

# 怡朗新華學院

ILOILO SCHOLASTIC ACADEMY



# GUIDEPOST

for ISA ers

# 新華學習者手冊

2006 Edition    二〇〇六年版

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# 止於至善

## Virtue & Excellence

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### I. The ISA CREED

#### A. ISA Philosophy

I am, I can.

#### B. 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 students are nurtured to possess noble sentiments, scientific intelligence, utmost confidence and strong physical aptitude.

#### C. 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.

## **D. 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.

## **II. ADMISSION and WITHDRAWAL**

### **A. GENERAL STATEMENT:**

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

**B. Procedure for admission of a transferee-applicant:**

1. She shall take Scholastic Entrance Test at the designated date, time and place. She shall submit one 1x1 colored picture with her name written at the back and pay the corresponding SET fee upon application.
2. She shall be interviewed by the ISA Executive Director if the latter deems it necessary.
3. Transferee-applicant will be duly notified of the SET test results within reasonable time.
4. The admitted transferee-applicant shall, upon registration, submit her original report card (Form 138) of the immediate preceding school year; two 1x1 colored pictures taken within the past six months (four 1x1 colored pictures for preschoolers); a photocopy of her birth certificate; certificate of good moral character issued by the former school.

**C. Requirements for admission of a Nursery pupil:**

1. Accepted applicant is required to attend ISA summer workshop for nursery pupils prior to registration.
2. Accepted applicant shall, upon registration, submit four 1x1 colored pictures taken within the past six months, and a photocopy of her birth certificate.

**D. Requirements for admission of a K1, K2 pupil:**

Provisions in II(C) apply to applicants of other levels in Preschool if applicant has not been enrolled in any formal learning institution.

**E. Requirements for admission of a Non-Filipino Learners:**

For non-Filipino transferee-applicant, she shall first present a photocopy of her Alien Certificate of Registration (ACR), study permit and such other documents may be required by our law.

**F. Procedure for Withdrawal:**

1. Should an old learner wish to withdraw or otherwise transfer to other school, her parents or guardian shall personally inform the Office of the Executive Director of the intention to withdraw.
2. When granted, she shall receive her report card. Other pertinent credentials may be issued upon request.
3. The Form 137-A will be forwarded directly to the school where she will transfer upon request of the former.

**G. Rules on Refund by reason of Withdrawal:**

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 he/she withdraws before the first week of classes and twenty per cent (20%) if before the second week of classes, regardless of whether or not she has actually attended classes.

**A registered learner shall be liable to pay all the school fees in full if she withdraws anytime after 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.

### **III. REGISTRATION**

#### **A. For admitted transferee-applicants:**

The admitted transferee-applicant shall, upon registration, submit her original report card (Form 138) of the immediate preceding school year; two 1x1 colored pictures taken within the past six months; a photocopy of her birth certificate; certificate of good moral character from the former school.

#### **B. For old learners:**

1. Parents shall have settled all obligations of the previous school year.
2. In case of failing grade in conduct, she shall secure a 'Permission to Enroll' slip duly signed by the Executive Director before she is allowed to register.
3. She shall present her Form 138 of the preceding school year upon request.

#### **C. For Nursery learners:**

1. Parents shall submit photocopy of the birth certificate of the child.
2. The tuition and other fees due upon registration are fully paid.
3. Parents shall present the summer workshop registration form or summer workshop report card.

**D. A student/pupil is deemed officially registered only when:**

1. All the pertinent documents are submitted to the school and all forms are duly filled out and signed.

## **IV. CLASSES and DISMISSALS**

**A. Class days:** 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. Summer classes usually fall in the months of April and May.

**B. Schedule of Classes:**

Pre-elementary:

<i>Nursery:</i>	AM class	8:00 to 11:30 am ;
	PM class	1:00 to 4:30 pm .

<i>K1, K2:</i>	AM class	7:30 to 11:30 am ;
	PM class	12:40 to 4:40 pm .

Elementary:

Grs. 1, 2	M, F	7:15 to 11:05 am ;
		11:35 to 3:10 pm ;
	review	3:50 to 4:30 pm.

	T,W,Th	7:15 to 10:55 am ;
		11:35 to 3:10 pm ;
	review	3:50 to 4:30 pm.



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

During the General Assembly, learners sing the National Anthem, the Alma Mater Song and recite the Panatang Makabayan. The learners of a particular grade or year level will alternately take charge of the program during the assembly.

