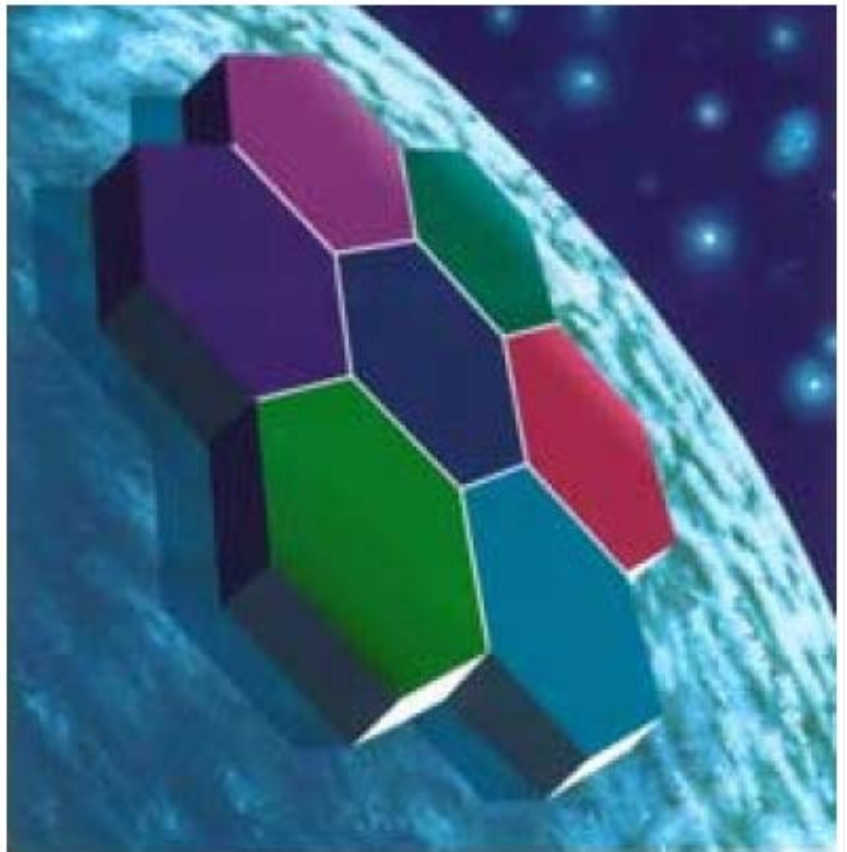


2009

**MGIS PARENT STUDENT
HANDBOOK**



**Mahatma Gandhi
International School,
Manila, Philippines**

MAHATMA GANDHI INTERNATIONAL SCHOOL
PARENT STUDENT HANDBOOK
SCHOOL YEAR 2009-10

TABLE OF CONTENTS

1. The School		5
	An Overview	
	Our Mission	
	Vision for Parents	6
	Vision for Teachers	
	Vision for Students	
	Organization of Education	7
	The Educational Program	
	IB Learner Profile	8
	The Curriculum	9
	The Primary Years Program	
	The Middle Years Program	
	The Diploma Program	10
	Learner Profile Attributes in Students	
	Assessment	12
	Communicating with Parents	
	Home-School Link Notebook	
	Parent Teacher Conferences	
	Report Cards	13
	General Information	
	Admissions	
	After School Activities	
	Attendance Policy-General	14
	Procedure	
	Absences	
	Illnesses	
2. MGIS Attendance Policy		15
	Attendance	
	Overview	
	Absences	
	Details	16
	Excused absences	17
	Irregular absences	
	Unexcused absences	
	Tardy/Late	18
	Leaving the School Grounds	
	Activities, Athletics, and Attendance	19
	Before School and After School Routines	
	Arrival	
	Dismissal	
	K1 and K2	
	K3 and Grades 1-5	
	Grades 6 – 10	

ASA Procedure

3. In School	20
School Office Hours	
Contact	
School Fees	
School Hours	21
Notice and Newsletter	
Community Notice Board	
Telephone Tree	
Withdrawal of Students	22
Yayas and Bodyguards	
Entry and Parking at MGIS	
Parking Stickers	
Entry to MGIS	
Arrival Plan	23
Drop Off Etiquette	
Dress Code	
School Uniform Dress Code	24
(PYP)	
(MYP)	
Physical Education	
Swimming	
Hats, Jewellery, and Make Up	25
Books	
Supplies	
Library	
Location of Classrooms	26
Field Trips	
Homework	27
Students in Kindergarten 1 – 2	
Students in Kindergarten 3	
Students in Grades 1 - 10	
Lost and Found	
School Lunch Program	28
Special Events	
Toys and Electronic Items	
Use of Telephones	29
4. Safety and Security	
Security	
Pick up Pass/ID	
Emergency Contact Cards	
Emergency Situations	
Typhoons/Storms	30

Evacuations	
Fire	
Electricity	
Water	
School Closure	31
5. Health	
Student Health	
Medical Records	
Administering of Medication	32
Self Administering of Medication	
Communicable Diseases	
Illness and Exclusion Policy	
Criteria for Excluding Students from School	33
6. Responsibility and Behavior	35
Code of Conduct for Students	
General Behavior	36
Personal Appearance	
Approach to Academic Work	
Advice and Help	37
Serious Breaches of the Code of Conduct	
Responsibility and Accountability	
Pride in our School	
House System	38
Discipline	
Levels of Disciplinary Action	
Guidelines for Discipline Issues	40
Attendance	
Social Behavior	
Technology Utilization	41
Theft	
Vandalism	42
Dress Code	
Tobacco Use	
Alcohol Use	43
Drug Use	
Possession of Weapons	44
Students with Special Needs	
Heads Decision	45
7. MGIS Acceptable Use of Technology Policy	46
Acceptable Use of Technology	
Accessing and Using MGIS Technology Resources	
MGIS Acceptable Use Policy	
Access to the MGIS Technology Resources is a Privilege Not a Right	

MGIS Technology Code of Conduct	
Network Etiquette	
Limits on Internet Services	47
Security Responsibilities	
IT suite, Library, Network etc.	
Vandalism	48
Laptop Program	
8. Information Technology Contract	49
9. Parent/Student Handbook Contract	50

1. THE SCHOOL

AN OVERVIEW

Mahatma Gandhi International School is an independent, non-profit, co-educational school modelled upon the best international educational practice. It is committed to providing a global education of the highest quality to children of all nationalities. In this regard it has aligned its curriculum and practices with those of the International Baccalaureate Organisation whose own aims and mission statement resonate so strongly with those of MGIS. Both entities stress the need for producing students who have distinct and defined qualities based on an understanding of International mindedness, cultural awareness and tolerance and the qualities required of a global citizen in the 21st century.

IBO MISSION STATEMENT

“The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the IBO works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment.

These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.”

www.ibo.org

We believe that the education of students should be holistic, global, active and of the highest quality. Education should develop and prepare citizens who will confidently and positively participate in the complex and rapidly changing world of the 21st century. Our school acknowledges its responsibility to prepare its students and graduates to enter other schools and universities both here and abroad. We aim to produce students who are confident, free and capable of creative and critical thought and self-expression. Young people who are not afraid to question appropriately and find answers to their questions. A strong emphasis is placed on the ideals of international understanding and responsible citizenship and developing a consciousness of the elements of humanity that are shared by all people whilst valuing and respecting the variety of cultures and attitudes that makes for the richness of life. We have an emphasis upon conserving our environment for all and being of service to others. All this is to be achieved within a nurturing environment that offers challenges but also comfort, offers rivalry but also friendliness.

In the words of our Founder Mr Kishu Gagoomal, “Vision is the art of seeing the invisible so we dare to dream as our noble goal to produce responsible citizens living a life of simplicity, kindness, perseverance, success, respect and reverence for all creation.”

MISSION

To make quality International Education affordable and within reach of a larger section of the society. To instil in our youngsters the true spirit of internationalism with a global perspective

Parent – Student Handbook SY 2009- 2010

beyond the borders of their own countries and communities, to establish a new world order based on love, tolerance and understanding. To give our students the love for life-long learning and confidence to face the challenges of the 21st century, and to be the harbingers of a better world, with full faith in the principles of the United Nations and its commitment for global peace and security and the service of mankind.

VISION

Our aim is to make MGIS a living example of Unity in Diversity, with students from different nationalities and cultures interacting and growing in appreciation for the diversity in thoughts and ideas in an atmosphere of love and camaraderie. According to the principles stated in the United Nations Declaration of Human Rights, people of all races, nations and religions should respect and honour each other. We teach our students to understand and respect the views, values and traditions of other individuals and cultures as well as their own. Our core commitment is to strengthen our students intellectually, physically, morally, and spiritually and inspire them with the values of Mahatma Gandhi to follow the path of truth, justice, non-violence and peace, and to empower them continuously to make mature and informed choices and lead exemplary lives as responsible global citizens of the future, celebrating the unity of mankind.

VISION FOR PARENTS

Parents are central to the education of children and provide the academic and moral foundations upon which schools and teachers build. At MGIS, we value and encourage the involvement of parents in our students' education and that they too ascribe to our overall vision for our students education by getting involved in our actions, campaigns and activities and themselves becoming lifelong learners. We believe we are in partnership in providing the best possible all round education for their child.

VISION FOR TEACHERS

Our teachers are educators who love children and who want to lead children to new levels of understanding. They are life-long learners who are constantly seeking professional improvement through the pursuit of knowledge and excellence. They show genuine concern for and empathy with their students, always finding ways and means to transform learning into an active, meaningful experience. They consistently exhibit loyalty to the school and actively engage in effective home-school collaboration. They are models of the values and virtues that the school upholds.

VISION FOR STUDENTS

Our students enjoy learning and are constantly in pursuit of knowledge. They have strength of character, on which discipline, responsibility, caring and truthfulness are founded. They are open-minded, respecting the views, values and traditions of other individuals, cultures and religions and accustomed to seeking and considering a range of points of view. They are

principled having a sound grasp of the principles of moral reasoning. They have integrity, honesty and a sense of fairness and justice. They are well balanced and reflective in their approach to life and learning. They possess an international perspective.

ORGANIZATION OF EDUCATION

The arrangement of classes is dependent to a large extent upon the age range of the children and the numbers on roll. Classes are of mixed ability with one class for each grade level. Each homeroom teacher is responsible for the teaching and pastoral care of the children in her particular class but members of staff with a special responsibility or skill will take certain areas of the curriculum with groups from other classes (e.g. Phys. Ed., Music, Computers, and Languages and the like.

We employ a range of teaching approaches based on the concept of "fitness for purpose". These include whole class teaching, group work and individual attention. For some activities, groups will be of mixed ability and for others they may be grouped according to ability in the subject. Other activities may be divided on gender.

THE EDUCATIONAL PROGRAM

Mahatma Gandhi International School (M.G.I.S.) offers an educational program aimed at meeting the needs of the local and international communities. It will be a stimulating, happy and nurturing environment where each student may develop to the best of his/her ability.

