The Brent School Emblem

The LION stands for bravery and courage; 
The LAUREL LEAVES stand for knowledge and learning; 
The SIX STARS stand for loyalty, integrity, courtesy, sincerity, honesty and camaraderie.

Accreditation:
- WASC (Western Association of Schools and Colleges)
- IBO (International Baccalaureate Office)
- Department of Education (DepEd), Philippines
- CIS (Council of International Schools)

Member:
- East Asia Regional Council of Schools (EARCOS)
- National Association of Episcopal Schools ((NAES), U.S.A
- Schools for Peace, Relevant Instruction, Nurturance and Transformation (SPRINT), Episcopal Church in the Philippines (ECP).
- CIS (Council of International Schools)

This book belongs to: ______________________
SCHOOL DIRECTORY

Location:
Building 6601, Binictican Drive
Subic Bay Freeport Zone
2222 Philippines

Mailing Address:
P.O. Box 208
Olongapo City Post Office
2200 Philippines

Phone List:
Trunk line ................................................................. 252-6871
Headmaster ............................................................... 252-6872
Deputy Headmaster/US Principal ................................. 252-2687
Lower/Middle School Principal ................................. 252-5497
Director of Admissions and Registrar ....................... 252-6873
Director for Student Activities ................................. 252-1640
IB Office ................................................................. 250-0457
Guidance Counselor ................................................ 250-0457
Accounting/Business Office ................................. 252-6833
School Nurse .......................................................... 252-1321
Drop-off Guard/After School Hours ....................... 252-6043
FAX ................................................................. 252-3240

E-Mail:
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Deputy Headmaster
phiggins@brentsubic.edu.ph
Brent Subic Website:
www.brentsubic.edu.ph
# TABLE OF CONTENTS

## Welcome Messages

- Mr. Dick Robbins (Headmaster) ................................................................. i
- Mr. Patrick Higgins (Deputy Headmaster/Upper School Principal) .......... ii
- Ms. Ximena Silva Barth (Lower School/Middle School Principal) .......... iii

## CHAPTER I - Introduction

- Philosophy and Goals .................................................................................. page 01
- Mission Statement of All Brent Schools .................................................. page 01
- Expected School-Wide Learning Results ................................................ page 02
- History ........................................................................................................ page 05
- How Brent Subic Came About ................................................................. page 06
- How the Brent Schools are Governed ....................................................... page 07

## CHAPTER III - Academic Program

- School Year .................................................................................................. page 15
- School Days ................................................................................................ page 15
- Daily Time Schedule (Monday, Tuesday, Wednesday, Friday) ............... page 16
- Daily Time Schedule (Thursday, Chapel, Eucharist or House Event) ....... page 17
- Special Assembly Schedules ....................................................................... page 18
- Curriculum ................................................................................................ page 18
- Homework .................................................................................................. page 18
- Computer Access, Responsible Use Policy and Support ......................... page 19
### CHAPTER IV - Student Life

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities and Sports</td>
<td>34</td>
</tr>
<tr>
<td>Clubs</td>
<td>35</td>
</tr>
<tr>
<td>Bookstore – School supplies</td>
<td>37</td>
</tr>
<tr>
<td>Cancellation of Classes, Typhoon Signals, Early Dismissal from School</td>
<td>37</td>
</tr>
<tr>
<td>After Hours and Visitor’s Policy</td>
<td>38</td>
</tr>
<tr>
<td>Closed Campus</td>
<td>38</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>39</td>
</tr>
<tr>
<td>Student’s ID</td>
<td>39</td>
</tr>
<tr>
<td>Cell Phones and Other Electronic Devices</td>
<td>39</td>
</tr>
<tr>
<td>Clinic</td>
<td>40</td>
</tr>
<tr>
<td>Middle School Camps</td>
<td>41</td>
</tr>
<tr>
<td>Homeroom</td>
<td>42</td>
</tr>
<tr>
<td>Student Council</td>
<td>43</td>
</tr>
<tr>
<td>House System</td>
<td>44</td>
</tr>
<tr>
<td>House Representatives</td>
<td>44</td>
</tr>
<tr>
<td>Evacuation and Emergency Guidelines</td>
<td>44</td>
</tr>
<tr>
<td>Public Display of Affection (PDA)</td>
<td>45</td>
</tr>
<tr>
<td>Religious Life</td>
<td>46</td>
</tr>
<tr>
<td>Parent-Teachers Association (PTA)</td>
<td>46</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>46</td>
</tr>
<tr>
<td>Field Trips</td>
<td>47</td>
</tr>
<tr>
<td>Lockers</td>
<td>47</td>
</tr>
<tr>
<td>Textbooks</td>
<td>47</td>
</tr>
<tr>
<td>Communication</td>
<td>48</td>
</tr>
<tr>
<td>Publications</td>
<td>48</td>
</tr>
<tr>
<td>Email Addresses</td>
<td>50</td>
</tr>
<tr>
<td>School Buses</td>
<td>50</td>
</tr>
</tbody>
</table>
CHAPTER V - Behavioral Expectations Citizenship Standards - Discipline

Policies Governing Student Conduct ................................................................. page 55
  Discipline Guidelines ................................................................................... page 55
    Good Manners ............................................................................................ page 55
    Accountability ............................................................................................. page 56
Dress Code ....................................................................................................... page 56
Citizenship Evaluation ...................................................................................... page 58
Citizenship Standards ....................................................................................... page 58
Student Attendance ........................................................................................ page 61
  Tardiness ....................................................................................................... page 61
  Absences ........................................................................................................ page 61
Students Leaving School Grounds ..................................................................... page 62
Academic Honesty ........................................................................................... page 62
Respect for Property ........................................................................................ page 63
Substance Abuse – Dangerous Drugs, Alcohol and Tobacco ......................... page 64
Weapons .......................................................................................................... page 65
Infractions and Consequences ........................................................................ page 65
  Consequences-Minor Disciplinary Actions ..................................................... page 65
  Detention Process ........................................................................................ page 65
  Consequences-Major Disciplinary Actions .................................................... page 66
  Social Probation ........................................................................................... page 66
  Suspension .................................................................................................... page 66
  Withdrawal .................................................................................................... page 67
Student Due Process Rights ............................................................................ page 67

CHAPTER VI - Recognition and Awards

Honor Roll ........................................................................................................ page 68
Scholarship Lists .............................................................................................. page 68
Year-End Awards - All Students .................................................................... page 68
Citizenship Award ............................................................................................ page 68
Perfect Attendance ................................................................. page 68
EARCOS Global ................................................................. page 69
Honors Recognition ............................................................... page 69
  Bishop Brent Scholar’s Award ........................................ page 69
  Headmaster’s Award ......................................................... page 69
  Honors Certificate ............................................................. page 69
Year-End Awards - Graduating Students ......................... page 69
  Valedictorian and Salutatorian Awards ......................... page 69
  Loyalty Pins ................................................................. page 69
Year-End Awards - Upper School ........................................ page 70
  Bishop Brent Award ......................................................... page 70
  Headmaster’s Prize ........................................................ page 70
  Bishop’s Prize ................................................................. page 70
  Mary Sheffer Prize ........................................................ page 70
  Rosemary Penn Prize ......................................................... page 71
  Dramatic Awards ............................................................ page 71
  Activities and Sports Awards ........................................... page 71
Year-End Award - Middle School ........................................ page 71
  Lawrence P. Martin Award ............................................... page 71

CHAPTER VII - Administrative Policies

Admissions Policy ................................................................. page 72
Guardianship ........................................................................... page 72
Grade 12 Students ................................................................. page 72
Special Cases ........................................................................... page 72
Non-English Speaking Students ........................................... page 73
Schedule ................................................................................ page 73
English As Second Language Department (ESL) .................. page 73
ESL Age Limits and Level Placements ................................. page 77
Student Records ..................................................................... page 78
Request for Transcript of Records ........................................ page 78
Tuition and Other Fees ........................................................ page 79
Financial Obligation ............................................................. page 79
MESSAGE FROM THE HEADMASTER

Dear Parents and Students,

It is with great pleasure that I welcome you all to Brent International School Subic and to the Academic Year 2013-2014.

We are really looking forward to a wonderfully exciting school year ahead. My warmest welcome is extended to our ‘new’ families, students and parents – welcome to the Brent family!

The Student-Parent Handbook serves as a vital resource in understanding the rich variety of our school-wide programs. The Handbook will enable you to participate in all aspects of campus life to the fullest extent. It contains essential information on rules and discipline, grades and assessment, details of student activities, guidelines for participation in clubs and sports, as well as other general information. Please take the time to read it carefully so that you are well informed and thus are able to get the very utmost out of the Brent Subic Experience. We encourage all students and parents to ask questions. Get to know your fellow students, teachers and administrators. Let us know how we can be of assistance. We are here to clarify and assist in any way we can, whether you are ‘new’ or a returning member of the Brent family.

On a personal note, I would like to offer my best wishes to all students and parents for the challenging year ahead. May your time at Brent Subic be one of great endeavor, rich reward and deep happiness.

God Bless you All!

DICK B. ROBBINS
Headmaster
MESSAGE FROM THE DEPUTY HEADMASTER/UPPER SCHOOL PRINCIPAL

Welcome to Brent International School Subic!

I would like to welcome all new and returning students to the 2013-2014 school year. It is my hope that this will be one of the best years of your life and that you experience impressive growth academically, emotionally, physically, and spiritually. This is a great place to be so please take full advantage of all we have to offer.

As a Brent student, high expectations are placed upon you. We expect you to be responsible for your own actions and choices. We expect all members of our community to treat one another with respect and compassion. We value hard work and expect you to put forth your best effort in all you do. Academics come first, but we also strongly encourage you to be multi-dimensional. Get involved in sports, drama, music, art, student government and one or more of our many clubs. We value students who are well balanced, have high moral standards, and who have a positive “can do” attitude.

Joining our school community this year are nine-new faculty members. They come from the United States, Canada, and the Philippines. They bring with them a balance of fresh new ideas and solid experience. Several of them have training in working with both second language learners and special needs. Their addition to our community will certainly strengthen our school in several areas. Please welcome them and get to know them early. In addition, our returning faculty continues to improve professionally in use of teaching strategies, assessment, technology in the classroom, and we even have three- International Baccalaureate examiners now on staff.

This handbook is a guide to our programs and activities. Please read through it to familiarize yourself with who and what we are. If you have questions, please do not hesitate come in and ask. We do encourage constant communication between students, parents, teachers, and the administration. By working together, we can provide the best possible education for all our students.

Have a great year.

PATRICK HIGGINS
Deputy Headmaster/Upper School Principal
Welcome to Brent Subic Middle school!

Dear parents and students,

On behalf of the faculty and staff I would like to welcome each one of you to the 2013-2014 school year at Brent International School Subic. It is with great joy that we receive the new challenges and adventures that the new year brings us.

This year we will accomplish and experience many things together. Most important, we will learn from each other. Your experiences here will help you to understand your own values, goals and views on the world. You will become more confident and capable.

The student-parent handbook has been developed to provide parents and students with the necessary information about rules, procedures and policies of our school. Please take time to read the handbook carefully with your child and keep handy for future reference.

Looking forward to a great school year,

XIMENA SILVA BARTH
Middle School Principal
CHAPTER I

INTRODUCTION

“Human strength is of a threefold character- physical, mental, spiritual. Each aspect of strength is more or less dependent upon and sensitive to the condition of the other two. A sound mind asks for a sound body as the normal medium of expression; and mind and body at their best form a feeble alliance unless a noble spirit animates both.”

Bishop Charles Henry Brent

Philosophy and Goals

Mission Statement of All Brent Schools

Brent Schools, in a Christian ecumenical environment in the Philippines, are committed to develop individual students as responsible global citizens and leaders in their respective communities, with a multicultural and international perspective, and equipped for entry to colleges and universities throughout the world.

Brent International School Subic is an international co-educational college preparatory day school, Toddler-grade 12, affiliated with the Central Diocese of the Episcopal Church in the Philippines.

Brent School is a community in which the love of God is fostered and which is characterized by the Gospel ideals.

Brent School aspires to be a living international school community, where young people from different nationalities, cultures, religions and family backgrounds educate one another by mutual understanding and respect, openness of mind in dialogue, acceptance of the uniqueness and limitations of each, growth in the spirit of service and the practice of justice and charity.
**Brent School** aims at every level to be characterized by quality education, a truly professional spirit, and genuine service to students and society. Programs and teaching methods are continually revised in the light of modern educational developments, to meet the needs of the times.

**Brent School** is concerned with developing critical minds, sensitivity to important issues and the ability to form judgments. This is important in a society in which discernment in the use of mass media is required to maintain one’s personal liberty in the face of all undesirable influences.