**Learners who arrive later than 7:15 a.m. are considered late.**

Learners are not allowed to stay inside the school campus later than 6:00 pm, unless there is valid reason for her to do so.

Upon dismissal, ISA does not allow elementary learner to leave the school premises alone unless she can present a written consent from the parents.

### **C. Suspension of Classes:**

1. Classes shall *automatically* be suspended under the following conditions:
  - Typhoon signal no. 1 for Pre- school.
  - Typhoon signal no. 2 for Elementary & High School.
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.
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.

## **D. Early Dismissals:**

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.
2. A learner may be allowed to leave the school during school hours if she is sick, but only after the parent or guardian has been duly notified and always accompanied by an adult.

## **V. ABSENCES and TARDINESS**

### **A. Absences:**

1. Learner should attend her class regularly. Any learner who incurs absences of more than twenty percent (20%) of the prescribed number of class during the school year should be given a failing grade and given no credit for the subject. However, the Executive Director may at his discretion, and upon valid cause, exempt a learner from this rule.
2. The parent or guardian shall notify the school secretary or the advisers as soon as possible if her child can not attend her class.
3. Upon reporting back, a learner shall bring a written explanation signed by the parent or guardian stating therein the reasons of not attending her classes. The written explanation shall be submitted to the class advisers. All

absences shall be considered UNEXCUSED if no such letter is submitted within reasonable time.

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. A learner who fails to attend her classes due to sickness may be allowed to take all the quizzes she missed on the dates set by her facilitators; she may submit her missed homework or seatwork within reasonable time to earn the corresponding credit.
6. A learner, whose absence is due to excusable causes other than sickness, may be allowed to make up for her missed quizzes within two days after reporting back. Though she still has to make up for the missed homework or seatwork, she will not get any credit from her work, i.e., she receives the grade of zero.
7. A learner shall get zero in all missed quizzes, homework and seatwork if her absences are unexcused. However, she still has to comply with all the requirements as far as homework and seatwork are concerned.
8. The following may be causes of unexcused absences:
  - Suspension from classes due to commission of grave offense;
  - Cutting classes;
  - Attending family gathering;
  - Attending party of any nature given by friend or relatives;
  - Family vacation;
  - Visiting other places, unless authorized by the school.

## **B. Tardiness:**

1. An elementary or high school learner is considered tardy if she enters the classroom late. Likewise, she is also considered tardy if she arrives at the school later than 7:15 in the morning.
2. For grades one to three, five instances of tardiness is equivalent to one unexcused absence; for grades four to fourth year, three instances of tardiness is equivalent to one unexcused absence.
3. A learner shall get zero in all missed quizzes, homework and seatwork by reason of her tardiness. However, she still has to comply with all the requirements as far as homework and seatwork are concerned.

# **VI. EVALUATION**

## **A. Pre-school grading system:**

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, Social and Filipino.

- The following are the colors used and the corresponding descriptions and their conventional grade equivalent:

<u>COLORS</u>	<u>DESCRIPTIONS</u>	<u>CONVENTIONAL</u>	<u>SCHOLASTIC</u>
Green	Outstanding	96 and above	5
Blue	Good	90-95	4
Red	Very Satisfactory	85-89	3
Yellow	Satisfactory	80-84	2
White	Needs Improvement	75-79	1

- 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 of the Records from the school premises.

## **B. Elementary grading system**

- All grade levels use the numerical and percentage system in the evaluation of pupils' 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.
- Basis of evaluation:

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

Seatwork/Assignments/Recitations	10%
Daily Quizzes	30%
Long Tests	30%
Periodical Exam	30%
Total	100%

For Science:

Quizzes	25%
Long Tests	25%
Seatwork/Assignments/Recitations	10%
Laboratory	15%
Periodical Exam	25%
Total	100%

For *Music, Arts, Physical Education, HELE, THE* and *Computer*:

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

3. Basis of promotion and retention:

- (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, except the year-end average of each subject and the general average up to two decimal places.
- (2) The general average of the learner is computed based on the average of all individual subjects.
- (3) A learner shall be promoted to the next grade level only if she earns a general average grade of 75 or higher.
- (4) The lowest grade that will appear in the report card shall be 65.

(5) learner who fails in three subjects shall be retained in the same grade level regardless of the General Average.

4. Basis of no re-admittance:

(1) **A learner who is retained in the same academic level shall not be allowed to enroll at ISA in the next school year.**

(2) A pupil who has an average conduct grade lower than 75, unless with special permission from the Executive Director.

