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ARTICLE I

About Eton International School

SECTION 1: HISTORY OF ETON INTERNATIONAL SCHOOL

Molding children to become the leaders of the next generation is always and has been the mission of Eton International School Founder and President Jacqueline Marzan-Tolentino. She wanted to build a school without borders where the best and brightest in their country can learn, while celebrating their differences and honoring their uniqueness without limitations. She wanted to nurture global leaders using the 21st century teaching approaches that she learned when she studied several programs that focused on brain development and learning at Harvard Graduate School of Education and Bank Street College. She dedicated her life in empowering kids by studying different teaching and learning styles in the US, UK, and Asia.

In 2004, Eton International School was born and was first known as “ Eton School” located inside a mall. It provided top quality Preschool education with Mandarin and Nihongo to families living nearby Robinson’s Manila in condominiums and business establishments. Initially, it started as a playschool, adjunct only to the founder’s Computer Institute to provide additional service to its existing corporate clientele. It started with the founding directress as the teacher with two (2) students and two (2) employees until it grew within the same year to twenty-five (25) preschoolers including foreigners in the area. The school focused on its mission to make international education accessible to all. It offered an alternative to traditional education by teaching global educational programs like Multiple Intelligence from her mentors Dr. Howard Gardner of Harvard and Learning Styles from Dr. Rita Dunn of St. John University, USA.

In 2005, the school was granted a permit from the Department of Education to operate as an international school that provided for the long-term needs of the children of expatriates and local families in Manila. It finally became known as “Eton International School”, a non-stock, nonprofit entity that distinguished itself from other traditional schools by offering the latest scientific, business and technological education programs in the country that gave their students

competitive edge locally and internationally. By 2006, it was one of the biggest mall based international preschools in Manila, made popular by its global academic programs, serving 75 families catering to multiple nationalities. It produced a child prodigy in the field of arts, he became the youngest painter who exhibited his works in Singapore and sold it for \$50,000.

By 2007, the school inaugurated its first campus in the heart of Manila, the capital of the Philippines, and decided to open its Grade School level serving its pioneer 100 students consisting of children of diplomats, businessmen and government officials in the area. Eton International School used two-year advanced academic programs than local schools and opened with 17 learning centers offering four levels of preschool from nursery to preparatory until grade three. They also launched their first International School Exchange program in Singapore for the growth of their teachers and students. Lastly, the founder chose Manila because no international school was serving the area; most of them were located in Makati and Taguig. Malate became its new home and it became part of the growing list of top schools in Manila. Malate is part of the old world charm; the neighborhood is rich in history, during the Spanish period, and Malate church had a cult following among affluent families praying to have children. When the Americans came, urban planners envisioned the development of Malate as the newest and trendiest exclusive residential area especially with Manila Bay for American families. American expatriates and some of the Old Spanish mestizo families still populated the district in modern high-rise apartments, condominiums and bungalows and the school still accommodates them until now.

Eton has always been the forefront of innovation in Education. In 2008, the school became the first international school that produced 10 International Topnotchers in English, Math and Science. Eton Grade 1 students topped the International Benchmark Test (IBT) for Grade 3 Math, Science and English held by the Center of Education Management Inc. (CEM). The students were featured in different newspapers. It was the first time that Filipinos became no. 1 in Math beating Singapore, Australia and USA. The school received a commendation from Department of Education (DepEd) for this momentous feat.

By 2009, Eton became an accredited International Learning Styles School in the Philippines and the founder was bestowed the privileged of becoming an

International Board member of the prestigious International Network of Learning Styles under the tutelage of Dr. Rita Dunn and Susan Rundle. This year became pivotal as the school became known as the home of Asia's top-notchers in Math, Science and English as it repeated the same feat. It also piloted Universal Design in Learning that ensured "No child should be left behind." Eton launched its own workbooks and opened doors for scholarships for the best and brightest students in the field of Arts, Science and Math.

By 2010, the school produced its first batch of graduates in the elementary level. These students were part of the pioneer preschool batch that became consistent topnotchers in International Examinations. They are now studying in different parts of the world. During that time, students who transferred to different schools locally and internationally were accelerated in their respective schools. The global training paid off as they experienced multiple International School trainings, exposure and immersion in Hongkong, China, and Japan.

In 2012, Eton International School finally decided to open its doors to middle school students. It also became the first 3D School in the Philippines where children can learn Math and Science in an exciting way. The goal was to enhance every child's learning retention by 35%. It also opened its second campus in Quezon City with 25 students.

By 2013, Eton prepared for the K to 12 Program in preparation for the Asean Integration in 2015. The school became part of a bigger International network of Fieldwork and adopted their International Primary Curriculum and International Middle Year Curriculum used in 150 countries and 1000 schools worldwide. They also piloted the one-tablet-one-child program for preschool to middle school using Wiz learn technologies from Singapore. More so, the school also won the overall champion in Aeronautics Competition in Shanghai, China.

In 2014, Eton started to offer the full middle school and junior high school program by adding the new three-storey school building with its own gymnasium. Every classroom was equipped with cameras, latest teaching technologies like LCD, smart boards and tablets all for the 21st century teaching and learning. Eton was envisioned to become the School of the Future. It hosted the launching of IPC and IMYC of United Kingdom in the Philippines.

In 2015, it celebrated its 11th year of meaningful existence with noteworthy accomplishments. The first batch of high school graduates broke local and international records in the field of Science scoring 99+ Math 99+ and English 99+. It also produced students who became topnotchers in their chosen field like Physics, Medicine and Technology. The gradeschool students also honed their skills in Robotics to represent the country in international competitions and lastly it celebrated the win of their gradeschool student who garnered the top artist who got five (5) division championships in the world championship in performing arts in USA.

Eton came from being a “School without Borders” to “The School of the Future” and now a certified “International School of Science, Business Technology and Arts.” The school is preparing to play a big part in the Asean integration by preparing its students to be 21st century learners who are innovators, entrepreneurs and global leaders.

SECTION 2: ETON’S LOGO, OBJECTIVE AND PHILOSOPHY



The **CROWN of GOLD** is a symbol of the highest level known to humanity; it represents the aura of a man with a deep set of virtues and values. It represents heaven or the divine ruler of a man’s soul. It has powers of protection.

The **SCEPTER**, like a magic wand, gives power over the elements and the mind. The holy oil protects him and the orb surmounted by the cross reminds man

that he has to sacrifice himself to his land. The grandeur of Royalty is the highest that may be attained by man.

The **CHILDREN** are the crown jewels of the school. They are the seeds that become the tree of light and life. They will be strengthened as they master their own unique noble gifts. They will seek the highest ideals to become worthy masters of their own destiny. Every child is free to become his own self and to rule his own life. Every child is king. Every child is born to lead. Education prepares each child to rule a nation and free its people.

The **BURNING BUSH** symbolizes truth, justice, grace and mercy when God reveals himself to men. The consuming fire engulfs the bush.

OBJECTIVE

We passionately commit ourselves to make International Education with Asian Values accessible to the greatest number of people.

PHILOSOPHY

Every child is born with Royal Dignity.

We believe that all children, regardless of race, religion, class, sex and creed are created equal. They deserve utmost care, devotion, love, and respect because they are human beings. We treat them as royal children born from royal families.

Every child has a special role to play in this world. It is our responsibility to nurture them until they reach their full potential. A sleeping giant lies in every child.

We believe all children should have a school without borders. The secret power lies in understanding the infinite power of the child's mind, infinite power of the child's heart and infinite power of the child's soul to connect to another human being and ultimately change the world for the better.

We believe all children are planted with seeds of greatness. The children of today are tomorrow's leaders that will impact future generations. It is from this great cause that we engage in educating our young.

WE BELIEVE NO CHILD SHOULD BE LEFT BEHIND.

SECTION 2: VISION AND MISSION STATEMENT

VISION

We are an Ecumenical International School where everyone can learn from the best and teach the brightest in the world anytime, anywhere. We provide global education to create better opportunities to help them serve and bless their family and country as innovators, leaders, and entrepreneurs, all for God's glory.

MISSION

We serve God by building people, families, and communities. We make international education open to all by developing 21st century environment with innovative, creative and specialized programs with our local and international partners to empower students, scholars, and professionals to succeed here and abroad.

SECTION 3: GUIDING PRINCIPLES:

- We become good stewards of God's resources.

I am accountable to God with my words and deeds.

- We promote excellence, innovation and value based systems.

I am competent, vigilant and dedicated to my work and mission.

- We ensure that our children, parents, partners, and shareholders are treated with love, respect, and equality.

I am caring, courageous, and fair to all.

- We recruit, train, and maintain top-caliber and high-performing people and partners.

I am smart, well-rounded, and committed to grow my talents, skills, and attitude.

- We provide exceptional academic standards, up to date instructional methodologies, breakthrough research, award winning student achievements and strong partnership with top institutions.

I am an open, dynamic, and revolutionary servant leader.

