

UNITED CHURCH OF CHRIST IN THE PHILIPPINES  
CHURCH AMONG THE PALMS, INC.  
**CHRISTIAN SCHOOL INTERNATIONAL**  
No. 9 Kanluran Road, College, Los Baños, Laguna, Philippines 4031

**“COMMITMENT TO EXCELLENCE AND SERVICE”**



**STUDENT / PARENT  
GUIDEBOOK**

**High School Department**  
Revised August 2018

## **A BRIEF HISTORY OF CHRISTIAN SCHOOL INTERNATIONAL**

The history of Christian School International (CSI) is inextricably interwoven with the development of the University of the Philippines Los Baños (UPLB) and that of the Church Among the Palms (CAP).

In February 1980, a group of parents, Filipinos and internationals, who were working at IRRI and the National Crop Protection Center (NCPC) of UPLB, shared a common vision...that of a dynamic community-based Christian school, a Christ-centered school fully devoted to the development of the whole being of children which will teach them a Biblical perspective and which shall serve as a center for academic and spiritual excellence.

Dr. Melanda M. Hoque, the late Gerry Fielder, Al Early, Dr. Mervyn Garrison (NCPC), Mrs. Violeta V. Quintana, Rev. Emilio T. Puerto (CAP), and the late Mrs. Betty Mae Dyck (IRRI), formed an Ad Hoc Parents' Committee which, after a series of prayer meetings and planning workshops, formulated the school policies. Classes started on August 4, 1980 with three Filipino teachers, a custodial worker and 49 pupils, using curricular materials from the International Institute of Chicago, Illinois, USA and housed in the Sage Hall, originally a missionary residence given to the Church as a gift by Mrs. Margaret Sage in 1923.

The school's By-Laws was formulated and approved by the CSI School Board in September 1980. The Elementary Program was given preliminary recognition from the Ministry of Education and Culture (MEC) in October 1980 and full recognition in 1983.

CSI was founded in February 1980 by a group of parents, mostly internationals, who were working at the International

Rice Research Institute (IRRI) and University of the Philippines Los Baños (UPLB). Mr. Jerry Fiedler, Dr. Al Early, Dr. Melvin Garrison, Dr. Melanda Hoque, Rev. Emilio Puerto and the late Mrs. Betty Mae Dyck formed an Ad Hoc Parents' Committee which, after a series of prayer meetings and planning workshops, formulated the school policies. On August 4, 1980, classes started with only three (3) Filipino teachers, a custodial worker and 49 students. They were housed in the Sage Hall, originally a missionary residence given to the Church as a gift by Mrs. Margaret Sage in 1923.

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The school was officially turned over to the Board of Trustees of the CAP in 1983. This time, the School Affairs Committee (SAC), composed of representatives from CAP, parents and faculty was formed to provide assistance and advice on important matters affecting the school. The SAC replaced the School Board.

In 1984, the CAP Nursery School became the Pre-Elementary Department of CSI and was given full recognition in 1993.

On June 14, 1989, CSI opened its High School Department with 42 First Year students and was given full recognition in 1993. The first Commencement Exercises was held on March 30, 1993.

Dr. Ben S. Vergara, a Philippine National Scientist, who thought of establishing the CSI High School back in 1988, furnished the high school library, the Lina Manalo-Vergara Library. The two science laboratories in the high school were donated by Mr. Hector Navasero who dedicated these for his wife, Mrs. Sylvia Navasero.

CSI has come a long way from 49 students in SY 1980-1981 to about 1049 students last SY 2016-2017; from 2 Filipino full-time teachers, 1 Canadian full-time volunteer and one custodial staff to 55 full time teachers and 22 administrative and support staff; from 3 classrooms to 34 classrooms and 9 laboratories...CSI is indeed a living witness of God's faithfulness and benevolence.

As CSI strives for excellence, it continues to commit itself to accreditation by ACSCU-AAI. CSI recognizes the need to further strengthen in some areas, as well as improve and innovate in others.

On March 30, 2015, the Pre-Elementary, Elementary and High School Programs of CSI were all awarded a 3-Year Re-accreditation Status (December 2014-December 2017) by the Association of Christian Schools, Colleges and Universities—Accrediting Agency, Inc. (ACSCU-AAI).

**Christian School International is owned and operated by the Church Among the Palms, Inc.** As such, it is an educational ministry of the church. Thus, Jesus is the Lord and Master of the school and the Bible is the Source of its wisdom and truth. Christ's teachings form the foundation of the school's vision, mission and objectives, and of all truths and skills developed in the students as they are prepared for life.

CSI believes that excellence is not measured solely by being on top of the class or garnering numerous awards. Excellence means becoming a good steward of all which God had entrusted to each one in leading and in service of others.

# PHILOSOPHY

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

*(Proverbs 22: 6)*

Children are gifts from God (Psalm 127:3-5). They are precious jewels that give parents joy and fulfillment in life. In turn, parenthood is a God-given privilege and a responsible stewardship in providing each child with education and a well-rounded personality.

Christian School International believes that education being provided for its students shall be done in partnership with parents with the basic aim of teaching children to grow as responsible individuals through the application of Christian values in the curriculum.

Christian Education at CSI is a strategic approach to human resource development, which should result in the development of the child's intellectual capacity (IQ), improve his emotional quotient (EQ) as well as technological quotient (TQ) and ability to cope with a rapidly changing society.

