



# GUIDEPOST FOR ISAERS

## 新华学习者手册

2021 Edition



# Contents

Section 1:	The ISA CREED.....	1
1.1	ISA Philosophy .....	1
1.2	ISA Vision .....	1
1.3	ISA Mission .....	1
1.4	ISA Objectives.....	2
Section 2:	ADMISSION and WITHDRAWAL .....	2
2.1	General Statement.....	2
2.2	Procedure for Admission of a Transferee-applicant .....	3
2.3	Requirements for Admission of a Nursery Learner.....	4
2.4	Requirements for Admission of a K1, K2 Learner .....	5
2.5	Procedure for Withdrawal.....	5
2.6	Rules on Refund by Reason of Withdrawal .....	5
Section 3:	REGISTRATION.....	6
3.1	For Admitted Transferee-applicants.....	6
3.2	For Old Learners .....	6
3.3	For Nursery Learners .....	7
3.4	Learner officially registered .....	7
Section 4:	CLASSES and DISMISSALS.....	7
4.1	Class days .....	7
4.2	Schedule of Classes.....	7
4.3	Suspension of Classes .....	9
4.4	Early Dismissals .....	10
Section 5:	ABSENCES and TARDINESS.....	11
5.1	Absences.....	11
5.2	Tardiness.....	12
5.3	Absences due to Joining in Competitions .....	13

Section 6:	EVALUATION.....	14
6.1	Pre-school Grading System.....	14
6.2	Elementary and High School Grading System .....	15
6.3	Signing of Test Papers .....	17
Section 7:	EXTRA-CURRICULAR ACTIVITIES.....	17
7.1	The school sanctioned Extra-curricular Activities.....	17
7.2	Non-participation of the activities.....	18
7.3	In lieu of an extra-curricular activity.....	18
7.4	Extra-curricular Activities.....	18
Section 8:	HONORS.....	19
8.1	Recognition.....	19
8.2	Awarding of medals and certificates .....	19
8.3	Conferment of other honors .....	20
Section 9:	ISA CODE OF CONDUCT .....	22
9.1	General Statement.....	22
9.2	A bona fide ISAer is one who:.....	23
9.3	Major offences .....	24
9.4	Penalties for act constituting minor offenses.....	27
9.5	Penalties for act constituting major offenses.....	27
9.6	Special provisions on learner's conduct and behavior.....	28
9.7	Sanction .....	30
9.8	Disciplinary Procedure.....	30
9.9	Notice of decision .....	31
Section 10:	UNIFORM.....	31
10.1	Official School Uniform .....	31
10.2	Uniform for Boys.....	32
10.3	Uniform for Girls .....	33
10.4	Dress code.....	34

Section 11: ISA ANTI-BULLYING POLICY ..... 34

11.1 Anti- Bullying Policy Statement ..... 34

11.2 Definition of Terms..... 36

11.3 Rights..... 37

11.4 Duties and Obligations..... 39

11.5 What to look for..... 41

11.6 What to do..... 41

11.7 Composition of Child Protection Committee ..... 43

11.8 Procedure ..... 43

Section 12: ALMA MATER SONG ..... 49

# 止 于 至 善

## Virtue & Excellence

### Section 1: **The ISA CREED**

#### 1.1 ISA Philosophy

I am, I can.

#### 1.2 ISA Vision

We envision our school to become a respectable center of virtue and excellence that advocates trustworthiness, integrity, diligence and honesty; adheres to an educational system of international standing wherein learners are nurtured to possess noble sentiments, scientific intelligence, utmost confidence and strong physical aptitude.

#### 1.3 ISA Mission

We are committed to impress in our youths the wholesome and dynamic Filipino and Chinese cultures; instill in them the sense of truth, justice and love; provide guidance for them to employ their knowledge and skills in order to further pursue their dreams in some prestigious tertiary institutions, and to ultimately contribute to the development and prosperity of our Motherland--The Philippines.

## 1.4 ISA Objectives

ISA believes that ‘when children become readers, their world is forever wider and richer’. Thus, if there is anything, we will never trade-off in exchange of even a great fortune, that is to turn each and every ISAer into an avid reader.

ISAer is someone who is good in using his basic reading and comprehension know-how, supplemented with hands-on manipulation and observation, to further explore the wonderful realm of knowledge, continuously enrich his faculty, widen his worldview and, most of all, be able to appreciate and respect nature and mankind.

ISAer is a person imbued with social consciousness, scientific intelligence and global vision; armed with confidence and positive attitude that enable him to interact effectively with fellow citizens as well as with the people of the whole world.

## Section 2: **ADMISSION and WITHDRAWAL**

### 2.1 General Statement

Subject to the provisions stipulated in the law and Department of Education (DepED) orders, guidelines and policies, the school admits learners without discrimination as to ethnic group, nationality, religion, race and gender. However, admission of transferee-applicant to ISA shall depend on the results of the Scholastic Entrance Test (SET), his/her previous academic performances, character and the acceptance of the said transferee-applicant and his/her parents of the ISA Creed. They shall adhere to and abide by the ISA school rules and regulations. The school may refuse admittance at its discretion.

## 2.2 Procedure for Admission of a Transferee-applicant

- 2.2.1 An applicant shall scan and email the following to **registrar@isa.edu.ph**: (1) birth certificate issued by the Philippine Statistics Authority (PSA), (2) current school year report cards, and (3) passport-standard photo taken within the last 6 months.
- 2.2.2 A non-Filipino applicant shall scan and email the following to **registrar@isa.edu.ph**: (1) birth certificate issued by his/her country, (2) current school year report cards, (3) a valid Philippine Visa, and (4) such other documents required by law.
- 2.2.3 Once the application is approved, s/he (read: she or he) shall take SET at a designated date, time and place. The corresponding SET fee shall be paid in the bank.
- 2.2.4 Transferee-applicant will be duly notified of the SET test results within reasonable time.
- 2.2.5 S/he shall be interviewed by the ISA Executive Director if the latter deems it necessary.
- 2.2.6 In certain cases, the school may set certain prerequisites prior to approval. Once parents agree to such pre-conditions, if any, approved applicants may proceed to Reservation.
- 2.2.7 A non-refundable reservation fee shall be deposited at a given bank account to reserve a slot. Scan the validated deposit slip and send to **registrar@isa.edu.ph**. The fee is deemed as an advance partial payment of the tuition fee.