SECTION 4: CORE VALUES

Big Faith in God - TRUST

Big Faith in Self - HOPE

Big Faith in Family - LOVE

Big Faith in Others - OBEDIENCE

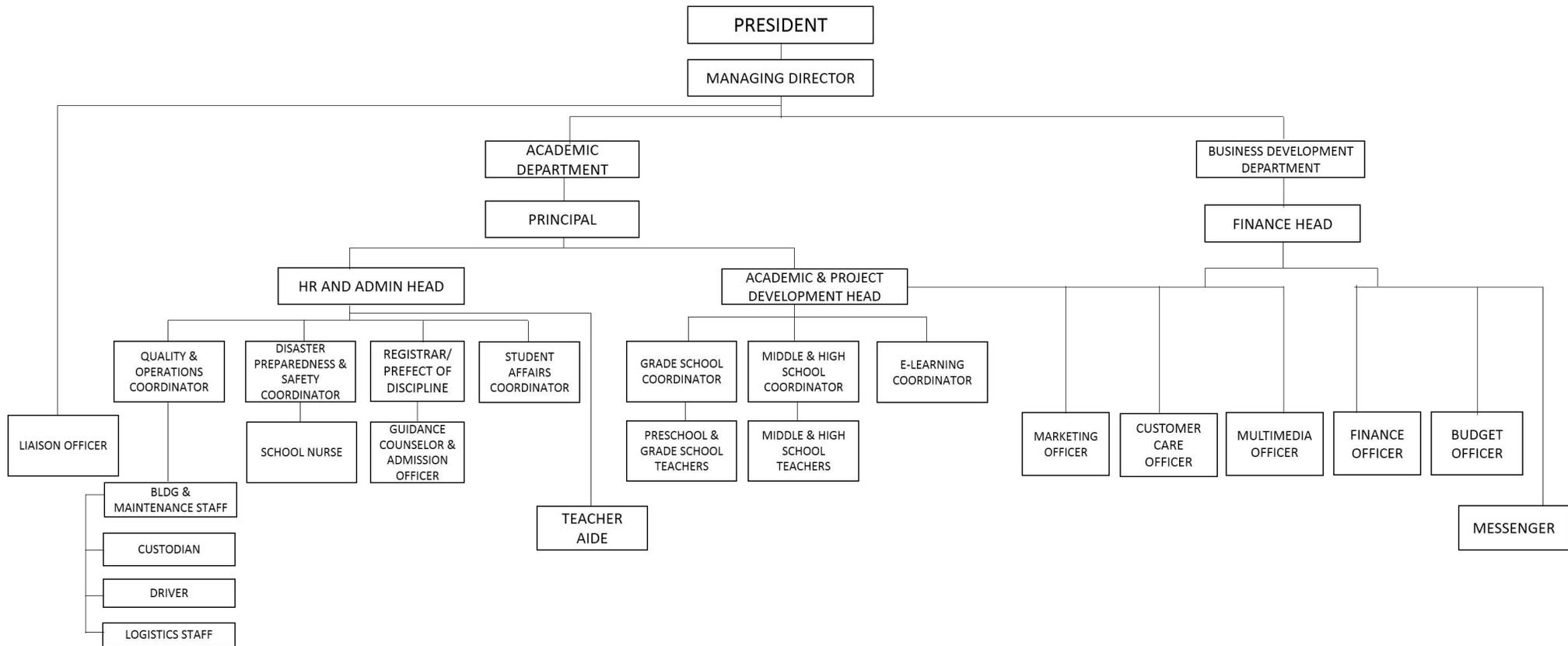
SECTION 5: 12 ROYAL GIFTS

- Strength**..... May you call upon it when you need it.
- Beauty**..... May your deeds reflect their depth.
- Courage**..... May you speak and act with confidence and use courage to follow your own path.
- Hope**..... Through the passage and season, may you trust the goodness of Life.
- Faith**..... May you believe.
- Talent**..... May you discover your own special abilities and contribute to a better world.
- Joy**..... May it keep your heart open and filled with light.
- Love**..... May it grow each time you give it away.
- Reverence**..... May you appreciate the wonder that you are the miracle of all creation.
- Compassion**..... May you be gentle with yourself and others.
- Imagination**..... May it nourish your visions and dreams.
- Wisdom**..... May you hear the soft voice of your inner self.

ARTICLE II

School Governance

SECTION 1: THE TABLE OF ORGANIZATION



ARTICLE III

Curriculum

SECTION 1: OUR CURRICULUM

International Early Years Curriculum

The IEYC is a research-based curriculum recognizing global best practice in early childhood education and the developmental needs of 2-5 year olds.

It supports key areas of learning through holistic enquiry and play-based approaches that cover all curriculum areas including personal, social and emotional development.

The curriculum develops a wide range of units that will spark children's imaginations, based on our guiding principles.

International Primary Curriculum

The IPC is the cornerstone of our learner-focused school. It provides 5 to 12 year-old students with great excitement, challenge, and diversity within a structured and supportive framework.

It is a world class, comprehensive and practical curriculum, delivering academic, personal, and international knowledge, skills and understanding.

The IPC is a learner- focused curriculum, designed to help children learn and enjoy what they learn. To be learner-focused means that we have to be assessment and evaluation-focused, too. Assessment and evaluation are simply the ways in which we find out whether learning has taken place or not and how to plan the next steps.

International Middle Years Curriculum

The IMYC is a challenging, engaging, international-minded, concept-focused curriculum designed specifically for the unique learning needs of students from 11 years old and above.

The IMYC helps students to:

1. Make meaning of their learning by:

- Linking all subjects/learning to a conceptual theme
- Responding to the specific developmental needs of students from 11 years old and above.
- Working towards understanding through a personal and global perspective

2. Connect learning by:

- Linking all subjects through the agreed big idea
- Preparing students for the next stage of learning
- Being part of a worldwide community to share learning experiences, best practices, ideas, and resources.

3. Develop minds by:

- Delivering rigorous and transformational knowledge, skills and understanding
- Creating a challenging, student-led learning environment
- Providing assessment of learning for students and support for teachers

ETON CORE PROGRAM

Science, Arts and Business Technology

This is ETON's unique academic program that is geared towards the holistic development of our students that will prepare them to lead their future careers and "conquer" their respective worlds. Through this program, our students become creative, analytic, sensitive and competitive. This program was conceived by Eton because this offers rich and varied career pathways that will help our students create a niche with lasting impact on their profession, family, community, society and the world at large.

Science

The Science Program is designed to prepare students to develop their scientific attitudes and inquiry skills. Learning science is not confined with content only. It grows from one simple system to various discoveries such as robotics and

programming. Such kind of fascination to scientific discoveries and verifications are boosted by practical activities that are given to the students to make their lessons exciting and thought-provoking. Children are encouraged to work like scientists as they investigate and explore their physical surroundings. Their first-hand experiences will help them to find answers to problems by exploring their own environment. The program implements higher cognitive skills to enable them to acquire inquiry and investigative skills. The 5E's (Engage, Explore, Explain, Elaborate and Evaluate) of learning is used in Science in the presentation and conduct of lessons. The school molds the students to be economic and technological leaders of the global marketplace of the 21st century.

A.R.T.S. (Arts, Real-Life Skills, Tech Voc and Sports)

Eton nurtures the creativity and imagination of its students beginning at the pre-school level. The creative pursuits of the students are constantly being encouraged. Our art classes include painting, paper arts and craft, playing musical instruments, photography, dance, song and the like. Eton sponsors programs and activities that highlight our student's artistry and creativity under different genres.

Also, Eton International School designed a program for students who wish to pursue a career in the fields of media, advertising, public relations and similar industries. The program enhances the skills and knowledge of the students for future career opportunities in the various fields of the Communication Industry.

Business Technology

Eton provides mastery on technology and innovation, practical and real-world experience. The academic program features distinct advantages towards getting prosperous and satisfying careers in the future. Eton encourages thorough understanding of Information Technology as well as a range of in-demand business skills and entrepreneurial ways of thinking. Their ability to talk and persuade people, do market studies and create markets and conceptualize business plans are integrated in some subjects like in business math and math of investment and in other lessons as well.

SECTION 1: COURSE OF STUDY

Preschool Course of Study

Explorers (Toddlers Class)

- ☐ English (Reading and Language)
 - ☐ Math
 - ☐ Science
 - ☐ Social Studies
 - ☐ Foreign Language (Chinese)
 - ☐ Practical Life
 - Music and Physical Education
 - Arts & Craft
 - Computer
 - ☐ ICT (Information Communication & Technology)
-

Dreamers (Nursery Class)

- ☐ English (Reading and Language)
 - ☐ Math
 - ☐ Science
 - ☐ Social Studies
 - ☐ Foreign Language (Chinese)
 - ☐ Practical Life
 - Music and Physical Education
 - Arts & Craft
 - Computer
 - ☐ ICT (Information Communication & Technology)
-

Inventors (Kinder 1 Class)

- ☐ English (Reading and Language)
 - ☐ Math
 - ☐ Science
 - ☐ Social Studies
 - ☐ Foreign Language (Chinese)
 - ☐ Practical Life
 - Music and Physical Education
 - Arts & Craft
 - Computer
 - ☐ ICT (Information Communication & Technology)
-

Leaders (Kinder 2 Class)

- ☐ English (Reading and Language)
- ☐ Math
- ☐ Science
- ☐ Social Studies
- ☐ Foreign Language (Chinese and Filipino)
- ☐ Practical Life
 - Music and Physical Education
 - Arts & Craft
 - Computer
- ☐ ICT (Information Communication & Technology)

Grade School Course of Study

Grade 1 to 3

- ☐ English
 - ☐ Math
 - ☐ Science
 - ☐ Social Studies
 - ☐ Music, Arts, Physical Education & Health
 - ☐ ICT (Information Communication & Technology)
 - ☐ Reading and Writing
 - ☐ Foreign Language (Chinese/Filipino)
 - ☐ Values Development
-

Grade 4 & 5

- ☐ English
 - ☐ Math
 - ☐ Science
 - ☐ Social Studies
 - ☐ Music, Arts, Physical Education & Health
 - ☐ ICT (Information Communication & Technology)
 - ☐ Home Economics & Livelihood Education
 - ☐ Foreign Language (Chinese/Filipino)
 - ☐ Values Development
-

Middle School Course of Study

Grade 6 to 8

- ☐ English (Reading and Language)
 - ☐ Math
 - ☐ Science
 - ☐ Social Studies
 - ☐ Music, Arts, Physical Education & Health
 - ☐ ICT (Information Communication & Technology)
 - ☐ Technological & Livelihood Education
 - ☐ Foreign Language (Chinese/Filipino)
 - ☐ Values Development
-

Junior High School Course of Study

Grade 9 to 10

- ☐ English (Reading and Language)
- ☐ Math
- ☐ Science
- ☐ Social Studies
- ☐ Music, Arts, Physical Education & Health
- ☐ ICT (Information Communication & Technology)
- ☐ Technological & Livelihood Education
- ☐ Foreign Language (Chinese/Filipino)
- ☐ Values Development

ARTICLE IV

Admission Policies and Procedures

SECTION 1: GENERAL RULES ON ADMISSION

The following must be presented for registration purposes:

A. For New and Transfer Students

- Completed application for admission (EIS Form 1)
- DepEd Form 138 (report card)**
- Two identical 2 x 2 photographs
- Certification of Good Moral Character

B. Foreign Nationals

- Completed application for admission (EIS Form 1)
- Alien Certificate of Registration (ACR) certified by the Department of Education (DepEd.)
- Two identical 2 x 2 photographs
- Certification of Good Moral Character

The Management reserves the right to decline any application for admission to the School, which does not conform, to its policies, rules and regulations.