**Brent School**’s philosophy is summarized in the *Expected School-wide Learning Results* which state that the school, in a Christian environment, prepares its students to be:

1. **Responsible Citizens who:**
   a. exercise leadership;
   b. work effectively with others in diverse settings;
   c. resolve conflicts productively and peacefully;
   d. demonstrate a sense of civic awareness;
   e. contribute responsibly to the community;

2. **Critical Thinkers who:**
   a. distinguish between facts and opinions, judgments and inferences;
   b. construct and recognize the structure of arguments, and adequately support arguments;
   c. define, analyze, and devise solutions for problems and issues;
   d. sort, organize, classify, correlate, and analyze materials and data;
   e. integrate information and see relationships;
   f. evaluate information, materials and data by drawing inferences, and arriving at reasonable and informed conclusions;
   g. apply understanding and knowledge to new and different problems;
   h. examine new information, methods, values and beliefs with an open mind.
3. **Technologically Literate Individuals** who:
   a. demonstrate basic technology skills;
   b. apply technology ethically and productively;
   c. communicate using technology;
   d. conduct research using technology;
   e. use technology to enhance critical thinking

4. **Healthy Individuals** who:
   a. understand and demonstrate physical, mental, and spiritual health;
   b. develop life-long health and fitness goals;
   c. understand substance abuse, its effects and consequences.

5. **Tolerant Individuals** who:
   a. respect themselves and others;
   b. understand and appreciate the diversity and interdependence of all people;
   c. deal effectively with conflict caused by diversity of opinions and beliefs;
   d. respect the role of gender, religion, culture and ethnicity in the world.

6. **Effective Communicators** who:
   a. articulate thoughts clearly;
   b. demonstrate an understanding of their audience;
   c. take responsibility for their message;
   d. demonstrate the ability to listen actively;
   e. use a variety of communication skills.
7. **Life-long Learners** who:

a. demonstrate intellectual curiosity;
b. are self-directed;
c. integrate and apply what they learn to improve their own lives;
d. recognize that continual learning is vital to making informed choices;
e. reflect on and evaluate their learning for the purpose of self improvement;
f. use a range of learning strategies and time management skills to enhance learning.
HISTORY

Charles Henry Brent, the school's founder, was born in Canada in 1862. After his ordination in the Anglican Church of Canada, he came to United States and in 1901 was elected Missionary Bishop of the Philippines for the Protestant Episcopal Church.

From the beginning, Bishop Brent’s ministry was marked by three major themes: education, the eradication of drugs, and Christian unity. In the Philippines, he began a crusade against opium traffic, which he expanded to the continent of Asia. He became President of the Opium Conference in Shanghai in 1909, the same year that Brent School Baguio was founded, and later represented the United States on the League of Nations Narcotics Committee.

After leaving the Philippines, Brent was elected Bishop of Western New York. Christian unity became the central focus of his life and ministry. He attended the World Missionary Conference in Edinburgh in 1910, where he led the Episcopal Church in the movement that culminated in the first World Conference on Faith and Order held in Switzerland in 1927, and over which he presided. He died in Switzerland in 1929. He is now recognized as the outstanding figure of the Episcopal Church on the world stage of his time.

The Bishop founded Brent School Baguio in 1909. Originally a boarding school for the sons of American families stationed in the Philippines, Brent School Baguio is now a co-educational boarding and day school with an international student population.

In 1984, the Board of Trustees established Brent School Manila at the University of Life Complex in Pasig. The new school assumed the traditions, the style, and the educational system of its mother school and graduated its first twelve students in 1986. In 1988 Brent Manila ceased to function as a branch of the Baguio school and became autonomous. In September 1994, the Board of Trustees accepted an invitation from the Chairman of the Subic Bay Metropolitan Authority to open a third Brent school in Subic for children of foreign investors and those of the local community.

In 1997 the three schools were incorporated separately, and each now has its own Board of Trustees under the Corporation.
HOW SUBIC CAME ABOUT

On November 26, 1992, one of the most beautiful bases of the U.S. Navy located in Olongapo City, along the Subic Bay, was turned over to the Philippines. The U.S Navy left a magnificent complex of roads and buildings, some complete with furnishings. The Philippine Congress soon created the Subic Bay Metropolitan Authority (SBMA), an agency tasked to administer and develop the base as an Economic Zone. The Hon. Richard Gordon became the first Chairman of SBMA. Chairman Gordon very wisely saw the need for an internationally accredited school if he were to attract investors and their families to the newly created Freeport Zone.

In April 1994, the Rev. Gabriel Dimanche, Headmaster of Brent School Manila met with Chairman Gordon and SBMA Representatives to discuss the possibility of opening a Brent School in Subic Bay. Among the representatives were Leo Larkin, Atty. Manuel Quijano and Mr. Eric Paragas. These three gentlemen later became Trustees of the School. As a result of this meeting, Chairman Gordon invited Brent Schools, Inc. to open a branch in the Subic Bay Freeport Zone. Brent International School Subic opened its doors on September 4, 1994 with an enrollment of nine students. The facilities were adequate and the environment magnificent. The newly born Brent School came into being with fully equipped physical facilities and educational philosophy, a proven curriculum, a policy manual, and traditions that were provided by Brent Manila.

During the first 2 years, it’s enrollment grew to 140 students. In March 1997, the Western Association of Schools and Colleges (WASC) accredited BISS for three years.

From 1999 to 2001, BISS enjoyed, if not financial prosperity the ability to attend to what it was supposed to do: run a good school. The hiring of excellent teachers helped the Headmaster to strengthen the standards of BISS and to have an atmosphere conducive to good learning. This was recognized by WASC when the latter, in the year 2000, granted a full accreditation of six years, thereby affirming officially that the school had fulfilled its mandate to provide the residents of the Freeport Zone and the neighboring localities accredited institution with high international standards.

In June 2001, the Rev. Gabriel Dimanche retired as Headmaster and was succeeded by Mr. William Corey., who resigned in 2003. BISS then accepted the offer of the Board of Brent Schools, Inc. to share Mr. Dick Robbins, the headmaster of Brent Manila. Under the leadership of Mr. Robbins, supported by the Board, the school has acquired new energy. The enrollment has grown since then from 165 to nearly 500.
HOW THE BRENT SCHOOLS ARE GOVERNED

Brent Schools, Inc., is a private, non-profit, non-stock corporation. The School has the exclusive and sole right, as recognized by its incorporation in 1954, and in 1997 (for Brent Manila) to determine all matters pertaining to its welfare as well as its direction.

Brent School’s international status was recognized in 1977 and was reaffirmed by Presidential Decree No. 2022, issued in January 1986. This recognition mandates that the School must be international in enrollment and teaching staff. The school is accredited as a college preparatory school by the Western Association of Schools and Colleges (WASC), and by the Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU); it is also recognized by the Department of Education, Culture and Sports (DECS), Philippines.

Brent International School is governed by a Board of Trustees composed of 11 members, including the Diocesan Bishop, seven of whom must be Episcopalians/Anglicans. Trustees are not required to have children enrolled in the School but are chosen by the Board on the basis of their areas of expertise and their willingness to help the institution.

The Headmaster is the Chief Executive of the School and bears the responsibility for successful management at all levels of operation. He serves as the link between the Trustees, the Management Committee and the School’s constituency of parents and students. The Headmaster of Brent Manila also holds the same position for Brent Subic and Brent Baguio, thereby consolidating all three main Brent organizations under one Headmaster or Chief Executive.
CHAPTER II

FACILITIES

We are truly blessed in Brent Subic with a state-of-the-art facility that provides opportunities for our students to excel in all areas of student life—academically, athletically, and in the fine and performing arts.

The whole school features fully carpeted and air-conditioned classrooms; fully equipped modern science laboratories, and air-conditioned Media Centers; three computer laboratories and an on-line Internet Reference and Resource computer lab in the Media Center.

For our athletes, the campus offers a gymnasium, swimming pool, soccer field, and a fully equipped exercise and weight area. For those students excelling in the fine and performing arts, Brent Subic has a fully equipped, state-of-the-art band room and a large art room.

When these facilities are integrated with the theater, the open-air atrium, and the fully air-conditioned cafeteria, Brent International Subic campus ranks as one of the best educational facilities to be found in the region.
Swimming pool

Cafeteria

Soccer Field
Lower School Building

Middle/Upper School Building
Multi-purpose Hall

Fitness Room

Clinic
Media Center

The Media Center serves students, faculty, and staff through its expanding collection of print and media materials. Our combined libraries have more than 30,000 volumes accessible through the computerized catalog system. Subscriptions to over sixty magazines and journals are maintained to provide up-to-date information on a variety of subjects of interest to students, faculty, parents and administrators. The audiovisual sections include CD-ROMs, DVDs, videocassettes, audiotapes, and other visual media in support of our curricula.

The Destiny catalogue system and Media Center Web Site is available as a link from the Brent International School Home Page. It contains details concerning all rights and responsibilities as well as links to data-bases, encyclopedias and suggested electronic information sites of interest to our school community. It is accessible twenty-four hours a day, seven days a week. The Media Center itself maintains hours from 7:30 a.m. until 4:30 p.m., Monday through Friday.

The Media Center is an essential part of academic life at Brent International School Subic. Appropriate conduct from all who choose to visit the Media Center is expected. Students are to observe silence and refrain from using the Media Center facilities as places for socializing. Those who do not observe proper decorum will have their Media Center privileges suspended or revoked. Responsibility for all materials checked out rests with those who check out the materials – students, faculty, parents, staff and administrators. Assessments will be made for lost or damaged materials.
ACADEMIC PROGRAM

Brent International School Subic is a college-preparatory school. Our primary and essential goal is to prepare students to enter a college or university of their choice anywhere in the world. Programs for non-college oriented students are not offered.

The School Year

The school year generally begins the first week of August and ends the last week of May. It is divided into two semesters with the first semester finishing before the three-week Christmas break. The school also takes a one-week break prior to Easter. The calendar is published well in advance of the upcoming school year, and students are expected to make every effort to be in the country and attend classes from the first to the last day of our scheduled school year. If, due to political, natural or other causes, a significant number of school days are missed, the Board may extend the school year.

School Days

The first class of the day begins promptly at 8:00 a.m. except for Thursday when the first class starts at 9:00 a.m. We will use this time on Thursday morning for all of our teachers and professional staff to study, plan, improve and articulate our curriculum at all levels. Classes end at 3:00 p.m., Monday through Friday. Parents are requested not to have their children at school more than fifteen minutes prior to the beginning of the school day, or later than fifteen minutes after the school’s dismissal. The cafeteria on campus will be provided on Thursday mornings for those students who must arrive early.

Students are also encouraged to participate in after school sports and activities. These are scheduled from 3:15 p.m. to 4:00 p.m. or sometimes until 5:45 p.m., depending on the sport or activity. A list is provided each semester through the Student Activities Office. Parents will be informed whenever their student’s presence is needed after school hours.
Middle school students may remain on campus until 4:00 p.m. in supervised areas such as the library or atrium. They may only return to campus after this time with a parent or guardian.

Upper School students may remain on campus, in supervised areas, such as the library, atrium or fitness room. All students must be off campus by 6:00 p.m. every day unless they are in activity approved by the Principal or Activities Director.

The Middle/Upper School follows a block schedule of four periods a day, alternating Day 1 and Day 2, according to the following schedules:

**MIDDLE/UPPER SCHOOL SCHEDULE OF CLASSES**

**MONDAY, TUESDAY, WEDNESDAY, FRIDAY**

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>TIME</th>
<th>DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARRIVAL</td>
<td>8:00AM</td>
<td></td>
</tr>
<tr>
<td>HR AND BLOCK A</td>
<td>8:00-9:35AM</td>
<td>95 MINUTES</td>
</tr>
<tr>
<td>BREAK 1</td>
<td>9:35-9:50AM</td>
<td>15 MINUTES</td>
</tr>
<tr>
<td>BLOCK B</td>
<td>9:50-11:15AM</td>
<td>85 MINUTES</td>
</tr>
<tr>
<td>LUNCH</td>
<td>11:15-11:50AM</td>
<td>35 MINUTES</td>
</tr>
<tr>
<td>BLOCK C</td>
<td>11:50-1:20PM</td>
<td>90 MINUTES</td>
</tr>
<tr>
<td>BREAK 2</td>
<td>1:20-1:30PM</td>
<td>10 MINUTES</td>
</tr>
<tr>
<td>BLOCK D</td>
<td>1:30-3:00PM</td>
<td>90 MINUTES</td>
</tr>
<tr>
<td>DISMISSAL</td>
<td>3:00PM</td>
<td></td>
</tr>
<tr>
<td>REMEDIAL CLASS</td>
<td>3:00-4:00 PM</td>
<td></td>
</tr>
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### THURSDAY, LATE START AND CHAPEL SCHEDULE