- 2.2.8 During the enrollment period, Registration will be done through an online form. Accurately fill out the Online Registration Form. Parents are advised to carefully review the information before submission.
- 2.2.9 After the submission of the Registration Form, applicants will receive an assessment of the tuition fee. Tuition fees may be paid in full or in four installments. The first installment must be paid upon registration.
- 2.2.10 Payments are made via bank deposit. The validated deposit slip issued by the bank must be forwarded to **accounting@isa.edu.ph**. Once confirmed, applicants will receive a scanned copy of the Official Receipt.
- 2.2.11 A parents' orientation is arranged to provide accurate information about school policies and procedures, academic requirements, and goals. High school learners are encouraged to join their parents.
- 2.2.12 Immediately after the orientation, parents or guardians may claim the books and supplies for the school year. The orientation and the giving out of books and supplies usually take place a week before classes begin.
- 2.3 Requirements for Admission of a Nursery Learner
  - 2.3.1 Accepted applicant is advised to attend ISA summer workshop for nursery pupils prior to registration.
  - 2.3.2 Accepted applicant shall scan and email the following to **registrar@isa.edu.ph**: (1) PSA Birth Certificate, or its equivalent if applicant is a foreign citizen, (2) Passport-standard photo taken within the last 6 months.



## 2.4 Requirements for Admission of a K1, K2 Learner

2.4.1 Provisions in 2.3 apply to applicants of other levels in Preschool if applicant has not been enrolled in any formal learning institution.

2.4.2 Should the child be presently enrolled in any formal learning institution, his/her current report card should be scanned and emailed to **registrar@isa.edu.ph**.

## 2.5 Procedure for Withdrawal

2.5.1 Should an old learner wish to withdraw or otherwise transfer to other school, his/her parents or guardian shall personally inform the Office of the Executive Director of the intention to withdraw and settle all the learner's outstanding obligations.

2.5.2 When granted, s/he shall receive her current report card, or of the previous school year, as the case may be. Other pertinent credentials maybe issued upon request.

2.5.3 The Form 137-A will be forwarded directly to the school where s/he is enrolled upon request of the school.

## 2.6 Rules on Refund by Reason of Withdrawal

2.6.1 A learner, who has registered for the new school year, shall be charged ten per cent (10%) of the total amount of the tuition and miscellaneous fees due for the school year if s/he withdraws before the first week of classes, and twenty per cent (20%) if before the second week of classes, regardless of whether or not s/he has actually attended classes.

- 2.6.2 A registered learner shall be liable to pay all the school fees in full if s/he withdraws upon the start of the second week of classes. However, if the transfer is due to a justifiable reason (i.e., sickness, transfer of residence or such other causes deemed justifiable by ISA), the learner shall be charged the pertinent fees only up to and including the last month of attendance.

### Section 3: **REGISTRATION**

#### 3.1 For Admitted Transferee-applicants

During the enrollment period, the admitted transferee-applicant shall accurately fill out the Online Registration Form provided by the Office of the Registrar. Parents are advised to carefully review the information before submission.

#### 3.2 For Old Learners

- 3.2.1 Parents shall settle all financial obligations of the previous school year before registration can proceed.
- 3.2.2 In case of failing grade in conduct, s/he shall secure a 'Permission to Enroll' slip duly signed by the Executive Director before s/he is allowed to register.
- 3.2.3 S/he shall present his/her report card of the preceding school year if requested.
- 3.2.4 The tuition and other fees due upon registration shall be fully paid.

### 3.3 For Nursery Learners

3.3.1 The applicant has complied with conditions provided in 2.3.

3.3.2 The tuition and other fees due upon registration shall be fully paid.

### 3.4 Learner officially registered

A learner is deemed Officially Registered only when all the pertinent documents are submitted to the Office of the Registrar, all forms are duly filled out and signed, and all current fees paid.

## Section 4: **CLASSES and DISMISSALS**

### 4.1 Class days

4.1.1 Classes take place every Monday to Friday from June to March. Classes start and end on the official dates designated by the Department of Education (DepED).

4.1.2 Summer classes usually fall in the months of April and May.

### 4.2 Schedule of Classes

Schedule below serves only as a guide and may vary during each school year

Academic Level	Class	Time
Preschool		
Pre-Nursery		1:30 to 4:00
Nursery	Morning class	8:30 to 11:30

	Afternoon class	1:30 to 4:30
K1	Morning class	8:00 to 11:30
	Afternoon class	1:00 to 4:30
K2	Morning class	7:30 to 11:30
	Afternoon class	12:30 to 4:30
Elementary		
Grades 1, 2, 3	Mon, Fri	7:15 to 11:20
		11:55 to 3:05
	Review	3:05 to 3 :40
	Tue, Wed, Thu	7:15 to 11:05
		11:40 to 2:50
	Review	2:50 to 3 :25
Grades 4, 5, 6	Mon, Fri	7:15 to 11:20
		11:55 to 3:40
	Review	3:40 to 4:15
	Tue, Wed, Thu	7:15 to 11:05
		11:40 to 3:25
	Review	3:25 to 4:00
High School		
	Mon, Fri	7:15 to 11:55
		12:30 to 4:15
	Tue, Wed , Thu	7:15 to 11:40
		12:15 to 4:00
	Review	4:00 to 4:35

4.2.1 Preparatory bell rings at 7:15 am every day. A General Assembly starts at 7:15 am every Monday and Friday. First period classes start at 7:30 am during Mondays and Fridays, right after the General Assembly. A second bell rings at 7:20 am every Tuesday, Wednesday and Thursday to signal the start of classes.

- 4.2.2 During the General Assembly, learners sing the National Anthem, the ISA Hymn “March On, the Heirs of I.S.A.” and recite the *Panatang Makabayan*. The learners of a particular grade or year level will alternately take charge of the program during the assembly. In case of absence or late in the General Assembly, a learner shall receive a grade of zero in the quiz or long test in the first period subject; in case of more than three and five absences and tardiness, respectively, a learner shall receive zero in the quizzes or long tests in the first two and three period subjects.
- 4.2.3 Learner who arrives later than 7:15 am with no valid reason is considered late. S/he gets the score of zero in the quiz or long test s/he misses.
- 4.2.4 Parents must fetch their children before 6:00 pm. Learners are not allowed to stay inside the campus after 6:00 pm. without a written permission signed by the Facilitator-in-charge or the class adviser or both, and always with the approval of the Office of the Executive Director. At 6:00 pm, the school gates will be closed and the school will not be held responsible of any untoward incident that may happen to the children outside the school premises.
- 4.2.5 Upon dismissal, ISA does not allow any learner to leave the school premises alone unless s/he can present a written consent from the parents.

