) consecutive days, a medical certificate should be presented & the student is deemed present.
2. Absences exceeding 20% of the total number of class days may mean for a student’s ineligibility for promotion to the next grade/level.
3. Students are being held responsible for all the assignments given during absences.
4. No quizzes shall be given to students who have been absent from classes.

[16]

[16]

**HISTORICAL BACKGROUND**

1999 School opened as MOLO HOLINESS SCHOOL, for Pre-School

by a Korean Missionary, Sun Deunk Ji.

2001 School’s name was changed to NOWON WORLD MISSION

 SCHOOL, INC., managed by Korean couple, Jeon, Myeong

 Keun & Geon, Soon Ja.

2004 Elementary classes opened

2007 School’s name was changed to ILOILO INTERNATIONAL

 CHRISTIAN MISSION SCHOOL, INC.

**EDUCATION PHILOSOPHY**

 The **ILOILO INTERNATIONAL CHRISTIAN MISSION SCHOOL’s** education philosophy has been inspired by its former name “Nowon World Mission School, Inc.”. **Nowon** is derived from a Korean word which means “**On Top of the Hills**”.

The school will stand out as a lighthouse on top of the hills, serving as a light, hope, and refuge for the darkened side of life…

 The school will be a pillar of truth and light that will go after that which is noteworthy and noble, putting an end to things and deeds which are corrupt and degrading…

 The school’s goal will be to produce God-fearing citizens, nurtured and molded by God’s timeless truths, bringing about competent and honest individuals…

 The school believes that love is the greatest instrument in training a child, outweighing all other means ever invented by man …

 The school will continue to live by the principle of Proverbs 22:6 that strongly commands teachers and parents as stewards, to train up a child in the way he should go, so that when he is old he will not depart from it.

[5]

Uniform for Boys: Light-Blue Polo Shirt

 Dark-Blue Vest with school logo

 Dark-Blue Pants

 Black Shoes with White Socks

Uniform for Girls:

 Knee-Length Combination of

 Dark-Blue/Light-Blue

 Uniform with school logo

 Black Shoes with White Knee-High Socks

P.E. Uniform: T-Shirt as prescribed by the school

 Dark-Blue Jogging Pants with the

 school’s initials

 Tennis Shoes with any Socks

Likewise, when in the school premises, students are discouraged from wearing expensive jewelry. The school will not be responsible for any damage or loss of personal belongings of the students. Boys and Girls are encouraged to keep their hair simply styled and of original color. Nails should be trimmed. Girls are not allowed to use nail polish or make-up.

1. A student may celebrate his/her birthday in school only during Fridays or the actual day after all classes are finished. A maximum of 45-minutes will be allowed for the said celebration. A notification of at least one-week before the celebration should be submitted to the office.

**PARENT’S /GUARDIAN’S CONCERNS**

1. Grade I Parents/Guardians, for some reasons, may be allowed to stay in the classroom for a maximum of one (1) week during the opening of classes. Those who will stay until the dismissal time, may stay at the designated waiting area. No parents are allowed to stay inside the school premises during class hours.
2. Parents/Guardians are encouraged to bring their children to school at least 15-minutes before classes begin. Students should be fetched on time or at a maximum of 15-minutes after dismissal. Any untoward incident after the grace period shall be the responsibility of the parents.

[15]

The school is fully committed to the goal of delivering a superior international school program. The holistic approach is incorporated in teaching and guiding the child's mental, emotional and physical development. Highly skilled and experienced teachers are trained to recognize each student's learning style and adapt their teaching methods so that individual learning is maximized.

**ADMINISTRATION SET-UP**

 **The Board of Directors** is the highest policy-making body of the school. It sees to it that the overall affairs of the school are properly administered. It is composed of the following persons:

 Executive Director

 School Directress

 School Principal

 **The Administrative Team** on the other hand, shall implement the policies formulated by the Board of Directors. It is composed of:

 The School Directress

 The Principal

 The Finance Coordinator/Registrar

 Department Supervisors

 The Class Advisers

 **The School Directress.** She leads, animates and extends the educational ideals and principles to the entire school staff, students and parents. Likewise, exercises general supervision of all activities, curricular and co-curricular, in collaboration with the coordinators and other school officials towards the alignment of activities with the vision, mission and objectives of the school.

 **The Principal** . She exercises general academic supervision over all subject areas. Acts as the adviser and animator of the group of teachers in Preschool and Elementary Levels; supervises instruction and coordinates related activities that will improve educational instructions.