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>TIME</th>
<th>DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACULTY MEETING</td>
<td>7:30-8:45</td>
<td></td>
</tr>
<tr>
<td>HR AND BLOCK A</td>
<td>9:00-10:15AM</td>
<td>75 MINUTES</td>
</tr>
<tr>
<td>BREAK 1</td>
<td>10:15-10:30AM</td>
<td>15 MINUTES</td>
</tr>
<tr>
<td>BLOCK B</td>
<td>10:30-11:30AM</td>
<td>60 MINUTES</td>
</tr>
<tr>
<td>BREAK 2</td>
<td>11:30-11:45</td>
<td>15 MINUTES</td>
</tr>
<tr>
<td>CHAPEL</td>
<td>11:45-12:15</td>
<td>30 MINUTES</td>
</tr>
<tr>
<td>LUNCH</td>
<td>12:15-12:50PM</td>
<td>35 MINUTES</td>
</tr>
<tr>
<td>BLOCK C</td>
<td>12:50-1:50PM</td>
<td>60 MINUTES</td>
</tr>
<tr>
<td>BREAK 3</td>
<td>1:50-2:00PM</td>
<td>10 MINUTES</td>
</tr>
<tr>
<td>BLOCK D</td>
<td>2:00-3:00PM</td>
<td>60 MINUTES</td>
</tr>
<tr>
<td>DISMISSAL</td>
<td>3:00PM</td>
<td></td>
</tr>
<tr>
<td>REMEDIAL CLASS</td>
<td>3:00-4:00 PM</td>
<td></td>
</tr>
</tbody>
</table>

### EUCHARIST OR HOUSE EVENT SCHEDULE

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>TIME</th>
<th>DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>EUCHARIST OR HOUSE EVENT</td>
<td>8:00-9:00AM</td>
<td>60 MINUTES</td>
</tr>
<tr>
<td>HR AND BLOCK A</td>
<td>9:00-10:20AM</td>
<td>80 MINUTES</td>
</tr>
<tr>
<td>BREAK 1</td>
<td>10:20-10:35AM</td>
<td>15 MINUTES</td>
</tr>
<tr>
<td>BLOCK B</td>
<td>10:35-11:45AM</td>
<td>70 MINUTES</td>
</tr>
<tr>
<td>LUNCH</td>
<td>11:45-12:20AM</td>
<td>35 MINUTES</td>
</tr>
<tr>
<td>BLOCK C</td>
<td>12:20-1:30PM</td>
<td>70 MINUTES</td>
</tr>
<tr>
<td>BREAK 2</td>
<td>1:30-1:40PM</td>
<td>10 MINUTES</td>
</tr>
<tr>
<td>BLOCK D</td>
<td>1:40-3:00PM</td>
<td>80 MINUTES</td>
</tr>
<tr>
<td>DISMISSAL</td>
<td>3:00PM</td>
<td></td>
</tr>
<tr>
<td>REMEDIAL CLASS</td>
<td>3:00-4:00 PM</td>
<td></td>
</tr>
</tbody>
</table>
**Special Assembly Schedules**

From time to time, the Middle/Upper School will follow special schedules for School-wide Eucharist services, and morning or afternoon assemblies. These special schedules will be listed in the Student Planner.

**Curriculum**

Curriculum is under the jurisdiction of the Board of Trustees, who have sole authority to maintain, change and amend it. The Brent International School Subic Curriculum is based on the generally accepted curriculum for International Schools in the region, adapted to reflect Brent School's Christian vocation and its International Baccalaureate (IB) orientation. The curriculum for Grade 11 and 12 courses is basically that of the IB program and it is towards this program and successful attainment of its requirements, that curriculum for grades 9 and 10 is directed. Middle School students take eight (8) subjects each semester. English, Science, Math, Social Science, Foreign Language and Physical Education are all required, full-year courses. Religion, Computer and Art are required single-semester courses. Religion and an elective course are half block, full year courses. For the elective course, students must choose between Music and Band.

**Homework**

Schoolwork done regularly at home will be assigned to support learning in the classroom. Reasonable quantities of homework are part of the learning process and considered an important component of our overall learning program. In assigning homework, teachers are asked to be aware of deadlines in all curriculum areas, what other teachers are doing, and what is happening in other classes.

Homework will also be monitored carefully in class with adequate teacher’s direction. Faculty will coordinate through their head of department and department colleagues the amount, schedule, and type of homework assignments in order to ensure that students taking the same course from different teachers will have comparable experiences.
Computer Access, Responsible Use Policy and Support

Middle/Upper School students have access to two computer laboratory spaces on our campus. Computers are an integral part of our overall instructional program, and as such, they are to be treated with respect. Students and parents are required to sign and follow the Computer Use Policy statement, which says:

Computer, Network, and Internet Acceptable Use Agreement

The use of computers, the school network and the Internet at Brent International School Subic can greatly enhance learning and is offered to students as a privilege, not a right. All students are welcome to use our equipment and facilities provided that they and their parents or guardians understand and sign this Agreement.

I understand and promise:

1. To use the computers, network, and Internet at Brent only for educational purposes.

2. To use the Internet ethically and to look intentionally on the Internet only for material that is for educational purposes. I will not look for or share suggestive, obscene, threatening, racist, sexist, libelous, abusive, harmful, vulgar or otherwise inappropriate language or material.

3. To use information, images and other material ethically, properly quoting sources for the use of other people's intellectual property.

4. To respect the privacy of others and not to access other people's accounts or files, either staff or students. Attempting to hack into the school network, obtain passwords, or to access, open, print, or modify someone else's work will be treated as theft.

5. That any communications originating or received from Brent School reflect on the reputation of the school and will be worded respectfully.
6. To leave computers, the area around them, and the labs ready for the next person to use, i.e. quitting all applications, saving all work in appropriately named personal folders and logging off of the network. Work not saved in one's own folder will be deleted.

7. To have an anti-virus program installed on personal laptops and run virus updates regularly.

8. To have external storage devices such as flash memory or external hard drives scanned for viruses.

9. Not to use the Internet to play or download games, music or video.

10. Not to use on-line chat rooms, instant messaging programs or any form of social networking sites (e.g. Face book, My Space), without direct teacher supervision.

11. Not to “cheat” or “bypass” the filtering system of the school.

12. Not to use peer-to-peer networking or peer-to-peer file sharing that will cause a significant decrease in the speed of the network.

13. Not to reveal my personal address, phone number or other personal information, or those of other students or staff over the Internet.

14. Not to purchase or order any merchandise or services over the Internet or through an electronic bulletin board.

15. Not to originate or forward any chain letter or pyramid activity.

16. Not to forward any non-school materials or communications.

17. Not to change settings or attempt to modify computers, monitors and other equipment.

18. Not to download or install software without the express permission of a teacher or network administrator.
I also understand:

- That inappropriate use of technology resources, software, or equipment may result in the limitation or cancellation of access to computers and may also result in further disciplinary action. Inappropriate use of technology and the length of cancellation will be determined by the Technology Coordinator, Librarian or Principal.

- That Brent International School Subic is not responsible for any loss of service or data, and does not guarantee the privacy of email or of student-generated work.

- That System Administrators reserve the right to monitor student use of computers, including workstations, mail accounts, Internet activity, and student folders.

We will not tolerate students producing inappropriate electronic materials or attempting to access questionable web sites while on line. As with all of our classrooms, students are not allowed in the computer labs unless accompanied by an adult supervisor.

Students with wireless capable lap tops will have access to the internet in several locations on campus including the Media Center, atrium, cafeteria and all the classrooms in the Upper School wing. This access will be subject to the same filters for inappropriate sites that govern all computers on campus.

Some courses may provide students with handouts and other support via a course management system called MOODLE, which can be accessed via our main web site http://www.bretransubi.edu.ph/. If an individual course is using MOODLE as a virtual classroom, the instructor will provide students with an enrollment key.
Dropping, Adding or Changing Courses

Student Initiated Changes:

Changing courses is allowed within the first eight school days of each semester. In order to change a course, students will need to discuss the ramifications of such a change with their parents, their Guidance Counselor, the International Baccalaureate Coordinator (where appropriate), the teacher whose class they wish to leave, as well as the teacher into whose class they wish to enroll. The process is an involved one and purposefully so. Changing courses may not always be the best solution nor in the student’s best interest. It is imperative, therefore, that students take care in choosing their courses, particularly those for Grade 11 in which they will study for two academic years. Final approval of all changes rests with the Upper School Principal, who will take into consideration such parameters as comparative class sizes and teacher loading before approving any change.

Teacher Initiated Changes:

After the first eight school days and until the mid-term progress report time, teachers may initiate a course change for those students they feel are inappropriately placed. Most of the above mentioned process and shared decision-making will still apply. If such a change is approved, the student’s mark for the semester will be a combination of the work done in the dropped course and the work done in the acquired course.

Dropping Courses

Dropping a course due to a student’s inability to cope with the requirements is considered only as a last resort and after all remedial measures have been exhausted. Care should be taken to ensure that the school’s graduation requirements and the College admission needs of the student are observed. If a student elects to drop or change a course after the midterm comment period, a grade-to-date for the dropped course and a semester grade for the acquired course will both appear on the student’s transcript. In all cases, the minimum subject load limit must be maintained.
Assessment

At Brent, assessment is integrated into daily classroom teaching. It is an ongoing process, based on multiple sources of evidence including tests, observations, portfolios, interviews, performances and projects designed to inform the learning of both student and teacher. Regular assessment in which students are active participants allows students to take responsibility for their work and to support their growth as life-long, reflective learners.

Examinations

Middle/Upper School students are regularly assessed according to department guidelines. Most courses have a semester evaluation and a semester exam.

Students with identified learning or examination differences may receive shortened exams, more time, alternative exams, or other projects in lieu of semester or final exams.

Students who are absent without a valid excuse on the day of a final examination receive a failing grade for the examination missed. This grade is included in the computation of the final semester grade. Students whose absence is excused will be allowed to take make-up examinations.

Requests for early examination at the end of the school year may be approved by the Principal for sufficiently compelling reasons. Early examinations in December are considered only for those students leaving Brent School.
Letter Grades, Grade Point Averages, Percent Equivalents, Other Marks

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>GRADE POINT</th>
<th>PERCENT EQUIVALENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
<td>97-100</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>93-96</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>59 and below</td>
</tr>
</tbody>
</table>

Inc. : Incomplete  
ID : Insufficient Date  
ND : No Data  
WD : Withdrawn  
NC : No Credit

The minimum passing mark is D-. No student who has completed the required work with good faith and effort will receive an F.
GPA – Grade Point Average

The grades of all subjects, weighted according to the number of contact hours per week, are included in the computation of the GPA. IB Higher Level courses have an additional 0.5 added to a student’s GPA. Brent International School Subic no longer provides ranking data.

IB Grade Mapping

<table>
<thead>
<tr>
<th>IB GRADE</th>
<th>IB DESCRIPTOR</th>
<th>APPROXIMATE LETTER GRADE</th>
<th>APPROXIMATE GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>EXCELLENT</td>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>6</td>
<td>VERY GOOD</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>5</td>
<td>GOOD</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>4</td>
<td>SATISFACTORY</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>3</td>
<td>MEDIocre</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>2</td>
<td>POOR</td>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>1</td>
<td>VERY POOR</td>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

IB Grade Descriptors

It is important to understand that there is no direct conversion between the letter grades used in Brent classes and the IB Organization’s 1-7 scale. The chart above provides a rough equivalent range to help those unfamiliar with the IB program understand their scale by comparison. It is furthermore important to know that the IBO assigns each IB course a 1-7 grade based on a set of prescribed IB assessments. The Brent letter grade includes a broader range of related assignments over the duration of the course. Therefore, a student’s letter grade in a class may not correspond exactly to their IB 1-7 grade.
**Progress Reports**

The evaluation of students from the academic and citizenship perspectives is an ongoing process. Academic and citizenship grades are formally assigned and reported to parents at the end of each semester. Midterm progress reports are issued for all students. The grades appearing on these reports do not form part of the student’s official or permanent record.

**Parent-Teacher Conferences**

Parent-Teacher conferences are used to keep parents informed on the student’s progress and to discuss any special circumstances and needs of the students. Should there be particular critical problems in the academic or behavioral performance of the student, a parent-teacher conference may be convened at any time. All conferences are administratively monitored through the Principal and Guidance Counselor’s office. To the extent possible, the conferences will be scheduled after regular classes so as not to disturb the academic operation of the school. Whenever possible, the presence of the Guidance Counselor will be required. At such scheduled parent conferences, the Guidance Counselor makes a brief report for the student’s file.

Although the school urges parents to meet with their child’s teachers as often as possible, parents are requested to formally schedule meetings with teachers. The school discourages parents from holding impromptu conferences with teachers and all visits to classrooms during instructional hours, it must be approved by the Principal.

**Language Requirement**

All students are required to study four years of English as a first or second language. ESL students mainstreamed after Grade 9 are exempted from the Modern Language requirement but may enroll in the “Ab Initio” language course. To qualify for “Ab Initio” a student must have either been mainstreamed from ESL after Grade 9 or have arrived at Brent after the second semester of Grade 10 with no previous experience in any of the Modern Languages offered.
Graduation Requirements

In order to graduate from Brent International School Subic, a student must have accumulated the following credits over four years of upper or high school:

- English / Language Arts 4
- Mathematics 4
- Social Science 4
- Science 4
- Modern Language 3 or 4 credits*
- Physical Education 1 (2 semesters)
- Theory of Knowledge 1 (2 semesters)
- Electives 2 or 3 credits (4 semesters)*

24

* Students who are not sitting the external IB exams may choose to take an elective in the place of year 4 Modern Language, schedule permitting.

To complete the High School Program, students are also required to take Religious Studies (2 semesters), Computers (2 semesters), Visual and Performing Arts (2 years), Junior Seminar (1 semester), an additional year of Physical Education, and to complete Creativity, Action and Service (CAS) requirement.