#### 4.3 Suspension of Classes

- 4.3.1 Classes shall *automatically* be suspended under the following conditions:

- 4.3.1.1 Typhoon signal no. 1 for Preschool.
- 4.3.1.2 Typhoon signal no. 2 for Elementary & High School.
- 4.3.2 In case of typhoon, the official pronouncement of PAG-ASA is the basis of suspension of classes. In the absence of such pronouncement, the school follows the decision of the Department of Education Region 6 or that of the Iloilo City Government.
- 4.3.3 School may suspend classes in cases of emergency or such other circumstances that would expose the learners and faculty members to serious threat or danger.
- 4.4 Early Dismissals
  - 4.4.1 Should any serious condition occur during school hours that poses a threat to the safety of the learners and faculty, the school through the Executive Director may dismiss the learners earlier, provided, the parents or guardians shall be duly notified at once. In the absence of parents or guardians, the school may dismiss the learners in the manner that best serves the learners' interest.
  - 4.4.2 A learner may be allowed to leave the school during school hours if s/he is sick, but only after the parent or guardian has been duly notified and always accompanied by an adult.

## Section 5: **ABSENCES and TARDINESS**

### 5.1 Absences

- 5.1.1 Learner should attend his/her class regularly. Any learner who incurs absences of more than twenty percent (20%) of the prescribed number of classes during the school year shall be considered Dropped. However, the Executive Director may at his discretion, and upon valid cause, exempt a learner from this rule.
- 5.1.2 The parent or guardian shall notify the class adviser as soon as possible if the child cannot attend his/her class.
- 5.1.3 Upon reporting back, a learner shall bring a written explanation signed by the parent or guardian stating therein the reasons of not attending his/her classes. The written explanation shall be submitted to the class adviser. All absences shall be considered UNEXCUSED if no such letter is submitted within reasonable time.
- 5.1.4 Cutting class is inexcusable and is considered a major offense. A learner who cuts class shall be subjected to the corresponding disciplinary action.
- 5.1.5 A learner who fails to attend his/her classes due to sickness may be allowed to take all the quizzes s/he missed on the dates set by the facilitators; s/he may submit missed seatwork within reasonable time to earn the corresponding credit.
- 5.1.6 A learner, whose absence is due to excusable causes other than sickness, may be allowed to make up for the missed quizzes within two days after reporting back.

5.1.7 A learner shall get a score of zero in all missed quizzes, long tests, quarter exams, performance tasks and other graded activities if the absences are unexcused. However, s/he still has to comply with all the requirements, such as the Scholastic Prime English Program, Khan Academy, Parent's Reviewer, among others.

5.1.8 The following may be causes of unexcused absences:

5.1.8.1 Suspension from classes due to commission of grave offense;

5.1.8.2 Cutting classes;

5.1.8.3 Attending family gathering;

5.1.8.4 Attending party of any nature given by friend or relatives;

5.1.8.5 Family vacation;

5.1.8.6 Visiting other places, unless authorized by the school.

## 5.2 Tardiness

5.2.1 An elementary or high school learner is considered tardy if s/he enters the classroom late without valid reason. Likewise, s/he is considered tardy if s/he arrives at the school later than 7:15 in the morning with no valid reason.

5.2.2 For grades one to three, a learner shall suffer a one-point deduction in the conduct grade in every five instances of tardiness. For grades four to twelve, a learner shall suffer



a one-point deduction in the conduct grade in every three instances of tardiness.

- 5.2.3 A learner shall get zero in all missed quizzes by reason of tardiness. However, s/he still has to comply with all the requirements such as provided in 5.1.7.
- 5.2.4 A learner who arrives in school after 7:15 am every Monday and Friday and fails to attend the assembly without a valid reason shall receive a grade of zero in the first quiz of the day.
- 5.2.5 A learner who arrives in school after recess should secure permission from the Guidance Counselor before s/he is allowed to enter the class. If the reason given is not valid, s/he shall receive the grade of zero in all missed quizzes.

### 5.3 Absences due to Joining in Competitions

- 5.3.1 A learner shall receive a perfect score in all missed quizzes on the day of the competition where s/he is representing the school. Also, a learner shall be excused from taking all quizzes and long tests a day after the competition. However, s/he shall take the missed long tests within two days after reporting back.
- 5.3.2 If the competition falls on a weekend, s/he will receive a perfect score in all quizzes on the first day of class in the following week. However, such learner may opt to take the quiz or quizzes, in which case s/he shall still receive perfect scores regardless of the results of the quiz or quizzes.

- 5.3.3 A learner shall be excused from taking all the quizzes if s/he is training or reviewing for the upcoming contest, provided such training or review is duly approved by the class adviser. However, such learner may opt to take the missed quizzes within reasonable time agreed with the concerned facilitator.

## Section 6: **EVALUATION**

### 6.1 Pre-school Grading System

- 6.1.1 The Nursery, Kinder 1 and Kinder 2 use color-coded system in assessing the performance of each child. The evaluation is supplemented with narrative report and anecdotal records. In Kinder 1 and Kinder 2, aside from the color-coded system, the conventional numerical system is used in evaluating subjects such as Reading, Language, Math, Science, Moral Education and Filipino.
- 6.1.2 The following are the colors used and the corresponding descriptions and their conventional grade equivalent:

COLOR	DESCRIPTION	NUMERICAL	SCHOLASTIC
Green	Superior	96 and above	5
Blue	Praiseworthy	90-95	4
Red	Noteworthy	85-89	3
Yellow	Competent	80-84	2
White	Deficient	75-79	1

- 6.1.3 A comprehensive Anecdotal Records in narrative form is maintained by the advisers for each child. All entries therein are confidential. Only parents or persons duly authorized by the parents may read the contents. ISA

strictly prohibits the taking out, or copying in any form, of the Records from the school premises.

## 6.2 Elementary and High School Grading System

6.2.1 All grade levels use the numerical and percentage system in the evaluation of learner's performance. The general average rating includes the conduct grade. The school reserves the right not to re-admit a learner whose final average grade in conduct is below 75.

### 6.2.2 Basis of evaluation:

6.2.2.1 For English, Filipino, Mathematics and Civics\*:

Quizzes	30%
Long Tests	40%
Periodical Exam	30%
Total	100%

\* Separate transmutation Tables shall be used to determine the grades in Mathematics, Filipino, and Civics.

6.2.2.2 For Science:

Quizzes	30%
Long Tests	30%
Laboratory	15%
Periodical Exam	25%
Total	100%

6.2.2.3 For Music, Arts, Physical Education and Computer:

The facilitator shall formulate appropriate criteria subject to the approval of the Executive Director.

6.2.3 Basis of promotion and retention:

6.2.3.1 There shall be four grading periods in each school year. At the end of the fourth grading period, an average grade for each subject shall be computed based on the four individual ratings. One point shall be added to the average grade in case a 5 or higher number follows the decimal point. No grade with decimal shall appear on the report card, including the year-end average grade.