SECTION 2: FEES AND PAYMENTS

1. The accounting office offers the following payment scheme for the convenience of parents and guardians.

Monthly payment 12%	Quarterly Payment 10%	Semester Payment 8%
1st week of the month	1st day of June	1st week of October
	1st day of October	
	1st day of December	
	1st day of February	

2. Payments for Co-Curricular Events/ Programs and Graduation are determined by the current cost of materials and production.

3. A fee will be charged for the following documentations:

- Transcript of Records – Php 250
- Good Moral Character – Php 200

Second Copy of the following:

- Diploma - Php 500
- Report Card – Php 200
- Certificates (Honors & Awards) – Php 150

Request will be issued after two to five working days by the school upon payment of the required fees to the Accounting Office.

4. Payments may be paid in full or installment basis. The school accepts cash, cards and cheques. However, if the cheque issued bounced, the payee will be given 24 hours to replace it and will be given penalty charge of 5% per day.
5. Parents/guardians are requested to keep their official receipts for any payment made.

Reminder:

- All financial transactions should be made at the Accounting Office only.*
- The school reserves the right to refuse personal cheques of those with poor credit history. The tuition rate and special fees are available upon request.*
- Fees are subject to change without prior notice.*

SECTION 3: POLICY ON REFUND AND WITHDRAWALS

1. Refund of Fees

All fees are **non-refundable and non-transferrable**.

2. Full Settlement of Accounts

Accounts must be settled to allow the student to take the final examinations. Report cards, transcript of records, and diplomas shall be withheld from students who have not fully settled their accounts by the end of the term or school year. Furthermore, graduating students with unsettled accounts will not be allowed to participate in the graduation ceremony.

3. Withdrawals

Official Notification from parents should be submitted to the Registrar's Office on or before the last expected day of attendance of the student for proper fee to be collected from the parent to facilitate his/her exit clearance. The parent/guardian must accomplish the Intent to Withdraw form. However, the stipulations of the signed parent contract upon enrollment will apply.

Reminder:

Forms are available at the Administration's Office.

ARTICLE V

Academic Policies

SECTION 1: GRADING PROCEDURES

I. GRADING SYSTEM- Explorers, Dreamers and Inventors

The school uses the averaging system of grading. There are four (4) grading periods or quarters. The minimum grade needed to pass a specific learning area is 75% in the report card. The lowest mark that can appear on the report card is 60 for Quarterly Grades and Final Grades.

A. Academic Subjects

Subject	Written Work Quizzes, Classwork, Homework	Performance Tasks IEYC Tasks and Portfolio, Practical Exams, Recitation, Projects, Events and Programs, Attendance	Quarterly Assessment Written Exams
<ul style="list-style-type: none"> • English • Social Studies • Chinese 	30%	50%	20%
<ul style="list-style-type: none"> • Science • Math 	40%	40%	20%
<ul style="list-style-type: none"> • Music, Arts and PE 	20%	60%	N/A
<ul style="list-style-type: none"> • ICT • Practical Life 	40%	60%	N/A

Grading Scale

a. Letter Grades

Descriptor

Percentage

A + = Excellent	98 - 100
A = Very Good	95-97
A - = Praiseworthy	92-94
B + = Good	89-91
B = Satisfactory	85-88
B - = Fair	81-84
C = Passable	78-80
D = Needs Improvement	75-77
F = Failed	0-74

b. Performance Rating Rubrics – for the Written Test

Beginning (B) 2 Strives to meet minimum standard	Recognition of the success made in initiating an action, process and interaction outside the comfort zone with assistance.
Emerging (E) 3 Partially meets minimum standard	Recognition of the success made in trying to complete a process, skill, and interaction with support and increasing confidence
Progressing (P) 4 Often meets minimum grade level	Recognition of the success made in completing a skill, process, and interaction with increasing coordination and accuracy
Mastery (M) 5 Regularly meets grade expectation	Recognition of the success made in perfecting a skill, process and interaction with refined coordination and self-evaluation

The performance of each student shall be evaluated on a quarterly basis and recorded in his or her Progress Report Card. To monitor if your child is meeting his/her developmental milestones, a checklist of child’s developmental areas will be given to parents. Below are the important areas of development for preschoolers:

Areas of Development

- Social and Emotional Development
- Physical Development (Health Habits, Gross Motor Skills, Fine Motor/ Writing Skills)
- Aesthetic Development

It aims to provide information of your child’s developmental process and initiates ongoing collaborative efforts among parents and teachers involved in child’s continuous development.

The report cards are given to the parents or guardians at the end of each quarter during the scheduled quarterly Parent-Teacher Conferences.

II. Leaders Class to Junior High School Grading System

The school uses the averaging system of grading. There are four (4) grading periods or quarters. The minimum grade needed to pass a specific learning area is 75% in the report card. The lowest mark that can appear on the report card is 60 for Quarterly Grades and Final Grades.

Subject	Written Work		Performance Tasks		Quarterly Assessment
<ul style="list-style-type: none"> • English • Social Studies • Values Education • Filipino • Chinese 	Quizzes	15%	IPC/IMYC Tasks and Portfolio	20%	20%
	Classwork	10%	Practical/Oral Exams, Recitation and Project	20%	
	Homework	5%	Events and Programs	10%	
		30%		50%	
<ul style="list-style-type: none"> • Science • Math 	Quizzes	20%	IPC/IMYC Tasks and Portfolio, Project	10%	20%
	Classwork	15%	Practical/Oral Exams,	10%	
	Homework	5%	Recitation	10%	
		40%	Events and Programs	10%	
<ul style="list-style-type: none"> • Music • Health 	Quizzes	10%	IPC/IMYC Tasks and Portfolio	10%	20%
	Classwork	5%	Practical/Oral Exams,	15%	
	Homework	5%	Recitation	10%	
			Project	15%	
			Events and Programs	10%	
		20%		60%	

<ul style="list-style-type: none"> • HELE/TLE • Physical Education • ICT • Arts • Reading and Writing 	Quizzes	20%	IPC/IMYC Tasks and Portfolio	10%	N/A
	Classwork	15%	Practical/Oral Exams,	15%	
	Homework	15%	Recitation	10%	
			Project	15%	
			Events and Programs	10%	
		40%		60%	

A. Written Work

- Quizzes –short exams given by the subject teacher once the topic has been covered already.
- Classwork – daily worksheets/seatwork given by the subject teacher.
- Homework – reinforcement of what has been taught during the school day. No homework shall be given on Fridays.

B. Performance Task

- Practical Exam –skill-based examination or oral examination given to the students every quarter.
- Recitation – daily class participation of the student.
- IPC/IMYC Tasks and Individual Portfolio – IPC/IMYC activity participation, collection of pictures, videos, or output of student activities during their classes.
- Individual Portfolio – collection of pictures, videos, or output of student activities during their classes.
- Projects – investigations that challenge the students to apply skills and knowledge from the different subject areas.
- Events and Programs – participation of school monthly events and activities.
- Attendance – presence of the student in the classroom, school activities and events
- Behavior – attitude of the students towards his/her classmates, teachers, staff, and parents inside or outside the classroom or school.

C. Quarterly Assessment

- Written Test – a mastery test of all topics covered every quarter.
- Mastery Exam- an assessment to be given at the end of the school year to measure the skills and knowledge learned in a given grade level.

To get the general average every quarter is computed as the total average of the academic and special subjects.

Academic Subjects:

1. Math
2. English
3. Science
4. Social Studies

Special Subjects:

1. ICT
2. HELE/TLE (Gr. 4-5/ Gr.6-10)
3. Music
4. Arts
5. Physical Education
6. Health
7. Values Education
8. Filipino
9. Chinese
10. Reading and Writing (Gr. 1-3)

The student's subject teacher is the only authorized person to inform the parents/guardians about the student's academic performance.

In case that the student is having difficulty in meeting the academic standards and requirements in a specific subject/s, the subject teacher will send a Parent Notification of Student Progress.

If a student fails in three (3) core subjects or two (2) core subjects and a minor subject the student must repeat the whole course. In the event that he/she has two (2) failing marks in two core subjects, he/she is advised to attend summer classes to complete the whole course and be entitled for the issuance of the Diploma.

Grading Scale

a. Letter Grades

<i>Descriptor</i>	<i>Percentage</i>
A + = Excellent	98 - 100
A = Very Good	95-97
A - = Praiseworthy	92-94
B + = Good	89-91
B = Satisfactory	85-88
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C = Passable	78-80
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b. Performance Rating Rubrics – for the Written Test

Beginning (B) 2 Strives to meet minimum standard	Recognition of the success made in initiating an action, process and interaction outside the comfort zone with assistance.
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Progressing (P) 4 Often meets minimum grade level	Recognition of the success made in completing a skill, process, and interaction with increasing coordination and accuracy
Mastery (M) 5 Regularly meets grade expectation	Recognition of the success made in perfecting a skill, process and interaction with refined coordination and self-evaluation

POLICY ON HONORS- Preschool, Gradeschool and Highschool

Honor Roll (Quarterly)

Gold Medalist: Candidates must have attained a cumulative weighted average of at least 95% and above in all academic and special subjects with no grade lower than 88%. Candidates must also obtain Fair (F) as the lowest conduct grade.

Silver Medalist: Candidates must have attained a cumulative weighted average of at least 93% and above in all academic and special subjects with no grade lower than 88%. Candidates must also obtain Fair (F) as the lowest conduct grade.

Bronze Medalist: Candidates must have attained a cumulative weighted average of at least 91% and above in all academic and special subjects with no grade lower than 88%. Candidates must also obtain Fair (F) as the lowest conduct grade.

Academic Awards (End of the School year)

1. If a potential honor student has a misconduct record in the Guidance Office, he/ she is disqualified to receive the award. All candidates for honors must be of good moral character and behaviour.
2. For Graduating Class: If a graduating student shall be declared as a valedictorian but has studied at ETON international School for only 1 (one) year, the student is not eligible to receive such award but rather a special academic awards shall be given to him.

Platinum Award: This award is for graduating students. They must have attained a cumulative weighted average of at least 97% in all academic and special subjects with no grade lower than 93%.