 [6]

**H. Scholarship and Privileges**

Scholarships are non-cumulative and non-transferable. Scholarships are granted only for the current school year and not for the summer session. Scholarships are granted on the regular tuition fees only. All miscellaneous and other fees are therefore, to be paid in full. Percentage of scholarship availment is upon the discretion of the IICMS Board of Directors. Among the scholarships that the school is offering are as follows:

1. Academic Scholarship. This is given to the current IICMS students with the 1st & 2nd highest average.
2. Scholarship for IICMS Faculty and Staff Children (for Married). This is granted to **qualified** children of full-time, part-time faculty, staff and board members of IICMS for a maximum of two (2) children only.

**GENERAL REGULATIONS**

1. The student’s enrolment in the school is an expression of

 his/her parents’ willingness to work in the pursuit of the

 school’s vision and mission as expressed in its programs,

 activities, polices, procedures, rules and regulations during

 the whole period of his/her education.

 2. Students on academic or behavioural probation are bound by

 the terms agreed upon with the school. Special contracts are

 given to students in coordination with the Principal’s Office.

 3. Sending students as official delegates to functions and

 activities outside the school must first be cleared with the

 office.

 4. Students are to wear the prescribed complete school uniform

 from Monday to Thursday and P.E. uniform every Friday

 except on special occasions. School IDs must be worn at all

 times. During the examination days, complete uniform must be

 worn. The shirt should be tucked in and the vest worn for boys.

[14]

**The Finance Coordinator.** Implements the financial and business policies of the school, administering its physical assets, revenues and expenditures and facilitates all business activity in accordance with the school’s philosophy, goals and objectives. Likewise, acts as custodian of all students’ records. Prepares and submits all reports and other data required by DepEd and other agencies.

**The Department Supervisors:** Assist in the preparation & implementation of the different programs /activities of the school as well as act as liaison between the school and Dep ed/ other Agencies on matters /concerns of the school.

**The Class Advisers:** Animate the intellectual & spiritual life of students, maintain discipline, act as adviser and facilitate students / peer / teacher and parent relations.

**ACADEMIC STANDARDS & REGULATIONS**

 The Elementary Level basically follows the prescribed guidelines of the Department of Education with some modification and additional requirements designed to contribute towards the attainment of the objectives of the school.

**A. Admission Policy and Requirements**

 The school admits pupils regardless of race, religion, nationality or ethnic origin. However, applicants observed to have **special needs** or **with learning disabilities** are **recommended** to seek enrolment in schools which offer curriculum for special children or those with learning disabilities.

 The requirements for Admission to the School for new enrolees are:

1. Registration form properly filled –up / Parent’s Agreement Signed.
2. Xerox Copy of the Birth Certificate( Authenticated by NSO)
3. Report Card (Form 138)
4. Letter of Recommendation/Certification from the Principal of Previous School attended
5. (2) pcs. recent 2x2 colored ID Photo
6. Satisfactory Entrance Test Result
7. Acceptance of the School’s Objectives and Regulations
8. ACR, Study Permit and Certificate of Placement (For Foreign Students)

[7]

[7]

In addition, a **LIST of SCHOOL MATERIALS** is given during the enrolment time that should be submitted to the class adviser one (1) week before classes start. Such must bear the child’s complete name and grade level.

**B. Criteria for Admission of Student Applicant to Each Elementary Level**

Grade 1

1. The applicant must be at least 6 years old by June of the

 coming school year.

2. Must have at least two (2) years of pre-school education.

3. Must pass the entrance test which measures cognitive

 ability and school readiness.

Grade 2-6

1. The applicant must not have a grade lower than 82 in all

 academic subjects in the 3rd quarter rating and no

 failing grade in conduct or any disciplinary record.

 2. Must pass the entrance test which measures cognitive

 ability and academic achievement.

**ASPECTS OF LEARNING**

 **ELEMENTARY LEVEL**

After six (6) years of formation, the Grade School graduates are likely to possess the following qualities:

**Awareness of his/her uniqueness as a person**

* Has acquired a certain amount of self-awareness
* Learns to appreciate his/her God-given potentials as well as recognize and accept his/her limitations
* Grows in respect for and appreciate other persons by realizing that each person is unique
* Realizes other people’s limitations because
* he/she is aware of his/her own.

**Being Free**

* Has initial awareness of his/her prejudices, biases, fears, compulsions and needs
* Tries to overcome all these prejudices and fears to enable him/her to become truly himself/herself

[8]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2nd-4th Quarter** | **Participation** | **Book Activity** | **Attendance** | **Behaviour** | **Total** |
| Eng./Filipino | 4% | 4% | 4% | 3% | 15% |
| Math, Science, Civics, Ch-ed/Mother Tongue | 7% | 7% | 3% | 3% | 20% |
| Computer / HELE | 2% | 0% | 1% | 2% | 5% |
| MAPEH | 3% | 0% | 3% | 4% | 10% |

In addition, a narrative report of the **student’s quarterly progress** and **child’s development report** are given after each Quarter Exam, Likewise, a **PARENT -TEACHER CONSULTATION DAY** is being scheduled.