6.2.3.2 The general average of the learner is computed based on the average of all individual subjects.

6.2.3.3 A learner shall be promoted to the next grade level only if s/he earns a general average grade of 75 or higher.

6.2.3.4 The lowest grade that will appear in the report card shall be 65.

6.2.4 Learner who fails in more than two subjects shall be retained in the same grade level regardless of the General Average, provided, s/he takes remedial classes and passes the subject(s) during summer immediately following the regular school year, unless otherwise provided by pertinent DepEd order.

6.2.5 Basis of no re-admittance:

- 6.2.5.1 A learner who is retained in the same academic level shall not be allowed to enroll at ISA in the next school year.
- 6.2.5.2 A learner who has an average conduct grade lower than 75, unless with special permission from the Executive Director.

### 6.3 Signing of Test Papers

Parents or guardians must sign the learners' Long Test (LT) and Quarter Examination (QE) test papers. A learner will be given a maximum of one week to return the signed test paper after s/he receives it. In such cases as semestral and Christmas breaks, a learner must return the signed test papers on the first day of class after the breaks. In case of failure to return the signed LT test paper, a learner will not be allowed to take the next long test. On the other hand, the learner's grade in a certain quarter will not be released if his/her signed quarter examination test papers had not been returned to the facilitator.

## Section 7: **EXTRA-CURRICULAR ACTIVITIES**

### 7.1 The school sanctioned Extra-curricular Activities

- 7.1.1 The school sanctioned Extra-curricular activities are integral parts of ISA education.
- 7.1.2 No learner shall be exempted from participating in such activities except by reason of health.

## 7.2 Non-participation of the activities

7.2.1 Failure to participate in activities provided in section 7.4 due to any reason does not exempt the learner from paying the prescribed fees.

## 7.3 In lieu of an extra-curricular activity

7.3.1 In lieu of an extra-curricular activity a learner misses, s/he shall perform or submit certain requirement as the school may deem appropriate.

## 7.4 Extra-curricular Activities

The following are the school sanctioned Extra-curricular Activities:

7.4.1 ISA Day Celebration

7.4.2 Nutrition Month Celebration

7.4.3 Buwan ng Wika

7.4.4 Mid-Autumn Festival

7.4.5 Chinese New Year Celebration

7.4.6 Camping

7.4.7 Field Trip

7.4.8 Recollection and Retreat

7.4.9 Acquaintance Party

7.4.10 ISA Games

7.4.11 Science Fair

7.4.12 Family Day

7.4.13 Senior High Ball

7.4.14 Other activities stipulated in ISA Calendar of Activities

## Section 8: **HONORS**

### 8.1 Recognition

The school recognizes learners who excel in every quarter.

### 8.2 Awarding of medals and certificates

A learner shall be awarded with medal and/or certificate during the recognition ceremony at the end of the school year provided s/he meets the criteria below:

#### 8.2.1 MOST OUTSTANDING ISAer Award

8.2.1.1 The general average grade shall be at least 95%, in which case 94.99% is lower than 95%;

8.2.1.2 The average grade of individual subject shall not be lower than 90%, provided that no grade shall be lower than 80% on the Report Card, in which cases 89.99% and 79.99% are lower than 90% and 80%, respectively;

8.2.1.3 Conduct grade shall be at least 88%, in which case 87.99% is lower than 88%.

#### 8.2.2 OUTSTANDING ISAer Award

- 8.2.2.1 The general average grade shall be at least 92% but lower than 95%, where 91.99% and 94.99% are lower than 92% and 95%, respectively;
- 8.2.2.2 The average grade of individual subject shall not be lower than 88%, provided that no grade shall be lower than 80% on the Report Card, in which cases 87.99% and 79.99% are lower than 88% and 80%, respectively;
- 8.2.2.3 Conduct grade shall be at least 88%, where 87.99% is lower than 88%.

### 8.2.3 DIRECTOR'S List

- 8.2.3.1 The general average grade shall be at least 89% but lower than 92%, where 88.99% and 91.99% are lower than 89% and 92%, respectively;
- 8.2.3.2 The average grade of individual subject shall not be lower than 85%, provided that no grade shall be lower than 80% on the Report Card, in which cases 84.99% and 79.99% are lower than 85% and 80%, respectively;
- 8.2.3.3 Conduct grade shall be 88% or higher, where 87.99% is lower than 88%.

## 8.3 Conferment of other honors

- 8.3.1 High School, Elementary and Preschool Graduating Learner, aside from the above-mentioned honors, may be conferred the following honors, unless categorically prohibited by the DepEd order:



- 8.3.1.1 A learner who qualifies for the Most Outstanding ISAer Award and having the highest general average grade among the graduates of the same level will be conferred Valedictorian or First Honors. S/he will represent the batch to deliver the Speech of Gratitude.
- 8.3.1.2 A learner who qualifies for the Outstanding ISAer Award or higher and having the second highest general average among the graduates of the same level will be conferred Salutatorian or Second Honors.
- 8.3.1.3 A learner who qualifies for the Director's List or higher and having the third highest general average among the graduates of the same level will be conferred Third Honors.
- 8.3.2 High School and Elementary graduating learners who receive the highest academic honors in English and Chinese classes shall separately deliver the Speech of Gratitude during the commencement exercises.
- 8.3.3 To be a candidate for Valedictorian and Salutatorian, First and Second Honors a learner must meet the following conditions:
  - 8.3.3.1 The eleventh and twelfth-year grades earned at ISA shall be the basis of computation for the high school candidates, subject to the guidelines issued by the Department of Education in that particular school year;

- 8.3.3.2 The grades in sixth grade shall be the basis of computation in the elementary level, subject to the guidelines issued by the Department of Education in that particular school year.

## Section 9: **ISA CODE OF CONDUCT**

### 9.1 General Statement

- 9.1.1 Every ISAer is expected to embrace the ISA Creed; adheres to the objectives of the school; performs his/her duties and responsibilities to his/her utmost capability; always strives to meet the expectations of his/her parents and mentors. To achieve these objectives, the school has an established Code of Conduct to serve as guiding policies for every ISAer to follow.
- 9.1.2 In case a learner shows sign of breach of the Code of Conduct, the school will not shy away from its duty to help him/her understand his/her mistake, rectify his/her error, and in certain cases, impose necessary interventions.
- 9.1.3 As mandated by laws, ISA will always maintain good discipline inside the campus as well as outside the school premises when learners are engaged in activities authorized by the school.
- 9.1.4 When the violation is serious and circumstances so warrant, the school administration shall cause the taking of the corresponding action against the erring learner. The intervention shall commensurate with the nature and gravity of the offense.