3. For Non Graduating Class:

Gold Medalist: Candidates must have attained a cumulative weighted average of at least **95% and above** in all academic and special subjects with **no grade lower than 88% on the final rating of each subject**. Candidates must also obtain Fair (F) as the lowest conduct grade.

Silver Medalist: Candidates must have attained a cumulative weighted average of at least 93% and above in all academic and special subjects with **no grade lower than 88% on the final rating of each subject**. Candidates must also obtain Fair (F) as the lowest conduct grade.

Bronze Medalist: Candidates must have attained a cumulative weighted average of at least 91% and above in all academic and special subjects with **no grade lower than 88% on the final rating of each subject**. Candidates must also obtain Fair (F) as the lowest conduct grade.

- * Special Academic Awards will be given for those students who qualified for the academic honors with one year residency at ETON International School.
- * Special Academic Awards will be given to those students who qualified for the academic honors with accommodation and support services.
- * Eight (8) to Ten (10) Days cumulative absences in a quarter without valid reason is subject for honor disqualification. (except illness, bereavement, competitions)

PERSONAL GOALS- CONDUCT

Criteria:

- **Respect**
Shows respect and politeness in dealing with others and persons in authority.
- **Adaptability**
Performs tasks with confidence. Shows self-control and proper behavior in different situations. Always obey school rules and honest at all times.
- **Enquiry**
Listens without judgment. Completes assignments, class work, projects on time applying his/her best effort. Stays focused in doing the task and uses time effectively.
- **Cooperation**
Shows self-involvement by actively joining class discussion, activities and events. Displays positive attitude towards learning.
- **Morality**
Maintains clean thought, word and deed. Always come to school neat and tidy. Takes good care and arrange personal things in orderly way. Observes proper waste disposal. Always comes to school on time.
- **Resilience**
Shows positive response to feedback and criticism. Plays fair, respect the rules and the opponents. Graciously accepts defeat and humbly receives victory.
- **Communication**
Shows initiative and ability to lead a group. Exhibits effective problem-solving and decision making skills.
- **Thoughtfulness**
Practices the love for people and home country. Exhibits tolerance and multiculturalism.

Rubrics for Conduct Grade

O – Outstanding	96 - 100
VG – Very Good	91 – 95
G – Good	86 – 90
F – Fair	80 – 85
NI – Needs Improvement	70 – 79

Failures

1. Academic Probation

Academic Probation (AP) is a wake-up restraining measure imposed by the school on students who have failing marks. Its purpose is to make the student concentrate more on improving his academic performance.

1.1. The following are placed on academic probation:

1.1.1. Students repeating the year

1.1.2. Students who failed in two subjects

1.1.3. Students who failed in the summer remedial class

1.1.4. Students who failed to enroll in the summer remedial class

1.1.5. New or returning students upon discretion of the Principal.

1.1.6. Grade 9 students who took summer remedial classes prior to their enrolment as first year students.

1.2. Conditions of Academic Probation

1.2.1. A student in grade 10 and grade 9 who took summer remedial classes and on academic probation will have his AP lifted at the end of the year if he has no failing grade in any subject.

2. Consequence of Failures for Graduating Students

A graduating student who is not on academic probation and who fails in three or more subjects will repeat the year. He/she will be placed under academic probation. However, if the student is already on academic probation, he/she will not be re-admitted for the next school year.

3. Consequences of Failures for Non- graduating Students

3.1. If an undergraduate who is not on academic probation, has one final failing mark at the end of the school year, he/she must attend summer remedial class and pass the subject. If he/she fails the subject at the end of summer class, he/she will be promoted with a back subject and will be placed on academic probation.

3.2. If an undergraduate who is not on academic probation, has two final failing marks, he/she must attend summer classes and will be placed on academic probation even if he/she passes both subjects. If he/she fails one or both subjects during summer, he/she will be promoted with back subject/s and will be placed on academic probation.

3.3. If an undergraduate, who is not on academic probation, fails in three or more subjects, he/she will repeat the previous academic year.

- 3.4. If an undergraduate who is not on academic probation, has a final failing mark in any of his subjects, he/she will not be re-admitted the next school year.

SECTION 4: STUDENTS' CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

School Clubs

A club ID will be issued upon separate enrolment. It entitles a student to any 8 sessions of the club of his choice. Club IDs must be presented before the start of each class. A student without ID will NOT be allowed to join the class. In case of lost ID, a student can ask for a replacement from the Admission and Student Center Office and pay a corresponding amount in the Accounting Office.

- Music Club (Violin/Flute/Piano)
- Sports Club (Volleyball/Basketball)
- Arts Club (Visual Arts/ Digital Arts)
- Robotics Club

School Publication

Qualification

Student must attend a qualifying exam to be scheduled on the first quarter of the academic year.

Meeting and Planning

Regular meeting will be done every Friday, (except during events) 2:30-3:30 pm with the publication adviser.

Official Eton Teams

Members of Eton teams will be the official delegates of Eton International School to local and international prestigious contests. They will be given intensive training to prepare them for future school-accredited competitions.

- **Mathematics and Science Team**

Qualification

Student must have attained a grade of at least 95 in Mathematics/Science and no grade lower than 85 in any subject in all quarters. Upon meeting the grade requirements, a qualification letter from the coach, duly signed by Student Affairs Coordinator and Principal will be sent to the parents for approval.

Training

Regular training will be given every Friday, (except during events) 2:30-3:30 pm by their respective coaches. Intensive daily and Saturday trainings may be scheduled by the coach a month prior to the competition day.

Incentives

A student who will represent the school in any local or international competition will be given exemption from all school events and projects in all subjects. In addition, the student will be granted an exemption in Mathematics/Science mastery examination. These incentives will be given for the particular quarter the competition will take place.

Disqualification

A student who will not be able to maintain the grade requirements will automatically be disqualified from the team. Likewise, habitual absences from training disqualify the student.

- **Basketball Varsity, Children’s Choir, Young Artists and Oration Team**

Qualification

Student must attend a try-out to be scheduled on the second quarter of the academic year. Student must not have a grade lower than 85 in any subject in all quarters. Upon meeting the requirements, a qualification letter from the coach, duly signed by Student Affairs Coordinator and Principal will be sent to the parents for approval.

Training

Regular training will be given every Friday, (except during events) 2:30-3:30 pm by their respective coaches. Intensive daily and Saturday trainings may be scheduled by the coach a month prior the competition day.

Incentives

A student who will represent the school in any local or international competition will be given exemption from all school events and projects in all subjects. In addition, the student will be granted an exemption in Physical Education/Music/Arts/English practical examination. These incentives will be given for the particular quarter the competition will take place.

Disqualification

A student who will not be able to maintain the grade requirement will be automatically disqualified from the team. Likewise, habitual absences from training disqualify the student.

- **Robotics Team**

Qualification

A student enrolled in the robotics club must attend a try-out to be scheduled every two months. Student must not have a grade lower than 85 in any subject in all quarters. Upon meeting the requirements, a qualification letter from the coach, duly signed by Student Affairs Coordinator and Principal will be sent to the parents for approval.

Training

Regular training will be given every Friday, (except during events) 2:30-3:30 pm by their respective coaches. Intensive daily and Saturday trainings may be scheduled by the coach a month prior the competition day.

Incentives

A student who will represent the school in any local or international competition will be given exemption from all school events and projects in all subjects. In addition, the student will be granted an exemption in Mathematics, Science and ICT practical examination. These incentives will be given for the particular quarter the competition will take place.

Disqualification

A student who will not be able to maintain the grade requirement will automatically be disqualified from the team. Likewise, habitual absences from training disqualify the student.

SECTION 5: PARENT-TEACHER CONFERENCE AND ISSUANCE OF REPORT CARD

Issuance of Report Card

The school sets for the date and only the legal parent/guardian can claim the card either from the Teacher Adviser or the School's Registrar. Duplication of the report card is not permissible without the consent of the school.

Parent/Teacher Conferences

These are required conferences that are held at the end of every quarter. Teachers will discuss the student's academic and behavioral progress as well as review the current report card. These conferences are a vital way for parents and teachers to work together to help ensure that each student reaches his/her full potential.

**In case the parent/guardian will not be able to attend the conference he/she must set an appointment with the class adviser.*

ARTICLE VI

Student Discipline

SECTION 1: PHILOSOPHY STATEMENT ON DISCIPLINE

Discipline is concerned with the development of internal mechanisms that enable individuals to control themselves; thus, there is the need for agreed boundaries of attitude and behavior. Firm, fair and just discipline is the foundation of an effective and efficient institution. These philosophy and objectives for students can be achieved only if they manifest obedience to the rules of orderly conduct, exercise self-control, show consideration for the rights of others, and be responsible for their actions. Development of self-discipline is, hopefully, the result of the school discipline system.

Discipline Council

Persons in Authority:

Principal

The Principal articulates the school's mission, goals and objectives, and sees to it that decisions, policies and programs are aligned with the school's philosophy of education and vision-mission statement. The Principal ensures the implementation of policies and procedures through proper communication.

Discipline Board

The Discipline Board is an ad hoc fact-finding body created to review and clarify the recommendation and decision on any offenses. It shall be composed of school administrators. It submits its findings and recommendations to the Principal who makes the final decision.

Prefect of Discipline

Prefect of Discipline assists the Principal in enforcing the rules and regulations of the school. He ensures order and discipline in their areas of responsibility. They conduct an inquiry on discipline concerns and make recommendations to the Principal. He is authorized to issue passes, Student Department Reports and Violation Reports and confiscate prohibited items.

Guidance Counselor

School guidance counselors collaborate with all members of the school community to develop and deliver a data-driven program that supports every student's academic, career and personal/social development.

Teachers and Other Employees

All teachers, school officials, security personnel and other employees, are persons in authority, and are duty-bound to help enforce school policies and rules of discipline.

Guidance Program

Eton International School believes each student has the ability to make positive life choices that contribute to personal growth and self-actualization. We believe an effective school counseling program should provide counseling, coordinating, and consulting services. Individual, classroom, and group programs should be implemented to engage students in the process of becoming productive citizens.

The school guidance program addresses student development in academic achievement, career development, personal/social skills and community involvement. The purpose of the school counseling program is to impart specific skills and learning opportunities in a proactive, preventive manner, ensuring all students can achieve school success.