Our approach to learning is built on the belief that all children can learn, but not in the same way, nor equally well from the same sources. We recognize that children are variously gifted. While retaining a strong focus on the linguistic and mathematical areas, Mahatma Gandhi International School's learning program recognizes and seeks to develop all of a child's abilities.

M.G.I.S. is distinguished by the multiplicity of ways in which it seeks to ensure student learning. Children will experience the inquiry and problem solving approach where individuals have to think critically and solve problems; the individualized learning approach which personalizes the learning process to the interests of the individual, allowing a self directed selection of material to master. The reasons for learning thus become one's own curiosity and personal applicability of the information learned; the discussion approach which encourages learning through sharing information and concepts within a group, with the thinking process playing an important role; the core knowledge approach which presumes that an educated learner needs to know clearly defined skills and concepts that can best be learned in an organized, sequential fashion. Underpinning these approaches is the personalized learning plan. Working together, students, parents and educators identify areas of greatest strength and weakness and define individual learning styles. Individual learning goals are set and linked to personal interests and needs. The entire learning program supports Mahatma Gandhi International School's goal of "developing lifelong learners."

In pursuing this goal MGIS fully adheres to and actively promotes the **IB Learner Profile** which sits at the centre of this approach to student development.

IB LEARNER PROFILE

Disposition	Description
Inquirers	They develop their natural curiosity. They acquire skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout the years
Knowledgeable	They explore concepts, ideas and issues that have local and global significance. In so doing they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.
Thinkers	They exercise initiative in applying thinking skills critically and creatively to recognise and approach complex problems, and make reasoned ethical decisions.
Communicators	They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They can work effectively and willingly in collaboration with others.
Principled	They act with integrity and honesty, with a strong sense of fairness, justice and respect for dignity of the individual, groups and communities. They take responsibility for their own actions and consequences that accompany them.
Open-minded	They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.
Caring	They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.
Risk-takers	They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.
Balanced	They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.
Reflective	They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

Each of these qualities is explored and developed with students during each phase of the IB programme.

THE CURRICULUM

We are pursuing accreditation for our curriculum from the IBO who operate the International Baccalaureate Primary Years Program (PYP), Middle Years Program (MYP) and Diploma Programme (DP). This is an international curriculum framework designed for all children between the ages of 3 and 18 years and is part of a continuing program that culminates in the IB Diploma. During school year 2008/09 we will be focused upon developing our Diploma Programme to the point where we are hoping to be authorised for implementing it in Aug 2009.

The Primary Years Programme (PYP)



“The Primary Years program focuses upon the total growth of the developing child affecting hearts as well as minds and addressing social, physical, emotional and cultural needs in addition to academic welfare. The PYP combines the best research and practice from schools around the world offering a comprehensive inquiry-based approach to teaching and learning.” www.ibo.org

In addition, we offer a strong culture and values component as well as emphasis upon the arts, languages, music, drama and physical education.

The Middle Years Programme (MYP)

“The International Baccalaureate Middle Years Programme (MYP) is designed for students aged 11 to 16.

It is a programme of international education designed to help students develop the knowledge, understanding, attitudes and skills necessary to participate actively and responsibly in a changing world. This period, encompassing early puberty and mid-adolescence, is a particularly critical phase of personal and intellectual development

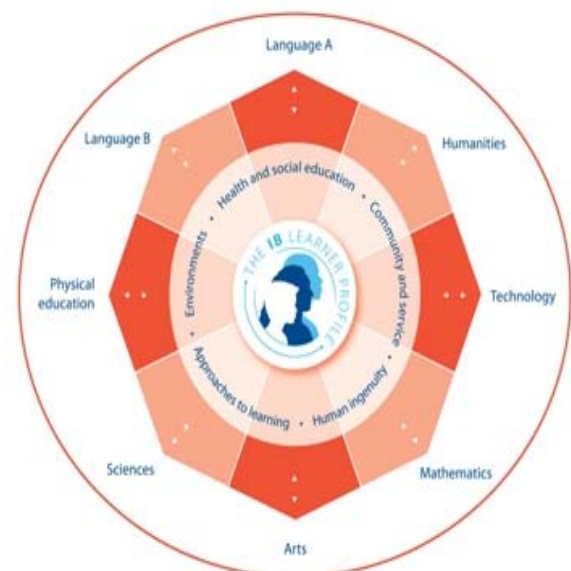


Diagram copyright of IBO requires a programme that helps students participate actively and

responsibly in a changing and increasingly interrelated world. Learning how to learn and how to evaluate information critically is as important as learning facts.” www.ibo.org

The Diploma Programme (DP)



“The International Baccalaureate (IB) Diploma Programme is a challenging two-year curriculum, primarily aimed at students aged 16 to 19. It leads to a qualification that is widely recognized by the world’s leading universities.

Students learn more than a collection of facts. The Diploma Programme prepares students for university and encourages them to:

- ask challenging questions
- learn how to learn
- develop a strong sense of their own identity and culture
- develop the ability to communicate with and understand people from other countries and cultures.” www.ibo.org

All Programme Diagrams (PYP, MYP, DP) copyright of IBO

LEARNER PROFILE ATTRIBUTES IN STUDENTS

Within the High School in particular we expect to see the ongoing development of the Learner Profile attributes beginning to show themselves through students undertaking the following:

Communicate Effectively as demonstrated by:

- Creation and delivery of verbal, written, oral, and visual presentations.
- Speaking fluently in English.
- Using technology to express thoughts and ideas.
- Reasonable listening, interpretation, and discussion.
- Teaching and mentoring of others.

Reason Critically as demonstrated by:

- Analyzing present information and incorporating such in strategies to facilitate new learning.
- Constructing and following logical sequences of action to solve problems.
- Analyzing, synthesizing, and inferring according to grade level standards in all disciplines.
- Conceiving original ideas, concepts, and products.

Produce Quality Work as demonstrated by:

- Acquiring knowledge and achieving skills prerequisite for success in arenas into which he/she subsequently will enter.
- Technology into production processes.
- Penchant for rethinking and revising ideas and strategies, as needed, throughout production processes.

Exhibit Leadership as demonstrated by:

- Promoting collaboration in group settings.
- Seeing issues from multiple perspectives.
- Seeking equitable solutions to problems.
- Being respectful of and honorable in dealing with persons holding positions of authority, peers, and subordinates.
- Modeling honesty and accountability.
- Resolving conflicts peacefully.
- Following through on commitments and promises.
- Inspiring others to achieve their respective potentials.

Demonstrate Global Awareness and Citizenship as demonstrated by:

- Modeling respect for persons regardless of religion, race, ethnicity, gender, citizenship, or national origin.

- Modeling responsible conservation of the earth's non-renewable resources.
- Creating and supporting initiatives to promote well-being among individuals, groups, and societies where life quality is not what student would wish for him/herself.
- Honest and renewing efforts to remain abreast of global issues and affairs.

For more detailed information on all IB programmes please go to www.ibo.org or consult the appropriate school handbooks.

ASSESSMENT

Assessment of children and their work is ongoing and continuous throughout the year. A wide range of assessment strategies is undertaken to ensure that assessment is broad and balanced. Assessment strategies are put into practice using a range of assessment tools. More detail is to be found in the respective PYP, MYP and DP Handbooks

Reporting to parents is a means of giving feedback from assessment, and it includes the written report, the personalized learning plan and the parent-teacher conference. These occur every term though parents are welcome to talk to teachers at any time if they have concerns regarding their child's progress.

COMMUNICATING WITH PARENTS

Home-School Link Notebook

All PYP and MYP students have a Home School Link Book (H.S.L.B.) which should be brought home from school each day and returned the following morning. As its name implies, this notebook is a means of constant, open communication between home and school. It should be used to jot notes to the class teacher, concerns, and plaudits. Your child's teacher may use it to comment upon the day, work to be completed at home, reading tasks etc. However, if you wish to convey something of a confidential nature please utilize a sealed envelope rather than the Home School Link Book.

Parent-Teacher Conferences

Four formal opportunities are offered each year to discuss a student's progress. These are offered in August after students have settled in and to set initial goals, in October when progress is reviewed and goals set for the next three months, then in December and February. Details and appointment schedules will be published in the MGIS Inquirer, the school's official newsletter, closer to the time of the Parent Teacher Conferences.

These planned, formal opportunities are in addition to informal contacts and discussions which you may need to discuss your child's progress. These may be with the class teacher, specialist teachers or Head.

Report Cards

The report card gives important information to parents on the progress of the child. This information is given through a checklist of skills, using a set of indicators.

For PYP and MYP students a report card will be completed for each term and will form the basis of the Parent Teacher Conferences for that term. DP students will have the above plus quarterly reports.

In cases of unsatisfactory progress, teachers will communicate with parents during the term, as needed.

GENERAL INFORMATION

Admission and Placement of Students

Admission of children to MGIS is with the intention of ensuring that each child who is admitted is placed in an environment in which the child may experience success. The School welcomes applications from students of all nationalities who would benefit from our educational programme and whose parents share the school's Philosophy and Objectives.

Applications for both immediate and future entry are considered at any time throughout the year.

Placement Requirements

Students are accepted throughout the year but will be placed in a grade or class according to the determination made by the administration and relevant staff. The Headmaster's decision in such matters will be final. The placement will reflect the student's previous educational experience, age, physical and emotional maturity, language proficiency, academic needs and time of enrolment. Student records must be available for reference prior to final placement and further assessment and testing may be requested and conducted as necessary.

In exceptional circumstances, this initial placement may be tentative and the school may advise a change of class after the child's abilities have been thoroughly observed in class during the two or three weeks following admission.

The birth date cut-off for placement in a particular grade is the 31st August in the academic year (commencing in August) of admission. The child must have turned the appropriate age on or prior to the 31st August for the grade in question.

Students entering the School after the 31st August of any given school year will be placed in the grade level equivalent to the current grade placement in their previous school or that which they have just completed. In the latter case, promotion to the next grade level will be effective from the next school year in August.

The School will determine the acceptability of students applying for Grade 12 on an individual basis. Only students who will fulfill all the requirements for graduation will be admitted.

Students must take a minimum of 6 (six) credit courses each year. 8 semesters of satisfactory work must have been completed by the end of the Grade 12 year. A transcript, showing clearly

that all requirements can be met, will be assessed by the Counselor before the student will be allowed to begin classes. It should be understood that the student will not be eligible for the IB Diploma unless he/she has successfully completed the first year of an IB Diploma programme at a previous school.

As both the initial and continued enrolment at the school are on an invitational basis, MGIS reserves the right to withdraw the invitation to be enrolled, should a student, parent or guardian fail to remain in good standing in the school. Once a student has been admitted, then renewal of admission for each succeeding school year is automatic, unless notified otherwise. Notification of a withdrawal of the invitation of enrolment will generally be made by 30 April of the preceding school year.