The English language will be emphasized as a strategy of CSI for the students' higher achievement in Science, in Math and in the various spheres of preparation for business and the professions.

## ADMINISTRATION & MANAGEMENT

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Administration and Management of CSI emanates from the 2000 Constitution and By-Laws of the Church Among the Palms, Inc. The governing body of CSI is the Church Council of the Church Among the Palms.

The policies, programs and management of CSI are designed and implemented consistently and coherently with the policies of the Department of Education, United Christ in the Philippines (UCCP), the Bureau of Immigration (BID), and the Federation of Accrediting

Agencies of the Philippines (FAAP) through the Association of Christian Schools, Colleges and Universities (ACSCU).

The CSI Executive Committee (EXECOM) consists of the School Director, the Principals of the Pre-Elementary/Elementary and High School Departments, the Registrar, the Finance and Administration Officer, the Head of the Student Services Department and the Administrative Pastor of the Church Among the Palms.

## THE CSI LOGO

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**THE CROSS** represents **JESUS CHRIST**, the Son of God, the Master Teacher of the school. He laid down His life for the love of mankind.

**THE BOOK** is the **BIBLE** - the Book of books, the living Word of God. It is the school's source of wisdom and understanding, the standard of everything that is believed and taught at Christian School International.

**THE DOVE** symbolizes the **HOLY SPIRIT**, the school's Counselor and Guide.

**THE GLOBE** below the cross signifies the world that the Lord loves so much. It also signifies the different nations that the school serves.

# **S** INSTITUTIONAL VISION, MISSION, AND OBJECTIVES

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## **VISION**

Christian School International is a Christ-centered school devoted to the development of the whole person with a scientific and Christian world view.

## **MISSION**

Christian School International provides:

- a) educational opportunities of learning to know learning to do, learning to live together with others and learning to be the kind of person that God has created—to become fruitful Christians and productive members of society;
- b) opportunities to work with parents in fulfilling the God-given responsibility of developing creativity of their children; their unique talents and their latent responsibilities; and
- c) opportunities to learn and develop responsible stewardship of their God-given potentials inherent in them: mental, social, emotional and spiritual.

## **OBJECTIVES**

- provide the highest possible quality basic Christian Education for a scientific, technological and global economic environment;
- offer students teaching-learning opportunities that lead to growth in quality life through spiritual, moral, intellectual, emotional and aesthetic development; and
- give opportunities for citizenship training, economic and character development for each student to become an effective leader and participant in his/her family, community and the society.

# DEPARTMENTAL VISION, MISSION, AND OBJECTIVES

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## VISION

### **Competence & Character**

(Based on Luke 2:52)

CSI High School produces fruitful well-rounded citizens who are Christ-like in character.

## MISSION

To develop caring and creative individuals who are responsible stewards of God-given talents and are productive members of the family, community, and society.

## OBJECTIVES

*To provide students:*

1. The highest possible quality basic Christian Education for a scientific, technological, and global economic environment;
2. Learning experiences that stimulate love of God, love of learning, creative thinking, and responsible scholarship;
3. Teaching-learning opportunities that improve the quality of life through spiritual, moral, intellectual, emotional, and aesthetic development;
4. Opportunities for citizenship training, economic, and character development as active leaders and participants in the family, community, and society; and
5. Opportunities for growth and participation in the ministry of the body of Christ in the world and to prepare them for fruitful Christian living.



# CURRICULUM

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The CSI High School Department offers a curriculum that is basically college preparatory, the predominant thrust of which is academic excellence. Nonetheless, it complements the total student formation program because the various disciplines integrate values education. Values education offered is Biblically-based. This contributes to the student's spiritual and emotional maturity, social responsibility and cultural growth.



## **JUNIOR HIGH SCHOOL**

### **SUBJECT AREAS:**

- Values Education
- English
- Filipino
- Science
- Mathematics
- Social Studies
- Technology and Livelihood Education
- Computer
- Scouting/ Citizenship Advancement Training

### *For Grades 9 & 10 T.L.E. Specialization:*

- Cookery
- Dress-Making
- Technical Drafting

### *Electives:*

- Grade 8 - Statistics
- Grade 9 - Geometry
- Grade 10 - Journalism / Pre-Calculus / Speech



## SENIOR HIGH SCHOOL

### **Academic Track**

Strands Offered:

- *Science, Technology, Engineering, and Mathematics*
- *Accountancy, Business, and Management*

### **Core Courses**

1. Oral Communication
2. Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino
3. General Mathematics
4. Earth Science (Earth & Life Science)
5. 21st Century Literature from the Philippines and the World
6. Physical Education & Health
7. Reading and Writing Skills
8. Pagbasa at Pagsusuri ng Iba't Ibang Teksto Tungo sa Pananaliksik
9. Statistics and Probability
10. Disaster Readiness and Risk Reduction
11. Personal Development
12. Introduction to the Philosophy of the Human Person
13. Contemporary Philippine Arts from the Regions
14. Disaster Readiness and Risk Reduction / Physical Science
15. Understanding Culture, Society, and Politics
16. Media and Information Literacy