SECTION 2: ID AND UNIFORM

2.1. *School Identification Cards*: ID should be worn properly (picture and name should not be covered) using the appropriate ID lace at all times within the school premises. Students without their IDs must report directly to the Office of the Principal and the latter will write remark/s on their handbook/journal. Advisers must check the wearing of ID on a regular basis. In case of loss of ID, the student

must request an ID replacement form from the Central Supply Office and pay a corresponding fee at the Accounting Office.

2.2 School Uniform: It is compulsory to wear the prescribed school or class uniform for classes and other school activities. It must be worn with cleanliness and decency. **Any form of deviation from the original/prescribed design is strictly prohibited.**

PRESCRIBED SCHOOL UNIFORM:

PRE-SCHOOL UNIFORM (for Girls)

- Black shoes
- Black socks
- Eton maroon vest
- Eton checkered Skirt
- Cream colored blouse



PRE-SCHOOL UNIFORM (for Boys)

- Black shoes
- Black socks
- Eton maroon vest
- Eton checkered shorts
- Cream colored polo



GRADE SCHOOL UNIFORM (for Girls)

- Black shoes
- Black socks
- Eton maroon vest
- Eton checkered Skirt
- cream colored blouse



GRADES CHOOOL UNIFORM (for Boys)

- Black shoes
- Black socks
- Eton checkered vest
- Eton maroon pants
- cream colored polo



HIGH SCHOOL UNIFORM (for Girls)

- Black shoes
- Black socks
- Eton checkered Skirt
- Eton maroon coat
- Cream colored blouse
- Maroon necktie



HIGH SCHOOL UNIFORM (for Boys)

- Black shoes
- Black socks
- Eton maroon pants
- Eton maroon coat
- Cream colored polo
- Maroon Necktie



P.E Uniform

2.3 In an event wherein students are allowed to wear civilian attire, it is deemed expected that they conform to standards of decency and appropriateness. They should refrain from wearing revealing, body hugging, tight-fitting (tube, sleeveless tops, plunging necklines, skin tone, see-through, halter, backless, leggings) sandos, sleeveless jerseys, shorts, and cycling pants. Appropriate footwear is also advised.

2.4 Students are expected to observe proper hygiene and good physical appearance ensuring neatness and modesty.

2.5 In case the student needs to change shirt (after PE classes, practices), he/she should wear any Eton Shirt or plain white shirt

- a. Hair must always be properly combed. Highlighting of hair is NOT advisable. Full dyeing or outlandish hair that can distract concentration of other students is highly discouraged.
- b. Wearing of make-up and nail polish is NOT allowed particularly for the girls.
- c. All students are discouraged from wearing expensive watches and pieces of jewelry.
- d. Wearing of dangling earrings, more than one set of earrings, chokers, excessive bracelets, and wrist and arm bands is strictly prohibited.
- e. Boys are prohibited to wear earrings, and to sport any form of body piercing and other accessories typically used by females.
- f. Students are not allowed to sport tattoos (temporary and/or permanent)

SECTION 3: ATTENDANCE

- 3.1 All excuse letters must be written or attached in the journal and signed by the parent or guardian with supporting documents.
- 3.2 If a student could not present any excuse letter, the absence/s is/are considered unexcused.
- 3.3 If a student is required to seek further medical assistance or hospitalization, s/he will be accompanied by the School Nurse and/or the class adviser. The school nurse and/or adviser will make a note indicating time of arrival and departure from the visited office duly signed by the competent authority and be submitted to the Office of the Principal.
- 3.4 In an event that the student/s will travel abroad, an excuse letter duly signed by the parents must be given to the class adviser then forwarded to the Office of the Principal for record-keeping.
- 3.5 If the student has to leave the school premises before dismissal time, a written request form or early out form must be obtained from the Office of the Principal, duly signed by the fetcher and/or the School Nurse and be submitted to the Principal, who in turn, will issue an absence permit.

3.6 Excused absences do not exempt the student from the obligation of submitting required academic works such as reports, term papers, projects, homeworks, seatworks, etc., and from taking written or oral examinations the first day s/he reports to school after his/her absence.

SECTION 4: TARDINESS

When the bell rings for the first period, a student is considered late if s/he is not in the classroom

4.1 *Excused Tardiness*: There are no excused tardiness, except:

- a. When an announcement was made from the Office of the Principal due to unavoidable circumstances (e.g. harsh weather).
- b. When the excused letter with valid reason/s is properly signed by the parent or guardian.
- c. Excused tardiness will be recorded by the class adviser/first period teacher on the Daily Attendance Sheet for records purposes only; however, the said tardiness will not be recorded in the Summary of Attendance and Punctuality. Thus, the student will not get a three point (3) deduction in Punctuality grade.

4.2 *Unexcused Tardiness*

- a. At the end of the week, the classroom adviser will receive a notification of students' tardiness from the Office of the Prefect of Discipline. The classroom adviser, in turn, will inform the parents/guardian of the recorded tardiness by writing a letter in the handbook/journal or thru a phone call. ***Refrain from communicating with teachers thru SMS/Texting except for emergency cases or suspension of classes.***
- b. In as much as the concerned student is not inside the classroom on a particular period, s/he will be marked absent.
- c. In extreme cases, parents/guardians may write a letter of explanation of such tardiness through the Student Handbook/diary/journal, of which reasons shall be assessed by the Office of the Principal, whether excused or unexcused. If such

reason/s is/are valid, the concerned student shall be given due consideration for any portion of the school work s/he already missed.

4.3 *Habitual Tardiness*

- a. When a student has already incurred at least three (3) tardiness, the class adviser must inform the parent or guardian through writing on the student handbook/journal or by phone call/Wizlearn messaging feature.
- b. A student is considered habitually tardy if s/he has incurred five (5) tardiness per grading period. In this case, s/he will be given the following sanctions:
 - Conference with parents
 - NI mark (Needs Improvement) in Conduct grade (Punctuality)
- c. If a student who was suspended due to seven (7) tardiness still incur three (3) more tardiness (a total of 10 tardiness) within the same grading period, s/he will be given the following sanctions:
 - Conference with parents
 - 70% in Conduct grade
 - One (1) day suspension

4.4 *Cutting classes*

A student cuts class when s/he is absent from any or all the other subjects after having reported to a single class and was marked present. S/he will not be readmitted to his/her classes without any notice from the Office of the Prefect of Discipline.

SECTION 5: NORMS OF CAMPUS BEHAVIOR

- 5.1 The Flag Ceremony is held every Monday at exactly 8:00 a.m. for grades 5 to 10 and 8:15 a.m. for grades 1 to 4. through the public address system. The students and class advisers and all subject teachers are expected to attend the ceremony.

- 5.2 It is strictly prohibited for the students to leave their classrooms during class hours and break time without the permission of the Office of the Principal.
- 5.3 Students are not allowed to smoke in the campus and other places outside the campus.
- 5.4 Students are obliged to keep the campus neat and clean. Littering and any form of vandalism are strictly prohibited.
- 5.5 Solicitations of any kind, spearheaded by students and/or their parents/guardians, are subject to the approval of the Office of the Principal.
- 5.6 The following areas are restricted for students:
- a. Administrative Offices
 - b. Faculty Room
 - c. Conference Room
 - d. Corridors and stairways during class hours except when passing through them.

SECTION 6: NORMS OF BEHAVIOR BEFORE, DURING AND AFTER THE CLASS

- 6.1 Order and silence should be observed strictly in the classroom. When a teacher is absent and there is no substitute teacher, the classroom adviser must inform the Office of the Principal. The students should stay in the classroom and study for the next subject.
- 6.2 Students should remain and study in the classroom during class hours or during intervals between periods. Going to the lavatories (comfort rooms) during class hours is highly discouraged. Students may go to the lavatories only before the start of classes, during recess, lunch time and dismissal time.
- 6.3 Eating in the classroom especially during class hours, is strictly prohibited.
- 6.4 Cleanliness and orderliness must be maintained by the students. It is the obligation of the student, before leaving the classroom, to keep his/her chair in

order following the symmetric arrangement of chairs and clean the area immediately surrounding his/her chair of litter.

- 6.5 Students must use school property and facilities such as furniture, laboratory and instructional equipment with extreme care. Any student who breaks or damages any property or facility of the school is obliged to replace or pay for the said property. If individual responsibility cannot be pinpointed or determined after exhaustive investigation, a conference with the School Principal will be done.
- 6.6 Students should be respectful and courteous to their teachers. When a teacher, school authority, or important visitor enters or leaves a classroom, the students should rise, stand in quiet attention and, with slight bowing of the head, give the corresponding courteous greeting such as “Good Morning/Afternoon Mr./Ms./Mrs. _____”, “Goodbye and thank you, Mr./Ms./Mrs. _____”, etc.
- 6.7 Walls and whiteboards must be kept clean. Students are not allowed to write anything on the whiteboards without the authorization of the subject teacher. Tampering with notices, written announcements, and posters approved by the Office of the Principal posted on bulletin boards and the like is strictly prohibited.
- 6.8 The subject teacher/adviser may assign students by turns to switch the lights and ceiling/stand fans on/off, and erase the white board.
- 6.9 When called for oral recitation, the student should stand erect and answer in a clear and firm voice. Prompting and disturbing a reciting student by fellow students is strictly prohibited.
- 6.10 Loitering, running around, and other kinds of horse playing during and in between class hours are strictly prohibited.
- 6.11 Each student is enjoined to respect his fellow students and thus, should not ridicule, mock or laugh at the mistakes of others.
- 6.12 Practical jokes or pranks played by students which endanger not only the physical safety of the students but also the property belonging to the students or the school will be subjected to appropriate disciplinary action.

- 6.13 Students are expected to behave; hence, unbecoming behavior such as yelling, cursing, and belly aching are not allowed. If not, they will be subjected to appropriate disciplinary action.
- 6.14 Personal visits of students to other students in other classrooms are prohibited during class hours.
- 6.15 A class cannot be interrupted by announcements, notices, campaigns, etc. unless there is written permission from the administrative offices.
- 6.16 Grade school students will be accompanied by their last period teacher going to the lobby. Students without their fetchers should stay in the lobby.
- 6.17 After dismissal, grades 1 to 4 students are not allowed to play and roam around the school campus to avoid disturbance of on-going classes.