9.2 A bona fide ISAer is one who:

- 9.2.1 does not permit himself/herself to be absent unless s/he is sick;
- 9.2.2 cannot understand why people need to speak bad words to stress a point;
- 9.2.3 never comes to school late;
- 9.2.4 wears his/her school uniform completely and properly;
- 9.2.5 is proud to wear his/her ISA Logo and ISA ID during school days; and feels insulted if someone tampers, or puts sticker on his/her ISA ID;
- 9.2.6 always follows the rules regarding proper hairstyle;
- 9.2.7 works on his/her assignment, seatwork and project with utmost care, and submit them to his/her mentors on time;
- 9.2.8 never eats inside the classroom;
- 9.2.9 dislikes the habit of chewing gum inside the school;
- 9.2.10 finds littering or spitting on the ground uncivilized;
- 9.2.11 is ashamed of disrupting classes by yelling, howling or shouting;
- 9.2.12 despises people loitering during class hours;
- 9.2.13 does not misbehave or distract others while taking tests;
- 9.2.14 listens intently to the speaker during assembly or gathering;

9.2.15 stands straight while singing properly the Philippine National Anthem and ISA School Hymn during flag ceremony;

9.2.16 does not reveal their vanity by wearing bracelets or excessive earrings inside the solemn ISA Campus;

9.2.17 cannot stand seeing boys wearing earring; and has great respect of oneself; he/she does not go to recreational places such as video machine houses, billiard hall and the likes while wearing the ISA uniform.

Every learner studying in ISA is expected to share the same outlook and attitude as those of a bona fide ISAer. An act contrary to any of the above is considered a *Minor Offense*, and any learner found guilty for committing such act shall be subjected to disciplinary actions.

### 9.3 Major offences

A learner at ISA will never commit any of the acts listed below, because s/he knows one who does any of them is unworthy to be called an ISAer.

9.3.1 disrespect of our country, Philippine Flag, National Anthem, ISA School Flag and ISA Hymn;

9.3.2 failure to speak English and Chinese at all times inside the campus, and outside the campus, when conversing with ISA Facilitators, staff and fellow ISAers;

9.3.3 act or utterance that puts ISA to shame;

9.3.4 disrespect towards ISA faculty or school personnel;

- 9.3.5 assaulting or instigating a fight; or inducing others to fight;
- 9.3.6 organizing or joining in any fraternity or sorority;
- 9.3.7 bribery or attempting to bribe any faculty or personnel;
- 9.3.8 joining off-campus beauty contests or activity of similar nature without prior written approval from the school;
- 9.3.9 cheating or allowing others to cheat during quizzes, long tests and periodical exams. The manner and means used in cheating are immaterial;
- 9.3.10 vandalism, malicious destruction or stealing of any school property and facility; writing on walls; writing, carving or intentional scratching on tables, chairs or cabinets;
- 9.3.11 stealing or extortion of money;
- 9.3.12 unauthorized selling of goods or soliciting money for whatever purposes;
- 9.3.13 cutting classes or leaving the campus without permission during school hours. School activity is considered part of a school day; therefore, unexplained absence thereof is tantamount to cutting classes;
- 9.3.14 habitual tardiness;
- 9.3.15 malicious forging of signature of persons in authority, parents or guardian on official school documents. Excuse letters are included in the term official document and,

tampering with school records or school forms, bulletin boards and blackboards;

9.3.16 smoking or possessing cigarettes; drinking or possessing alcoholic drinks within or outside the ISA Campus;

9.3.17 possessing or bringing in of pornographic printed materials or obscene audio/video tapes or disc;

9.3.18 carrying of firearms, knife or other deadly weapons inside the campus;

9.3.19 possession or bringing in of prohibited or dangerous drugs;

9.3.20 gambling or bringing gambling paraphernalia inside the school;

9.3.21 immoral behavior or explicit display of intimacy inside or outside the campus;

9.3.22 bullying in any form as defined in the Anti-Bullying Policy of this Guidepost; and

9.3.23 such other serious offenses or violations of school rules and regulations which the Department of Education through its orders, manuals or directives may specifically provide.

All the acts enumerated above are classified as *Major Offenses*. A learner who is found unworthy of the honorable name ISAer may be suspended or dismissed as determined by the Committee of Discipline.

#### 9.4 Penalties for act constituting minor offenses

- 9.4.1 First commission: *sanction*: verbal warning or advice; and, in certain cases, detention.
- 9.4.2 Second commission of the same or any other minor offenses: *sanction*: written warning to parents with deduction in conduct grade; and, in certain cases, detention.
- 9.4.3 Third commission of the same or any other minor offenses: *sanction*: parental conference with deduction in conduct grade; and, in certain cases, detention.

\* number of offenses committed within one school year.

#### 9.5 Penalties for act constituting major offenses

- 9.5.1 First commission: *sanction*: less than five days intervention with deduction in conduct grade;
- 9.5.2 Second commission of the same or any other major offenses: *sanction*: five days intervention with deduction in conduct grade;
- 9.5.3 Third commission of the same or any other major offenses: *sanction*: dismissal.

\* number of offenses committed within one school year.

The determination of sanctions and interventions is upon the discretion of the Committee of Discipline.

## 9.6 Special provisions on learner's conduct and behavior

9.6.1 A learner who is caught cheating in any form shall automatically receive a score of zero in the test or work s/he was caught cheating on. This provision is applied to both parties: a learner who copies the work/answers of others, and the one who lets that person copy his/her work/answers.

9.6.2 A learner who has been alleged to commit the act stated in 9.6.1 and any of the acts provided herein is proven guilty after complying with the procedures enumerated in 9.8 shall at the first commission suffer 1 to 3-point deduction in his/her quarter average conduct grade. A second commission of any of the acts (not necessarily the same with the first one, and regardless of the school year) will warrant a conference with the Guidance Counselor shall suffer a suspension of 1-3 days and 5 to 10-point deduction in the quarter average conduct grade. In case of third commission, the learner shall suffer a suspension of 3 to 5 days, or outright dismissal as the gravity of the commission so warrant, and shall receive a failing conduct grade in the given quarter:

9.6.2.1 Using Hiligaynon in talking/communicating with fellow ISAers or members of ISA community, either verbal or written.

9.6.2.2 Posting, uploading or sharing of obnoxious words, inappropriate pictures in the internet.

9.6.2.3 Posting, uploading or sharing of defamatory words or graphics against any ISA school



personnel, ISAer and the school itself in the internet.