### **Applied Courses**

1. Empowerment Technologies
2. Filipino sa Piling Larang
3. Entrepreneurship
4. Practical Research 1
5. Practical Research 2
6. English for Academic and Professional Purposes
7. Inquiries, Investigations, and Immersion

## **Specialized Courses**

### STEM STRAND

1. Pre-Calculus
2. Basic Calculus
3. General Biology 1
4. General Biology 2
5. General Chemistry 1
6. General Chemistry 2
7. General Physics 1
8. General Physics 2
9. Work Immersion/ Culminating Activity

### ABM STRAND

1. Organization & Management
2. Business Math
3. Fundamentals of Accountancy, Business and Management 1
4. Fundamentals of Accountancy, Business, and Management 2
5. Principles of Marketing
6. Applied Economics
7. Business Finance
8. Business Ethics and Social Responsibility
9. Work Immersion/ Business Enterprise Simulation

### **Additional Subject**

Christian Education

# Co-CURRICULAR OFFERINGS

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Clubs are conducted after class hours within school premises to develop the individual talents and skills of the students. A student may join any two of the following clubs:

## **EXCLUSIVE FOR JUNIOR HIGH**

Science Club  
Mathematics Club  
Book-Lovers Club  
Future Entrepreneurs Club  
Student Coordinating Council

## **MIXED MEMBERSHIP**

Bible Club  
Sports Club  
Multi-media Arts Club  
Dance Club  
Glee Club  
Hi-Y Club  
Modern Tribune

## **EXCLUSIVE FOR SENIOR HIGH**

SciBer Club  
Language Club  
Entrepreneurs Club  
Senior High Council

# RECOGNITION AND AWARDS

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The school recognizes students who exemplify high academic and co-curricular performance as well as students who do good deeds and other meritorious services to classmates, teachers and staff.

## **ACADEMIC AWARDS**

The High School follows the 70% scholarship and character and 30% co/extra-curricular activities. The candidates for honors should maintain a grade of not lower than 80% and should have an average grade not lower than 85% in all subjects. The general average should not be lower than 90%.

The Honor Categories are:

With Highest Honors	96-100%
With High Honors	93-95.99%
With Honors	90-92.99%
With Distinction	87-89.99%

### **SPECIAL AWARDS**

The special awards include the following:

- Student of the Year
- Academic Excellence Award
- Department Award
- Service Award
- Literary Arts Award
- Visual Arts Award
- Leadership Award
- Performing Arts Award
- Sports Award
- Best in Math, Science, English, etc.
- Loyalty Award (*For Graduating Students*)

International students who met the required average but is deficit in Filipino will be given SPECIAL AWARD or RECOGNITION for his/her performance.

### **AWARDS FOR PARENTS**

Parents who render valuable services to the school as SAC Officers or who made meritorious contributions to the fulfilment of the vision and mission of CSI are given due recognition.

## **ADMISSION AND REGISTRATION**

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Selection for admission is based on the Report Card, result of the entrance examination, department and interview.

An applicant must submit a duly accomplished application form signed by his/her parents, and the following documents:

- a. photocopy of Birth or Baptismal Certificate;
- b. duly signed report card (with passing grade per subject) and transfer certificate from school previously attended;

- c. certification of good moral character from the Guidance Counselor;
- d. recommendation from the principal or adviser; and
- e. for International students, 9e Visa or ACR number and scholastic record with English translation. The Special Study Permit (SSP) will be processed at the Bureau of Immigration (BI) if the International student is a holder of tourist visa.

A returning student must fulfil the admission requirements for continuing students, that is, report card with passing grades. A student who took summer classes must submit his/her permanent record, report card, and copy of recomputed grade/s from the school where he enrolled for summer, and pass the validating exam.

# **S**TUDENT SERVICES

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The Student Services Department aims to enrich the overall academic experience of the students through the following services and program offerings:

## **1. Medical Services**

- a. Clinic Hours  
8:00am-1:00pm  
2:00-5:00pm
- b. Students going to the Clinic should bring their diaries/planners with them for documentation of clinic visit

## **Insurance**

Every child enrolled in CSI is covered by an ACCIDENT insurance.

- a. If serious accidents occur that need immediate medical attention, all efforts will be taken to inform the parents. The school will take the initiative to bring the child to the nearest medical facility.
- b. Medical expenses incurred by the parents will be reimbursed by the Insurance Company upon presentation of receipts.

c. Parents/Guardians are advised to secure all necessary original receipts for faster processing of reimbursements.

## 2. Library Services

Library Hours                    8:00-11:00am  
    12:00-5:00pm

*\*\*Students should wear their IDs upon entry to the library.*

- a. Reader's Advisory Service
- b. Library Reading Time Schedule
- c. Internet service for research
- d. Book Week/Book Fair

## 3. Guidance & Counselling Services

Guidance Office Hours            8:00-11:00am  
    12:00-5:00pm

- a. Individual Inventory and Information Services
- b. Testing and Evaluation
- c. Counselling/Consultation/Conferences
- d. Trainings & Workshops
- e. Career Guidance

## 4. Other Student Enrichment Programs

### ***After-School Enrichment Program (ASEP)***

CSI offers ASEP to help children with learning difficulties. However, enrolment to this program will be considered only after remedial methods have been exhausted. The teacher, after a conference with the parents, submits a written recommendation to the principal who then assigns a tutor for the child. A minimal fee is charged for the program.