SECTION 7: BEHAVIOR DURING OFF-CAMPUS ACTIVITIES

Students attending off-campus school-related activities are expected to behave properly at all times. For school-sanctioned activities such as Outreach, Outbound Education (including Fieldtrips, Plays, Interaction), and Sports Competitions, guidelines and rules given by the sponsoring department/year level shall be strictly implemented. Violations will be given corresponding sanctions.

Students are expected to:

- 7.1. Sit and behave properly.
- 7.2. Keep the vehicle clean and orderly.
- 7.3. Show courtesy to the driver and the conductor.
- 7.4. Avoid making unnecessary noise such as shouting, howling, laughing boisterously, and singing very loudly.
- 7.5. Respect the privacy of other busmates.
- 7.6. Observe silence during prayers.
- 7.7. Report any misdemeanor to any school authority.

SECTION 8: TEXTBOOKS/PROJECTS/OTHER SCHOOL MATERIALS

- 8.1 All students are required to have the prescribed textbooks and other school materials. The excuse of not having the same in the event of the student's failure to comply with any assignment or project is not acceptable.
- 8.2 The students should be responsible in bringing their needed materials/money/projects to school.
- 8.3 In extreme and/or emergency cases, the students may be allowed to use their hand phone to communicate with their parents. Provided that they will ask the permission and supervision of the subject teacher. However, the concerned student is expected to claim his/her requested items at the main entrance of the school. In case, the student does not have a hand phone, s/he may use the public telephone units located at the lobby or telephone units at the Administrative Office.
- 8.4 To avoid disruption of classes, claiming time is limited during recess and lunch time only at the school main entrance.

SECTION 9: PRACTICES BEYOND CLASS HOURS

- 9.1 Students who wish to practice after class hours must fulfill the following steps:
- a. Inform the class adviser or subject teacher of the planned practice/s beforehand. Once, endorsed by the class adviser or subject teacher, inform the parents through a letter written in the handbook properly signed by the class adviser or subject teacher. Only students with parents approval to practice will be allowed to stay beyond class hours.
 - b. For practices that would require the use of the facilities of the school, fill-out two (2) copies of the Facility Reservation Form available at the Office of the Principal and have it signed/approved by the adviser. Submit the said forms to the Office of the Principal for approval before 1:00 pm of the practice date.

9.2 Practices held inside the school premises should not extend beyond 5:15pm. Students should vacate the classrooms to give time for the maintenance staff to clean them. However, students should restore the orderliness of their classrooms before leaving. The security guard will verify whether students have already left the classrooms.

9.3 Practices outside the school premises during weekends are not endorsed by the Office.

9.4 Failure to comply with any of the guidelines would result to disapproval of future requests for practices by the class and appropriate disciplinary action/demerit.

Offenses That May Merit Exclusion:

According to the Education Law in the Private Schools, expulsion is usually considered proper punishment for the following serious offenses:

- a. gross misconduct
- b. cheating and stealing
- c. assaulting a teacher or any other authority or his agents or students
- d. smoking inside the school premises
- e. vandalism, writing on or destroying school property like chairs, tables, windows, books, laboratory equipment and others
- f. gambling of any sort
- g. drinking intoxications and liquor
- h. bringing into the campus any of the following:
 - liquor
 - firearms, bladed weapons, and other weapons
 - explosives including firecrackers, pillboxes
 - any inflammable material
 - illicit drugs such as shabu, marijuana, ecstasy, etc.
- i. extortion or asking money from others
- j. fighting, causing injury to others
- k. using, possessing, and selling of prohibited drugs
- l. hazing in any form or manner whether inside or outside the school premises
- m. immorality/sexual harassment

- n. instigating, leading or participating in concerted activities leading to cancellation or stoppage of classes
- o. preventing or threatening students or faculty members or school authorities from discharging their duties or from attending classes or entering school premises
- p. forging or tampering with school records or transfer forms

SECTION 9: RULES IN BULLYING

According to the Anti-Bullying Act of 2012 from the House of Representatives, the following rules must be strictly implemented:

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 accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim’s looks, clothes and body; and
- (d) Cyber-bullying or any bullying done through the use of technology or any electronic means.

(Please refer to Section 2 of Anti-Bullying Act)

What the school will do:

Provide a supportive environment which encourages positive relationships between and among all members of the school community by:

- Adult modeling and affirming appropriated behavior;
- Acting upon any reported cases of bullying;
- Keeping records of incidents of bullying;
- Supporting all concerned to resolve issues;
- Providing in-school programs for students and staff to support the policy.

SECTION 10: DISCIPLINE RELATED POLICIES

10.1. Use of Mobile Phones and Other Electronic Gadgets

Eton International School reiterates the responsible use of mobile phones and other e-gadgets. These gadgets may only be used in the following conditions:

- a. When needed in the activities as directed by the teacher and approved by the principal.
- b. When allowed by the principal for special reasons.

10.2. Acceptable E-Tablet Use Policy

Eton International School acknowledges the use of computers to aid learning and reinforce instruction. It is a policy that these are to be used in a responsible, efficient, and ethical manner. The Tablet PC is to be used exclusively for academic and learning purposes in school as directed or allowed by the teachers.

Unacceptable Uses:

- Lending of tablet to another students
- Downloading games which are not permitted by the teachers
- Unauthorized internet surfing like accessing files, sites or applications other than those allowed by the teacher.

SECTION 11: SANCTIONS FOR DISCIPLINARY INFRACTIONS

The school commits to forming disciplined and responsible students. Thus, it has formulated a set of disciplinary measures to correct students' misbehaviors.

Any combination of the following sanctions shall be imposed on erring students depending on the gravity of the offense they committed:

1. Oral reprimand
2. Confiscation
3. Issuance of Student Department Reports for minor offenses to be signed by the parent/guardian, and to be returned to the Principal's Office the following school day
4. Failing mark in the department for the school year.
5. Suspension
 - a. Ordinary suspension prohibits attendance in regular classes, but demands the student's presence in the Prefect of Discipline Office.
 - b. Preventive suspension prohibits the student's presence in school while investigation is going on.
 - c. Punitive suspension is given to a student as a sanction for a grave and serious offense.

SECTION 12: CATEGORIES OF OFFENSES AND CORRESPONDING CONSEQUENCES

The following are offenses classified according to their gravity with corresponding consequences.

1. Category 1:
 - Non-submission of a letter of excuse for absences upon his/her return or for tardiness the following day.

- Habitual Tardiness
- Violation of the school uniform
- Littering

1st offense - Verbal warning with counseling by the POD

2nd offense - Written notice of warning with counseling by the POD

3rd offense - To render 4 hours of community service in school

4th offense - To render 8 hours of community service in school

2. Category 2:

- Possession of cigarettes including electronic cigarette
- Abuse or misuse of any student pass
- Using profane, indecent or rude expressions and making vulgar gestures
- Possession, distribution, borrowing, selling or lending pornographic magazines, indecent pictures, or materials
- Horse playing or playing practical jokes, shouting along the corridor, school premises and offices.
- Violation of the use of mobile phones and electronic gadgets.

1st offense - Written notice of warning with counseling by the POD

2nd offense - Suspension

3rd offense - Dismissal

3. Category 3:

- Cheating is any act that violates the allowable conduct during quizzes, tests, and examinations, and any form of plagiarism of academic work.

- Truancy, cutting class and leaving the campus during class hours with the proper authorization
- Forgery
- Bullying, such as threatening, intimidating, inflicting injury, provoking or coercing any member of the school community
- Smoking
- Indecent Conduct
- Gambling
- Fighting
- Lying during official inquiry
- Disrespect or abusive behavior towards school authorities

1st offense - Suspension

2nd offense - Dismissal

4. Category 4:

- Instigating, leading or participating in concerted activities leading to a stoppage of classes or any school activity
- Commission of any crime against the law of the land inside the school; or outside, in school-related activities, provided that a prima-facie evidence exists upon due investigation by the school authorities.
- Assault towards school authorities.
- Possession, use, or bringing on campus or off-campus activities or prohibited or regulated drugs, including marijuana.
- Theft

- Vandalism such as destruction of any school or personal property, posters from bulletin boards, books, and other similar offenses.
- Extortion
- Scandalous acts
- Cyber bullying

1st offense - Dismissal

ARTICLE VII

Parent Rules, Regulations and Procedures

SECTION 1: RESPONSIBILITY OF PARENTS TO THEIR CHILD AND TO THE SCHOOL

1. It shall be the responsibility of the parents or legal guardians to provide Eton International School with the student's name, address, and grade, one-way mileage between the student's home and the school and the name of the last school of attendance, if any.
2. Parents/guardians should remind their child(ren) to follow the School's Discipline Code. Parents/guardians should cooperate with teachers to address any concerns regarding their child(ren)'s behavior in the School. The rules and regulations regarding student discipline could be found in the Student Handbook.
3. Parents/guardians should encourage, help, and monitor their child(ren) to complete homework, test preparation, and other related activities. In case of confusion, parents/guardians should proactively contact a teacher to clarify issues. We encourage parents/guardians to discuss their child's progress when there is any concern and set an appointment with the teacher. Parents should remind their child(ren) that disruptive behavior inside the classroom is prohibited by the school. Disobeying this rule is a major offense as indicated in the Student Discipline Code.

4. Students are prohibited to touch and use school property and equipment that the school prohibits students to use. Also, parents/guardians should remind their child(ren) not to use, move, or modify any classroom items.
5. Students are only allowed to leave the school after their class is over and when they are being picked up by their parent, guardian, or assigned bus driver.
6. We believe both the school and the parents/guardians are responsible for the education of a child. A close working relationship between the parents and school ensures the best outcome of the children's education and welfare. We, therefore, ask parents not to hesitate to forward any suggestions and concerns that may improve our teaching standards.
7. Parents must follow school rules and regulations. It is the parents and guardians responsibility to read and follow the rules in the handbook. If you do not follow the rules and regulation and violate Philippine laws, the parents and guardians will be subjected to disciplinary actions that can lead to non-acceptance in the school.