In order to assure continued enrolment, students will need to maintain proficiency in their academic studies and exhibit behaviour which is consistent with the school's Code of Conduct for students. In addition, financial obligations to the school, including full payment of the Capital Development Fund, Matriculation Fee, tuition and other charges must be maintained, following the schedule provided. Families must show that they are supportive of the school's mission and of the management of the school. Persistent difficulties between a family and the management of the school show that they are not in harmony and this is to the detriment of the student and the rest of the school. As a result of such difficulties, a family may not be invited to continue enrolment.

English Language

English is the teaching medium of the school and there is an expectation that all students will have, or will acquire, a level of English proficiency that allows them to achieve success within the curriculums we offer. The school provides an English as an Additional Language Support programme for those students whose English is not yet strong enough to do this. However, it should be stressed that non-English speaking students should gain maximum prior exposure to the language. If a student does not have a satisfactory standard of English at the time of application, the Headmaster may refuse admission if there is no appropriate curriculum to cater for the student's needs.

After School Activities

The school offers a range of after-school activities. The activities are offered on a half year basis. The range of activities will be made known to the parents and students 2 weeks prior to commencement.

Attendance Policy - General

The successful progress of students depends on prompt and regular attendance. We expect students to attend school every day to receive the maximum benefits of school life. However, where vacations or absences have to be taken during school time, we require that a written notification be given to the Head.

Procedure

1. Attendance is taken at 7:30 a.m. each day.
2. Students arriving in class after 7:30 will be marked late.
3. Parents should call the School Office in advance if it is known that their child will be absent or tardy.

Absences

Students who are absent, must, on the day that he or she returns to school, bring to the homeroom teacher a written note of explanation signed by a parent. The note must include the date of absence and reason for the absence.

Illness

Students who are ill should not come to school. For advice on this, please refer to the school nurse and the medical exclusions advice later in this handbook.

Medical Services

MGIS considers the health and safety of its students and faculty of vital importance. The school has a full-time, fully qualified Nurse on staff, as well as a number of staff members who have been trained in basic first aid, CPR, and defibrillation. The duties of the School Nurse include providing immediate diagnosis of and care for students who fall ill or are injured at school, recording the diagnoses and treatments in written reports, and, for more serious cases, contacting the parents or guardians via phone. The School Nurse also communicates regularly with the entire school community about health issues through letters sent from the Nurse's office on a need basis. The School Nurse also liaises regularly with health care professionals throughout Manila regarding issues of local concern, and sends relevant information out to the MGIS community.

The School Nurse, in conjunction with the administration, makes recommendations concerning injury prevention in and around the facilities. The Nurse has been included as a resource person in the International Baccalaureate's Primary Years Program and Middle Years Program. To aid with student questions concerning health topics, there is a Question Box outside the Nurses Room where students may mail confidential questions addressed to the School Nurse.

Any student requiring medication must inform the Nurse. In cases where a doctor is necessary all members of the school are covered by COMMCARE the community health service in Merville park situated less than 10 minutes from school. Either a doctor will give immediate help over the telephone or patients are taken immediately to the health centre.

Community Service

The values associated with service are held in high regard at MGIS. We believe that empathy for others, civic duty, and local and global responsibility are vital to the development of our students in becoming effective world citizens. From 2009/10 we shall be formalising the required number of hours each student from G1 to G12 will be expected to give to CS and CAS. At the present

time students participate on an ad hoc basis giving to projects such as: The Community Library in Barangay 201 and the Sisters of Mercy Charity.

EAL Services

MGIS is an English language instruction school, and therefore, English language proficiency is essential for academic success. The school provides both sheltered and immersion programmes for EAL students.

Sheltered means that students are withdrawn for various periods of time from regular classes and work with EAL staff. They may also receive some in-class language support. It also means that, in some subject areas, there are designated EAL classes.

Other than this students are immersed in regular classes alongside their peers.

This model, typical of international schools, provides for the language development of all students regardless of their background. It provides access to classes for students regardless of language proficiency and academic ability.

In Grades 8-12, the curriculums on offer require a high level of English proficiency.

Applicants for these grades will be formally assessed, prior to acceptance, in order to determine their language suitability for the appropriate programmes of study.

To support our students to this end we provide English language support for grades 1 – 10. (English academic fluency is required at the 11th and 12th grade Diploma Program Level).

Accepted students are tested at the beginning of each year to determine if EAL placement is necessary, and students continue in their EAL coursework until proficiency is obtained. In addition to our two EAL faculty members, many members of the faculty have received EAL training or have experience working with EAL students.

Learning Support Services

The Elementary, Middle and High School has a Learning Support Specialist to assist teachers who have students with minor special learning needs, including both students struggling with the regular curriculum and identified gifted students. Specialized support in the areas of Speech Language Therapy, Occupational Therapy and academic tutoring may be found in the Metro Manila area, but must be paid for privately. While MGIS can offer assistance to students with some disabilities, it cannot provide services for moderate to severe disability. This is defined as a child who requires more than one period (45 minutes) of individual / small group assistance on a daily basis in order to be successful within the core academic program.

Counseling Services

MGIS students receive counseling in several ways: At Elementary level the classroom teachers are given the responsibility of supporting their students. If additional support is required there is an Elementary Guidance counselor.

From SY 2009/10 the counselor will be undertaking regular lessons in developmentally-appropriate life skills and conflict resolution etc. with all classes from G1 to G 10. The goal of the counseling program for the upper grades is to support students in becoming self-reflective, academically successful, healthy, and responsible young adults.

Also in 9th and 10th grades the counselor will prepare students for the college admissions process by doing their best in coursework, extra-curricular activities and community service. This foundation prepares them for the formal university application process in the 11th and 12th grades.

The College Counseling Program will begin in the second term of Grade 10. The goal of the College Counseling process is to help students realize what post-secondary options would best suit their needs and aspirations. The Counselors works closely with families and students to research possible university options both here and abroad, develop a list of schools that provide a good “fit” for the students, and submit their applications in a thorough and timely fashion. The Counselors work closely with students and their families on an individual and group basis.

Homeroom Advisors

The Homeroom teacher can be an important figure in the daily life of students. The descriptions below are the base for this relationship and advocacy.

- Be the primary point of contact between students and the school
- Act as a conduit of information among a parent, other teachers and the administration
- Advocate for each student in the homeroom as well as foster a sense of community among all homeroom students
- Participate in class events (excursion trips...)

Food Service

We have contracted a local catering service to provide the best possible quality and variety for daily hot lunches throughout the year. Lunches consist of hot meals and salads as the main course, juice or water, and seasonal fruit or various cakes for dessert. Sandwiches are also an option. The menu, which was compiled with student, parent, and faculty involvement, is sent home each month. Payment is on a cash only basis.

Transport Service The school provides a bus service to and from Makati and surrounding areas. Please check with the School Office for costs and bus routes. The following regulations apply to students using the Bus Service.

Waiting for the Bus

- Students must be at the appointed place on time.

Behavior on the Bus

- When on the bus, find a seat and sit down. Loud talking or other noise can distract the bus driver and it is not allowed.
- Never put head, arms, or hands out of the window.

- No eating or drinking on the bus.
- Students are not allowed to bring friends on the bus, nor are parents permitted to ride the bus.
- Keep aisles clear; books or bags are tripping hazards and can block the way in an emergency.

Leaving the Bus

- A student must get off only at her/his regular stop.
- Before you reach your stop, get ready to leave by getting your books and belongings together.
- At your stop, wait for the bus to stop completely before getting up from your seat. Then walk to the front door and exit.

Consequences of Misbehaviour on the School Bus

1st Offense A discussion between the student and bus monitor/driver regarding offense.

2nd Offense Bus monitor will issue a behaviour ticket to the student with a copy to Administration for action.

3rd offense School administrator will meet with bus monitor, parents, and student for possible disciplinary action or suspension from school bus.

Transcript Request

When moving on from MGIS, parents may request that transcripts be sent to their next school. The School Secretary can process these requests within 5 days. Please provide the school's name, FAX number and contact person. Parents can receive an unofficial copy if they do not know their child's next school.

Standardized Testing MGIS values external standardized testing to provide insight into the progress of MGIS students when compared to students around the world. These results also help develop the academic programs, resources and teaching methodology. The standardized tests used at MGIS are detailed below.

From SY 2009/10:

International Schools' Assessment (ISA)

The ISA is designed for international schools and schools with an international focus, whose language of instruction is English. The exam measures skills in reading, mathematical literacy, and writing for students in grades 6 – 9. More information can be found at <http://www.acer.edu.au/isa/>.

Should MGIS receive accreditation for SY 2009/10:

Parent – Student Handbook SY 2009- 2010

International Baccalaureate Exams The IB exams taken by grade 12 students are the culminating exams of their two year courses. These exams are incorporated with other externally assessed work by the IB. Students are awarded an IB Diploma or a Subject Certificate if they obtain the required scores

Academic Probation When a student is struggling academically as indicated by report card grades, exams, individual work and teacher observation, the student may be put on academic probation for a prescribed length of time. During this time the student, parents and teachers, counselor (and others as necessary) work together in concert to create a plan and to address the needs and requirements of the student. Specific evaluation criteria will also be set. At the end of the probationary period, if the student is not meeting the set criteria, a decision will be made as to where the student needs may best be met.

Referrals and Outside Testing On occasion, MGIS may suggest or require that students be tested or examined by outside academic, medical or psychological services when issues beyond the school's expertise arise.

Mother Tongue Languages While the language of instruction of the school is English, and other languages are offered as a foreign language, it is important for parents to recognize the value of maintaining their children's native language. This is not only crucial for preserving the child's cultural background, but also to ensure easier repatriation to their home country and educational system. Where appropriate and possible, MGIS may offer some "mother tongue" courses and can assist families in arranging outside tutors to this end as well as providing school facilities if required to enable a programme to take place.

Tutoring From time to time students may need assistance beyond the classroom with their academic studies. The school maintains a list of appropriate tutors and this list can be obtained from the School secretary. Parents should ensure that if they employ tutors outside of the school's recommendation, that the students are learning from the tutors, rather than the tutors doing the work for the student

MGIS HIGH SCHOOL ATTENDANCE POLICY

Revised March 30 2009

ATTENDANCE

MGIS believes that regular attendance at school and classes is a prerequisite for success at school at any level but particularly High School and the IB Diploma. The IB learner profile demands that students are principled and develop a love of life long learning. This is made extremely difficult without commitment to attendance and attending classes regularly.

OVERVIEW

The high school uses a five day cycle of classes, meeting Mondays through Fridays. Students are expected to arrive and depart from class in a timely fashion.

Parent – Student Handbook SY 2009- 2010

- Unless in supervised activities all students should leave campus at 2:30 PM on.
- Unless in supervised activities or attending school performances, all students should leave the building and be off campus by 4:00 P.M.