### ***Review Classes***

To prepare pupils and students for entrance examinations for the next level (high school or college), review classes are conducted by the school with an objective to provide learning experiences that shall allow them to reinforce and enrich their knowledge and skills especially in Mathematics, Science, and the Languages and guide students to view examinations positively.

### **Midyear Program**

This program provides the students with continuous learning and enrichment classes in all subjects, and opportunities to hone their talents in arts, music and sports. Midyear Program Offerings include Remedial and Enrichment Classes, Advance Classes, Summer Jam, Sports Clinic, Journalism Workshop, Voice and Theatre and other workshops.

### **Financial Assistance/ Scholarship**

When funds are available, scholarships are offered for the following:

- a. Valedictorian/Salutatorian
- b. Bright & Needy
- c. Pastor's Kids

## **F**INANCE

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1. All fees (including 1 month tuition and computer fees) are paid upon registration. The remaining tuition and computer fees may be paid on a monthly or quarterly basis.
2. Monthly payment of tuition fee should be done until the last business day of the current month. Fees paid after the due date are subject to 2% surcharge and shall be cumulative until settled.
3. Written notice from the parents signifying their intention of withdrawing their child is required.
  - a. 80% refund on tuition fee paid, if withdrawn before 2nd week of classes; NO REFUND on other fees.
  - b. No refund, if withdrawn any time after 2nd week of classes.
4. DISCOUNTS:
  - a. Sibling Discount
    - 2nd –4th child—5% discount on tuition fee
    - 5th child—no more discount
  - b. Advance Payment
    - Whole year—5% discount on tuition fee



# **G**ENERAL POLICIES

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## **ATTENDANCE**

1. CLASS ATTENDANCE is checked and recorded in the attendance register (Form 1). A minimum of 80% attendance is required to validate a student's attendance in any grade/year level. A student with 10 consecutive unexcused absences will be dropped from the list.
2. FLAG CEREMONY is held on Mondays at 7:15 AM. All students, teachers and staff are required to attend. Students who arrive late for the Flag Ceremony will be allowed to proceed to the classroom only after attending the Flag Ceremony for late-comers.
3. Classes begin at 7:30 AM and end at the prescribed time. Every class starts and ends with a prayer.
4. Students who fail to come to class on time will not be allowed to take missed quizzes. Five times of consecutive tardiness is equivalent to one-day absence. Ten times of consecutive tardiness within a month places the student under disciplinary measure.
6. Class schedules must not be interrupted by co-curricular activities without the permission of the principal. No student should leave the classroom during class hours except for a very important reason.
7. Absences due to unforeseen situations are excused and the student is allowed to make-up for the assignments, quizzes and tests.
8. Planned absences for vacation purposes are not normally permitted except for unavoidable reasons. Prior arrangements must be made with the principal and the teachers concerned.

9. A student who comes to school but is not in class 5 minutes after the start of class incurs a CLASS CUT, except if his absence is with due permission of a school official. The same rule applies when, without permission, a student leaves the classroom or a school function.

Hence, any student who is seen outside his classroom during class hours, or outside the place of assembly during a school function without legitimate reasons, is liable for a class cut.

10. The school is responsible for the student's whereabouts during school time. Hence, no student may leave the campus within the school hours without a written permission from his class adviser and principal.



## SUSPENSION OF CLASSES

According to Dep.Ed. Order No. 28 series of 2005, the following general guidelines shall be followed automatically for suspension of classes.

Typhoon Signal No. 1	No Classes in the Pre-Elementary Level
Typhoon Signal No. 2	No Classes in all levels
Typhoon Signal No. 3	No Classes in all levels

**Note:** In unusual cases, the Director, in consultation with the Principals, may declare the suspension of classes. However, parents (especially with pupils in the Pre-Elementary Level), can use their discretion in not allowing their child to attend school due to inclement weather condition.



## SCHOOL UNIFORM

Instilling good grooming and personal hygiene habits in children calls for cooperation of both home and school.

1. The complete school uniform is worn from Mondays to Thursdays. All students are required to wear the prescribed Scouting or P.E. uniform on the specified days. Students are checked for their proper uniform and ID.

2. Undershirts must be white and tucked.
3. CSI t-shirt or plain white t-shirt should be used to replace soiled uniform.
4. Students should not wear their uniform in movie houses, parks and other places where their presence may cause scandal.
5. Shirts with unwholesome statements and prints are not allowed.
6. Boys are not allowed to wear earrings. Girls should only wear 1 pair of simple earrings.

#### 7. HAIRCUT

Students' hair should be decently trimmed and neatly combed. Unannounced checking of hair shall be done from time to time.

Boys: 1 X 2 haircut

Girls: Hair should be combed, tied, pinned or banned neatly. Bangs should not cover the eyes.

Skinhead, spiked, fancy hairstyles and colored hair are not allowed.

### **CONDUCT PROBATION**

A student is on *CONDUCT PROBATION* when he/she is given *DISCIPLINARY MEASURES* (e.g. Suspension) The student and parents shall sign an agreement that the student shall abide by the rules and regulations of the school.

### **ACADEMIC PROBATION**

- a. The following are given *ACADEMIC PROBATION*:
- b. New students based on the entrance test result;
- c. High School students who are recommended for summer classes;
- d. Elementary pupils who are *HIGHLY* recommended for summer classes; and
- e. Students who *FAIL* on 2 or more subjects.