SECTION 2: CHILD PROTECTION POLICY

Physical, Verbal and Sexual Abuse and Violence inflicted by Teachers, School Personnel and Parents:

- Art. XV. Sec. 3(b). 1987 Philippine Constitution: “the State shall defend the right of children to assistance, including proper care and nutrition, and special protection from all forms of neglect, abuse, cruelty, exploitation and other conditions prejudicial to their development...”
- Article XIV, Section 3, (b): “ all educational institutions shall inculcate patriotism and nationalism, foster love of humanity, respect for human rights...”
- Article 218, 220, 233 of the Family Code of the Philippines and PD 603 “gives the school, its administrators and teachers, or the individual, entity or institution engaged in child care the special parental authority and

responsibility over the minor child while under their supervision, instruction or custody”..... “Authority and responsibility shall apply to all authorized activities whether inside or outside the premises of the school, entity or institution....”

DepEd shall ensure that our schools are conducive to the education of children. The best interest of the child shall be the paramount consideration in all decisions and actions involving children. Teachers are their substitute parents and are expected to discharge their functions and duties with this in mind.

DepED shall promulgate a zero tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying and other forms of abuse.

SECTION 3: PARENT-GUARDIAN DECORUM

1. Please wear decent clothing. Slippers are not allowed. Do not wear anything revealing such as plunging neckline, mini skirts, spaghetti strap, back less and short shorts.



2. Parents/Guardians who shout, malign, threaten, insult, harass the management, employees students or teachers will not be accepted in school. He / She can no longer enter the school premises for the protection of the whole community.

3. Parents must log in and monitor their child's Wizlearn on school updates and communication letters.
4. Parents are advised to use the i-journal as the means to communicate with teachers.
5. Concerns should be properly addressed. Parents must set an appointment and secure an appointment slip from the Guidance Counselor for any communication.
6. Parents and guardians are only allowed until the second glass gate of ETON for student's protection and security.
7. In case the parent will not be able to attend the scheduled appointment due to uncertain circumstances, it will be rescheduled the following week.

SECTION 4: STUDENT TRANSPORTATION

1. If the parents or legal guardian of the student does not submit a written request for transportation services, the student shall not be entitled to school service transportation.
2. All payments must be made thru the accounting office. No payment for the month means cancellation of the school service.
3. Parents of school service riders need to remind their children of the School Service Rules and Regulations.
4. Parents/guardians who are responsible for picking up their child(ren) need to be registered with the school. If the registered person cannot pick up the child, the parent/guardian must inform the child's class adviser in advance. Otherwise, the child may not be allowed to leave the school. If parents/guardians cannot reach their child(ren)'s class adviser, the school administration can be informed through telephone. This rule is being implemented for the safety of all students of the school. To register, the parent/guardian must fill up the Student Pick-up Registration Form at the administration office and submit it to the administrative officer.

SECTION 5: STUDENT ABSENCES

If the parent's child is going to be absent for any reason, they should observe the following:

1. Call the school and leave a message with student's name, grade, contact number, and reason for the absence.
2. After an absence from school, the student must bring, on the day of return, a note signed by his/her parents/guardian, stating the reason for the absence, and take it to his/her class adviser. In the event of the absence exceeding 2 days, the school should be informed whilst the student is absent from school.
3. Students who are absent for 4 days or more should present a Medical Certificate on the day of return.
4. Parents or legal guardians of students travelling abroad during the school days should inform the school registrar in writing and a letter of consent has to be presented to their Class Adviser. Travelling abroad with permission of parents or legal guardians during the holidays is not included in this clause.

SECTION 6: SCHOOL VISITATION RULES AND PROCEDURES

A. General Rules

1. No other visitors, except students, faculty, and staff, shall only be allowed inside the campus during school hours except for valid reasons.
2. The following are considered valid reasons for parent visitation:
 - 2.1. Payment of tuition, miscellaneous fees, ordered books, uniform, etc.
 - 2.2. Ordering books, uniform, and all necessary school materials needed by the child
 - 2.3. Meeting a faculty and/or staff member with a confirmed appointment
3. Bringing a child to class is not a valid reason for parents to visit the school and enter their child's classroom. Our goal is for our students to be independent.
4. Parents are not allowed to loiter around the campus, stay in the classrooms and hallways.
5. Parents are NOT allowed to bring children to the classroom, nor are they allowed to visit a classroom for the purpose of checking a student, or to talk with a teacher while he/she is teaching or monitoring his/her students.

* *For preschool parents.* Eton International School will allow preschool parents/guardians to accompany the student/s until the second week from the first day of classes.

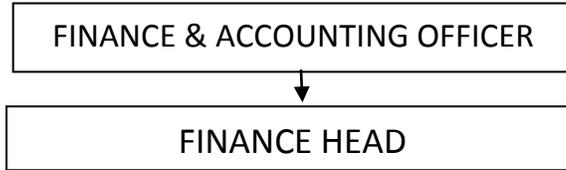
6. Only bonafide students, faculty, and staff will be allowed inside the campus. This is also in compliance with *Section 159 (Campus Security) of the Philippine Department of Education's Revised Manual of Regulations for Private Schools*, which states, "*Only bonafide students of the school shall be allowed inside the school campus. No visitors shall be allowed inside the campus during school hours except for valid reasons.*"
7. Only registered parent volunteers/aids or parents who have requested an appointment/meeting with a teacher, faculty, or staff are allowed inside the school campus.
8. Students who undergo trial sessions will be accommodated only for two weeks and are not bonafide students of the school. No records will be given.

B. Visitor and Identification Procedures

1. All visitors, which include parents of students, must sign-in at the logbook at the security desk before proceeding to the Admin Office or to any other office or classroom in the school. The Security guard will provide a visitor pass in exchange of the visitor's id. Visitors must wear the visitor pass while they are inside the school. Faculty and staff have been instructed to escort anyone not having a pass immediately to the office for identification.
2. All visitors entering the school premises must first report at the reception to inform the Administrative Secretary of the purpose of their visit. Any person who is not on the staff or who is not accompanied by a staff member must be offered assistance to find out what their intended business is.
3. Before leaving the school, visitors must again report at the reception for control over entrances and exits.