ABSENCES

The attendance policy is based on the number of **classes** missed in each course and not based on the number of school **days** missed. The maximum numbers of classes a student can miss in a course and still earn credit are **ten** during each term. Any more than that will result in a denial of credit, regardless of the grade earned.

All absences, except those due to course required activities, are used to calculate whether a student has been in the course for the required time. Stated differently, unless due to a course requirement, all absences, including excused absences, are included in the overall calculation to ascertain if a student has met the attendance requirement. To help parents and students keep track of absences and potential loss of credit, the school will inform parents by mail when a student has accumulated seven absences in a term in any course.

The attendance policy recognizes extenuating circumstances such as chronic medical problems, hospitalization, surgery and extraordinary circumstances. Students who have been absent must bring a note written by their parents explaining the reason for the absence. The note should be presented to the Office as soon as they return to school. Parents may also notify the Office by phone or signed fax on the day of the student's absence. Students will be given an admit slip which must be presented to the teacher of each missed class. The admit slip will indicate if the absence is excused, irregular, or unexcused.

Although students attend a different set of courses each day, they should on the first day of their return, have the admit slip signed by all teachers whose classes were missed. When applicable, they should arrange a schedule for the completion of the missed work. If a student does not take the responsibility to meet with the teacher or does not complete makeup work and tests within the time frame set by the teacher, credit will not be given for the missed work. Students who forget to bring in an excuse note will only have an additional day to bring in the note before the absence is regarded as unexcused.

If due to unavoidable absences it is necessary to record an incomplete grade on a report card, the student, teacher, and Head must agree to a time frame in which the work will be completed. If the work is not made up by the agreed upon time, the grade will be changed to an "F".

If it is known in advance that an absence from school will be required, students should talk to the Head to review the situation as far in advance as possible. Families are asked not to begin or extend a holiday beyond the established vacation days. Families are also advised to plan travel well in advance to ensure there is no loss of school due to travel conflicts. In the event of an absence due to a travel conflict no excused absences will be given.

Students who fail on attendance are eligible to appeal to receive credit. In the event that the student has a reasonable explanation of their absences, and the issue is not ongoing, the appeals are usually approved.

In reviewing appeals, the Academic Committee of the Head together with IB Phase coordinators, may look favourably on cases where the student involved is passing the course, is normally well motivated, has taken the initiative to complete assignments, has not accumulated further absences after being informed of the withdrawal of credit, and whose record of absences only show a minimal number of avoidable and unexcused absences

Sometimes, however, if and when the absences continue MGIS has adopted a policy regarding attendance appeals. In the event an appeal is approved, it will not come into effect until the end of the subsequent term. This means that the student appealing first term grades will receive an F* on their transcript until after the next term. If the student abides by school attendance policies for the subsequent term, and maintains good conduct and attendance, then the student will be issued his / her intended grade. If the student continues to display poor attendance, then the failing grade will stand.

Details

- If a student is late for school, she/he must report to the School office (for grades 6 - 12) immediately upon arrival.
- Parent/guardian is to notify the school secretary by note or by telephone or signed fax when a student is absent or late. Failure to do so makes it difficult to account for all of the students and may compromise the student's safety.
- If a student is to leave school early during the day, a parent/guardian should notify the school beforehand. The student should report to the office before leaving. Should a student need to return home during the school day due to illness, the school nurse will contact the parent/guardian.

Excused Absences

- Permission to be absent from school for reason(s) other than illness may be granted where requested by the parent/guardian and agreed upon by the school authorities. The Head must approve an excused absence in advance. A parent or guardian must apply for the excused absence by letter. Upon return from the excused absence, the student must submit written proof of the exam or other event for which the absence was excused.
- Absences will be excused if they are for: illness, medical/dental appointments/services, bereavement, religious observance, family emergency, court appearances, or if the student has received an approval by the school for a personal planned absence.
- Although medical appointments may be excused, parents should try whenever possible to schedule these appointments outside of school hours. Students with planned excused absences may be required to complete assignments ahead of time.
- These excuses become a part of the student's attendance record. School officials may request additional verification for an absence whenever they have reasonable grounds to believe the reasons stated in an excuse are not legitimate.
- A student must arrange for all make-up work following an excused absence. After a student has been absent for three (3) days due to illness, the school office will assist in obtaining assignments. If this service is necessary, a request should be made to the office. **Please allow 24 hours for**

teachers to prepare materials. All work missed during an excused absence must be completed within two weeks of returning to school; otherwise the excused absence will lapse.

Irregular absences

Permission may be granted for purposes other than those that warrant an excused absence. Examples are important family events, business, and all non-school related activities. Students should consult with their teachers well in advance of such absences. It is the student's responsibility to keep up with the class and make up any missed assignments. Teachers may insist that assignments be completed before the planned irregular absence and are under no obligation to provide extensions for work due.

Unexcused absences

A student is considered unexcused when he/she misses all or part of a class period without teacher or office permission or fails to report to where he/she is directed. **No medical certificate or note or telephone call from parent/guardian explaining the absence has been presented to the school. No grades will be awarded for make-up work completed and the student risks further disciplinary action.**

Unexcused absences will result in disciplinary action. Students missing their bus must make every effort to get to school by their own means. A missed bus, missed ride, waking up late, or car problems is not a valid excuse for an absence or tardy. Transportation to and from school is a student's responsibility.

- If a student is absent during an exam or when a project is being completed and they claim they are sick they must provide official doctor's verification that they have visited a doctor on that day. This documentation must be provided immediately upon their arrival to school.
- If a student arrives late with official doctor's notification, they will be required to take the exam when the teacher determines. If they do not take it at the required time, they will receive an "F."
- Students may not contact parents first from school when they are feeling sick. They must instead go the school nurse and the nurse will determine if they should not stay in school, they then will be excused and parents will be contacted by the school nurse.
- Unexcused Absences are assigned for truancy, skipping classes, out of school suspensions, and all absences not considered excused or irregular. Students receive an F* for all work missed and are not allowed credit for assignments or tests missed or due on that day.

To receive full credit, students must remain in school through the end of the term and take all scheduled examinations. Only in the most unusual of circumstances (e.g. hospitalization, major illness) can exceptions be made. Except in highly unusual circumstances approved by the Head, a student must be in school on the day of any after school event/activity in order to take part in the event/activity (practice, game, rehearsal or performance). For this purpose, the student must be in school no later than 15 minutes after first period begins to be considered present for the day.

Additionally, if a student checks out of school sick during the school day the student will not be allowed to return for any after school event or activity.

TARDY OR LATE

Any student who misses ten (10) minutes or more of a class period without legitimate reason as determined by the Head is considered to have an unexcused tardy. The only excuse accepted for tardiness

to school will be when there has been an unusual circumstance or an emergency (over-sleeping, missing the bus, or car problems do not constitute an unusual circumstance) and the school has been notified by the parent/guardian. The parent/guardian will be notified and the student will receive out of school suspension. If a student receives more than 5 unexcused tardies in a single class per term they may lose credit for that course.

- "Lates" are a part of absences: 3 Lates = 1 Absence
The school will make every effort to keep parents/guardians informed of students who are in danger of failing a term due to poor attendance at school. However, it is ultimately the responsibility of the parent/guardian and student to monitor attendance. Failure to be notified in advance by the school does not absolve a student of responsibility for a fail due to attendance.
- Missing Individual Classes
If a student misses a class by deliberately absenting him/herself, than that student will lose the marks for that class, and this absence will result in disciplinary action.
The class teacher may require the student to do any missed work, either at home or at school, in order that the student can follow the next class. Attendance at all assigned classes is mandatory.

LEAVING THE SCHOOL GROUNDS

Permission in writing from the office must be obtained to leave the campus at any time after arriving on school grounds. No student may leave during the day or at the lunch periods without parent permission and office approval. Students who fail to check out through the office will be disciplined and will be considered unexcused.

- Early dismissal
Students will be excused for early dismissal if the reason is for illness, medical/dental appointments/services, bereavement, family emergency, court appearances, or if the student has received an approval by the school for a personal planned absence. Verification by a licensed prescriber may be required.
Parent/guardians are asked to make written requests for early dismissal of students. An early dismissal slip will be issued. Students must come to the office to check out and students will be expected to make up all class work missed.

ACTIVITIES AND ATTENDANCE

Any student participating in an extra curricular activity/contest shall be expected to attend and participate in all classes on the day of the scheduled activity/contest.

- In cases of weekday scheduled activities, attendance in all classes the following day shall also be expected.
- In cases of weekend scheduled activities, attendance in all classes the previous Friday shall be expected.

Failure to comply with these attendance regulations may result in a student being declared ineligible and not allowed to participate in the next scheduled activity. On any school day a student must be in attendance at least one-half (1/2) day to be eligible to participate in a practice. Exceptions to these rules may be made by the Head.

LMB 30.03.09

BEFORE SCHOOL AND AFTER SCHOOL ROUTINES

Arrival

Children are asked to enter the school through the main doors by the library, where they will be checked in by our security guards. Children then should make their way to homerooms, and remain there.

Dismissal

K1 and K2

Kindergarten 1 and 2 will be dismissed from the Kindergarten classroom at the appropriate time. Those travelling by bus will be picked up by the bus mothers and taken to the bus.

K3 and Grades 1 to 5

Teachers will keep the children in their respective classroom until dismissal at 2:30 p.m. Parents or collectors should go to the child's classroom at 2.30pm and not before, to collect children. Children who are not picked up at 2:30 p.m. will remain in their classroom until 2:45 p.m. If they have not been collected by 2:45pm, then students will be taken to the Library to be supervised. The Secretary will then call parents to find out why students have not been collected.

In the case of persistent non collection at 2:30pm parents will be charged a fee for after hours supervision.

Grades 6 to 12

Upon dismissal, students will make their way to the entrance where the guard will advise them if their transport has arrived. If it has, then students will board cars or the school bus and return home. If not, they will wait in the library.

ASA Procedure

Children who are staying for After School Activities will then be escorted to the activity area. These children will then be registered by the teacher or adult in charge of the activity and it is from these adults that students should be collected by parents at 3:15 p.m. The same requirements regarding valid I.Ds pertain. Children who are not picked up on time will be brought to the Library and supervised while teachers ascertain that a parent or authorized adult is on the way.

In the case of persistent non collection at 3:15pm, parents will be charged a fee for after hours supervision

3. WITHIN SCHOOL

SCHOOL OFFICE HOURS

The office is usually open from 7am to 4pm, Monday to Friday during term time and for a restricted schedule during holidays. The schedule for each particular vacation period will be posted in the MGIS Inquirer.

Contact:

School phone numbers are: 776.11.65; 776.11.66 and 776.11.67.

For FAX Transmittals, call above numbers and listen to recorded message for instructions.

We have an answering machine system which will advise you of the extension to connect to and also record your message if your preferred contact person is not available to speak to you. Out of school hours messages may also be left in this manner.