# MANUAL OF STUDENT CONDUCT AND DISCIPLINE

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## INTRODUCTION

“...Train yourself for godliness.” I Timothy 4:7  
“Now all discipline seems painful at the time, not joyful. But later it produces the fruit of peace and righteousness for those trained by it.” Hebrews 12:11

By virtue of the DECS Manual of Regulations, 1992, Christian School International has formulated its own Code of Student Conduct and Discipline. This Code of Student Conduct and Discipline is now revised as the CSI Manual of Student Conduct and Discipline with revisions based on the DepEd 2010 Revised Manual of Regulations for Private Schools in Basic Education.

Christian School International believes that children are gifts from God and that parents are called to train their children. Parents are entrusted with the responsibility of instructing and disciplining their children. The school exists to collaborate with parents to mould individuals to grow as fruitful Christians, responsible citizens, and productive members of the society.

In order to ensure spiritual and educational benefits for all students and to develop respect and self-discipline, each will be taught and required to conform and obey the rules and regulations of Christian School International.

Each student is responsible to promote and uphold at all times—in and out of school, the good name of Christian School International and the general welfare of all its stakeholders.

All students are subject to the authority of any staff member at any time within the school premises or other places.

This Manual of Student Conduct and Discipline is anchored on Proverbs 22:6, “*Train up a child in the way he should go, and when he is old, he shall not depart from it.*”

The disciplinary action that may be imposed for the misconducts stated in this manual may take the form of warning , reprimand, probation, expression of apology, values reformation activities, preventive suspension, suspension from classes, withholding of graduation privileges, exclusion, and expulsion. The gravity of the misconduct committed and the circumstances attendant to its commission shall determine the nature of the disciplinary action or sanctions to be imposed. Disciplinary action may also require counseling.

## **APPLICABILITY**

This Manual of Student Conduct and Discipline applies to all students of Christian School International.

## **DEFINITION OF TERMS**

- a. **Warning.** It is a verbal discipline given to the child that serves as reminder for him to avoid committing such similar misconduct.
- b. **Reprimand.** It is a verbal or written corrective warning from a person of authority - staff or teacher.
- c. **Probation.** This is the exclusion from extra-curricular activities for a specific period of time or participation in privileges other than graduation privileges e.g. suspension of lunch passes, forfeiture of break, and after class activities.
- d. **Expression of apology.** This is an act to recompense any misconduct committed that requires a private or public acknowledgement of the misdeed. This may be applied as deemed necessary.
- e. **Values Reformation.** In the conduct of discipline and character formation it is very essential that the child who has committed a misconduct does not only realize his mistake but also learn his/her proper way to recompense. Thus the school applies the concept of learning by doing. This will be implemented whenever necessary.
- f. **Preventive suspension.** The pupil or student is disallowed to enter the school premises if the pupil or student causes distraction to the normal operation of the school or poses danger to the life of a person and/or property.
  - 1) a preventive suspension for anger management. This is served for one-day or a fraction thereof.

2) a preventive suspension for possible expulsion. This is served until further notice from the school head.

- g. **Suspension.** A sanction whereby a pupil or student is excluded from classes and other school activities for a definite period of time. In addition to suspension, the student may be required to do values reformation activities — the nature and duration of which will match the misconduct.
- h. **Withholding of Graduation Privileges.** A graduating student who has completed all academic requirements for graduation shall not be allowed to participate in graduation ceremonies when the misconduct committed requires the sanction of exclusion or higher, which may no longer be applicable.
- i. **Exclusion.** A penalty in which the school is allowed to exclude or drop the name of the erring pupil or student from the school rolls, for behaving undesirably, and transfer credentials immediately. No prior approval by the Department is required in the imposition of the penalty. In lieu of this sanction, parents may opt for voluntary withdrawal of the student from the school. Transfer credential shall be issued as soon as all obligations shall have been settled.
- j. **Expulsion.** The termination of student status — this excludes the pupil or student from admission to any public or private school in the Philippines, which requires the prior approval of the DepEd Secretary.

In the imposition of the foregoing, sanctions shall take into account mitigating or aggravating circumstances whenever applicable.

## MISCONDUCT

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### CATEGORY A: MINOR MISCONDUCT

- A. Non-Wearing of Uniforms
  - 1. Non-wearing of prescribed uniform or ID
  - 2. Using another person's ID or lending one's own ID for another person's use.
- B. Inappropriate Appearance
  - 1. Wearing clothes with inappropriate prints
  - 2. Wearing revealing clothes
  - 3. Sporting outrageous hairstyle

4. Wearing earrings by male students
5. Wearing of distracting accessories
6. Keeping long and colored nails Tattooing and body piercing

### C. Unruly Behavior

1. Inappropriate use of laser pointers.
2. Unauthorized use of cell phone during class hours
3. Disobedience to school authorities and polices
4. Unauthorized removal and/or altering of notices and posters from bulletin boards.
5. Wearing uniforms in
  - i. Movie houses, bars, parks, and any other recreation areas
  - ii. In computer shops while gaming.
6. Chewing gum
7. Passing notes during class hours
8. Running inside the building, corridors and hallways during class time
9. Shouting, whistling, boisterous laughing and loud talking during class hours/ school sponsored activities.
10. Banging the door or making unnecessary noise or act that disrupts classes
11. Tardiness and unexcused absence including flag ceremony
12. Bringing of unauthorized items to school (game cards, electronic gadgets, toys, skateboards, rollerblades, bicycles, etc.
13. Littering
14. Spitting