SECTION 7: PERSON IN-CHARGE FOR ISSUES/CONCERNS

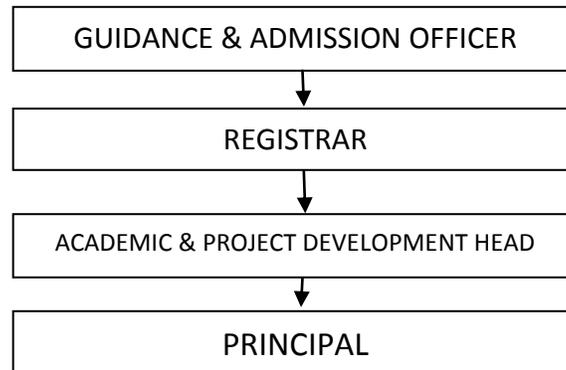
Regarding Tuition Fee



Regarding Inquiry



Regarding Admission

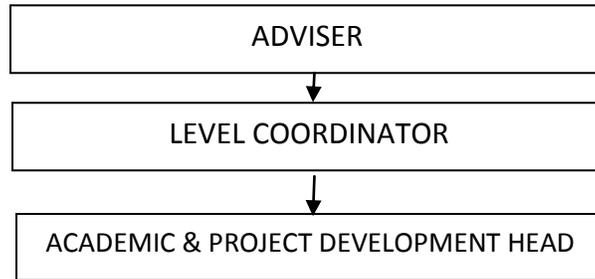


Regarding Academics

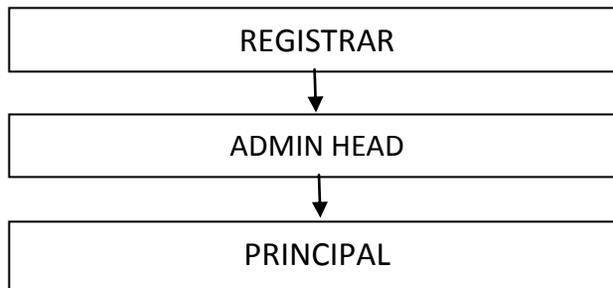
A. Subject Area



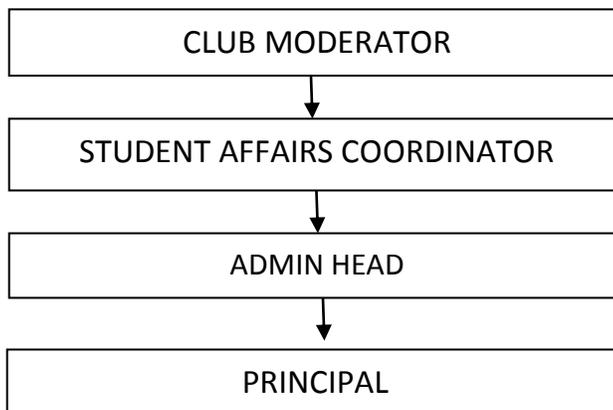
B. Grades and Academic Standing



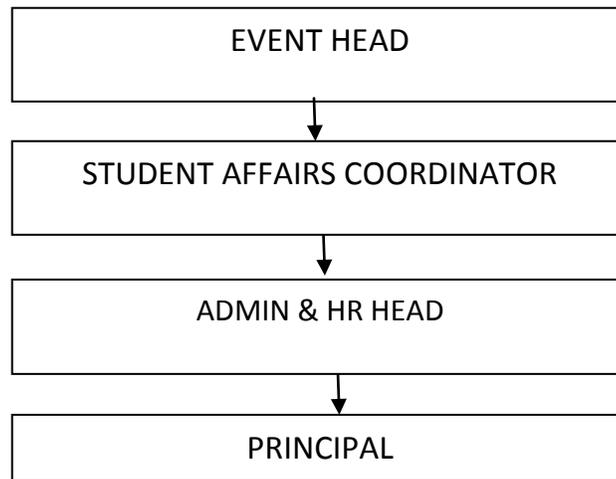
Regarding Certification



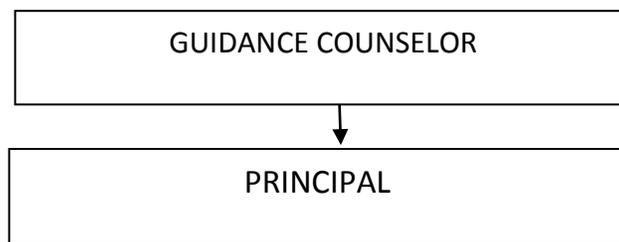
Regarding After-School Program



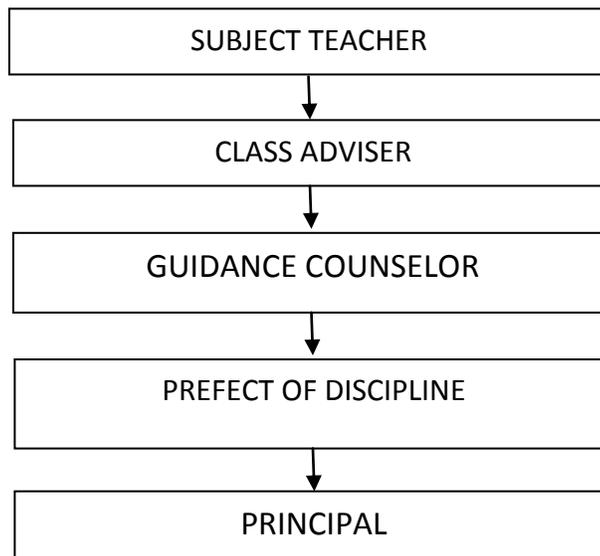
Regarding Student Activities



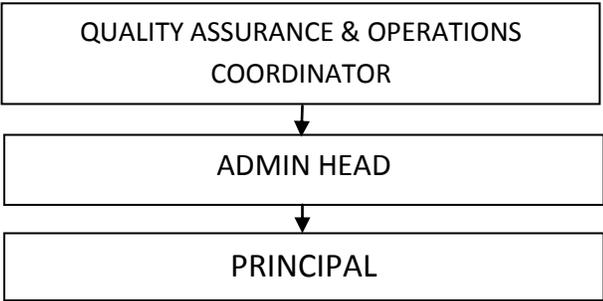
Regarding Student Counseling



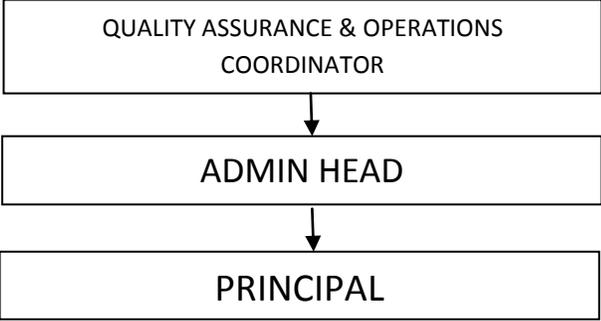
Regarding Student Behavior



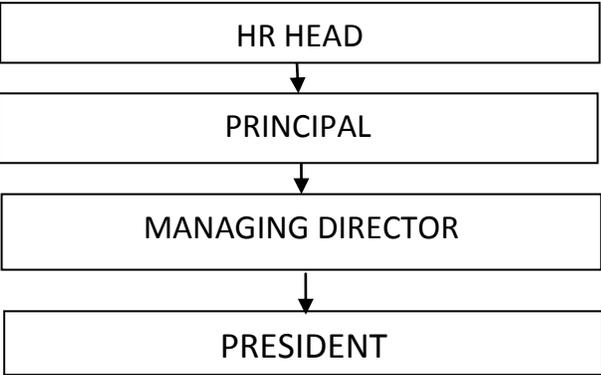
Regarding School Facilities and Maintenance



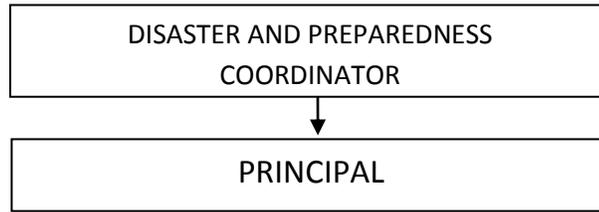
Regarding School Supplies and Student Services



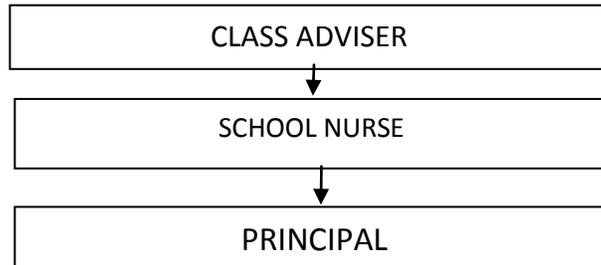
Regarding School Personnel/ Teachers / Employees



Regarding Disaster



Regarding Student Illness/ Accident



*Note: For issues and concerns please contact **0998-864-39-88**.*

SECTION 9: GUIDELINES ON THE SUSPENSION OF CLASSES:

1. Storm Signal 1 Condition
When storm signal 1 is declared, classes for preschool are suspended.
2. Storm Signal 2 Condition
When storm signal 2 is declared, classes from preschool to high school are suspended.
3. Announcement of suspension of classes
 - a. If suspension of classes is announced before 10:00 a.m., classes will be dismissed after recess.
 - b. If suspension of classes is announced after 10:00a.m., but before 12:00noon, classes will be dismissed after lunch.
 - c. If suspension of classes on exam day happens, the examination schedule is followed and the cancelled exams will be re-scheduled at a later date.

SECTION 10: MISCELLANY

Daily Bulletin

The daily bulleting carries official notices on school matters. Since the bulletin is read and posted daily in the classrooms, students are held responsible for all important information. The class adviser sees to it that the bulletin is read, listened to and discussed during the homeroom.

Circulars/Letters to Parents

The school communicates pertinent information to parents through circular or letters, or i-journals. The student must submit the reply slip duly signed by his parents or guardians within three days upon receipt. Failure to submit this slip on time warrants disciplinary action.

Change of Address and Telephone Number

Parents or students should notify the assistant principal's office promptly of any change in address and/or telephone numbers.

Lost and Found

When a student reports a loss to the school authorities, the Prefect of Discipline may search bags of student in the classroom where the article was lost.

Students are discouraged to bring large sums of money or valuables to school.

SECTION 11: FACILITIES

RAMON V. MARZAN BUILDING:

1. GROUND FLOOR

- School Reception Office
- Meditation Center
- Accounting Office
- Canteen
- Guardian's Area
- Sports Center
- Principal's Office
- Guidance and Testing Office
- 3D and Robotics Laboratory
- Conference Room
- Faculty Office
- Education Support Center (Bookstore)
- President's Office
- Rest Rooms

2. SECOND FLOOR

- High School Classrooms
- Technology Room
- Apple Room
- Library
- Clinic
- Restroom
- HELE Room

IMELDA P. MARZAN BUILDING:

1. GROUND FLOOR

- Preschool Classrooms
- Grade 1 Classroom
- Arts, Science and Technology Laboratories
- Cooking Room 1/ Electronic Room
- Swimming Pool

2. SECOND FLOOR

- Grade School Classrooms
- Music Room
- Physics Laboratory

3. THIRD FLOOR

- P.E. Room
- Multi-purpose Center
- TechVoc Area

SECTION 12: STUDENT SERVICES

1. Guidance and Counseling

Major Services

- Individual Counseling** - for self-understanding and assistance in goal setting and decision making.
- Group Counseling** – for meeting student’s needs in a more realistic setting with the use of peer working group.
- Family Counseling** – for supplementary individual counseling by extending help to members of the family in resolving concerns that affect development of students; for soliciting and giving feedback on the capabilities, difficulties, etc. and other relevant information regarding their children; for extending help to parents regarding their personal concerns.

2. Interfaith Ministry (Optional)

The Campus Ministry programs serve both the Ministerial and Contemplative polarities of the Center for Spiritual Development, grounded in the tradition of God.

Through recollections and retreats, it provides the opportunity for deep prayer and worship to build faith in God, faith in self, faith in the family and faith in others.

3. Adult Ministry

The Adult Ministry Programs hope to effect genuine Etonian formation to the adult members of the Eton International School community through a

process of communal accompaniment and the provision of opportunities for volunteerism and involvement.

4. Clinic/Health Services

The school clinic is responsible for safeguarding the health of students and school personnel on campus. Visitors may avail of the clinic services in case of emergency.

- Medical attendance is limited to students who suffer minor ailments, or are suddenly taken ill or suffer any kind of injury resulting from accidents occurring within the premises of the school.
- Medical attendance provided is in the nature of first aid. Emergency and life threatening cases are immediately referred to the nearest hospital or to any hospital of the patient's choice. The necessary remedies and treatments are given to enable the student to reach the nearest hospital under proper care.
- Medicines are dispensed for the symptomatic relief of headaches, cough, colds, abdominal pain, allergy and diarrhea, unless otherwise noted in writing by the student's parents, or the student himself/herself if he/she has any history of allergy to certain drugs.

5. LEARNING RESOURCE CENTER

The library is a service center, a teaching agency, a reference and materials area, and a reading center. It participates actively and effectively in the school program as it strives to meet the academic needs of the students, teachers, and other members of the community by providing library resources most appropriate and meaningful in their growth and development as individuals.

6. SPORTS DEVELOPMENT PROGRAM

The Sports Development Program is in charge of:

- Official school teams and their training programs
 - The different after-school sports clubs and camps
- * All users of the various sports facilities must be in proper playing attire (rubber shoes, shorts, jogging pants, trunks, etc.) or caretaker/officer in charge may refuse access to the said facilities.

7. SECURITY SERVICE

The Security Service Unit provides and implements security measures on campus for the protection of the school community. Though not directly involved in classroom teaching, campus security personnel are to a certain extent involved in discipline formation of the students.

8. E-LEARNING WIZLEARN TECHNOLOGY

Wizlearn Technologies provides web based e-learning solutions, content and services over 220 educational institutions internationally. It produces comprehensive solutions to fulfill every learning need.

We at ETON believe that current trends and advancements in technology are great help in teaching and learning. Wiz learn Technology provides an excellent platform to provide students with various learning experiences, at the same time, making the learning process more fun and engaging to teach savvy students. The contents are rich and constantly updated, coupled with various interactive collaboration between teachers and students, as it is accessible to both anytime, anywhere.