SCHOOL FEES

Following the timetable and guidelines set, school fees should be paid to the Accounting Office.

SCHOOL HOURS

Regular school hours for instruction from Mondays to Fridays are as follows:

Kindergarten 1 and 2	7:30 to 12:00 noon
Kindergarten 3; Grades 1 to 10	7:30 to 2:30 p.m.
Grades 11 to 12	7.30 to 3.30pm

During After School Activities, Kindergarten 3 and Grades 1 to 10 are dismissed at 3:15 p.m.

During these hours, Kindergarten 1 and Kindergarten 2 have a snack time. Kindergarten 3 to Grade 10 have a 15-minute recess period and a 30-minute lunch period.

NOTICES AND NEWSLETTERS

The school newsletter, The MGIS Inquirer, will be published at least twice a month, usually on a Friday. It is distributed through students. Parents should ask at the end of each day if there are any letters in pockets or bags, including the newsletter, and letters from teachers or from the Board. We cannot be held responsible if children do not convey these letters to you. Please ask your child's class teacher for copies of any letters sent out in your child's absence.

A copy of the newsletter will be posted on the Community Notice Board.

COMMUNITY NOTICE BOARD

A community notice board has been established in the Hallway. It will include the school newsletter, notices, and items of interest to parents. Please visit it regularly.

TELEPHONE TREE

In the event that we need to close the school due to typhoon, storm or other conditions, we have established a telephone tree system, so that the messages may be communicated as speedily and efficiently as possible.

The telephone tree will be activated by the Head who will call the teachers who will then call the room parent for their class. The room parent will then call the other parents of children in the class.

It is intended to make a decision on school closure by 5:15 a.m., so parents should be called by 5:45 a.m. This may vary depending on the situation and the declaration of storm signals by PAGASA, or the Pasay municipality.

If these conditions develop during the school day, then we will try to activate the telephone tree, or just call parents from the school office. In this situation, the children will be held at school in a safe and secure situation until they are picked-up.

WITHDRAWAL OF STUDENTS

If, for some reason, parents need to withdraw a student from school, please advise the school office and finance office at least 2 weeks prior to the departure, if possible.

YAYAS AND BODYGUARDS

We do not allow yayas and bodyguards from staying on campus after children have been dropped off.

Those yayas and bodyguards who are required to remain close to the school for the school day should wait in the car park in a vehicle provided by their own employer.

ENTRY AND PARKING AT MGIS

Parking Stickers

Entry to MGIS is by way of MGIS parking sticker which is available from the MGIS Office. MGIS has a NO Car Sticker, No Entry Policy.

The sticker entitles the bearer to enter the compound and visit the school. The documents needed to secure a parking sticker are:

- a. Application Form from the office
- b. Certificate of Registration of vehicle
- c. Official Receipt of vehicle

Entry to MGIS

Entry to the MGIS campus is by way of the gate marked Entrance. We operate a one way system so please comply with the signs. Unfortunately, due to the limited parking space we cannot have cars parking at the school whilst waiting for children. It is strictly drop off and pick up only.

Arrival Plan: Kinder1 - Grade 10 Students

To ensure the safety of all children and to provide a calm start and end to the school day, please drive slowly through the school gates and look out for pedestrians. Pedestrians have priority on the school campus!

A drop-off zone has been designated in front of the school.

Drop-off Etiquette

Please do not park in the drop-off zone; this will allow drop-off traffic to move more smoothly. Please advise drivers to be patient if there are cars in the drop off zone. Honking of horns is discourteous in these circumstances.

The safety of our children is paramount, therefore please advise drivers to show and exercise patience and good manners whilst driving in the MGIS campus. ***Remember that adults are role models for our children so please ensure we are modelling the correct courteous behaviour.***

Given our lack of space at the entrance to school, children are expected to move directly to their homerooms after drop off. Children should not be allowed to play in the car parks or on the grassed areas at the front of school. Adult supervision within school begins at 7:10 a.m. therefore students arriving before this time needs to be supervised by their parents, drivers or helpers. No responsibility for health and safety is accepted by the school before 7:10am.

DRESS CODE

The school has a dress code which requires students to wear the school uniform at all times, except on scheduled non-uniform days or when special permission is granted by the Head.

School Uniform Dress Code

PYP (Kinder 1 to Grade 5)

GIRLS	BOYS
School Blouse	School Polo
School Skirt	School Pants / Slacks
School Tie	School Tie
School Blazer	School Blazer
White Socks	White Socks
Black Shoes (school style)	Black Shoes (school style)

MYP/DP (Grades 6-12)

GIRLS	BOYS
School Blouse	School Polo
School Skirt	School Pants / Slacks
School Tie	School Tie
School Blazer	School Blazer
White Socks	Black Socks
Black Shoes (school style)	Black Belt
	Black Shoes (school style)

Physical Education

All students

School P.E. T-shirt in the appropriate house colour
School P.E. Shorts in black
White or Black Sports Socks
Rubber Shoes

Swimming

All Students

GIRLS	BOYS
School Swimsuit	School Swimming Shorts
School Swim Cap	School Swim Cap

HATS, JEWELRY AND MAKE UP

No hats or hoodies may be worn inside the school except the school beret or school cap. This pertains even on non-uniform days. Jewellery should be limited to items of cultural or religious significance. No jewellery, including earrings should be worn during Physical Education classes.

At High School level only, natural lip gloss is permitted.

BOOKS

A number of textbooks, reading books and library books, which belong to the school, are assigned to each student during the course of the school year. Books include hard cover and soft cover books, as well as workbooks.

It is expected that students will treat all books with respect and will keep them in good condition for return at the end of the year. Students should not write in books unless explicitly instructed to do so by the teacher. If a student loses and damages a textbook or library book, parents are responsible for the cost of the replacement. The school office will provide information about replacement costs for a book should a problem arise.

SUPPLIES

Students will be provided with basic school supplies including exercise books, pencils etc. Students may bring personal stationery items and pens if they wish.

Please clearly label all of a student's belongings with the student's name.

LIBRARY

The library is located at the Ground Floor. It is open from 7:30 a.m. until 4:00 p.m. each school day.

The Library offers students opportunities to locate, use and evaluate information, or read for pleasure.

Students are allowed to borrow one book at a time for a period of one week. This borrowing can be renewed.

Students with overdue materials may not check out books. Overdue books are charged at 2:00 pesos per school day. Check-out privilege is restored once the book is returned and fine has been paid.

Food and drinks are not permitted in the Library. Students are asked to leave school bags outside the library.

All persons using the Library are expected to take good care of books and other library materials, and also to use behaviour which is appropriate for a Library.

Such behaviour should be in keeping with the belief that the Library is a quiet place in which individuals can pursue their own reading interests.

LOCATION OF CLASSROOMS

Classrooms in MGIS Campus are located as follow:

Ground Floor Building A:

Library
Kindergarten 1; 2 and 3
I.C.T. Room, Art Room, Special Education Room, French Room

Ground Floor Building B:

DP Quiet Study area, Grade 1, Grade 3, Grade 4 and Grade 5
Conference Room

Second Floor Building A:

Music 1 Room, Multimedia-Room, English as a Second Language Room
Grade 10, Grade 9

Second Floor Building B:

Grade 8, Grade 7, Grade 6
Preparation Room, Science Laboratory
Dining Area
Auditorium

FIELD TRIPS

Field trips are an important facet of instruction, particularly when they connect to the curriculum under study at the time. Field trips can provide powerful opportunities for experiential learning and they can provide enrichment and enhanced understanding of the curriculum.

Prior to a field trip occurring, the teacher will notify parents of details of the trip including dates, times, costs, mode of transport, items needed for the trip, relationship of the trip to the curriculum, etc. In order for a student to go on a field trip, it is necessary for parents to give signed permission on the form provided.

HOMEWORK

Homework assignments are given to reinforce the learning of new concepts and skills and to develop desirable work and study habits. Teachers usually do not give homework assignments on Fridays. The time that students spend on doing homework follows these general guidelines:

Students in Kindergarten 1 and 2

are not given formal homework, except for projects which are done in collaboration with their parents.

Students in Kindergarten 3

are not given formal homework. They are encouraged to take home books to read. They are also encouraged to learn words relevant to their reading and practice their handwriting, with help from parents. They may also be asked to complete projects in collaboration with their parents.

Students in Grades 1 to 10

may be given daily homework as follows:

Grade 1 and 2	up to 30 minutes	Grade 6 to 7	up to 75 minutes
Grade 3 and 4	up to 45 minutes	Grade 8 to 10	up to 90 minutes
Grade 5	up to 60 minutes		

Students in Grades 11 to 12

The approach to study and deadlines for producing the assignments required will vary according to the level and subject being undertaken. Much emphasis is placed upon self discipline and personal organisation and planning.

Please note that the above guidelines include reading, as well as work set by all subject teachers.

In cases of extended absence from school, then the students may be given additional homework

LOST AND FOUND

It is important that all items which are brought to school are clearly named. If this is done, then we can make realistic efforts to find the owner.

When an item of significant value is found, it should be handed in the school office, where it will be held. Unnamed items, such as clothing, will be placed in the lost property box in the Supply Room. At the end of the school year, unclaimed item will be disposed of.

SCHOOL LUNCH PROGRAM

All lunches are eaten in the Dining Area. Students may purchase lunch from the canteen, or they may bring lunch from home. Details of lunch purchases will be given in a newsletter early in the school year. A monthly menu will be notified to parents. **Students will not be allowed to order take-out food or fast food at any time.** Parents who bring these to their children will not be allowed as well.

The students' behaviour in the canteen is expected to be exemplary.

Parent – Student Handbook SY 2009- 2010

We strongly discourage yayas and parents from coming in to help feed children during lunch time, as we believe that children need to develop independence, which includes feeding themselves.

SPECIAL EVENTS

The school will organize several special events during the school year. Such events include Gandhi Week, Earth Week, Book Week, International Food Festival, Sports Day, Swimming Day and Christmas Program.

Details will be included in the school newsletter.

TOYS AND ELECTRONIC ITEMS

Please note the following guidelines concerning toys and electronic items at school.

Toys and electronic items, in general, should not be brought to school, unless specifically requested as part of the class program.

Cell phones, beepers, CD players, IPod, Creative Zen, walkman-type devices, Nintendo-type electronic games, radios, audio tape players, cameras and laser pointers should not be brought to school, unless specific permission is given by the Head. Taking photos or movies within the school grounds, classes etc without the express permission of the head or the teacher in charge at the time in question is prohibited.

Trading and selling of collectors' cards and other memorabilia is not permitted at school.

The school shall not be held liable for any loss of items mentioned above.

USE OF TELEPHONES

Students are permitted to use the telephones in the school office under the guidance of the secretary.