Creativity, Action and Service (CAS)

All students in Grades 11 and 12 participate in the CAS program. It is a two-year journey of self-discovery and growth through experiential learning. Students must involve themselves in activities outside the classroom that focus on a combination of Creativity (personal growth through the arts and other activities that involve creative thinking, such as teaching or coaching), Action (regular, sustained physical exertion contributing to a healthy lifestyle), and Service (unpaid and voluntary exchange that has a learning benefit for the student, where the rights, dignity, and autonomy of all those involved are respected). Full IB Diploma candidates must fulfill at least two long-term activities under each category of Creativity, Action and Service. IB certificate and Brent diploma candidates must participate in at least one long-term Creativity, at least one long-term Action, and at least two long-term Service activities. Each candidate’s growth and their development of personal skills reflecting the eight learning outcomes of the program are showcased through thoughtful and purposeful reflections
published regularly throughout the span of their program. CAS activities should continue on a regular basis for as long as possible throughout the program, and certainly for at least 18 months.

**Credits**

One credit for a year course is given only when a student has a passing mark at the end of the year. For semester courses, a one-half credit is given.

No credit is given for students who have been absent for more than twenty seven days in a school year.

No credit is given for student aide work.

No credit is given for final grades of F, WD, Incomplete, ID and ND.

No credit is given for ESL students except in course where they follow the mainstream curriculum.

**Graduation - Diplomas Awarded**

**Brent Diploma**

The regular Brent Diploma is awarded to all students who fulfill the graduation requirements.

**Brent Honors Diploma**

A Brent Honors Diploma is awarded to students who, in Grades 11 and 12, take at least three courses at the Higher Level, and maintain a 3.00 GPA in their Grade 12 year.

**Certificate of Completion**

Grade 12 students who have acquired the sufficient number of credits, but who do not meet all requirements for a Brent Diploma (e.g., insufficient credits in a specific subject area, lack of residence, special academic program, etc.), may be given a certificate of completion.
International Baccalaureate (IB) Diploma

Students who register for an International Baccalaureate Diploma in Grades 11 and 12 must take three courses at the IB Higher Level, three courses at the Standard Level and pass all the externally graded and moderated assessments related to those courses. To earn the IB Diploma, a student must achieve a minimum grade of 24. This means they must have a minimum grade of 4 for each of the six subjects. They must also complete the core requirements namely: Extended Essay (EE), Theory of Knowledge (TOK), and Creativity, Action and Service (CAS). They must also have no grade of E in either Extended Essay or TOK, and successfully complete the CAS requirements. See our Course Offerings booklet for more information about IB courses.

All students are required to study the full curriculum of the IB Diploma, but in practice, they fall into three (3) groups:

1. Those actually taking IB Diploma;
2. Those taking some IB examinations to gain individual certificates;
3. Those attending IB courses but not taking IB examinations.

Where students do not actually take IB examinations, they are assessed internally where they are studying IB subjects.

Early Graduation

Brent School does not allow students to graduate before or during their Grade 12 year.

Delayed Graduation

Grade 12 students who, at the time of graduation, have not fulfilled all their obligations (other than academic) to the school will not be able to graduate although they may participate in the commencement ceremonies. They will officially graduate upon fulfillment of all their obligations.
Academic Progress – Academic Discipline

Academic Warning

After each quarterly grade report, students who have earned a minimum of one “F” or two “D” grades, will be issued an Academic Warning by the Principal’s Office. Athletic and activity privileges will likely be modified or reduced until improvements have been made. Remedial measures such as special after-school classes, tutoring, etc., will be recommended with the assistance of the Guidance Counselor.

Academic Probation

Students on academic warning for two consecutive quarters, or students who have earned two or more “F” grades, one “F” and two “D” grades, or three or more “D” grades at the end of the semester will be placed on Academic Probation. A student on Academic Probation who does not show significant improvement by the end of the semester will likely be asked to withdraw from the School. The student’s social behavior and general attitude will play a major part in a decision for withdrawal or dismissal. Athletic and activity privileges will likely be suspended until improvements have been made.

Year-End Promotion

Students who pass all their subjects will normally be promoted to the next higher grade. The school reserves the right to recommend to the parents the retention of their child(ren) in the current grade as a result of lack of maturity or for other reasons, although the general academic record is passing. The parents have the right not to abide by the school’s recommendation and their decision will be part of the student’s record.

Conditional Promotion

Students who have earned one “F” and one “D” or two or more “D” grades will be promoted to the next higher grade if they attend Summer School and pass the failed course. In addition, they must demonstrate significant improved performance in all academic areas previously showing indications of weakness.
**Academic Support Program**

The Guidance Counselor, in consultation with classroom teachers, parents and student, recommends placement of students in the Academic Support class. Testing is usually required to finalize placement.

**Study Hall**

Students in Grade 11 and 12 are provided time within their academic schedule for study. Students are expected to use the time wisely. With prior consent of the supervising faculty member, students may go to the Media Center or to consult with another faculty member who might be free during the same block. These privileges will be extended to individuals for as long as they exhibit responsible behavior, mature choices, and do not abuse the privilege.

**Student Services Program**

Students with identified and documented learning differences may receive support through the services of our Guidance Counselor. Students who are experiencing difficulties in comprehension and processing of information, and parents who suspect their child may have a learning difference, are encouraged to contact our Guidance Counselor for more information.

**After School Tutorials**

Students experiencing academic difficulties are encouraged to work with their teachers and arrange time either after school or during lunch breaks for some extra help. Students need to remember that teachers are busy individuals. In addition to their teaching load, many help coach different sports teams and run the various clubs and activities, and they may not be available every day. With sufficient advance notice and planning, however, time should be available for some extra help with the subject teacher. This process should always be the first approach the student tries to secure a better understanding of the materials being presented in class.
Counseling Services

The Middle School years can be a challenging time for students, both socially and academically. Counseling services are offered to provide both academic and psychological support. In addition, the Guidance Counselor goes into classrooms on a regular basis to provide instruction in areas such as communication, conflict, resolution, self-esteem and goal setting. Parents are encouraged to contact the Guidance Counselor if they have any concerns regarding their child’s academic or psychological issues.

After School Remedial Classes

Each subject teacher provides at least one after-school remedial class a week. This will be held on a regular scheduled day and students will be informed of the schedule at the beginning of each semester. This is an opportunity for students to ask questions, get support for homework, and have supervised review for tests. All students are encouraged to take advantage of this support.

Remedial classes are mandatory in the subjects where students have received D’s or F’s. Remedial classes run from 3 to 4 pm and take precedence over clubs and activities during that time. The guidance counselor will inform students if they are required to attend remedial classes.

Summer School

Summer School usually lasts for five weeks, from mid June to the third Friday of July, and provides students with various opportunities for enrichment, particularly those enrolled in our English as a Second Language (ESL) program. Attending and passing Summer School classes can also be required for those who have failed classes during the regular school year, even though the failed mark will remain on the permanent transcript of record. (Brent Subic students may be asked to make up failed classes in the Brent Manila Summer School) New students are encouraged to attend Summer School to orient them to the school’s environment and academic program.
Summer School for IB Students offered at Brent Manila

An intensive enrichment program for grade 10 and 11 students taking International Baccalaureate courses is offered in June. Students have the opportunity to improve their skills in courses where they either have a high interest or would like to improve their competency. Courses will be offered based on the number of requests received.

Tutoring

Prior to engaging the services of a private tutor, parents should consult with the regular classroom teacher and the Guidance Counselor. If the need for a tutor is established, the school will help. As a matter of school policy, however, teachers may not receive pay for tutoring students in their classes. In addition, no faculty member may hold tutoring sessions for remuneration prior to the end of the faculty work day at 3:30 pm nor may school facilities be used unless authorized.
Activities and Sports

The Student Activities Office approves, schedules, and coordinates all extracurricular activities connected with the school. All students at Brent are eligible to participate in any school activity and to try out for any sports team. Students on Academic Probation, Academic Warning, who have been found violating the School rules on smoking and alcohol use, or who fail to maintain a citizenship grade average of 2.0 or above may have this privilege withdrawn. Before they are allowed to participate, students are required to complete a Student Activities Contract and have it signed by their parents or guardian.

The coaches, along with the Activities Director, have the final say and responsibility for team selection as well as discipline, equipment, and general behavior of the team. Once chosen, team members are expected to attend all practices and games scheduled. Dismissal of players from a team shall be handled jointly by the team coach and the Director for Student Activities. A student who is a member of a sports team is advised not to join a club that requires a heavy commitment on the part of its members. All student athletes are representatives of Brent International School Subic, and as such, are expected to act appropriately and maintain their academic and citizenship standing.
Clubs

A wide variety of clubs meet after class hours under the supervision of teacher and parent volunteers. These clubs offer students the opportunity to develop talents and interests they have and to acquire new ones. The Student Activities Office provides a list of currently active clubs at the beginning of each semester.

Brent School considers such activities a very important part of its overall educational program. It is important that both faculty and students who commit themselves to a club keep their commitments and regularly attend scheduled practices, meetings, and rehearsals.

- Praise Club
- Girls’ Volleyball
- Hula Club
- Boys’ Basketball
- Green Earth Ambassadors and Tree Planting Club
- Recycling Club
Badminton Club

Creative Writing Club

Boys’ Soccer

Drum Club

Tennis Club

Girls’ Soccer

Best Club Ever

Girliebacks Club

Glee Club

Swimming

Yoga Club
Bookstore – School Supplies

The School operates a bookstore stocked with school supplies, Physical Education uniforms, House shirts, etc. At the beginning of the year, supplies will be provided for every subject. Students are requested to purchase supplies from the School’s bookstore in order to ensure uniformity.

Cancellation of Classes, Typhoon Signals, Early Dismissal from School

The Department of Education, has issued an update amending its guidelines on weather related suspension of classes. Brent International School Subic adheres to the following typhoon signal guidelines issued for Zambales:

Signal Number 1 : Normal Operation: All classes will proceed as scheduled.

Signal Number 2 : No classes or Activities; No students or teachers are to report, however, the school offices will remain open For the day. Administrators and office support staff report as usual it is safe to do so.

Signals Number 3 & 4 : No school: The entire school operation will be close. No classes, offices or activities will take place.

Brent International School Subic will follow all orders for cancellation of classes based on the above weather related situations as well as those issued for safety reasons. Safety-related closures will be communicated in advance by special bulletin and /or through the phone tree.

To keep abreast of the signals and the current weather situation, information may be found on radio station DWOK Fm (047) 222-2222. The 24 hour hotline for the weather bureau (PAG-ASA) is (047) 252-5485/252-5392 or visit their website www.pagasa.dost.gov.ph. Further clarification can also be obtained by calling the school at (047) 252-6043/252 6872.
After Hours and Visitor’s Policy

I. After school hours and on weekends, all students and parents must show ID to enter the campus.
   
a. All students will be issued IDs.

b. No students will be allowed to enter the campus without their parents or designated guardian unless they are participating in a school sponsored activity.

c. Parents may request a school ID for a small fee to allow for smooth entrance to the campus.

d. Regular visitors with specific business on campus, such as special clubs, instructors, may request a school ID for a small fee to allow for smooth entrance to the campus.

e. Everyone who enters the campus outside of school hours must check-in first at the guard’s desk.

II. Only the “Brent Family” will be allowed to enter the campus to use its facilities.

a. Brent Family includes: Students, Student's immediate family members, Teachers and Staff.

b. Parents who wish to use the facilities may use the soccer field and playground during daylight hours.

c. Indoor facilities, such as the gym and Multi-purpose hall, may only be used through the coordination with the Activities Office.

d. Visitors who wish to tour the campus may obtain a “Visitor’s Pass” and be escorted to the office for assistance. If they wish to enter after office hours, they must be accompanied by a faculty member or member of the Admin staff.

Closed Campus

Brent is a closed campus. That is to say, students are not permitted to exit and return at will. Once a student arrives on campus by whatever means, that student is expected to remain on campus until dismissal. Once a student leaves the campus at the end of the day, that student may not return to campus without advanced permission from the Principal.
**Cafeteria**

The school is responsible for the operation of the cafeteria. Students may go to the cafeteria only during lunch and breaks, provided it is not being used for Lower or Middle School lunch. School rules on behavior most certainly apply in the cafeteria. Students are to clean up after themselves, making sure the table they have used is at least as clean if not cleaner than they found it. A payment system has been established called POS (point of sale) Debit System for food sales. Students use the bar codes at the back of their ID cards as a debit card system when purchasing food in all locations. All purchases are charged to a pre-loaded account each time students present their ID. A minimum cash deposit of P500.00 can be made to one’s account at the main register in the cafeteria or cashier’s office. Money must be first loaded onto ID card is it can be used in the cafeteria. Once a balance goes negative, parents will be informed and asked to reload the card. Parents and students should collect receipts and monitor the account on their own.

**Student’s ID**

Student ID cards must be carried at all times. They are necessary not only as identification, but are also now required to check out library books and purchase food in the cafeteria. Failure to produce an ID, defacing an ID card or fraudulently using other student’s ID are grounds for disciplinary actions.