### **C. High School grading system**

1. Refer to Elementary grading system [B1]

2. Basis of evaluation:

*For English, Filipino, Mathematics and Civics:*

Seatwork/Assignments/Recitations	10%
Daily Quizzes	30%
Long Tests	30%
Periodical Exam	30%
Total	100%

*For Science:* Refer to Elementary grading system [B2]

*For Music, Arts, Physical Education, HELE and Computer:*

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

### 3. Basis of promotion and retention:

- (1) Refer to B3(1)
- (2) The general average of the learner is computed based on the average of all individual subjects, up to two decimal places.
- (3) A learner shall be promoted to the next grade level only if she earns a general average grade of 75 or higher.
- (4) If a learner fails in more than three units, she shall be retained in the same year level, regardless of his general average rating.
- (6) In case she fails in three or less than three units, she shall be promoted, provided, she takes remedial classes and passes the subject(s) during summer immediately following the regular school year.

### **D. Test items analysis:**

1. The percentage score is equal to the equivalent grade in all quizzes, long tests and periodical exams. No transmutation table will be used in the computation of the grades. The lowest equivalent grade is 0.
2. The items constituting long test and periodical exams are categorized into easy, average and difficult. The easy, average and difficult items shall have the ratio of 7:2:1.
3. The classification of test items as easy, average and difficult has its basis on scientific way of item analysis.

## VII. HONORS

**A. The school recognizes outstanding learners in every quarter.**

**B. A learner shall be awarded with medal and/or certificate during the recognition ceremony at the end of the school year provided she meets certain criteria:**

1. *MOST OUTSTANDING ISAer Award*

- The general average grade shall be at least 95%;
- 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;
- Conduct grade shall be at least 88%.

2. *OUTSTANDING ISAer Award*

- The general average grade shall be at least 92% but lower than 95%;
- 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;
- Conduct grade shall be at least 88%.

3. *DIRECTOR'S List*

- The general average grade shall be at least 89% but lower than 92%;
- 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;
- Conduct grade shall be 88% or higher.

**C. For High School and Elementary and Preschool Graduating Classes, aside from the above mentioned honors,**

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.
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.
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.
4. The High School Valedictorian and Elementary in both English and Chinese classes shall deliver their Valedictory Messages during the commencement exercises.
5. To be a candidate for Valedictorian and Salutatorian, First and Second Honors a learner must meet the following conditions:
  - She must be a bona fide ISAer for at least four consecutive years prior to her graduation in High School; and three consecutive years in the elementary.
  - The third and fourth year grades shall be the basis of computation for the high school candidates, subject to the directives issued by the Department of Education on that particular school year;
  - The grades in sixth grade shall be the only basis of computation in the elementary level, subject to the directives issued by the Department of Education on that particular school year.

## **VIII. ISA CODE OF CONDUCT**

### **A. General Statement:**

Every ISAer is expected to embrace the ISA Creed; adheres to the objectives of the school; performs her duties and responsibilities to her utmost capability; always strive to meet the expectations of her parents and mentors. To achieve these objectives, the school has set certain code of conduct to serve as guiding policies for every ISAer to follow.

In case a learner shows signs of breach of the code of conduct, the school will not shy away from its duty to help her understand her mistake, rectify her error, and in certain cases, impose necessary sanctions.

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.

When the violation is serious and circumstances so warrant, the school administration shall cause the filing of the corresponding action against the erring learner. The sanction shall commensurate with the nature and gravity of the offence.

### **B. A bona fide ISAer is one who:**

1. Speaks English and Chinese at all times inside the campus; and outside the campus, when conversing with fellow ISAers.
2. Does not permit herself to be absent unless she is sick;
3. Cannot understand why people need to speak bad words to stress a point;

4. Never comes to school late;
5. Wears her school uniform properly and does not wear school uniform when strolling in malls;
6. Is proud to wear her ISA ID during school days; and feels insulted if someone tampers, or puts sticker on, her ISA ID;
7. Always follows the rules regarding proper hairstyle;
8. Works on her assignment, seatwork and project with utmost care, and submit them to her mentors on time;
9. Hates to eat inside the classroom while class is going on;
10. Dislikes the habit of chewing gum inside the school;
11. Finds littering or spitting on the ground uncivilized;
12. Ashamed of disrupting classes by yelling, howling or shouting;
13. Despise people loitering during class hours;
14. Does not misbehave or distract others while taking tests;
15. Listens intently to the speaker during assembly or gathering.
16. Stands straight while singing aloud the Philippine National Anthem and ISA School Hymn during flag ceremony;
17. Feels pity of those girls who reveal their vanity by wearing bracelets or excessive earrings inside the solemn ISA Campus;
18. Cannot stand seeing boys wearing earring;
19. Respects the products of the labor of great scientists, thus knows how to make use of modern technology appropriately and properly, for example, mobile phone;
20. Has great respect of oneself; she does not go to recreational places such as video machine houses, billiard hall and the like.