4. SAFETY AND SECURITY

SECURITY

The safety, security and well-being of students, staff and faculty is paramount at MGIS. We have extensive security from the entrance & exit gates around the perimeter fences and car parks as well as controlling access to the surrounding lots. The same security firm is responsible for the MGIS occupied area and the area immediately around the school buildings. Our external security is armed whilst our "in house" security which is detailed within the school premises is not armed.

In line with this policy, parents are reminded that adults accompanying children to school must not carry firearms within the school buildings.

Pick-Up Pass / I.D.

A valid pick up pass/ ID must be produced by all adults authorized to collect children from school, this includes parents. To obtain a pick up pass please acquire the appropriate form from the school office and return it completed together with 2 1x1 photos. Within 2 days, a pick up pass will be issued. In the event that a pass is lost or destroyed, there will be a replacement cost of 50 pesos per pass.

Emergency Contact Cards

Parents of all students are required to fill out a set of three emergency cards. One card is filed in the front office; one goes to the student's homeroom teacher; and one is kept in the nurse's office.

In emergency situations, the school calls the numbers listed on the card. It is essential therefore that parents update these cards if their address, phone number, or emergency contact person changes.

Emergency Situations

Emergency drills are conducted regularly during the year to prepare students, teachers staff and parents to respond appropriately to any emergency i.e. fire, earthquake, bomb threats etc. Such procedures are fully explained to all the students by the class teachers before actual drills are held.

Typhoons and Storms

When a typhoon or tropical storm system affects the weather the following procedure will apply:

Should Storm Signal No. 1 be declared, and even though schools in the Pasay municipality may be declared closed, MGIS will remain open unless local conditions dictate otherwise; then our school will be closed and classes cancelled.

Should Storm Signal No. 2 or higher be declared, the school will be closed and classes cancelled.

Should Storm Signal No. 2 or higher be declared *during* the school day, the school will close and we will contact the parents. We will hold the students in a secure situation until parents have come to collect their children.

Evacuations

If an emergency is not immediately time-sensitive, parents or guardians are called to retrieve their children. If this is not immediately possible and/or if students need to be removed from the property for safety reasons, the school houses the children in the nearby Gagoomal Offices.

From here, calls will be made to parents or guardians to make arrangements for them to retrieve their children.

Fire

Fire drills are conducted every month. Fire exit directions and procedures are posted in all rooms and public areas, and teachers review fire exit procedures with students on a regular basis.

In the event of a fire, everyone is evacuated from the building immediately and assembled in the main car park. If students are unable to return to the building because of smoke or fire conditions, the school follows the emergency evacuation procedures outlined above.

Please be advised that the Mahatma Gandhi International School premises and environs are strictly **NO SMOKING areas**.

Electricity

In the event of power loss at the school resulting in lack of A/C or water for the sanitation system, parents are contacted to collect their children.

Water

If there is a water main break with loss of water in the building or if there is flooding, parents are called to retrieve their children.

School Closure

It is intended that a decision on school closure will be made at 5:15 a.m. and the telephone tree activated. This may vary depending on the situation and the declaration of storm signals by PAGASA. Please note that the telephone tree begins with the Head who contacts the Homeroom Teachers who in turn contact Room Parents to activate the Homeroom Telephone Tree. Through the telephone tree, we will do our best to contact families. Please be also alert for radio announcements. You may also contact the school office.

It is probably wise to prepare for such a situation whenever Storm Signal No. 1 is declared, as conditions can deteriorate quickly. Should this occur during the school day, then, our school office may be contacted for current information.

5. HEALTH

STUDENT HEALTH

Prior to admission to school, students must submit a completed Medical Form which is included in the enrolment packet. It includes all pertinent information regarding a student's health history.

Parent – Student Handbook SY 2009- 2010

For injuries or emergencies, the School has entered into an agreement with COMMCARE. For serious injuries COMMCARE will provide an ambulance service for the injured to be brought to any hospital.

In cases where a student is brought to a hospital, a staff member will accompany the student to the hospital where the parents can meet them. In cases of extreme emergency, the obtaining of medical assistance may precede contact with parents.

MEDICAL RECORDS

The Medical Form submitted prior the school admission must contain the following information:

- a. Health history
- b. Immunization history
- c. Medications taken on regular basis
- d. Contact persons including paediatrician and dentist

Any change of information in the medical forms should be reported immediately to the school office.

ADMINISTERING OF MEDICATION

No medications, whether prescription or over-the-counter, are given without written consent from the parents or guardians.

Medication, in accordance with the guidelines below, can only be administered if:

Parents sign a permission form that authorizes the school nurse to give a student over-the-counter medications at her discretion. These medications include common drugs like aspirin, paracetamol, and Calpol. Please contact the school for a consent form if you have not signed one and wish the school to be able to use over-the-counter medications for your child

SELF ADMINISTERING OF MEDICATION

As a general rule, self-medication is not allowed at MGIS unless:

1. The student has been diagnosed by a doctor and is required to have access to medicines; i.e., asthma, diabetes.
2. There is a written consent from the doctor/parent/guardian indicating that the child may self-administer the medication at school. It should include a statement absolving the

school of any responsibility for the consequences of the medication, and acknowledging that the school bears no responsibility for ensuring that the medication is taken.

3. The student is clear about the purpose, time, and dosage of the medication

COMMUNICABLE DISEASES

Parents should notify the school immediately if a student has contracted a communicable disease. The school then notifies parents of other students in the grade level homeroom. If more than one case of a communicable disease occurs in a single homeroom or area of the school, the school may contact a Public Health officer. In the event of an epidemic, special precautions or exclusion policies may be necessary.

MGIS follows isolation and quarantine regulations as prescribed by the World Health Organization (WHO). In the chart below are guidelines that apply to how long a child should stay at home if common childhood diseases and conditions should occur.

ILLNESS AND EXCLUSION POLICY

If a student shows any symptoms of illness, such as temperature, nausea, diarrhea, sore throat or a rash, the student should not come to school until the seriousness of the condition has been determined or the symptoms have disappeared. This helps reduce the spread of infections at school.

If a student shows symptoms of a serious illness while at school, the student is excluded from the regular school program and the following procedures are followed:

1. The student is asked to report to the nurse's office.
2. Parents are notified to make arrangements to have the student picked up at school. If parents cannot be reached, the person designated on the emergency card is called. It is essential that parents list people on the emergency card who are able to pick up the student if the parents cannot be reached.

CRITERIA FOR EXCLUDING STUDENTS FROM SCHOOL

The following chart is purely a reference; it is not meant as a tool for diagnosis. If a student wants to return to school sooner than the guidelines listed, he or she must bring a release from a physician. Students who abide by the guidelines may be re-admitted by the school nurse.

CONDITION	EXCLUSION	PREVENTION
Chicken Pox (Varicella)	Exclude for five days after the onset of the rash or until all lesions have dried and crusted over, whichever is later.	Vaccine
Conjunctivitis (Pink Eye)	Exclude for 24 hours after treatment begins for purulent conjunctivitis (red or pink conjunctiva with white or yellow discharge)	Make sure hands are clean before treating child's eye and promote good hygiene; wash hands after contact with child's eye or with discharge.
Diarrhea	Exclude when the stool is watery or decreased in form and cannot be contained by diapers or controlled by toilet use, or if stool contains blood or mucus, or if accompanied by fever.	Good hygiene; wash hands after contact with stool.
Head Lice (Pediculosis)	Exclude until condition is cleared	Early detection is best and avoid physical contact with infected person and their belongings; always keep belongings of children separated; wash and dry all items that come in contact with infected person
Hepatitis A	Exclude case for one week after the onset of illness and exclude exposed children and staff in program until immune globulin has been administered (within two weeks or exposure)	Vaccine, good hygiene
Measles	Exclude for 4 days after rash appears	Vaccine
Mouth Sores	Exclude only in children who cannot control their saliva	
Rash	Exclude if accompanied by a fever or behaviour change until a physician determines that the illness is not a communicable disease	
Ringworm	Exclude until after treatment begins	Keep environment clean, dry, cool
Rubella	Exclude seven days after rash disappears	vaccine
Scabies	Exclude until treatment is completed	Wash and dry all washable items that come in contact with the infected skin; always keep belongings of children separated
Strep Throat	Exclude for 24 hours after treatment begins and the child has had a normal temperature for 24 hours	Good hygiene, air out room daily, clean surfaces and utensils
Tuberculosis	Exclude until the child's physician states the child is non-infectious	
Vomiting	Exclude if the child has vomited two or more times in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration	Good hygiene

6. RESPONSIBILITY AND BEHAVIOR

CODE OF CONDUCT FOR STUDENTS

MGIS expects that all members of the school community, Board members, employees, parents and students, will contribute to an atmosphere in the school that is characterized by the values of Honesty, Responsibility, Respect, Self-Control, Promise-Keeping, Equality and Social Justice. The School aims to develop an attitude of individual responsibility towards the quality of life in the School Community. The code of behaviour expected from our students and teachers rests on seven principles:

Honesty	Telling the truth; meaning what you say;
Responsibility	Carrying out your obligations or duties; answering for your own actions;
Respect	Treating everyone, including yourself, with dignity; having respect for yourself, others, and your own and other people's property;
Self Control and Promise Keeping	Being able to control your own actions; Keeping your word;
Equality	Understanding that all people should have the same rights;
Social Justice	Treating all people fairly.

The aim of this code is to provide clear guidelines to students and their parents.

There are separate additional guidelines available for High School Students.

PERSONAL APPEARANCE

Students are accountable for their appearance and are expected to take pride in it. All students will wear all items of the uniform as described in this Handbook.

APPROACH TO ACADEMIC WORK

It is the student's responsibility to complete work to a deadline and to the best of his/her ability. It is the teacher's responsibility to set tasks that enable each student to fulfil his/her individual potential.

If students do not assume responsibility for completing work to a deadline or to an acceptable standard, a procedure will be drawn up and implemented in an attempt to rectify the situation before it escalates.

Parents have the right to know if their child regularly fails to meet deadlines or complete work to an acceptable standard. Students are expected to participate consistently in class discussions and activities.

ADVICE AND HELP

Students are encouraged to be open about problems and should seek the advice of an adult, when they do not understand what is taught or what is required. Ordinarily, within the school, this will be their Homeroom Teacher or a Specialist Teacher. Students should not hesitate to approach anyone

PRIDE IN OUR SCHOOL

A factor which is very important to the success of our school is the pride we all should have in being associated with MGIS. We hope that children will reflect this pride as they grow up and mature, and make increasing contributions to the life of the school.

Following the items in the Code of Conduct are ways of exhibiting pride in MGIS and in what it means to be a caring and respectful student at MGIS.

HOUSE SYSTEM

One way in which we encourage such positive behaviour is through our house system. The houses are named after personal qualities, Endeavour, Endurance, Enterprise and Encounter. Each student is placed in one of these houses. House points are given for good behaviour, efforts etc. Each week, the winning house is announced, and this builds up to the presentation of the Inter-House Trophy at the end of each term.