## **CATEGORY B: LESS SERIOUS MISCONDUCT**

### A. Bullying: Verbal, Written, Cyber or Electronic

1. Teasing
2. Name calling
3. Abusive and hurtful language
4. Insulting and cursing
5. Gossiping
6. Spreading rumors
7. Threatening gestures

### B. Bullying: Verbal, Written, Cyber or Electronic

1. Making malicious signs
2. Defaming others
3. Discriminating others because of ethnicity, race, color, religion, ancestry, national origin and/or disability

4. Cyber bullying or harassment by email or social media
5. Posting of malicious comments, pictures, videos and other forms of media

#### C. Stalking

1. Repeated annoying text messages
2. Repeated phone calls with malicious intent
3. Constantly following a person causing fear and annoyance

#### D. Unruly Behavior

1. Cutting classes
2. Habitual tardiness
3. Leaving CSI campus through unauthorized exit points
4. Disrespect for emblems and symbols representing the school, country, and religion
5. Tampering with or breaking fire alarm/sprinkler/smoke alarm
6. Vandalism
7. Cheating during assignment, quizzes, long tests, quarterly tests, checking, reviewing of test results by glancing at another student's test paper or allowing somebody else to glance at his/her test paper.
8. Knowingly accepting stolen items
9. Intrusion of the male to female comfort rooms and vice versa
10. Betting and gambling in and out of school premises
11. Physical Injury—slightly injuring or hurting another person with or without any weapon

### **CATEGORY C: SERIOUS MISCONDUCT**

#### A. Unruly Behavior

1. Extortion
2. Forging signatures and tampering of records
3. Stealing and shoplifting in and out of school premises
4. Cheating during assignment, quizzes, long tests, quarterly examinations, checking, reviewing of test results by
  - i. Using or possessing cheat sheets or codigos,
  - ii. Exchanging examination papers
  - iii. Displaying unnecessary movements and/or using coded messages, signs, symbols
  - iv. Passing examination leakages
  - v. Changing test answer and scores during review of test results.
  - vi. Copying word for word any written work without acknowledging the source
5. Entering the campus under the influence of alcohol or prohibited drugs enumerated in the Dangerous Drugs Act of 2002



6. Immoral acts
  - i. Acts of lasciviousness
  - ii. Sexual harassment
  - iii. Seduction
  - iv. Sexual advances, public display of affection, and all other acts that endanger moral integrity
  - v. Possession of pornographic materials
7. Possession of all kinds of deadly weapons such as:
  - i. All kinds of bladed and pointed weapons;
  - ii. Nunchakuk “fighting sticks”
  - iii. Brass knuckles
  - iv. Shuriken “throwing stars”
8. Publishing or circulating unfounded derogatory statements about the school, its staff members or fellow students
9. Forming or joining a fraternity, sorority or organization unsanctioned by the school.
10. Recruiting members for outside school organizations
11. Engaging in unlawful activities as an individual or group such as
  - i. Hazing;
  - ii. Gang or organization related violence
12. Instigating or leading illegal strike or similar concerted activities resulting to stoppage or disruption of classes or school activities.
13. Creation of false alarms and bomb threats
14. Smoking
15. Gross disrespect of a teacher or any member of the faculty or staff or any CSI constituent.
16. Verbal assault or threat
17. Physical Injury—causing physical injuries that last for a period of not more than three days, whether or not requiring medical attention or treatment; or which incapacitated the victim from his or her normal activities for a period of not more than three days.
18. Immoral Acts
  - i. Pregnancy
  - ii. Same sex relationship
  - iii. Pre-marital sex
  - iv. Abortion

## **CATEGORY D: GRAVE MISCONDUCT**

### **A. Unruly Behavior**

1. Possession or improvisation of firearms, ammunition or any destructive device
2. Possession of prohibited substances enumerated in the Dangerous

Drugs Act of 2002

3. Arson
4. Physical Injury—causing physical injury that lasts for over a period of three days, whether or not requiring medical attention or treatment; or which incapacitated the victim from his or her normal activities for a period of more than three days.
5. physical assault of school employee or constituent

## **CATEGORY E: OTHER FORMS OF MISCONDUCT**

Other forms of misconduct, analogous to the foregoing misconduct, which are inimical to the welfare of the school and/or its constituents, adversely affecting the good name of Christian School International or contrary to existing laws.