9.6.2.4 Using abusive or profane language and gestures inside and outside the school premises.

9.6.2.5 Public display of inappropriate intimacy between learners inside and outside the campus.

9.6.3 Bringing, holding, using and playing of smart phones, and gadgets inside the school premises, or outside the school premises during school-related activities, are prohibited at all times which include weekends, summer breaks and semestral break. A learner who violates this rule for the first time will have his/her smart phone or gadget confiscation for five school days; thirty school days for the second commission; and a whole school year for the third commission. Learners are allowed only to bring and use keypad phones without cameras in the school campus. However, using the prescribed phone which includes the ringing of such during class hours except for emergency purposes is subjected to one-day confiscation for the first offense; five-school day confiscation for the second offense; thirty-school day confiscation for the third offense. Only a parent can take back the smart phone or gadget after the duration of the confiscation. Moreover, the school or the school personnel shall not be liable for any damage or loss of the confiscated items while in custody.

9.6.4 Learners are not allowed to communicate with the facilitators regarding academics using the social media.

## 9.7 Sanction

A learner who violates any provision contained in 9.6.2 and fails to attend his/her class as a consequence will be considered absent. Thus, this shall result to his/her obtaining a score of zero in all missed quizzes or long tests.

## 9.8 Disciplinary Procedure

Except in cases where the penalty is only verbal warning or reprimand, the following procedure shall be observed to satisfy due process:

- 9.8.1 The learner shall be interviewed by the guidance counselor together with the adviser. The guidance counselor shall give the learner support and advice. Counseling is suggested if deemed appropriate. Thereafter, the guidance counselor shall draft an incident report and forward it to the Executive Director.
- 9.8.2 An incident report shall be sent to the parents or guardians of the learner requiring them to report to school within the allotted time.
- 9.8.3 The learner involved shall be given the opportunity to answer and explain his/her side in writing with the assistance of his/her parents or guardians.
- 9.8.4 The Executive Director, after thoroughly examining the evidences presented, shall make a decision in writing stating therein the basis for such a decision.
- 9.8.5 In cases where the decision is against the learner, the penalty imposed shall be in accordance with the school behavioral policy and shall depend on the gravity and

severity of the violation committed with the best interest of the child as the guiding policy.

#### 9.9 Notice of decision

The parents and guardians shall be furnished a copy of the decision of the Executive Director and the school shall keep a record of the case. Provided, however, that violations covered by other existing laws shall be referred to the appropriate authorities.

### Section 10: **UNIFORM**

#### 10.1 Official School Uniform

10.1.1 Learners are required to wear the official school uniform neatly at all times inside and outside the school premises; the school reserves the right to disallow a learner to enter the campus if his/her uniform does not strictly comply with this provision. Without prejudice to further sanction, the school may impose sanctions such as deduction in the conduct grade.

10.1.2 ISA Logo and ISA Identification Card form part of the school uniform, thus ISA Logo and ISA ID should be worn together with the school uniform at all times within and outside the school campus. In case of lost or damage, the adviser should be immediately informed for replacement.

10.1.3 The transferees are given a month to have their school uniform counted from the first day of school opening. However, even with the permitted civilian clothes, they

are required to wear the ISA Logo and Identification Card inside the school premises.

10.1.4 Learners wearing an incomplete school uniform are strictly prohibited to take *selfies* or photos of themselves outside the school premises.

10.1.5 Learners may wear their P.E. uniform and sports/rubber shoes upon coming to school during their scheduled P.E. day. However, they must change to their official “type B” uniform right after P.E. class.

10.1.6 Shoes may be marked with learner’s full name to avoid losing or exchanging them with other learners.

## 10.2 Uniform for Boys

10.2.1 The prescribed polo shirt and pants must be worn. For high school, the polo shirt must be properly tucked in and the necktie must be worn neatly at all times, except during P.E. class in which case 10.1.5 shall apply.

10.2.2 Only plain black, school-type leather shoes are allowed, and they are to be kept clean and polished and worn with a white pair of socks.

10.2.3 Belts are to be grey or black with a simple buckle, and must be part of the uniform.

10.2.4 Printed or colored T-shirts are not to be worn beneath the shirts. Only white and plain T-shirt is allowed.

10.2.5 Hair must be neat and well-groomed at all times. Thus,

10.2.5.1 hair must not touch the collar, eyebrows and ears;

- 10.2.5.2 the length of the hair should not exceed 2 inches from the crown of the head;
- 10.2.5.3 fancy hairstyles are not allowed; and
- 10.2.5.4 dying of hair is strictly prohibited;
- 10.2.5.5 All boys are to be clean-shaven at all times.
- 10.2.5.6 Wearing of jewelry of any description is strictly prohibited. This includes earrings and substitutes thereof. In which case, the school reserves the right to disallow a learner from entering the campus.

### 10.3 Uniform for Girls

- 10.3.1 The prescribed school uniforms, which are two inches above the knee dress for Elementary learners, and two inches above the knee skirt with a ribbon for High School learners, must be worn at all times except during the P.E. class in which case 10.1.5 shall apply.
- 10.3.2 Undergarments must not be visible beneath the clothing. Black cycling shorts may be used.
- 10.3.3 Only plain black, school-type leather shoes are allowed, and they are to be kept clean and polished and worn with plain black knee socks.
- 10.3.4 Long nails and polished nails are strictly prohibited.
- 10.3.5 Long hair must be tied back with modest ribbons or elastic bands.
- 10.3.6 Dying of hair is strictly prohibited.

10.3.7 Earrings should only be one pair.

#### 10.4 Dress code

The following are considered inappropriate attires of learners during school days and non-school days:

##### 10.4.1 For Boys:

10.4.1.1 inappropriate printed shirts

10.4.1.2 sando / sleeveless summer tees

10.4.1.3 tattered / ripped pants

##### 10.4.2 For Girls:

10.4.2.1 clothes with plunging neckline

10.4.2.2 spaghetti strap clothes

10.4.2.3 backless blouses

10.4.2.4 tattered / ripped pants

10.4.2.5 miniskirts and shorts that exceeds 5 inches above knee level

## Section 11: **ISA ANTI-BULLYING POLICY**

### 11.1 Anti- Bullying Policy Statement

11.1.1 The aim of the Iloilo Scholastic Academy anti-bullying policy is to prevent bullying of any sort and to ensure that everyone will be in a supportive, caring and safe

environment without fear of being bullied. All members of the school community, facilitators and non-teaching staff, learners and parents should have an understanding of what bullying is and be familiar with the school policy on bullying. The aim of the policy is to help members of the school community to deal with bullying when it occurs and, even more importantly, to prevent it.

11.1.2 Bullying is an anti-social behavior; it is unacceptable and it will not be tolerated. Everyone in the community has a responsibility to report any incident of bullying that comes to their attention and these reports will always be taken seriously.

11.1.3 Bullying makes the lives of its victims a misery: it undermines their confidence and self-esteem; and destroys their sense of security and can be psychologically damaging. Bullying impacts on its victims' attendance and attainment at school, marginalizes those groups who may be particular targets for bullies and can have a life-long negative impact on some young people's lives.