DISCIPLINE

As an aspiring IB World School, the IB values apply directly to creating a safe learning environment. Specifically, students are expected to strive toward being *principled* and *caring* learners. These values are crucial in providing an orderly and safe environment for the serious pursuit of academic excellence. Likewise, all the members of a community benefit when the rules are clear and there are consequences. The following guidelines are intended to achieve a balance between freedom and restraint, recognizing also that an increase in grade level implies a greater responsibility on the part of the students for their actions. An effort has been made to identify the acts that most frequently disrupt the safe and orderly functioning of school and the educational process. The following, however is not all-inclusive, and a student committing an act

of misconduct that is not listed, will be subject to the discretionary authority of the administration. Parents are asked to review the following student code of conduct to understand MGIS's behavioural standards as well as the consequences for students who violate school policies. Students are expected to abide by the guidelines established in all areas of the school, during school sponsored trips, events and on the bus.

At MGIS, all students are expected to exhibit the kind of behaviour which allows them to enjoy life at school, secure a quality education, and also to respect the rights and feelings of others. Our initial approach to achieving this is to operate a positive behaviour policy. In this, the adults in the school community are constantly looking for ways to recognize examples of good behaviour and compliance with expectations, rather than accentuating non-compliance and the negative consequences. There are times; however, when a student might choose to act without responsibility or regard for others, and this has to be promptly and appropriately dealt with.

The goal in dealing with all behavioural problems is to change unacceptable behaviour to socially acceptable levels. This includes exhibiting respect and tolerance for others' points of view and the religious and cultural heritage of others. For this approach to be effective the school and the home must work together and the student must be willing to cooperate with teachers in achieving these aims.

Most disciplinary incidents in school will be of a minor nature and will be dealt with by the class teacher or adult concerned. However, some may have to involve parents or the Head. In extreme cases where a student's behaviour or demeanour poses an immediate danger to the school community, the school reserves the right to immediately remove a student from the class or the school depending on the severity of the infraction. The safety and security of the majority is considered paramount in such circumstances.

Any member of the MGIS community who impedes productive, positive cultural exchanges through disrespect, disregard or insensitivity is hindering rather than helping create an environment of tolerance and empathy, and is therefore not developing skills for peaceful resolution of conflict. Any type of behavior not in keeping with this is disagreeable to the school's goals. Mahatma Gandhi International School therefore does not accept ill-discipline, or behavior which is contrary to the school's philosophy.

The school emphasizes the importance of safety, respect, honesty, responsibility, courtesy and discipline in a learning environment. Our goal is to develop self-discipline based upon respect for others. Therefore, we expect students to:

- Follow the directions of all staff members in a kind and courteous manner. Failure to follow directions could have health and safety consequences.
- Show respect to peers and adults by being considerate of the beliefs and feelings of all individuals.
- Show respect for oneself and be honest with others
- Avoid public displays of affection
- Attempt to solve problems verbally and thoughtfully.

- Exercise politeness and good manners at all times, including lunchtimes.
- Respect the dress code
- Respect other people's property

Staff members should also model positive communication and problem solving skills to help students develop self-discipline and self-esteem. Adults are available to help students who experience problems in school.

To support our students, we expect parents to be aware of and support our policy on respect and the school rules. We also expect parents to:

- Send students to school on time and ready to learn.
- Communicate regularly with the classroom teacher(s).
- Help students develop good study habits by offering encouragement and support.
- Model peaceful problem solving techniques for their children.
-

LEVELS OF DISCIPLINARY ACTION

The following summarizes the levels of disciplinary action available to school personnel, which may be used with students who disobey school or classroom rules: These may not be referred to in cases involving firearms, illegal substances and the like which have their own specific consequences. Please see the relevant policy in this handbook.

Level 1: Verbal Warning / Reprimand

The member staff will stop, discuss and remind the student not to engage in the inappropriate behaviour by giving the student a reminder of the rules.

Level 2: Intervention

The staff member may use any of wide range of interventions, including, but not limited to: personal apologies, "time-outs", behaviour reports, contracts, denial of privileges, detentions, letter of apology, etc. Or may choose to elevate the situation to phase coordinators i.e. PYP, MYP or DP Coordinators for further investigation.

Level 3: In-School Suspension (ISS)

Staff through the phase coordinators may refer a student to the Head for breaching the Code of Conduct or the Discipline Guidelines, for this a student may receive an in-school suspension (ISS). This means the student would spend the remainder of the school day completing class work given by the teachers while being removed from the regular classroom and social setting. The student would be supervised by an assistant teacher or the Head. Parents will be notified, in writing, of an in-school suspension decision.

Level 4: Out-of-School Suspension

Serious behavioural problems or a persistent failure to adhere to the Code of Conduct or the Discipline Guidelines may result in an out of school suspension decision. A student's parents will be notified in writing of an out-of-school suspension. Following such suspension, a re-admittance conference with the parents, the student and the Head will take place prior to the student being re-admitted.

Level 5: Withdrawal / Expulsion

Where a pattern of unacceptable behaviour persists after repeated intervention, it may be necessary for the Head to recommend withdrawal or expulsion. This recommendation will be reviewed by the Board of Trustees for confirmation and action. The exception to this is where a student's behaviour or demeanour may pose an immediate danger to the school community. In these circumstances the student will be removed from class or the school, depending on the severity of the infraction. In these circumstances, no warning will be given or exceptions granted. The safety and security of the majority prevail. Parents will be immediately notified either by phone or in writing. Following such an action, the parents and the student will be summoned to a disciplinary meeting with the Head as soon as possible after the event, to address the student's behaviour.

GUIDELINES FOR DISCIPLINE ISSUES

Attendance

Regular attendance is important to the success of students as this minimizes disruptions to the learning process. Though the school accepts legitimate reasons for absence, the following are not considered and will be subject to disciplinary action:

- a. Truancy
- b. Excessive absences
- c. Skipping/cutting class(es)
- d. Leaving the building or assigned area without permission

Social Behaviour

Students of MGIS are expected to be positive and respectful of others at all times. The following are considered unacceptable:

- a. Fighting or assault
- b. Threatening or intimidating behaviour (harassment, verbal abuse, humiliation, ridicule, etc.)
- c. Participating in a group behaviour that intimidates or threatens physical or psychological harm against others

- d. Recruiting or encouraging others to participate in harmful, or intimidating behaviour (i.e. bullying)
- e. Indecent language/behaviour
- f. Hazing or initiations
- g. Disrespect
- h. Disruption of instruction
- i. Defiance of authority
- j. Cheating
- k. Lying
- l. Sexual or racial harassment and discrimination
- m. Setting off false fire alarm
- n. Forgery, including parental signatures
- o. Public displays of affection

For each of the areas above, the following consequences will apply:

The consequences may vary according to the age of the student and circumstance of the incident. However, as a general rule the consequences are as follow:

First Offense:	Verbal reprimand
Second Offense:	Interventions, followed by written notification to parents
Third Offense:	In-school suspension, for up to five days
Fourth Offense:	Out-of-School suspension for up to five days
Fifth Offense:	Recommendation for permanent withdrawal from school

** At any point in this process, according to the circumstances and severity of the offense, the School empowers the Head to immediately suspend a student from school, if in the Head's judgment is the appropriate action.*

TECHNOLOGY UTILIZATION

Our goal at MGIS is to enable students to utilize technology and the internet to satisfy their information needs. Making the internet technology available to young people carries with it the potential that some might encounter information that may be deemed inappropriate. The emphasis with the students is for them to act in a considerate and responsible manner. Should students fail to observe this requirement and access information or images deemed to be inappropriate, then this will be discussed with them and parents will be notified by way of the Home-School Link Book (HSLB). Persistent infractions will lead to the student losing access to this form of information technology for a specified period.

The computer facilities are accessible to all members of the school community and as such, we all have a responsibility to treat them with respect. Thus, no individual shall intentionally cause damage to any equipment or software belonging to MGIS or any member of the school community. This includes, but is not limited to the following acts:

- a. tampering, removing or exchanging any hardware from any system
- b. deleting, renaming, moving, copying, or changing any file or its properties, other than his/her personally owned files
- c. tampering with installed software and files
- d. attempting to gain access to inappropriate materials and files
- e. attempting to change passwords
- f. damaging another individual's work
- g. installing personal software on school technology
- h. violating copyright laws unauthorized copying of software
- i. installing, copying or knowingly infecting a computer system with a virus

Students from Grade 2 and above and their parents will be required to sign a "Technology Code of Conduct and Internet Use Agreement". A fuller explanation of the school's acceptable use of technology policy is attached as an appendix.

THEFT

MGIS students are expected to respect the property of others. Theft or the appropriation of property other than one's own is considered as a serious offense.

Acts of theft consist of the actual taking or in any way participating in the acquisition of materials belonging to someone else without the person's consent.

VANDALISM

Any student found committing acts of vandalism or graffiti will be dealt with in accordance with the guidelines.

The consequences may vary according to the age of the child and circumstance of the incident. However, as a general rule the consequences are as follow:

- | | |
|-----------------|--|
| First Offense: | Verbal reprimand |
| Second Offense: | Interventions, followed by written notification to parents |
| Third Offense: | In-school suspension, for up to five days |
| Fourth Offense: | Out-of-School suspension for up to five days |
| Fifth Offense: | Recommendation for permanent withdrawal from school |

** At any point in this process, according to the circumstances and severity of the offense, the School empowers the Head to immediately suspend a student from school, if in the Head's judgment is the appropriate action.*

DRESS CODE

The correct wearing of school uniform helps create an attitude and atmosphere conducive to learning and demonstrate the students' pride in themselves and in their school.

The consequences of violating the Dress Code may vary according to the age of the child and circumstances of the incident. However, as a general rule, the consequences are as follows:

First Offense: Verbal reprimand; note in HSLB
Second Offense: Parents formally notified and student conference
Third Offense: Parent conference

Continued and persistent violations of the dress code may result in suspension and/or recommendation for withdrawal from the school.

TOBACCO USE

MGIS is a tobacco and smoke-free campus. For students who violate the school's policy on smoking or chewing tobacco, the following consequences will apply:

First Offense: Written notification and a parent/student conference
Second Offense: Out-of-School suspension for up to five days
Third Offense: Recommendation for permanent withdrawal from school

ALCOHOL USE

Students may not possess, consume or be under the influence of alcohol at any time, either on campus, or at any school-sponsored student activities. For students who violate the no-alcohol policy, the following consequences will apply:

First Offense: Written and a parent/student conference
Second Offense: Out-of-School suspension for up to five days
Third Offense: Recommendation for permanent withdrawal from school

DRUGS

MGIS prohibits the use, possession, sale or transfer of dangerous drugs by any student on the school campus, its surrounding environment or during school-sponsored activities. As defined by the Dangerous Drugs Act, dangerous drugs include, but are not limited to, narcotics, stimulants, barbiturates, suppressants, hallucinogens, marijuana and amphetamines.