## **SANCTIONS**

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### **CATEGORY A: MINOR MISCONDUCT**

First Violation: warning by the person in authority; adviser shall be informed

Second Violation: verbal reprimand by the person in authority; adviser and parents shall be informed

Third Violation: verbal reprimand; conference with parents and Anecdotal Record

Fourth Violation: written reprimand; conference with parents/guardian; Anecdotal Record  
and probation of 1-2 days

Fifth Violation conference with parents, anecdotal record; probation of 3-4 days

### **CATEGORY B: LESS SERIOUS MISCONDUCT**

First Violation: written reprimand; conference with parents, and anecdotal record

Second Violation: conference with parents, probation for 1 week, and anecdotal record

Third Violation: probation for 2 weeks, anecdotal record

### **CATEGORY C: SERIOUS MISCONDUCT**

First Violation: Conference with parents; suspension of 4-5 days; conduct probation

Second Violation: Conference with parents; suspension of 6-10 days; conduct probation

Third Violation: Conference with parents; suspension of 11-15 days; conduct probation

### **CATEGORY C: SERIOUS MISCONDUCT—Immoral Acts**

First Violation: Exclusion and/or withdrawal of graduation privileges

### **CATEGORY D: GRAVE MISCONDUCT**

First Violation: Expulsion

### **CATEGORY E: OTHER FORMS OF MISCONDUCT**

Written Reprimand to Dismissal

#### *NOTE*

- Repeated commission in a category will mean elevation to the next higher category with sanctions for part A of the next higher category will apply.
- The imposition of the sanctions is without prejudice to the right of the school to mete additional sanctions to ensure spiritual and educational benefits for all students and to develop respect and self-discipline.

### **CHANNELS OF DISCIPLINARY AUTHORITIES**

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1. **The teacher** shall be the foremost disciplinary authority with respect to minor misconduct and less serious misconduct where sanction is not suspension.
2. **Student Welfare Committee** shall be formed by the school director. This committee, composed of two teacher representatives from each department and one staff, with adviser and/or teacher in charge as ex-officio member/s, shall act as prefect of discipline of the school.
3. **Executive Committee** shall review, affirm, reverse, revise or modify the decisions of the Student Welfare Committee in all cases when imposable sanctions are suspension for more than 15 school days, dismissal, withdrawal or expulsion.
4. **School Board and/or The Church Council** shall act as the appellate body in proper cases decided by the Executive Committee whereby sanctions may range from exclusion to expulsion.

## **PROCEDURE FOR HANDLING DISCIPLINARY CASES**

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### **1. MINOR STUDENT MISCONDUCT**

- A. The teacher, being generally responsible for the conduct of students throughout the school day, shall handle disciplinary cases involving minor offenses and less serious misconduct where sanction is not suspension.
- B. Proceeding upon inquiry, the teacher concerned shall handle each case with good judgment, guided by Christian love and care, and with the end view of imposing immediate corrective measures through counseling with the student.

### **2. LESS SERIOUS MISCONDUCT**

A disciplinary proceeding in less serious misconduct shall be commenced by a preliminary inquiry conducted by the authority at hand.

1. If misconduct done falls under first and second violation sanction will be imposed by the student's adviser.
2. If misconduct done falls under third violation, the adviser reports to the principal, the principal brings the case to Departmental Student Welfare Committee (DSWC) for recommendation. The principal implements the sanctions with the knowledge of the director.

### **3. SERIOUS and GRAVE MISCONDUCT**

In a case where misconduct done is categorized as serious or grave, the adviser reports to the principal, the principal brings the case to School-wide Student Welfare Committee (SSWC) for recommendation. The principal brings the recommendation to the Executive Committee and the director implements the sanction.

## **EFFECT OF DECISION**

Decision shall take effect as provided in these rules. However, final decision of suspension or dismissal within 15 days prior to any quarterly examinations shall take effect during the subsequent quarterly period, except when the student is graduating in which case the penalty shall immediately take effect.

## **SUMMARY PROCEEDINGS IN ALL OFFENSES PUNISHABLE BY NOT MORE THAN FIVE SCHOOL DAYS**

Notwithstanding the provisions of the foregoing sections, in all cases involving misconduct punishable by suspension of not more than five (5) school days, the Principal may proceed summarily against a student of the school on a misconduct committed in the presence of a faculty member of other staff, or any official of the school within the classroom function sponsored by the school.

The student, parents/ guardians shall be immediately required to appear before the principal, informed of the charge against the student and afforded the opportunity to present his/her side.

Decisions taken under this section shall be in writing, stating the grounds for which disciplinary penalty is imposed. Such decisions shall be final and executor upon the issuance of the order.

**Repealing Clause**—All laws or parts of any laws inconsistent with the provisions of this manual are hereby repealed or modified accordingly.

**Separability Clause**—If any provisions of this manual is held invalid, the other provisions not affected thereby shall continue in operation.

**Effectivity Clause**—This manual shall take effect in July 2013.

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The student, parents/ guardians shall be immediately required to appear before the principal, informed of the charge against the student and afforded the opportunity to present his/her side.

Decisions taken under this section shall be in writing, stating the grounds for which disciplinary penalty is imposed. Such decisions shall be final and executor upon the issuance of the order.

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# S SAFETY AND SECURITY MEASURES

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## **Jurisdiction**

1. School hours are fixed at the beginning of the school year. The students are under the school's jurisdiction from the time they enter the school premises up to their dismissal time.
2. Parents, guardians or helpers are requested to stay ONLY at the waiting shed during class hours.
3. If a student is to leave the school before his/her dismissal time, a written parental request should be presented to his/her Adviser.
4. Under unavoidable circumstances, whenever snacks, allowance, lunch, project, notebook and books left at home must be brought to a student at school, these things can be given to the guard on duty.
5. In case of sickness, the parent/guardian will be immediately informed. If there is a need to bring the child home, the parent/guardian will have to accompany him/her. The school nurse will provide a GATE PASS, which shall be signed by the parent/guardian and the adviser, and presented to the guard.
6. Students are advised NOT to go with anyone who they do not know or with people who are not their parents or guardians.