11.1.4 It is acknowledged that bullies may have complex reasons for their behavior and may well need help. It should also be recognized that the consequences of being allowed to 'get away with it' can be detrimental to them as well as to their victim. All learners deserve the opportunity to be helped to understand what acceptable behavior is. Pupils are educated through talks, assemblies, and values formation program to raise awareness, with discussions of differences between people and the importance of avoiding prejudice.

## 11.2 Definition of Terms

- 11.2.1 **BULLYING** refers to any severe, or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another learner that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other learner; infringing on the rights of another learner at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:
- 11.2.2 **PHYSICAL** – hitting, kicking, pushing, stealing, hiding or ruining someone’s things. Making someone do something they don’t want to do.
- 11.2.3 **VERBAL** – name calling, teasing, insulting, and threats.
- 11.2.4 **CYBER-BULLYING** – defined as the use of ICT by an individual or group in a way that is intended to others. Examples include using social websites, mobile phones, text messaging, photographs, video and e-mail.
- 11.2.5 **RELATIONSHIP BULLYING** – gossiping, spreading rumors and lies about someone.
- 11.2.6 **GENDER-BASED BULLYING** – refers to any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity.
- 11.2.7 **BULLIED** or **VICTIM** – refers to any learner who experiences the acts of bullying or retaliation as defined



by the R.A. 10627 and its Implementing Rules and regulations (IRR).

11.2.8 **BULLY** - refers to any learner who commits acts of bullying as defined by this Anti-Bullying Policy and R.A. 10627.

11.2.9 **BYSTANDER** – refers to any person who witnesses or has personal knowledge of any actual or perceived acts or incidents of bullying or retaliation as defined by this Anti-Bullying Policy and R.A. 10627 and its IRR.

### 11.3 Rights

#### 11.3.1 Rights of the Parents and Guardians

In addition to other rights under existing laws, all parents who have children enrolled in this institution shall have the following rights:

11.3.1.1 Right to be educated of the existing Anti-Bullying Policy being implemented by the School, the dynamics of bullying and their role as parents and guardian as how can they provide support and reinforce the said policy at home;

11.3.1.2 Right to receive a copy of the Anti-Bullying Policy.

11.3.1.3 Right to be informed of the complaint of bullying against their child and the right to assist their child during the process of investigation. The same right shall be accorded

to the parents or guardians of the bullying victim.

### 11.3.2 Facilitators / Mentors and Other School Personnel

Facilitators / Mentors and other School Personnel shall have the following rights:

- 11.3.2.1 The right to access to any official record directly relating to the children who are under their substituted parental responsibility. This right is subject to the confidentiality rule under this policy and R.A. 10627 and its Implementing Rules and Regulations.
- 11.3.2.2 To be accorded by the school with protection in case of threat of retaliation from the bully himself or other person on account of his participation in suppressing the act of bullying and giving aid to the bullying victim.

### 11.3.3 Learners

The learners shall have the following rights:

- 11.3.3.1 To be Informed of the complaint of bullying against him and be given the opportunity to answer the complaint in writing and with the assistance of their parents or guardians;
- 11.3.3.2 To be accorded with due process in accordance with the rules established by this Anti-bullying Policy or the Anti-Bullying Act (R.A. 10627) and its IRR.

- 11.3.3.3 To be accorded protection, regardless, whether he is the bully, the victim or a bystander.
- 11.3.3.4 To be informed of the dynamics of the anti-bullying policy of the school as well as the mechanisms for anonymous reporting of acts of bullying or retaliation.
- 11.3.3.5 Against imposition of corporal punishment and other penalty which malign him in a manner that would debase, demean or degrade his dignity. Only those penalties provided under the Anti-bullying Act and those in accordance with the existing rules and regulations of the school or the Department for Public Schools can be imposed after requirement of due process are complied with.

#### 11.4 Duties and Obligations

11.4.1 Parents and Guardians shall have the following duties and obligations:

11.4.1.1 Participate in all capacity building activities conducted by the school to address bullying;

11.4.1.2 Cooperate during the conduct of investigation for better results.

11.4.2 Facilitators / Mentors and Other School Personnel

Facilitators / Mentors and other school personnel shall have the following duties and obligations:

- 11.4.2.1 Participate and cooperate in all prevention, intervention and other measures related to bullying implemented by the school.
- 11.4.2.2 Report to school authority incident of bullying;
- 11.4.2.3 Assist in educating the learners on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanism for the anonymous reporting of acts of bullying or retaliation;
- 11.4.2.4 Assist in educating the parents and guardians about the dynamics of bullying, the child protection or the anti-bullying policy of the school and how parents and guardians can provide support and reinforce the said policy at home;
- 11.4.2.5 Participate in all capacity-building activities conducted by the school to address bullying;
- 11.4.2.6 Ensure the immediate safety of the victim of bullying, the bully, and the bystander after the incident happens;
- 11.4.2.7 Take an active part in ensuring that the rights of the victim, the bully, and the bystander are protected and upheld before and during the conduct of the investigation; and
- 11.4.2.8 Respect the utmost confidentiality of the information relating to the identity and personal circumstances of the bully, victim, or the bystander. Any school personnel who commit a

breach of confidentiality shall be subjected to appropriate administrative disciplinary action in accordance with the existing rules and regulations of the Department of Education or the private school, without prejudice to filing any civil or criminal action.

#### 11.4.3 Learners shall have the following duties and obligations:

11.4.3.1 Participate and cooperate in all prevention, intervention and other measures related to bullying implemented by the school;

11.4.3.2 Avoid and refrain from any act of bullying;

11.4.3.3 Intervene to protect the victim, unless it will jeopardize his safety and security; and

11.4.3.4 Report to school authority any incident of bullying.

#### 11.5 What to look for

Learners who are being bullied may show changes in behavior, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or truanting from school. Facilitators, non-teaching staff and all members of the community must be alert to the signs of bullying.

#### 11.6 What to do

The way to stamp out bullying is for people to be aware of the issues involved, and to be clear in their own minds what action to take should cases arise:

#### 11.6.1 If you are the victim

11.6.1.1 If you feel capable, confront the bully by verbally making him/her aware that you think that what s/he is doing is wrong.

11.6.1.2 Share your feelings with someone else.

11.6.1.3 Talk to a facilitator, guidance counsellor or your parents about the incident.

#### 11.6.2 If a learner should witness bullying behavior

11.6.2.1 Support the victim by offering your friendship and make it clear that in your opinion what is happening to them is wrong.

11.6.2.2 Encourage them to speak out on their own behalf by confronting the bully, or with their permission, confront the bully yourself.