**F. QUIZZES/TESTS**

1. Quizzes maybe announced or unannounced. Unit and Quarterly Tests are announced.
2. Quizzes are being given to the students as their file copy. The UNIT and Quarterly tests are shown to the students after correction but are filed in the office. However, at the end of the school year, these will be returned to the students.
3. **No special test** is given to those who miss the quizzes or a long test for whatever reason in order to stress the importance of daily performance. For the Unit and Quarterly tests, absences should be supported by a valid reason and a medical certificate from their attending physician for a student to be given a Special Test. For reasons other than this, a special test fee of P100.00 per subject shall be charged the absentee.

**G. Promotions, Honors and Awards**

1. Students who mastered the skills and have completed the requirements of the school are awarded certificates, medals /diplomas.
2. The following Academic Excellence awards are announced and given to each level during the recognition and graduation ceremony of the school:
	1. With Honors, With High Honors, With Highest Honors. These awards take into account the students’ general academic excellence, character and conduct.
	2. Special recognition on Character Traits & Conduct is also being given to deserving students.

3. Only students who meet the requirements of the school year, have taken and passed all subjects are qualified to be

 presented to the public during the recognition and graduation

 ceremony.

**4. Loyalty Award** is awarded to the Grade 6 students who have

 completed their education in IICMS from Grade 1 to Grade 6.

1. The Student’s Permanent Record (Form 137-A) is issued directly to the school or college or university, admitting students.

[13]

[7]

**E. Student’s Progress Report and Assessment**

The student’s grade is computed at the end of each grading period. Report cards showing the child’s progress are given at the end of each grading period. A grade is based on the following criteria:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1st Quarter** | **English/ Filipino** | **Math/Science/Civics/****Ch-Ed/MT** | **Computer** | **HELE** | **MAPEH** |
| Periodical Test | 25% | 25% | 25% | 25% | 20% |
| Unit Test | 15% | 15% | 15% | 15% | 15% |
| Quizzes | 10% | 10% | 10% | 10% | 5% |
| Recitation | 25% | 30% | 10% | 10% | 15% |
| Homework | 5% | 5% | 5% | 5% | 0% |
| Project | 10% | 15% | 20% | 20% | 25% |
| Performance | 0 | 0 | 15% | 15% | 20% |
| Formal Themes | 10% | 0 | 0 | 0% | 0% |
| **Total** | **100%** | **100%** | **100%** | **100%** | **100%** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2ND - 4TH Quarter** | **English/ Filipino** | **Math/Science/Civics/****Ch-Ed/MT** | **Computer** | **HELE** | **MAPEH** |
| Periodical Test | 25% | 25% | 25% | 25% | 20% |
| Unit Test | 15% | 15% | 15% | 15% | 15% |
| Quizzes | 10% | 10% | 10% | 10% | 5% |
| Recitation | 15% | 20% | 5% | 5% | 10% |
| Homework  | 5% | 5% |  5% | 5% | 0% |
| Project | 5% | 10% | 15% | 15% | 15% |
| Performance | 0% | 0% | 10% | 10% | 20% |
| Formal Themes | 10% | 0% | 0% | 0% | 0% |
| Previous Grading | 15% | 15% | 15% | 15% | 15% |
| **Total**  | **100%** | **100%** | **100%** | **100%** | **100%** |

**\* MT-**Mother Tongue

**Recitation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1st QUARTER** | **Participation** | **Book Activity** | **Attendance** | **Behaviour** | **Total** |
| English, Filipino | 10% | 5% | 5% | 5% | 25% |
| Math, Science, Civics, Ch- Ed,MT | 10% | 10% | 5% | 5% | 30% |
| Computer / HELE | 3% | 0% | 3% | 4% | 10% |
| MAPEH | 5% | 5% | 2% | 3% | 15% |

[12]

**Being Responsible**

* Comes to an awareness of what is good and bad and tries to act accordingly
* Learns to accept the consequences of his/her actions
* Shows concern for other

**Loving Person**

* Being generous
* Learns to be gentle with others
* Can ask forgiveness and forgive others
* Makes an effort to speak kindly to and of others

**Awakened toward a social consciousness**

* Aware of the existence of people outside his/her immediate environment
* Tries to be respectful to others whatever be their background, class or level of educational attainment

**Has a sense of mission**

* Has a realization that his/her gifts are not for himself/herself alone but must be shared with others
* Has realized the value of serving other people

**Possesses a growing faith in God**

* Having known to some extent and experienced God’s love for him/her, has the willingness to respond to His great love

**Possesses the necessary skills and basic knowledge and values in preparation for High School**

* Has a mastery of the basic skills in all subject areas
* Begins to think critically and analyze situations
* Begins to synthesize thoughts and to express them adequately

**A person with a positive outlook in life**

* Optimistic and Hopeful
* Learns to rise after a fall
* Learns to laugh at himself/hersel

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**C. Tuition and Miscellaneous Fees**

 The school provides discounts on the tuition fees based on the hereunder cases and percentage of discounts may vary upon the discretion of the Board of Directors:

1. Students of IICMS with the 1st & 2nd highest average
2. Parents who enroll their child on CASH BASIS or in FULL PAYMENT
3. Parents with three children enrolled in the school get a 15% discount on the second child and 20% on the third child (except for Academic Scholars).