**Cell Phones and Other Electronic Devices**

Cell phones and other electronic devices are not to be used, seen or heard from during instructional time. While recognized as an essential part of student life, these communication tools cannot be allowed to interrupt the instructional process. In addition, students choosing to bring such equipment to school do so at their own risk. The school will not accept responsibility for any cellular phones and other electronic devices lost or stolen on the premises. Students are to use their personal locker to store cell phones when they are not being used. Phones and other devices being used in class may be confiscated and given to the Principal.
Clinic

The School Entry Health Form given during registration and the updated Medical Form issued every school year should be completed by the parents regarding the student’s present medical conditions. This will serve as a guide for the nurses and doctors in the school in the event of illness or injury to students during school hours. Also, it is necessary to keep the clinic updated on any changes regarding student’s home address and telephone numbers.

If a student becomes ill during the school day, he or she is taken first to the clinic. If the nurse decides that the illness is serious, the parents are immediately notified and arrangements are made for the student to be taken home. During student accidents, the clinic personnel will give immediate treatment or first aid. If the nurse or a doctor decides that the child should go to the hospital for further evaluation, the school personnel will take the student to the nearest hospital and parents will be notified. Parents should of course advise the school of a student’s physical limitations or handicaps, both temporary and permanent. If the student is under continuing medication, the clinic must be notified and the proper medication must be supplied. Generally speaking, our school will administer the prescription.

On a temporary basis, the nurse can grant exemption from Physical Education classes and other strenuous activities. For exemption on a more permanent basis, however, a formal request supported by physician’s letter or Medical Certificate must be submitted to the Principal and the school clinic. The student will then be given a substitute activity during Physical Education periods. The corresponding Physical Education grade or rating will be based on compliance with the requirements of the assigned alternative activities.
Middle School Camps

Every year in the second semester, middle School students go away for a camp for an overnight experience. The purpose of this camp is primarily team building, and to extend curricular activities beyond the classroom. Teachers, with the support of school security guards, supervise camps. This is invariably a favorite yearly activity for Middle School students and a time to build memories to cherish in the years to come.


**Homeroom**

In the High School and Middle School every student is assigned to a Homeroom at the beginning of each school year. In the High School, this is contained within the first block class. In the Middle School, this group meets every Monday, Tuesday and Thursday. The purposes of the Homeroom are to follow-up on themes introduced in chapel, to disseminate school information, and to allow the students to develop a closer relationship with at least one of their teachers.

**Rationale based on Research**

- Advisory groups make school a more personal place because of the relationship that is developed between the student and caring adult.
- Effects in the school as a whole:
  1. Increase in Academic Achievement
  2. Increase in student-centered learning
  3. Decrease in behavioral problems
  4. Increase in student self-concept
  5. Improved relationship between teacher and student
  6. Increase sense of trust and belonging; fewer students feel alienated

**Objective of Advisory Program:**

- To provide a comfortable, familiar setting for students
- To encourage relationships between student and teacher
- To provide an environment for leadership, cooperation and friendship among students
- To provide a supportive environment, where students can grow in different areas of their school life (academically, socially, personally and emotionally).

"...NOT A CURRICULUM TO BE FOLLOWED,
BUT A RELATIONSHIP TO BE NURTURED..."
Role of Advisor:

- Build relationship with students based on trust and acceptance-get to know them on a more personal level
- Be an advocate for each student
- Communicate school announcements and information

Focus of Advisory Activities:

- Holistic development of each student (personal, social, emotional, academic, etc.)

Format for Advisory Groups:

- Activities are ‘teacher-driven’ based on the specific needs of each group of students
- The teacher decides what area to focus on for the week (e.g. personal, social, etc.)

Student Council

Students are encouraged to take an active part in the decision-making processes of the School. Student Council representatives may be asked to sit on school committees alongside members of the faculty and administration. Students should feel free to voice their opinions as members of those committees, through student publications, or verbally through open and frank dialogues with the Headmaster, school Principals and other members of the administration or the faculty.

Representatives are elected by students to represent the student body and serve as direct channels of communication with the administration and faculty. In addition to the Student Body Officers, each Grade level will have a council. All five Councils, under the supervision of the Director for Activities, are responsible for coordinating student activities and services. The council is composed of a President, Vice-President, Secretary, Treasurer and Public Relations Officer and the election of these officers is held at the end of the school year.
**House System**

All students at Brent School belong to one of two groups or Houses: Azure or Gold. Brothers and sisters are placed in the same House. The House system is established to promote special interaction and competition within the school, involving all the aspects of student life: academics, sports, behavior, etc. House activities and events are administered through the Student Activities Office. At the end of the school year, a trophy is given to the House that has garnered the greatest number of points throughout the year. House shirts are available at the Bookstore and are to be worn any time a house event is scheduled.

**House Representatives**

Each year, one girl and one boy are chosen from each House to help run the school’s House events. This is a good opportunity for students to develop their leadership and organizational skills.

**Evacuation and Emergency Guidelines**

The ringing of the bell, either continuously (Fire Evacuation) or intermittently (Campus Threat) signals an emergency evacuation situation. In all cases, whether a drill or an actual emergency, students are to follow faculty instructions and move with haste but in a quiet and orderly fashion to the designated evacuation areas. Once in the designated evacuation area, students are to meet their Homeroom peers and Advisor who will take roll and report missing students to the Principal. All visitors on campus at the time of an evacuation bell are expected to go to the designated area along with students and faculty.

**Earthquake Evacuation**

Brent faculty and students must be knowledgeable about earthquake safety procedures as well. Following a few key procedures at the onset of an earthquake will do much to ensure the safety of those in the building.

**Upon the initial shock of an earthquake:**

1. Drop, cover and hold on. Move only a few steps to a safe place. Seek cover under sturdy, heavy furniture like an office table or classroom desk. If no furniture is available, stand in a door frame.
2. Do not run or vacate the premises while an earthquake is occurring.
3. Stay away from windows and areas where glass or mirrors are located.
4. Stay away from objects, like picture frames, that may fall on you.
5. If you are outside, find a clear spot away from buildings, trees and power lines. Drop to the ground and remain there.

The initial shock of an earthquake may last from a few seconds to more than a minute. It is usually followed by aftershocks that are generally lesser in intensity. Aftershocks may come in rapid succession immediately after the initial shock or the interval of aftershocks may vary from a few minutes to several hours or days.

**After the initial shock:**

If the intensity of the earthquake was quite strong and the building is in real danger of collapsing or falling debris has made it unsafe to stay in the building:

1. Slowly get out of the place where you sought shelter.
2. Calmly and orderly leave the building through main stairways or designated exit points.
3. Shut off all main switches, like electricity and gas, if possible.
4. Proceed to the athletic field where you can keep distance from structures and objects like electric posts and wires that may fall on you.
5. Do not use elevators or exits which may place you in danger of being isolated or locked in a confined space.

**Public Displays of Affection (PDA)**

While all positive relationships are encouraged, all students need to be aware that, as a true international school with different nationalities represented on our campus, certain displays of affection may be offensive to members of our international community. Students are to refrain from kissing, hugging and handholding while on campus.
Religious Life

Brent International School Subic is a Christian school. The school is committed by heritage and educational philosophy to provide a Christian atmosphere as well as a religious program that seeks to encourage students to establish values and standards for their lives. Students are required to take courses in Religious Studies, courses that are designed to instill an appreciation for the historical, liturgical, moral and spiritual values of the Bible and Christian tradition. Students also explore other major religious traditions of the world to broaden their knowledge and deepen their understanding and respect for the religious impulse in its manifold manifestations.

Students are required to attend chapel services once a week and on important school occasions. Although the services follow the customs and usage of the Episcopal Church, Bishop Brent’s spirit of ecumenism is maintained. While non-Christian as well as non-Episcopalian students’ attend chapel services, no attempt is made to convert them to the Episcopal Church.

The School Chaplain is in charge of organizing religious activities, including the weekly chapel program for students. In this he is assisted by a Religious Life Committee, whose members represent different sectors of the school community.

Parent-Teachers Association (PTA)

The Brent School Parent Teacher Association is a purely civic, non-sectarian, non-political support organization. Its objective is to promote cooperation between the home and the school and to assist the Administration in achieving the goals of the school. Membership in the PTA is open to all Brent teachers and parents of Brent students. PTA officers are elected at the end of each school year. PTA cooperation is invaluable in the fields of communication, extra-curricular activities, fund-raising projects, etc. The PTA works closely and harmoniously with the school administration.

Lost and Found

All lost articles, as well as items left in the hallways, will be turned in initially to the Upper School Principal’s Office. Students are asked to report missing items to the Upper School Principal’s Office and complete a short report so that we can manage all lost or missing items.
Field Trips

In order to preserve instructional time and minimize disruption to the educational process, students must have signed field trip authorization forms to attend. Those who do not receive parental permission must report to school for a regular school day. Unless otherwise stated, students going on field trips are to be in school uniform. On all field trips, either educational or recreational, students leave and return to the school together. Students may leave the group only after returning to Brent School. They must travel to off-campus sites using school-approved transportation. Private cars are not allowed, unless approved in advance by the Principal or Director for Student Activities. Student-driven cars are not permitted.

Lockers

Lockers are provided by the school and assigned to each student for the safety and well being of their school and personal belongings. Locker location is determined by grade level. Lockers must remain locked at all times. Students will provide combination of locks purchased from the school bookstore. Serial numbers and combinations will be provided to the Homeroom teacher. Lost locks must be reported to the Middle and Upper school offices immediately. Students are encouraged not to share their locker combinations with others in order to keep their personal belongings secure.

Textbooks

Textbooks are distributed through the Library. Textbooks are supplied for all students in all classes taught at Brent International School Subic. In recognizing the considerable expense involved with securing such materials, however, students must treat all textbooks as if they were their own, and return them at the end of the academic year in the same condition in which they were received at the beginning of the school year. Students will be charged an amount equivalent to the replacement cost for all lost or damaged textbooks.
Communication

Brent International School Subic is committed to keeping students, parents, faculty and staff informed. To that end, various newsletters and bulletins are published regularly. These same publications are listed on the official school website, www.brentsubic.edu.ph. Our goal is to share information on a regular basis electronically and thereby save paper. To that end, everyone is encouraged to visit our website regularly in order to stay informed of the many activities and events happening in and around our school.

Publications

The “Echoes”

The school yearbook is called the Echoes. It is a pictorial record of student life and the main events of the school year. It is edited by students, under the advisorship of a faculty member appointed by the Headmaster. The staff directs its efforts toward making the yearbook not only a simple “memory” book, but also a work of art including drawings and poems made by the students during the school year. The book may not be printed without the Deputy Headmaster’s approval.
The Brent Review

The *Brent Review* is periodic documents aimed at improving our communication with the entire school family. Articles range from educational philosophy, physical improvements, and new programs to the results of competition, other extracurricular activities, and student work. These documents are no longer in paper form but are electronically posted on the Brent Subic website.
Email Addresses
To enhance regular communication, we encourage parents to share their email addresses with us and to inform us of any changes. Every week when the most current Newsletter is on line on website, we will email parents informing them that they may now go to our office school website, www.brentsubic.edu.ph and read the current information.

School Buses
Riding our Brent International School Subic buses is both a privilege and a service we offer our students. In order to ensure that all scheduled trips are safe and trouble-free, students and parents or guardians must be familiar with and adhere to the rules and regulations. Parents or guardians and students must also realize that failure on the part of the student to follow bus regulations may mean temporary, or in repeated and/or more severe cases, permanent suspension of all bus riding privileges.

Of particular note is the necessity to give advance notice to the Transportation personnel if a bus rider have plans to leave campus and not ride the bus on a given day. Student security is of utmost importance and we appreciate parent efforts to promote this by communicating with our Transportation personnel in a timely and courteous manner.

The most simple and important rule for all students riding the buses is this: STUDENTS, WHEN YOU STEP ONTO THE BUS, YOU ARE IN SCHOOL! That is to say, all regular school rules relative to student behavior, actions, language, and following the directives of the adult supervisor or bus attendant on the buses apply. We expect our bus-riding students to behave just as they would with their School Principal, teacher, parent or guardian sitting next to them on the bus.

Any behavior, actions, use of foul language, or failure to listen to and obey the requests of the adult supervisor or bus attendant that are not in compliance with normal in-school behavior will result in a student-Principal conference and subsequent communication with the parent or guardian. Depending on the particular problem, or on the number of times a problem might continue, there may be a student-Principal-parent (or guardian) conference.

In all cases, student actions and behaviors on the bus that do not meet regular Brent standards may result in a temporary or permanent suspension of bus riding privileges.
Bus Rules, Regulations and Consequences

1. Only authorized riders may ride the school bus. All riders must ride their assigned bus only. If there is a need to ride a bus other than the one assigned, transfer to another route, or change pick-up and/or drop-off point, a written request must be sent by the parent or guardian to the Transportation Office first thing in the morning, through the bus attendant.

2. The basic rule for student behavior on the bus is: be courteous to everyone.

3. Bus riders are to obey the bus attendant and the driver at all times. In case of an emergency, remain quietly seated in the bus unless otherwise instructed by the bus attendant or driver.