## **Service/Private Vehicles**

7. Vehicles on official business with CAP-CSI, NESTCon and SLJ Offices are allowed to enter the CAP-CSI Compound.
8. Every vehicle that regularly enters CAP-CSI campus should secure a CAP-CSI sticker, which should be visibly displayed on its windshield.



9. A vehicle entering the campus should have its windows down for greater visibility of its passengers.
10. A "No STICKER, NO ENTRY" policy is strictly observed.
11. Park at designated areas only. NO PARKING from 6:00-8:00 a.m.

### **Pick Up ID**

12. Each parent of Pre-Elementary pupils is issued a PICK UP ID, which also serves as their gate pass. It shall be presented to the pupil's adviser before the child is released.
13. Loss of Pick Up ID needs to be reported to the Office of Student Services immediately. A new Pick Up ID will be issued with a fee.

### **Lunch Pass**

14. Parents who permit their child/children to go out for lunch will have to indicate such in the FAMILY INFORMATION SHEET, which they accomplish during registration. These forms are available at the Office of Student Services.
15. The student who is permitted to go out for lunch is issued a LUNCH PASS which should be presented to the guard on duty every time he/she goes out for lunch. Failure to present the lunch pass will mean non-permission to go out of the CSI campus.

### **Visitor's Pass**

16. A visitor who will transact any business with the school should secure a VISITOR's GATE PASS from the Security Guard at the gate.
17. Only the small gate will be used as entrance and exit. The big gate is strictly for vehicles only.

### **Reminders**

The only authorized seller of food and other goods within the school premises is the School Canteen.

CSI is a "**NO SMOKING**" area. Thank you for not smoking.

# PARENTS' SUPPORT

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## **SCHOOL AFFAIRS COMMITTEE (SAC)**

The School Affairs Committee (SAC) is a representative body of elected parents and teachers of the school. It is composed of Parent Representatives from all levels and Teacher Representatives from the Pre-Elementary, Elementary and High School Departments, with the CSI EXECOM (School Director, Principals, Department Heads) and the past SAC Chairperson, Assistant Secretary and Treasurer as Ex-Officio members.

The SAC has the following functions:

1. Assisting in policy formulation and implementation through feedback from parents;
2. Planning and coordination of activities; and
3. Linkage between co-parents and school.

Two (2) section Representatives shall be elected among section-parents present during the Parents' Orientation. The Grade-Level and Assistant Grade-Level Representative are elected by all parents present from the Section representatives. However, both positions cannot be filled by Section-representatives coming from one common section. The elected Grade-Level Representative shall be part of the SAC and will be qualified to be nominated in any position of the SAC.

If the Grade-Level Representative becomes elected as a SAC Officer, the Assistant Grade-Level Representative automatically becomes the Grade-Level Representative, and joins the SAC.

### **Involvement**

1. Orientation
2. Parents-Teachers General Assembly
3. Parents' Seminars
4. Parents-Teachers Conferences
5. Participation in school activities
6. Volunteers as resource persons/speakers
7. Channels of information on current & relevant events

## COMMUNICATION

Each student (Elementary and High School) is issued a *DIARY/PLANNER* which is used as a channel of communication between home and school.

All necessary messages, information, letter and bills entered therein should be duly signed or acknowledged by either parent or guardian, and the teacher-in-charge.

Also, the text messaging service, where announcements from the school are made, is a helpful home-school communication channel.

# DIRECTORY

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**Office of the School Director** (049)536-3658 telefax  
(049)501-2262

**Office of the Registrar &  
Office of the Student Services** (049) 536-2521

**Office of the Principals**  
Pre-Elem./Elem (049) 576-1746  
High School (049) 501-2172

**Finance and Administration:** (049) 501-1250

**Faculty Rooms**  
Primary/Pre-Elem.: (049) 501-2229  
Intermediate: (049) 501-0419  
High School: (049) 501-2172

**School Canteen:** (049)536-2168

## THE CSI HYMN

Lyrics by Dr. Josue C. Zuniega  
(Adapted from Psalm 8 and 9)

Music by Josue Greg M. Zuniega, Josue Sim M. Zuniega  
and Leah M. Zuniega

On Mount Makiling's beautiful slope  
Amidst stately palm trees pointing to the sky  
CSI stands to teach God's truth and love  
To children of different races, creed and clime.

The heavens declare the glory of God  
The sun, moon and stars obey His perfect laws  
Our school like a lighthouse stands in obedience  
To show God's mercy to the sinful man.

### Chorus:

**God bless Christian School International  
Make her faithful in leading us to Christ the way  
That our feelings thoughts and behaviour  
Be pleasing to you each night and day.**

Indeed God's laws are perfect and sweet  
For our protection, wisdom, joy and life  
Unto this will our school shall firmly stand  
Committed in preaching Christ's salvation to all men

When at the skies we gaze in awe  
God's wisdom and power we cannot fully know  
But wisdom comes through the Bible our guide  
When in His Word with faith, we shall onward forward go.

(Repeat Chorus)