In the event that a student is suspected of being under the influence of a narcotic substance, the parents shall be called immediately and a medical exam arranged.

Infractions of the school policy on drug abuse will result in the following consequences:

1. Any student who possesses, uses, buys, sells, gives, or traffics drugs on the school campus or at any school-sponsored event will be permanently dropped from the roll of MGIS on the first offense.
2. Positive detection of use through medical exam or urinalysis will result in the following consequences:

First Offense:

- a. A pre-and post-suspension parent/ student/ Head conference
- b. Suspension from school for two weeks (10 full class days)
- c. A comprehensive evaluation of the student by a MGIS recognized and approved professional agency. If professional counselling is mandatory, and all costs will be borne by the parents.
- d. The student will be placed on periodic, mandatory urinalysis, and the costs must be borne by the parents.
- e. Refusal to comply with the counselling or the periodic mandatory urinalysis will result in the student being permanently dropped from MGIS roll.

Second Offense

- a. The student will be permanently dropped from the roll of MGIS
- b. The offense may be noted on the student's official transcript if the school determines it necessary for the protection of MGIS interests.

POSSESSION OF WEAPONS

All students of MGIS are expected to respect the safety of others. Hence, possession of any firearm, dangerous weapon or facsimile of such on campus or at any school-sponsored activity is prohibited. However the school recognizes that, as we have students from 2.6 years of age, the application of any consequence relating to the possession of facsimile of guns or weapons will be applied according to the age and stage of the child concerned.

In general, facsimiles of weapons are prohibited unless specifically required as part of the class program.

As a general rule the consequences of possession of weapons are as follows:

1. Any student who brings to school a firearm will be immediately suspended and recommended for permanent withdrawal or expulsion from school. Additionally, any student who possesses on school premises any dangerous weapon in any confrontational situation will also be immediately suspended and recommended for permanent withdrawal or expulsion from school.
2. Any student who is in possession of any BB, pellet or similar firearm, knife designed as a weapon, martial arts weapons or any other weapons will be immediately suspended and recommended for permanent withdrawal from school.

3. Students should not bring to school swiss army, pocket-knives, key chain knives, etc.
4. These will be confiscated and returned only to parents. Depending on the age and circumstances of the student, he/she may be subject to suspension on the first offense.

STUDENTS WITH SPECIAL NEEDS

MGIS is committed to educating all of its students under a fair and consistent discipline policy. Special needs students will be subject to the provisions of the school's Code of Conduct and will be treated in a manner that most closely resembles their peers in regular education, while at the same time considering their unique programming needs.

HEAD'S DECISION

In all case involving the need to discipline a student, if the Head determines that the safety of other students is a risk as a result of any student's misbehaviour, then the school, through the Head, reserves the right to immediately suspend the student, and, following a conference with parents and student, to expel and remove the student from the school's roll, if this is deemed appropriate.

7. MGIS ACCEPTABLE USE OF TECHONOLOGY POLICY

ACCEPTABLE USE OF TECHNOLOGY

All students and parents/guardians should read this policy carefully. The terms herein are applicable to all students of Mahatma Gandhi International School.

ACCESSING AND USING MGIS TECHONOLGY RESOURCES

MGIS allows access to the Internet, the school network and computers to all of its students who follow the terms of this Acceptable Use of Technology Policy. Access to the school's technology resources will be allowed only for students currently registered at the school, and to be used solely as part of the educational objectives of the school. Email or access to email will be provided to all students who follow the terms of this Acceptable Use of Technology Policy.

The school faculty, staff and administration strongly believe in the educational value of the integration of technology in education, and recognize its potential to support our curriculum and student learning. Our goal in providing this service is to promote educational excellence by facilitating production, research, communication and problem solving. We will make every effort to protect students from any misuses or abuses as a result of their experiences with this service.

The school's technology resources, for this policy, are defined as Internet access, the school's internal network, the wireless network, the computers, and the related peripheral computer equipment.

MGIS ACCEPTABLE USE POLICY

Terms and Conditions for Student Internet Use:

Access to the MGIS Technology Resources is a Privilege, not a Right

The administration, technology staff or classroom teacher may take away a student's privileges to the school's technology resources at any time.

MGIS Technology Code of Conduct

All computer users agree to:

- be ethical and courteous and not send hateful, harassing, obscene, discriminatory, or other inappropriate messages.
- respect the files and data of other users and not delete, change or copy files/data of others without their permission.
- treat anything created by others (information, graphics, music, sounds, projects, etc.) as their private property and respect copyrights.
- use the school network in a way that does not disrupt its use for others. Use of peer-to-peer programs is not allowed. Chat programs, online games and downloading of large files that use up network capacity should not be used at school. Teacher approval is necessary if an audio or video download is necessary for a school project.
- not develop or distribute programs that invade other computers, computer systems, or networks and not hack the system.
- not destroy, change, or misuse the hardware or software in any way
- use the Internet for educational purposes
- respect and protect the privacy of all users. Do not use anyone else's user name password, etc.
- not use the school network or facilities for commercial purposes

Network Etiquette

When you use the Internet, the school network, and email, you must follow the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- Always be polite. Never send, or encourage others to send, abusive messages.
- Remember that you are a representative of MGIS. Never swear, use vulgarities, or use any other inappropriate language.
- Cite references for any facts you present. Using copyrighted information without proper references is illegal.
- Email is never private. The recipient of your message can easily send it on. Don't send email that you wouldn't want the whole world to see.
- Remember that there are appropriate and inappropriate sites on the Internet and you should not access inappropriate sites. Not all people on the Internet are who they appear to be.
- Do not give out personal information over the Internet.
- Remember that files created by others are the sole possession of those people
- Never access other people's network folders or email accounts

Limits on Internet Services

- Because access to the Internet provides connections to other computer systems located all over the world, students and parents must understand that no member of the MGIS administration, faculty or staff controls the contents of the information on those other systems. Some of the information available is controversial and may sometimes be offensive to some individuals. MGIS does not condone the use of such materials. Neither the MGIS Technology committee, nor any member of the MGIS administration, faculty or staff makes any guarantee, either expressed or implied, for the Internet service being provided.
- Neither the MGIS Technology committee, nor any member of the MGIS administration, faculty or staff will be responsible for any damages that students suffer. This includes, but is not limited to the loss of data or service interruptions for any reason.
- of any information found on the Internet is at the student's own risk.

Security Responsibilities

Security on the Internet is a high priority

- If a student identifies a possible security problem, he/she must notify the classroom teacher at once.
- Students must never demonstrate to others how to bypass security systems.
- If any Internet correspondent asks to meet a student in person or offers a student gifts or money, it must be reported at once to his/her teacher.
- The school reserves the right to look at all email and files. Messages and information involving violations of the school rules will be dealt with by the school administration. Information involving potential crimes will be reported to the proper authorities.
- Students who violate security responsibilities may lose access to the Internet, the school network and the school's computers.

It suite, library network, etc

The following policy applies to every MGIS student using a computer on campus:

- Computers and related technology must be used only for school and education-related purposes
- Student must not use a login and password other than his/her own.
- Student must work only on the computer to which he/she has been assigned by school staff.
- Gum, candy, food and drink are not allowed when using a computer anywhere in school.
- Student must not alter desktop settings of school computers.
- Student must not access any file or folder not belonging to him/her
- All documents must be stored only in user's assigned folder.
- Student must not post anonymous, threatening, or offensive messages.
- Email messages must not be forged.
- Student must not download any file from the internet to a school computer without first securing formal permission from school staff.
- Computer software copyrights and licensing agreements must be honored.
- Computers and computer-related technology must not be used for commercial gain or fraud.
- Student must not make any change in any school computer's interface or operating system.
- Student must not degrade performance capacity of any school computer or computer-related technology.

- Student is obliged to respect any additional computer and computer-related use regulation set forth school staff.
- Student will not access inappropriate sites that violate normal decency standards and are accepted to report any sites they discover to school officials.

VANDALISM

Vandalism is defined as any malicious attempt to alter the hardware or software configuration of a computer so that the computer does not function as intended.

- If students commit vandalism, they may lose access to the school's technology resources, face school disciplinary action, and be reported to the police.

LAPTOP PROGRAM

Mahatma Gandhi International School is committed to the integration of technology into the academic programs of the school. As part of this commitment, all High School students are asked to have and use a laptop computer where appropriate in their classes throughout the school day.

- Students must accept responsibility for their laptops.
- Student should treat their laptops with care, whether owned or leased, to avoid damage.
- The school provides secure storage with lockers and locks available to each student for use when their laptops are not in their possession.
- Students should have an awareness of security issues and follow the expected practices for preventing loss and theft.
- Students should avoid leaving their laptops unattended or sharing their computers in situations that encourage loss or theft.
- If a laptop computer is lost or stolen, the student should notify the school administration immediately.

Students who violate the above terms and conditions may lose access to the Internet, the school network and the school's computers. Students will be accountable for any inappropriate material found in his or her laptop or personal folder, regardless of how it got there.

Computers on campus may be used only for legitimate, school-related teaching and learning purposes. MGIS reserves the right to monitor computer use on campus, whether the computers are MGIS or personal property. Students who do not respect this policy risk having computer use privileges suspended. Depending upon the type and level of disregard for the Computer Acceptable Use Policy, students in violation of the policy will become subject to disciplinary consequences.

INFORMATION TECHNOLOGY CONTRACT

STUDENT

I, _____, have read and understood the Computer Acceptable Use Policy and agree to all of the provisions. I understand that any violations of the above guidelines will result in immediate disciplinary action that may include the immediate suspension of my computer privileges, and that as a result of additional violations; further disciplinary measures may be taken.

Student's Signature over PRINTED NAME

Date

PARENT/GUARDIAN

I, _____, am the parent /guardian of the above named student. I have read and understood the Computer Acceptable Use Policy and hereby give my permission for my son/daughter to use the computer provided by Mahatma Gandhi International School (MGIS). I understand that my son/daughter is required to follow this policy. I also understand that there is the potential for my son/daughter to access information on the computer that is inappropriate for students and that every reasonable effort will be made on the part of the faculty and administration of MGIS to instruct my son/daughter in the proper and safe use of the computer. I further understand that my son/daughter is ultimately responsible for restricting him/herself from accessing inappropriate information.

Parent/s' Signature over PRINTED NAME

Date

PARENT-STUDENT CONTRACT

We have read the Parent-Student Handbook for School Year 2009-2010 and are fully aware of the Primary Years Programme and/or Middle Years Programme's and Diploma Programme's philosophy, policies, rules and expectations.

Parent/s' Signature over PRINTED NAME

Date

Please detach and submit to the Homeroom Teacher of your son/daughter on or before August 7, 2009 or within a week of enrolment.