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.

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

1. Disrespect of our country, Philippine Flag, National Anthem, ISA School Flag and ISA Alma Mater Song;
2. Act or utterance that puts ISA to shame;
3. Shows disrespect towards ISA faculty or school personnel;
4. Assaulting or instigating a fight; or inducing others to fight;
5. Organizing or joining in any fraternity or sorority;
6. Bribery or attempting to bribe any faculty or personnel;
7. Joining off-campus beauty contests or activity of similar nature without prior approval from the school.
8. Cheating or allowing others to cheat during quizzes, long tests and periodical exams. The manner and means used in cheating is immaterial;
9. Vandalism, malicious destruction or stealing of any school property and facility; writing on walls; writing, carving or intentional scratching on tables, chairs or cabinets;
10. Stealing or extortion of money;
11. Unauthorized selling of goods or soliciting money for whatever purposes without official sanction;
12. 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;
13. Habitual tardiness;
14. 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;
15. Smoking or possessing cigarettes; drinking or possessing alcoholic drinks within or outside the ISA Campus;

16. Possessing or bringing in of pornographic printed materials or obscene audio/video tapes or disk;
17. Carrying of firearms, knife or other deadly weapons inside the campus;
18. Possession or bringing in of prohibited or dangerous drugs;
19. Gambling or bringing gambling paraphernalia inside the school;
20. Immoral behavior or explicit display of intimacy inside or outside the campus;
21. Such other serious offenses or violations of school rules and regulations which the Department of Education through its 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.

#### **D. Penalties for act constituting minor offense:**

1. First commission.

*sanction:* verbal warning or advice; and, in certain cases, detention.

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.

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.

## **E. Penalties for act constituting major offense.**

1. First commission.

*sanction:* less than five days suspension with deduction in conduct grade;

2. Second commission of the same or any other major offenses:

*sanction:* five days suspension with 70% in conduct grade for that particular grading period;

3. Third commission of the same or any other major offenses.

*sanction:* dismissal; 70% in conduct (final average).

\* number of offenses committed within one school year.

## **IX. Uniform**

### **A. Uniform:**

1. Every learner shall wear the prescribed school uniform during school days. Unless otherwise instructed, she may wear decent civilian clothes inside the campus during weekends.

2. ISA Identification Card is an integral part of the school uniform, thus 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.

3. Sports/rubber shoes and P. E. uniform may be worn only during the day when she has her P. E. class or off-school-days.

4. During his/her scouting days, he/she shall wear the complete scouting uniform prescribed by the Boy-/Girl-Scout of the Philippines.
5. Shirts or pants having obtrusively inappropriate figures or wordings appearing on them are considered indecent, therefore are not allowed to be worn within *or outside* the campus by any ISAer.
6. Girls are not allowed to wear bracelets; wearing of earrings is discouraged. Earring for boys is absolutely prohibited.
7. ISA Campus is a solemn place for learning, it has no room for fashionable attire or exotic look. Anything that is unfit for children or teenage learners, such as inappropriately short skirts; long, colored or polished nails, is not allowed.

**B. Haircut and hairstyle:**

1. Long hair for boys or having his hair dyed is not in consonance with the ISA school uniform, therefore is not allowed. Hair should not reach the collar for boys.
2. Girls are likewise not allowed to have their hair dyed.
3. Girls having long hair shall use simple hair clips to keep the hair look tidy.
4. Fancy hairstyle is not allowed for both boys and girls.

## X. The ISA 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 builder  
of our beloved country  
We upraise the invincible cause  
march on to eternity

### 前進吧！新華兒女們

( 怡朗新華學院校歌 )

前進吧！迎著朝陽  
新華兒女向前進  
用美德智慧鋪設道路  
勇敢向前進  
讓步伐更加堅定  
高舉起新華大旗  
我們是民族振興  
的當然接班人  
我們是止於至善  
的菲華生力軍