4. Parents, drivers, and caregivers are to drop off and pick-up students only at the door of the bus. Drivers and caregivers must have a Brent ID to pick up students.

5. Riders are expected to board their bus upon arrival at the loading area in the afternoon. No loitering and no returning to lockers or the Canteen. Take care of business before going to your bus.

6. Riders are to remain seated at all times. No standing, changing seats, or moving about while the bus is under way.

7. Bags are to be stored under seats and out of the way. Keep personal items off the seats.

8. Litter is to be placed in the trashcans provided.

9. The cost of any damage caused by vandalism to the bus or its accessories will be charged to the person or persons responsible.

10. Windows are to remain closed at all times. Never open the window or door to buy anything from street vendors.

11. Avoid making unnecessary noise or creating distractions that might divert the driver’s attention.

12. For the safety and well being of all bus riders, misbehavior of any kind cannot be tolerated. Misbehavior is defined as fighting, creating a disturbance, injuring other riders or acting in such a manner as to expose others to harm, injury or threat. Other unacceptable behaviors are pushing, spitting, yelling, making obscene gestures, and using vulgar language.
13. Misbehavior of any kind will be dealt with accordingly, and the following consequences applied:

   First Offense  -  Warning to the student by the Principal representative of the Transportation Office. Parents may be contacted if the action is serious.

   Second Offense -  Parents contacted by the Principal.

   Third Offense  -  Parents contacted by the Principal. The student maybe suspended from the bus from 2 to 5 school days.

   Fourth Offense -  A parent-student-Principal conference is held. Student maybe suspended from the bus indefinitely.

**Bus Schedule**

<table>
<thead>
<tr>
<th>PICK-UP POINTS</th>
<th>DEPARTURE</th>
<th>RETURN</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBIC GAS or KALAKLAN GATE</td>
<td>7:00 AM</td>
<td>4:15 PM</td>
</tr>
<tr>
<td>PARK AND SHOP (Near SBMA Main Gate)</td>
<td>7:10 AM</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>KALAYAAN (waiting shed near Kalayaan Swimming Pool)</td>
<td>7:25 AM</td>
<td>3:45 PM</td>
</tr>
<tr>
<td>SUBIC HOMES OFFICE (Binictican Dirve, corner Mango Street)</td>
<td>7:45 AM</td>
<td>3:35 PM</td>
</tr>
<tr>
<td>BRENT INTERNATIONAL SCHOOL MANILA CLARK CAMPUS (beside Puregold)</td>
<td>6:45 AM</td>
<td>3:45 PM</td>
</tr>
</tbody>
</table>

*(For more details please call: (047) 252-6871)*
Security Guards
Our Security Guards play an essential role in the well being of everyone on our campus. They have a difficult and challenging job, and like all members of our Brent community, they are to be treated with respect and courtesy at all times. Students, faculty, parents and other Brent community members are thanked in advance for demonstrating cooperation, patience and understanding in dealing with our security personnel.

Student Drivers
Students 17 years or older who possess a valid Philippine Driver’s License must register with the Upper School Office in order to gain permission to drive on campus.

Senior Privileges
During the Senior year, Grade 12 students may be given free time (in lieu of their Study Hall assignment) to complete college applications and prepare for their external examinations. This privilege is granted by the Principal and given only to Grade 12 students passing all of their classes. In addition, students are to use that time wisely and in accordance with all school rules. Seniors are not, for example, to play cards in the cafeteria or at the tables in the atrium during this free time.

Social Gatherings
School-sponsored gatherings held on campus or in private homes, hotels or clubs are subject to the rules and regulations of the school. All student social gatherings must be chaperoned by at least two faculty members. All school-sponsored activities (except the Junior-Senior Prom) must end by 11 p.m.
BEHAVIORAL EXPECTATIONS – CITIZENSHIP

STANDARDS - DISCIPLINE

Brent International School Subic is founded on the core values of our Christian heritage: love, honesty, excellence, integrity and respect for all members of the Brent Community. In its approach to education, therefore, Brent School does not treat the mental or physical in isolation from the moral.

The objectives of the rules and regulations published here are to instill and foster habits of honesty, thoroughness, earnestness, fair play, self-control, and the development of a mature, straightforward and self-reliant character.

It is the goal of the school that all students come to see themselves in relation to their community and the world, and judge their actions in light of their responsibilities to themselves and others.

**Policies Governing Student Conduct**

The following principles and guidelines underlie discipline at the school.

**Discipline Guidelines**

**Good Manners:**

1. Proper decorum is expected from all students at all times. Members of the administration, faculty, staff and fellow students are to be treated with respect;

2. Students are expected to conduct themselves in the educational setting at all times in such a way that teachers can teach and other students can learn. Disruptions to this important process will not be tolerated;

3. Consistent with exercising proper deportment and good manners, the following are not acceptable:
   a. Rude or insulting actions or words
   b. Foul or vulgar language;
c. Unruly conduct;
d. Pranks or distasteful jokes.
e. Class disturbances;
f. Excessive noise;
g. Class disturbances;
h. Pranks or distasteful jokes.

Accountability

1. Every student will be held accountable for his or her own actions;
2. In the case of a student organization that fails to observe the rules of the School, when no individual responsibility can be ascertained, the officers of the organization will assume responsibility;
3. Although Brent School cannot be held responsible for the conduct of its students outside school premises, it regards improper behavior, irresponsibility, or lack of concern for others on or off school premises as a reflection on the moral character of the student and the good name of the school. Students are reminded that, while wearing the Brent School uniform, they represent not only themselves but also the school. Appropriate disciplinary action may be applied.

Dress Code

1. Students are required to be neat and well groomed at all times. Boys’ hair is to be kept neat and trimmed. Facial hair is not allowed, nor are earrings on boys. Excessively long, radically colored, or disheveled hair (well over the ears and shirt collar) is not allowed.

2. Students are also required to wear the complete and proper school uniform every school day and during field trips, unless otherwise indicated, and at official school events. The uniform regulations are as follows:

   a. Uniform for girls
      i. There will be one style of blouse for girls (white). If an under shirt is worn, it must be white with no designs, colors or words permitted. There will also be one style skirt (checkered blue, white, and maroon). The skirt length should be no shorter than two inches above the middle of the knee.
ii. Girls’ shoes must be flats or leather-type shoes with white socks. Rubber soles are allowable. Tennis or basketball shoes are for Physical Education classes only. Slippers (or flip-flops) are not allowed at any time.

iii. Excessive make-up, colored hair, and facial piercing are not allowed. Bright colored finger nail polish is not permitted.

b. Uniform for boys

i. There will be one style of shirt (maroon collared shirt). Boys’ shirts must be tucked in at all times. Middle/Upper School students are required to wear khaki pants with a belt.

ii. Any undershirt worn must be white. No designs, colors or words on undershirts are permitted.

iii. Black dress shoes are to be worn, with or without shoelaces. The soles of the shoes may be rubber. Dark socks are to be worn. Tennis or basketball shoes are to be used for Physical Education classes only. Slippers (or flip-flops) are not allowed at any time.

3. House shirts are required on days when there is School-wide House activities.

4. Students may only wear Brent-issued outer garments (sweaters, sweatshirts/hoodies, etc.).

5. While no uniform is required for after-school activities, the concept of good grooming still applies at all times while students are on campus.

6. The school may designate certain days as free dress days. Free dress means that no uniform is required but all items worn must be appropriate in nature and free of vulgarity. Again, the concept of neat and good grooming applies to all students.
Citizenship Evaluation

Citizenship grades are given on a scale from 1 = Poor to 4 = Excellent and reflect the students’ conduct in relation to the standards of behavior required of Brent International School Subic students. Students receive a semester grade for citizenship according to the following scale:

4 = Excellent - Behavior which indicates consistent compliance with the vast majority of standards.

3 = Satisfactory - This is the expected minimal norm and indicates usual compliance with the majority of standards.

2 = Needs Improvement/Emerging - This indicates that the student frequently fails to meet the standards and should be undergoing some self-examination as to citizenship deficiencies.

1 = Poor / Frequent Non-Compliance - The student with this grade is consistently failing to meet standards and is demonstrating little or no effort to improve.

Citizenship Standards

Brent International School Subic students are expected to exhibit integrity, self-discipline, social conscience, and initiative as part of the Brent ESLRs. The following standards are expected:

- Honesty in all dealings with individuals and groups;
- Ability to make moral and ethical decisions on the basis of a sound integrated value system;
- Respect of and advocacy for the rights of others—their person, property and beliefs;
- Ability to recognize and respond to the needs of others, particularly in rendering assistance above self;
- Regular exhibition of an ability to carry one’s share of the work in a group;
- Appropriate reverence during the religious portions of the school activities, as well as proper behavior at group assemblies or programs;
- Behavior indicative of good sportsmanship before, during and after any sports competitions;
- Patterns of responsibility in situations without supervision;
- Behavior indicative of good sportsmanship before, during and after any sports competitions;
- Patterns of responsibility in situations without supervision;
- Cooperation with teachers relative to classroom and school rules;
- Being punctual for school, classes and related assignments and responsibilities;
- Showing an awareness of the value of criticism;
- Caring for personal and school property such as books, lockers, supplies, equipment, etc.
- Showing increased independence in completion of assigned tasks.

<table>
<thead>
<tr>
<th><strong>RUBRIC SCORE</strong></th>
<th><strong>RESPONSIBLE CITIZENSHIPS</strong></th>
<th><strong>TOLERANT INDIVIDUALS</strong></th>
<th><strong>HEALTHY INDIVIDUALS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>4 EXCELLENT</td>
<td>Exhibits leadership, even when not required</td>
<td>*Respects and advocates for the rights of others</td>
<td>*Honest in all dealings</td>
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<tr>
<td></td>
<td>*Cooperates with others</td>
<td>*Appropriate respect during school religious activities and proper behavior at group assemblies and in the classroom.</td>
<td>- demonstrates integrity when working with others</td>
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<td></td>
<td>*Deals positively and effectively with conflict</td>
<td>*Shows awareness of the value of criticism</td>
<td>- no evasive behavior</td>
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<td></td>
<td>*Demonstrates a sense of civic awareness</td>
<td>*Behavior indicative of good sportsmanship.</td>
<td>- may have volunteered helpful information on others’ dishonesty</td>
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<tr>
<td></td>
<td>*Contributes responsibly to the community</td>
<td></td>
<td>*Able to make ethical decisions based on a sound integrated value system.</td>
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<td></td>
<td>*Renders assistance above self regularly</td>
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<td></td>
<td>*Always completes his/her share of the work conscientiously</td>
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<td></td>
<td>*Exhibits responsible behavior without supervision</td>
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<td></td>
<td>*Punctual for school, classes, and related assignments and responsibilities</td>
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<td>*Shows increased independence in completion of assigned tasks</td>
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<tr>
<td>RUBRIC SCORE</td>
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</tbody>
</table>
| **3** SATISFACTORY | *Exhibits some leadership*  
*Cooperates with others  
*Deals positively and effectively with conflict  
*Demonstrates a sense of civic awareness  
*May have rendered assistance above self  
*Usually completes his/her share of the work conscientiously  
*Exhibits responsible behavior without supervision  
*Usually punctual for school, classes, and related assignments and responsibilities.  
*Usually punctual for school, classes and related assignments and responsibilities. | *Respects others  
*Usually respectful during school religious activities and proper behavior at group assemblies and in the classroom  
*Shows some awareness of the value of criticism  
*Behavior indicative of good sportsmanship | *Honesty in all dealings  
-demonstrates integrity when working with others  
-no evasive behavior. |
| **2** EMERGING/ NEEDs IMPROVEMENT | The student frequently fails to meet the descriptors above and should be undergoing some self-examination as to citizenship deficiencies. This has been pointed out to the students and the student has not shown significant improvement. Minor academic dishonesty or bullying and/or fighting automatically qualifies for a 2, even if other descriptors are met. May have multiple minor infractions. | | |
| **1** POOR/ FREQUENT NON-COMPLIANCE | The student with this grade has been told that he/she is consistently failing to meet standards and is demonstrating little or no effort to improve. Major academic dishonesty or a combination of multiple minor infractions resulting in suspension or contact automatically qualify for a 1. | | |
Student Attendance

1. **Tardiness** - A student is tardy when he or she is not in his or her assigned space when the instructional time is scheduled to begin. A student arriving more than twenty minutes late to a class will be marked as absent. Three (3) tardies to the same class will result in a detention and five (5) tardies to the same class will result in a Parent Conference.

Please note that the number of tardies for the semester and for the year is listed on the official transcript of record. In addition, five or more tardies per semester will eliminate a student from consideration for the annual perfect attendance award.

2. **Absences** - We qualify absences as “explained” or “unexplained.” In both cases, the student has missed the lesson and valuable classroom interactions, and we are concerned. Whether an absence is explained or unexplained, the student is still responsible for the information covered and the assignments made during the missed instructional time.

   a. **Excused Absences** - The following reasons are acceptable for excused absences and parents are requested to get in touch with the school in these cases:

      1. Illness or medical appointments;
      2. Crisis in the student’s family;
      3. Observance of major religious festivals.

   b. **Unexcused Absences** - The following are examples of unexcused absences:

      1. Cutting classes;
      2. Leaving campus without permission.

Students must attend at least 2 blocks of the school day in order to participate in after school activities. If a student has been sent home for illness and or disciplinary reasons, they may not return for any activity that day. Under unusual circumstances, special permission to participate may be granted by the Principal.