Parents must **pay 25% of the total tuition and miscellaneous fees** upon enrolment which serves as the **minimum downpayment** of the school. The Parents’ Club membership fee per family and the ID should be paid upon enrolment. The remaining balance of the tuition and miscellaneous fees can be paid with the following payment schedules:

1. Quarterly basis – This shall be paid a week before the Quarter Exam
2. Monthly basis – This shall be paid every 17th of every month.

The **25% payment made as downpayment** to the school is **NOT REFUNDABLE** when the student withdraws anytime after registration. In cases of **TERMINATION MADE BY THE PARENTS within the 30-day grace period from the registration, provided ALL FEES HAVE BEEN FULLY PAID,**  a **REFUND** of a portion of the tuition fees paid may be given, except for the entrance fees (PC membership fee, ID, insurance), under the following conditions:

1. 75% of the amount paid when withdrawal is made within the 1st week after registration, whether the student attended classes or not.
2. 50% of the amount paid when withdrawal is made within the 2nd, 3rd or 4th week after registration, whether the student attended classes or not;
3. **NO REFUND** will be made 30-days after registration.

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It is highly expected that punctual and up-to-date payments of tuition, miscellaneous and other fees, as necessary, shall be given to the school. For failure to pay the accounts on time, the student will not be given an Examination Permit during the Unit or Quarterly exams. Likewise, it is the right of the school to hold the test results or grades until the account is settled. A Promissory Note may be entertained on a case to case basis. However, the accounts should be settled a week after the examination date. The school reserves the right to drop a student from the school register for unsettled bills amounting to more than half of the total fees for the school year. A student is not allowed to start a new school year if there is an outstanding balance from the previous year. No student receives his/her card/diploma /Certificate of Good Moral Character /Transcript of records at any given time during the school year if the financial & property obligations to the school have not been settled.

**D. Student’s Performance**

Students are expected to give evidence of conscientious regularity in their studies.

 They should exert constant effort to do their best at all times.

1. Taking an active part in lessons and discussions.
2. Completing assignment/homework as directed and returning homework to the teacher at the designated time.
3. Submitting on time project papers, reports, experiments and other work as may be assigned by their subject teacher/s.

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**PRAYERS**

**BEFORE THE CLASS STARTS**

My Hands I fold, my Eyes I close, my Head I bow

Ready to talk to God right now.

Lord Jesus, Bless us as we learn our lessons today.

Mold our hearts that we may obey

Our Dear Teacher, in every way.

In Jesus’ name we pray. Amen.

**BEFORE EATING SNACKS**

My Hands I fold, my Eyes I close, my Head I bow

Ready to talk to God right now.

Lord Jesus, Thank You for the food we are about to eat.

Thank You for our needs You always meet.

In Jesus’ name we pray. Amen.

**BEFORE GOING HOME**

My Hands I fold, my Eyes I close, my Head I bow

Ready to talk to God right now.

Lord Jesus, Thank You for being with us.

May we remain behaved amidst the fuss.

In Jesus’ name we pray. Amen.



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**PROCEDURE FOR DISMISSAL**

1. Dismissal for academic reasons is effected automatically at the end of the school year according to the student’s performance.

2. Dismissal for disciplinary reasons takes place as follows:

* + A careful investigation of the case by the Office. Dialogue should be made with the student and meeting his/her parents to present their side of the matter.
	+ Pertinent warning is given in writing after the investigation of the student and after talking to the parents.
	+ Dismissal is carried out after the second written warning except for cases where dismissal can be automatic.

**REMEDIAL CLASSES/TUTORING**

 Parents of students, who will be recommended by their Class Advisers/Teachers for remedial learning, shall inform the office. In cases where the student will be allowed to undergo tutorship, such should not be under his own class adviser/subject teachers. However, pre-school teachers may handle tutorials for him/her or the office may look for a tutor for him.

 For students who at any given grading period from 1st Quarter up to the 3rd Quarter obtained a failing grade, the classroom adviser has to make a recommendation to the Office for remedial learning. Such can be in a form of tutorial, additional projects or any applicable means to cope up with his/her failures.

All **special arrangements on remedial classes and tutorials** should be properly discussed with the office, in coordination with the classroom adviser and the Principal / School Directress since such will entail additional fees to the student’s parents.

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