11.6.2.3 Accompany the victim to a trusted adult.

11.6.2.4 Call the attention of any school personnel immediately.

#### 11.6.3 If a faculty should witness a bullying behavior or has been notified of bullying incident, he/she shall intervene, by:

11.6.3.1 Stopping the bullying or retaliation immediately.

11.6.3.2 Separating the students involved;

- 11.6.3.3 Removing the victim or, in appropriate cases, the bully or offending student, from the site;
- 11.6.3.4 Ensuring the victim's safety, by determining and addressing the victim's immediate safety needs; and ensuring medical attention, if needed, and securing a medical certificate, in cases of physical injury.
- 11.6.3.5 Bringing the bully to the Guidance Office or the designated school personnel.

## 11.7 Composition of Child Protection Committee

In accordance with DepEd Order No. 40, s. 2012, the committee that will handle bullying cases in the public or private school shall be composed of the following:

- 11.7.1 Executive Director – Chairperson;
- 11.7.2 Guidance Counselor –Vice chairperson;
- 11.7.3 Representative of the Facilitator as designated by the Faculty members;
- 11.7.4 Representative of the parents as designated by the ISA Parents Association;
- 11.7.5 Representative of the learners, except in kindergarten as designated by the ISA Learner Council.

## 11.8 Procedure

### 11.8.1 Jurisdiction

Complaints of bullying and other acts under Implementing Rules and Regulation issued by Department of Education shall be within the exclusive jurisdiction of the Department or the private school and shall not be brought for amicable settlement before the barangay, subject to existing laws, rules and regulations. Complaints for acts covered by other laws shall be referred to the appropriate authorities.

#### 11.8.2 Who may report an incident of bullying?

A report may be filed by:

11.8.2.1 The bullying-victim himself,

11.8.2.2 A bystander; or

11.8.2.3 Facilitator and Other School Personnel

Provided, that if the person who filed the report is the bystander or the facilitator or any school personnel, they must have witnessed the bullying act or they have personal knowledge of any actual or perceived acts or incidents of bullying or retaliation as define if R.A. 10627 and its IRR.

#### 11.8.3 Procedure in reporting

11.8.3.1 The victim of bullying or the bystander or any the school personnel who had witness an act of bullying or have personal knowledge about the incident shall report the same to the facilitator or guidance coordinator.

11.8.3.2 Upon receiving the report of bullying, the same shall be forwarded to the Executive Director.



- 11.8.3.3 The Executive Director shall immediately inform the parents or guardians of the victim and the bully about the incident and he shall require their presence during the conduct of investigation. However, the appropriate disciplining committee may take appropriate course of action within twenty-four (24) hours if the level of threat is high. If the incident of bullying or retaliation involves learners from more than one school, the school that was first informed of the bullying or retaliation shall promptly notify the appropriate administrator or school head of the other school so that both schools may take appropriate action.
- 11.8.3.4 Reports of incidents of bullying or retaliation initiated by persons who prefer anonymity shall be entertained, and the person who reported the incident shall be afforded protection from possible retaliation; provided, however, that no disciplinary administrative action shall be taken against an alleged bully or offending student solely on the basis of anonymous report and without any other evidence.

#### 11.8.4 False Accusation of bullying

If the learner, after an investigation, is found to have knowingly made a false accusation of bullying, the said learner shall be subjected to disciplinary actions or to appropriate interventions in accordance with existing rules and regulations of the Department or the private schools.

## 11.8.5 Disciplinary Procedures

### What will happen?

- 11.8.5.1 Upon receiving the complaint, the facilitator and the guidance counselor shall conduct an interview of the victim. The victim shall be made to write an account of the incident and his/her own reactions and behaviors towards the bully. The guidance counsellor should give the victim support and advice, and counselling is suggested if deemed appropriate.
- 11.8.5.2 The guidance counselor shall make a written report of the result of the interview and draft a proper complaint and, thereafter, forward the same to the Executive Director.
- 11.8.5.3 The Executive Director upon receiving the complaint shall immediately send a copy of the written complaint to the parents and require their presence on a date set by the Executive Director in the notice.
- 11.8.5.4 The alleged bully shall be given the opportunity to file his answer in writing and with the assistance of his parents or a legal counsel of their choice. The answer to the complaint shall be submitted to the Executive Director or any member of the disciplinary committee.
- 11.8.5.5 The Disciplinary Committee shall conduct its own independent investigation on the account of the alleged bullying. The result of the independent investigation shall be considered

along with the allegations in the complaint and defenses set forth in the answer filed by the victim and the bully respectively.

- 11.8.5.6 The Executive Director shall make a decision in writing after examining the evidence presented by the parties and the result of the investigation of the Disciplining Committee.

#### 11.8.6 Sanctions

The Executive Director after meeting the requirement of due process and considering the nature, gravity, or severity, previous incident of bullying or retaliation and attendant circumstances may impose reasonable measures on the bully or offending learners. The following sanctions may be applied in accordance with the school behavioral policy:

- 11.8.6.1 Written Reprimand with a formal warning;
- 11.8.6.2 Community Service;
- 11.8.6.3 Suspension at the Executive Director's discretion (70% in Conduct Grade); and
- 11.8.6.4 Exclusion or Expulsion (70% in Conduct Grade) if the circumstances warrant the imposition of such penalty.

- 11.8.7 In addition to the disciplinary sanctions, the bully shall also be required to undergo an intervention program which shall be administered or supervised by the Child Protection Committee. The parent of the bully shall also be encouraged to participate in the intervention program.

11.8.8 Every ISAer is expected to embrace the ISA Creed; adheres to the objectives of the school; performs his/her duties and responsibilities to his/her utmost capability; always strive to meet the expectations of her parents and mentors. We are confident that all ISAers and the whole ISA Community share the same sentiments on Bullying and will not tolerate such acts.

## Section 12: **ALMA MATER SONG**

### **MARCH ON! THE HEIRS OF I.S.A.**

March on! The heirs of I.S.A.  
onward to victory  
Let Virtue and Excellence lead the way  
towards greater glory  
Hold high the colors of I.S.A.  
leave our mark for posterity  
We will be the steadfast builders  
of our beloved country  
We upraise the invincible cause  
march on to eternity

### **前进吧！新华儿女们**

前进吧！迎着朝阳  
新华儿女向前进  
用美德智慧铺设道路  
勇敢向前进  
让步伐更加坚定  
高举起新华大旗  
我们是民族振兴  
的当然接班人  
我们是止于至善  
的菲华生力军

# Iloilo Scholastic Academy

## 怡朗新华学院

ISA Avenue, Brgy. Buhang Taft North,  
Mandurriao, 5000 Iloilo City, Philippines

[www.isa.edu.ph](http://www.isa.edu.ph)