Again, whether explained or unexplained, the student is still ultimately responsible for the material presented and the assignments made during an absence. Relative to excessive absences, please remember that no credit is given for students who have been absent for more than twenty-seven days in a school year.
For reasons of absences not stated, decision if to be excused or unexcused will be at the discretion of the school principal. Again, whether excused or unexcused the student is still ultimately responsible for the material presented and the assignments made during an absence. In the case of unexcused absences the teacher is not required to allow make up work.

**Students Leaving School Grounds**

No student is allowed to leave the campus during school hours without the prior written permission of the Principal.

**Academic Honesty** – Every student is required to sign and abide by the following Brent Middle/Upper School Academic Honesty Statement:

“Brent International School Subic is founded on the core values of our Christian heritage: love, honesty, excellence, integrity and respect for every member of the community. Membership in the student body carries with it a responsibility for the strict observance of moral and ethical behavior befitting an honorable person. Every member of the Brent community is therefore expected to show respect for themselves and others by guarding and abiding by these fundamental principles in all aspects of school life. Above all, the spirit of humility must underlie these ethical and moral standards and provide the foundation for proper conduct and accountability.”

In accordance with the principles we share, we will not condone cheating, lying or plagiarism.

- Cheating is defined as giving or receiving any unauthorized assistance on any assignment, quiz or test, regardless of intent. Allowing a fellow student to copy work is a form of cheating.

- Lying is any misrepresentation of the truth or failure to state the truth, with the intent to deceive.

- Plagiarism is any presentation of the ideas, thoughts, or words of another as one’s own, regardless of intent.

To indicate agreement to and acceptance of the principles of Academic Honesty in our school, every Upper School student, as well as their parent or guardian, is requested to sign the Academic Honesty Form.
Students and parents also need to be aware that teachers will be submitting electronic copies of their papers to turnitin.com, an online program and data base, which will search and compare their essays to billions of other published papers. Academic honesty violations will result in the following two very important consequences:

- Teachers who discover student behavior in violation of the above stated principles will share that information with their colleagues, the counselor and school administrator in an effort to monitor more closely student compliance. Parents or guardians will also be informed.

- Students who have committed violations of this Statement may incur any of the following consequences: detention, suspension, removal or restriction from activities or dismissal from Brent International School Subic, pending authorization by the Headmaster.

**Respect for Property**

1. Personal belongings are the students' responsibility. The school is not responsible for the loss or disappearance of money, cellular phones, or personal articles;

2. Stealing others’ belongings, even in the guise of pranks or jokes, will not be tolerated; students found to be stealing will be subject to suspension or withdrawal from school;

3. Textbooks and other school books entrusted to the students are to be handled with great care. These textbooks, workbooks and library books remain the property of the school. Any lost or damaged materials assigned to the student will be charged to the student’s account at replacement cost;

4. Vandalism is a serious offense. Any student caught writing on desks or walls, breaking windows, etc. will be subject to disciplinary action and would be required to make restitution for any damaged property.
Substance Abuse – Dangerous Drugs, Alcohol and Tobacco

1. As part of our admission requirements, students and parents sign a *Permission for Drug Testing* document which says:

“We believe a healthy educational environment is a drug-free environment. Our philosophy at Brent International School Subic centers on prevention and education with regards to the use of all dangerous drugs, tobacco, and alcohol. Further, we believe the majority of our students choose not to use these substances, and we want to reinforce those positive decisions whenever and wherever possible.”

“We also recognize that teenage peer pressure can be profound. We therefore believe strongly in an education and detection system that enables our young people to stay drug free throughout their years at Brent and beyond. To assist our students with their decisions and to enable them to make positive choices where dangerous drugs are concerned, we will conduct random urinalysis of our students from time to time. We ask your cooperation as a parent in consenting to these tests when we deem them necessary and when your child is selected. Parents will be notified when their child has been selected to give a sample and of the results of that urinalysis should it be positive. Parents will not be notified of negative results unless specifically requested.

“Our intention for students who test positive is that drug treatment/ intervention will be provided. Subsequent positive tests after rehabilitation, however, may be grounds for dismissal of that student from Brent School. Refusal to sign this permission document by the parent may also constitute grounds for dismissal of the student from Brent International School Subic.

“I give Brent International School Subic permission to conduct drug tests (urinalysis) as they deem necessary.”
2. The possession of, taking or using, buying or selling, giving or accepting any non-prescription narcotics, barbiturates, hallucinogenic drugs, marijuana and other illegal drugs on or off campus is strictly forbidden. The school reserves the right to conduct any legally accepted procedure to detect use of drugs or alcohol by students who are suspected.

3. No alcohol may be served at any school-sponsored activity, whether on or off school property.

4. Smoking or chewing tobacco is not allowed anywhere on campus at any school-sponsored activities, or at any time in public places while wearing the Brent School uniform.

**Weapons**

Dangerous weapons, or anything that may be construed as such, are forbidden on campus. Also forbidden are fireworks and any other object that might present a safety hazard. Suspension is the normal penalty for such an offense.

**Infractions and Consequences**

**Consequences - Minor Disciplinary Actions**

The key phrase for students to remember in all disciplinary actions is “one-trial learning.” All of us make mistakes. What we are looking for in our students is the ability to learn from those mistakes and not make the same mistake a second time.

**Detention Process**

1\(^{st}\) step - Reprimand
2\(^{nd}\) step - Reprimand
3\(^{rd}\) step - After school detention, this takes place from 3:00 p.m. to 4:00 p.m. on Friday. An assignment to after school detention takes precedence over all other school-related after-school clubs or activities.

- All minor infringements of the Student Handbook will follow this process.
- Assembly behavior will follow the same process.
Consequences - Major Disciplinary Actions

More serious offenses (drug or alcohol use, theft or vandalizing of school property, fighting, repeated cheating, etc.) or repeated minor offenses would require more serious consequences. The Principal may impose the following sanctions and will inform parents of the process:

Social Probation

1. This action subjects students to a trial period to ascertain their ability and willingness to abide by school rules and regulations. In cases of social probation, the students and parents shall sign a contract stipulating the conditions that must be met in order to remain at Brent International School Subic.

2. A student on Social Probation who violates any of the conditions stipulated for his or her continued stay in the school may be asked to withdraw.

Suspension

1. Suspension from class and therefore from valuable instructional time is a serious consequence. While temporary in duration, suspension is nonetheless viewed with considerable concern and not imposed lightly. A student may be suspended “in school” or “out of school,” depending on the offense. In the case of more serious “out of school” suspensions, parents will be required to attend two conferences: 1) at the time the student is being suspended and 2) before the student is readmitted.

2. The suspended student may not attend any academic or non-academic functions during the period of suspension.

3. A student on “out of school” suspension will not be allowed on campus at any time during the period of suspension unless accompanied by his or her parent or caregiver.

4. For attendance purposes, absences while suspended are recorded as unexcused.

In some cases, the School Principal might decide to impose an “in-house suspension.” The above guidelines would still apply, but the students would be kept in the school office during the suspended period.
Withdrawal

Students who are unable to live by Brent International School Subic behavioral and/or academic standards, or who commit a serious offense may be required to withdraw from the school.

Student Due Process Rights

1. Students are entitled to due process and are welcome to bring their concerns to the Headmaster/Administrative Officer, should they feel that some injustice has been committed.

2. No severe disciplinary action (suspension and requested withdrawal) may be taken without the school Principal’s and/or Headmaster’s approval.

3. There shall be no form of corporal punishment, under any circumstance, however light it may appear.
RECOGNITION AND AWARDS

**Honor Roll** - To be on the Honor Roll, a student must:

1. Take a minimum of six major subjects,
2. Have the required Grade Point Average of 3.0,
3. Have no incomplete grade in any academic subject or an “F/Inc.” grade in any non-academic subject.

**Scholarship Lists** – Inclusion on the following scholarship lists is based on the student’s GPA over the school year, actual grades earned for the first semester and either actual or predicted grades earned for the second semester.

- Bishop Brent Scholar’s List = 4.00 and above
- Headmaster’s List = 3.50 - 3.99
- Honors List = 3.00 - 3.49

**Year-End Awards – All Students**

**Citizenship Award**

This award is given to students who have maintained a perfect Citizenship grade of 4.00 during the year. This award is to be determined after evaluation of the students’ records by the Registrar.

**Perfect Attendance**

Students who have not missed any school days, as well as any major school-sponsored activity, and who have not been tardy five or more times each semester, will be granted this award, which is based on the records maintained by the Registrar.
EARCOS Global Citizen Award

This award is given to a student who has an open mind; is well-informed, aware and empathetic, concerned and caring for others, he/she encourages a sense of community and is strongly committed to engagement and action to make our world a better place.

Honors Recognition

**Bishop Brent Scholar’s Award** is given to students who have made the Bishop Brent Scholar’s List each semester of the school year.

**Headmaster’s Award** is given to students who have been on the Headmaster’s List or higher each semester of the school year.

**Honors Certificate** is given to students who have been on the Honor Roll or higher each semester of the school year.

Year-End Awards – Graduating Seniors

**Valedictorian and Salutatorian Awards**

These awards are granted to students who have completed at least two years of Upper School at Brent International School Subic and who are candidates for the Brent Honors Diploma. These awards are based on the highest GPAs in the Senior class, computed on the last two years of achievement.

**Loyalty Pins**

Gold Pins are awarded to Senior students who have attended Brent International School (either Baguio, Manila and Subic) for a minimum of ten years (not necessarily consecutive).

Silver Pins are awarded to Senior students who have attended Brent School (Baguio, Manila and/or Subic) for at least five years (not necessarily consecutive).
Year-End Awards – Upper School

Bishop Brent Award

The award is given for outstanding character, leadership and scholarship. Secret balloting by all Upper School faculty members is used to determine the recipient of this award.

Headmaster’s Prize

This award is given to the student who has shown the greatest scholastic improvement and is on the Honor Roll.

Bishop’s Prize

This award is given to the student who has rendered the greatest service to the School and has been on the Honor Roll throughout the year. In case of a tie in the teachers’ decision, both students involved may receive the award.

Mary Sheffer Prize

This prize is awarded to the student who, by friendship, tolerance, and international outlook, has helped to join together in friendship the students of the many nationalities and cultures that study at Brent International School. All Upper School faculty members choose the recipient.
Rosemary Penn Prize

The recipients of this award, to be chosen by all Upper School faculty members, are students who have been outstanding during the school year with regard to industry, cooperation, and helpfulness, and who have qualities that contribute to the happiness of others: a cheerful disposition, an unselfish nature and a kind heart.

Dramatic Awards

Best Actor of the Year, Best Actress of the Year, and Service to the Stage awards are given each year. The faculties involved in the Performing Arts determine these awards.

Activities and Sports Certificates/Awards

Awards are given to students for outstanding participation in each of our sports teams. Trophies or other tokens of recognition may be given to students who have participated in other activities. These awards are to be determined by the coaches, activity advisors, and the Director for Student Activities.

Year-End Awards – Middle School

Lawrence P. Martin Award

This award is given to one male and one female in eight grade who show the greatest conscientiousness throughout the school year.
Admissions Policy

Brent International School Subic is primarily and essentially a college-preparatory institution. Hence, only college-bound students are admitted to the school. Students are accepted and retained on the basis of their ability to meet the academic, moral and behavioral standards of Brent. The school reserves the right to refuse admission to any student who does not meet all the admission requirements. No student is officially enrolled until all admission requirements are met and all fees have been paid.

Guardianship

Students are required to live with at least one parent while enrolled at Brent. This policy is enforced beginning on the date an applicant is scheduled for our admissions tests and interviews.

Grade 12 students

Because the International Baccalaureate (IB) curriculum extends over the two years of Grades 11 and 12, new students will not, as a general rule, be admitted for their Senior or Grade 12 year. Exceptions may be made for new students who have completed the first year of the two-year IB curriculum in their former school, and whose classes would match those courses already being offered at Brent. In general, this new student’s transcript for Grades 9 to 11 will reveal the intelligence, diligence, and motivation needed to be successful in our Grade 12.

Special Cases

In exceptional cases, to be approved by the Headmaster, a student may be admitted in a special program designed to help him or her to acquire sufficient credits for entrance to a specific college abroad or in the Philippines.
Non-English Speaking Students

Students applying for admission in the Upper School, whose competence in the English language is not sufficient for them to participate actively in, and benefit from the regular instruction program, are enrolled first in the English-as-a-Second-Language (ESL) Program. Students are grouped according to their level of proficiency in the English Language, instead of at their actual grade level. Only ESL students who commit themselves to obtaining the Brent Diploma will be considered for admission. The school does not admit applicants who want to learn only the English language.

Schedule

The School Principal and the Guidance Counselor prepare the student’s schedule, in coordination with the Registrar. Six major subjects are required for all Upper School students. Should any conflict in schedules occur, this should be brought to the attention of the Guidance Counselor or the Principal.

English as a Second Language Department (ESL)

A. Language Philosophy

The ESL department recognizes and appreciates the cultural and social identity of each ESL student. Within a framework of mutual respect, the department is committed to ensuring all students to use English to communicate in social settings, to use English to achieve academically in all content areas, and to use English in socially and culturally appropriate ways. Furthermore, in keeping with innovation and best practice, the department encourages ESL students to maintain and to develop their native language and culture in school and community contexts.

B. Mission

Within a framework of mutual respect, the ESL Department is committed to ensuring all students use English

- To communicate in social settings,
- To achieve academically in all content areas,
- To use English in socially and culturally appropriate ways.
C. Program

ESL is a semester program that offers intensive language courses in English language development, and integrated language skills in Social Studies and Science classes.

Students attending this program are placed in the following levels based on their language proficiency skills.

- ESL 1 Low-Intermediate Level
- ESL 2 Intermediate Level
- ESL 3 High-intermediate Level
- ESL 4 Advanced Level

The language proficiency skills of the students are evaluated at the end of every semester for promotion or retention. This program takes a progressive mainstream approach; hence, the ESL Department equips every ESL student with the language and academic skills they need in mainstream classes.

D. Admission Requirements

Students from a Non-English Speaking Background (NESB) applying for admission in Middle and Upper School, whose competence in the English language is insufficient for active participation in the regular instruction program are enrolled in the ESL Program, and are grouped according to their language proficiency level, instead of their grade level.

Only students who commit themselves to obtaining the Brent Diploma will be considered for admission, because the school does not admit applicants who want to learn only the English language.

NESB students are accepted based on the evaluation of

- Previous school performance based on academic and behavioral records with other required documents
- The result of language proficiency test and interview, and
- Slot availability.
E. Level of English Proficiency Requirement

**Middle School (Grades 6-8)**

To be able to enter Grades 6 and 7, a student must demonstrate at least a low-intermediate level of language proficiency to be placed in ESL 1 for admission.

ESL 8th Grade students entering in the 1st semester must demonstrate an intermediate level of language proficiency to be placed in ESL 2 for admission. However, when entering in the 2nd semester, 8th Grade students must demonstrate an intermediate skill ESL 3 level in order to be admitted.

**Upper School (Grades 9-10)**

The Upper School is composed of ESL 3 and ESL 4 only. Students from a Non-English Speaking Background entering Grade 9 must at least be in level 3.

Moreover, a student from a Non-English Speaking Background entering Grade 10 must demonstrate an advance skill level in order to enter as mainstream. No ESL student is accepted in Grade 10.

F. Grading Policy

The school Grading Policy does not provide a final average for the ESL subjects as ESL is a semester course. Though without a final grade, and because Brent honors are given at the end of every semester, ESL students are qualified in receiving honors.

G. 2-Week Assessment Period

In the first 2 weeks upon the entry of ESL students, new or returning, are given the opportunity to show their level of language proficiency in language classes for final placement. All new ESL students entering the program all throughout the year undergo this period, aside from those entering late in the year.

H. Promotion and Retention

The language proficiency skills of the students are evaluated at the end of every semester for promotion or retention. All teachers evaluate the language skills of ESL students, which happens twice a year:

Factors considered for language skill evaluation are the following:

- Results of Standardized Exam
- Teacher’s Evaluations
- Class Performance (Grades)
Requirements for Promotion
- For ESL student to be promoted, he/she must incur a grade of 80% (B-) or better in his/her ESL classes.
- No promotion is granted to an ESL student incurring F in any subject (Math is an exemption).
- If during deliberations the student has a D-range grade in one of his subjects, his promotion will be placed on probationary status until the release of the final grades.
- Majority of the teachers must agree with a YES recommendation for promotion.
- The ESL HOD and principal must approve the promotion/retention.

I. Length of Stay

Middle School students generally stay in the ESL Program for two years whereas Upper School students spend a maximum of 1 year. An extension of a semester is rendered in a case-to-case basis. If and when the student reaches the maximum length of stay in the program, he/she will be forced to exit the program; thus losing the opportunity in getting language support.

**A maximum of two years has been determined as a reasonable period of time that a student entering Level 1 needs to acquire the language skills to cope and succeed in the regular academic program. Students are allowed to exit from the ESL Program when they reach Level 4 in the assessment criteria.**

J. Middle and Upper School ESL Academic Program

The Middle and Upper School ESL Program take a progressive mainstream approach wherein students participate in a combination of ESL and mainstream classes.

ESL 1 is the low-intermediate level assigned to students in Grades 6 and 7 with little English proficiency.

- ESL classes: English, Literature, Science, Social Studies
- Mainstream classes: Math, Art, Music, Band, PE, Religious Studies

ESL 2 is the intermediate level assigned to students in Grades 6, 7, and 8 with limited communication skills and lacking academic language.

- ESL classes: English, Literature, Science, Social Studies
- Mainstream classes: Math, Art, Music, Band, PE, Religious Studies
**ESL 3** is the high-intermediate level assigned to students in Grades 6, 7, 8, and 9 who have basic English proficiency skills but need support in developing their comprehension, critical thinking, and academic skills.

- ESL classes
  - English, Literature
- Mainstream classes
  - Math, Science, Social Studies, Art, Music, Band, PE, Religious Studies

**ESL 4** is for ESL students demonstrating advanced language skills. The emphasis is on polishing the students’ communication, academic and presentation skills. They attend all subjects in their respective grade levels with the exception of Modern Language.

- ESL classes
  - English (for grammar and writing)
- Mainstream classes
  - English, Math, Science, Social Studies, Art, Music, Band, PE, Religious Studies

**ESL Age Limits and Level Placement**

The school decides on the grade and class section placement of the student.

For certain subjects (e.g., Modern Languages and Mathematics), placement may be decided according to level of ability, based upon the result of a diagnostic test.

No student will be placed in a grade level without showing proof of satisfactory completion of the preceding grade. Brent International School Subic’s program consists of six years beyond Grade 6. The “first year of high school” for local schools does not correspond with the Upper School’s Grade 9.
Only students who have completed Grades 6, 7, and 8, or the equivalent in other school systems, are admitted to the Upper School. The chart below gives both the required grades, levels to be completed as well as the corresponding age brackets for our grades 9 to 12.

<table>
<thead>
<tr>
<th>Brent Grade Level</th>
<th>Grade Completed</th>
<th>Age Bracket</th>
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</thead>
<tbody>
<tr>
<td>Grade 9</td>
<td>Grade 8</td>
<td>14-15</td>
</tr>
<tr>
<td>Grade 10</td>
<td>Grade 9</td>
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<td>Grade 11</td>
<td>Grade 10</td>
<td>16-17</td>
</tr>
<tr>
<td>Grade 12</td>
<td>Grade 11</td>
<td>17-18</td>
</tr>
</tbody>
</table>

**Student Records**

The school considers all information on students to be confidential. Only the Headmaster, the School Principal, the Registrar, and the students’ teachers (with the approval of the Guidance Counselor), may have access to a student’s files. No file may be taken out of either the Registrar’s or the Guidance Office. The Registrar and the Guidance Counselors are responsible for the students’ files which are entrusted to their safekeeping.

The Registrar’s Office is responsible for maintaining accurate and up-to-date information for each student. This information includes: 1) Brent academic records; 2) academic records from other school(s) attended; 3) change of address/telephone number; 4) name of the person to be informed of student’s performance, to be notified in case of emergency, and to be billed by the Accounting Office. The cooperation of all parents/guardians concerning the matter of change of address, etc. is both essential and deeply appreciated.

Should a student withdraw from school one month or more before the closing of the school year, that student shall be given a narrative or anecdotal evaluation of performance with grades earned at date of departure.
Request for Transcript of Records

Students who wish to transfer to another school and who need a copy of their Transcript of Records may apply for an official transcript, provided that their accounts with the School are in good standing and that the request is made at least three days in advance. A fee is charged for each copy.

Should a student withdraw from school one month or more before the closing of the school year, that student shall be given a narrative or anecdotal evaluation of performance with grades earned at date of departure (see rule on Early Examinations).

The Registrar’s Office places a priority on keeping the records of graduating students updated because these records are needed to accompany applications for college admission. The Registrar’s Office provides a separate list of the student’s current activities, honors, awards, and recognitions. Students should make sure that the Registrar’s Office has a complete list of their activities and honors for inclusion with the Transcript of Records.

Tuition and Other Fees

The Board of Trustees determines the annual fees. Fees are to be paid at enrollment time, either for the whole year, or on a semester or quarter scheme. Other payment plans (e.g., monthly) must be approved in advance by the Headmaster. Fees are to be paid in U.S. Dollars or in the Pesos equivalent on the day of payment. Students are officially enrolled only after payment of all fees. The school reserves the right to refuse admission and/or permission to sit for any official examination to any student who is delinquent in the payment of his or her accounts.

Financial Obligations

Parents are reminded that their enrollment agreement obliges them to make prompt payment of all financial obligations, and their thorough cooperation will be most appreciated. Late payments are subject to a penalty charge on the amount due. Report Cards and other school records will be withheld until the dues are settled in full. The school reserves the right to ask a student to withdraw due to non-payment of financial obligations.
ADMINISTRATORS

Mr. Dick B. Robbins
Headmaster

Mr. Patrick Higgins
Deputy Headmaster/Upper
School Principal

Ms. Ximena Silva
Lower /Middle School
Principal

Ms. Maricar Peralta
Registrar and Admissions
Director

Mr. Stephen Davis
Student Activities
Director

Ms. Sheila Marie Griarte
IB Coordinator
## MIDDLE/UPPER SCHOOL FACULTY

<table>
<thead>
<tr>
<th>Name</th>
<th>Subject</th>
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<tbody>
<tr>
<td>Mary Ann Elman</td>
<td>Music</td>
<td><a href="mailto:melman@brentsubic.edu.ph">melman@brentsubic.edu.ph</a></td>
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<tr>
<td>Barth, Daniel</td>
<td>US Spanish, Biology, Geometry</td>
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<tr>
<td>Cabrera, Lily</td>
<td>MS/US Mandarin, HOD</td>
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<tr>
<td>Calimlim, Nancy</td>
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<td>Gaffney, Bob</td>
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<td>Griarte, Sheila Marie</td>
<td>US Math, IB Coordinator</td>
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</tbody>
</table>
BRENT SCHOOL SONG

Fresh as air of mountain May Day
Clear as mountain sky
Are the years of youth’s bright heyday,
Flowing swiftly by.

Brent School, though our paths may sever
We will carry thee
Deep within our hearts forever,
Whereso’er we be.

Though we leave our magic mountain,
Carefree days of school
Still we’ll drink from memory’s fountain
Cherish friendship’s jewel.

Dear Brent School, though far asunder
We will carry thee
In our hearts where’er we wander
Over land or sea.

Though we leave thy heights forever,
Know life’s dust and strain
Yet our hearts will lift whenever
We recall again.

Thee where youths of many nations
Lived their golden hour,
Sharing work and aspirations
Time will bring to flower.
# Brent International School Subic
## School Calendar 2013 - 2014

### July / August 2013
- Jul 29-31: New Faculty Orientation
- Aug 1-6: All Faculty Orientation
- Aug 6: Open House
- Aug 7: Start of 1st Semester
- Aug 9: Eid Al Fitr
- Aug 21: Ninoy Aquino Day
- Aug 26: National Heroes’ Day

### September 2013
- Aug 28-29: Students Arrive
- Sep 1-2: First Day of School
- Sep 8: Parent-Teacher Conferences
- Sep 15: Eid al Adha
- Sep 22: Parent-Teacher Conferences

### October 2013
- Oct 6: Parent-Teacher Conferences
- Oct 7: First Day of School
- Oct 13: Parent-Teacher Conferences

### November 2013
- Nov 30: Bonifacio Day
- Nov 30: Parent-Teacher Conferences

### December 2013
- Dec 1-7: Holiday Break
- Dec 20: End of First Semester
- Dec 21-31: Christmas Break

### January 2014
- Jan 1-12: New Year’s Break
- Jan 6-10: Offices Open
- Jan 13: Start of 2nd Semester
- Jan 31: Chinese New Year

### February 2014
- Feb 25: EDSA Revolution Anniversary

### March 2014
- Mar 10: Parent-Teacher Conferences

### April 2014
- Apr 9-20: Easter Break
- Apr 10-15: Offices Open
- Apr 9: Araw ng Kagitingan

### May / June 2014
- May 1: Labor Day
- May 30: Faculty In-Service
- June 3: Baccalaureate Service
- June 4: Moving Up Day
- June 5: Graduation Day

### Important Dates:
- **First Semester:** Aug 7 - Dec 20
  - Midterm: October 7, 2013
- **Second Semester:** Jan 13 - June 5
  - Midterm: March 10, 2014

### Student Contact Days:
- First Semester: 90
- Second Semester: 91
- Total: 181 days

### Faculty Work Days:
- First Semester: 95
- Second Semester: 93
- Total: 188 days