

**WESTMEAD
INTERNATIONAL SCHOOL**

STUDENT HANDBOOK

COLLEGE DEPARTMENT

<http://www.westmead-is.edu.ph> (043) 425-7658

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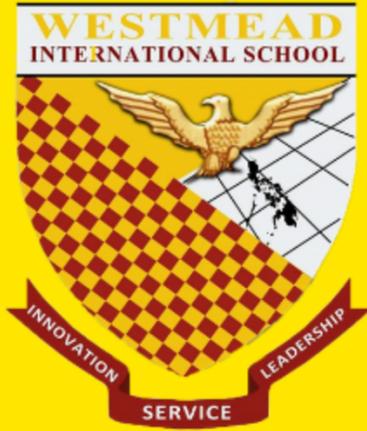
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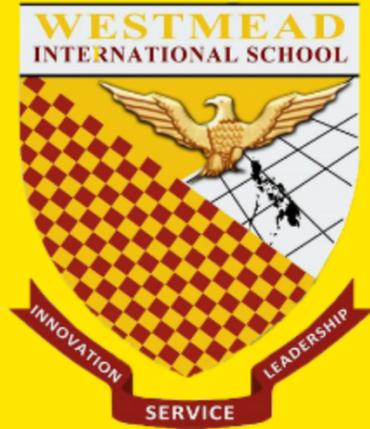
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Our Vision

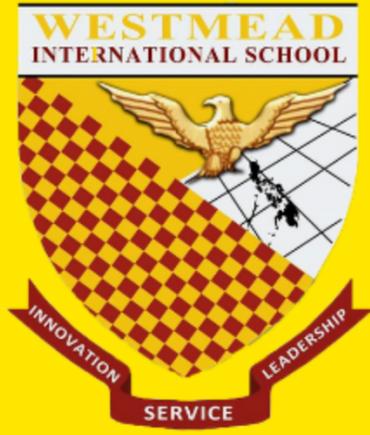
Westmead International School (WIS) envisions to be an internationally-recognized premier institution which values the pursuit of truth, the freedom of inquiry, and the expansion of knowledge in the service of humanity through learning.

Our Mission

The School distinguishes itself as a diverse, socially-responsible learning community of high level scholarship and academic rigor sustained by truth, peace and equality. Our aim is to provide exemplary basic, specialized, undergraduate and graduate courses through focused skill development and workforce training relevant to contemporary needs of the Philippines and the global community.

Our Core Values

Westmead International School Core Values is a collaboratively developed assumption of belief and processes that serve as the foundation of all programs offered in the school. Our values are expressed and made manifest in our faculty, students, staff and alumni, and everything that we do.



WESTMEAD INTERNATIONAL SCHOOL

Excellence

First among the College's core values is a commitment to a excellence in all that we do. Commitment to excellence calls on all of us to achieve to the very best of our capabilities and exceed our own expectations. WIS strives to establish active learning environments that require students to build on previous knowledge and experience, put forth thier best efforts, and reach their full potential as future professionals. Thus, excellence expected across all standards and in all arenas.

Leadership

WIS creates opportunities for students to be citizen-leaders both on and off campus and thus prepare them for leadership and responsible citixenship in their peofessions and their communities. WIS is dedicated to teaching students to be involved, active learners who work hard, think critically, creatively and effectively.

Innovation

WIS values and encourages creatively and risk-taking without fear of judgement. we value others, ourselves, and our students as unique individuals and embrace the commonalities and the difference that promote the best of who we are. WIS stives to encourage its students to question the typical and expand their thinking in a flexible manner, enabling them to understand life's dynamic potential.

Service

WIS highly values service as an objective of life and education. We embrace the notion that authebtic leadership expresses itself in service - the classical idea of truly education.

**LEARNING
BEYOND
BORDERS**

WESTMEAD INTERNATIONAL SCHOOL

OUR SCHOOL LOGO

GOLD

- The color gold reflects the golden ray of the sun which symbolizes success and wealth, two things that WIS wants its graduates to have.

RED

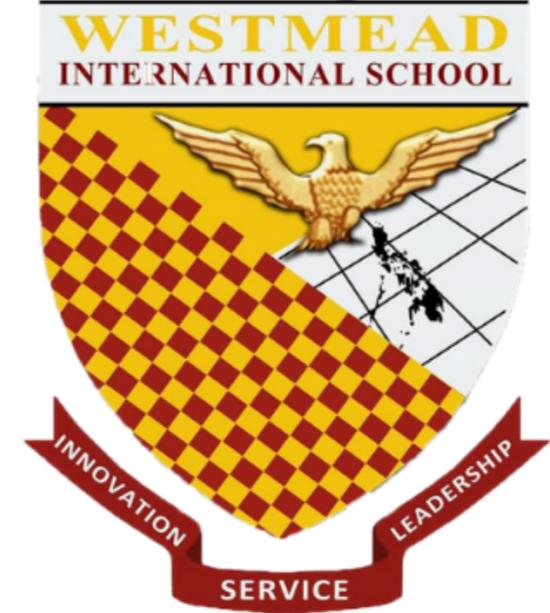
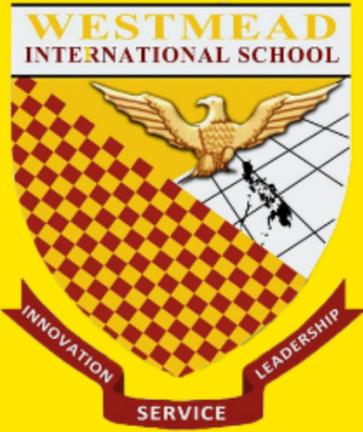
- Its strong association with vigor, willpower, leadership and courage are the traits that WIS advocates to its students.

THE EAGLE

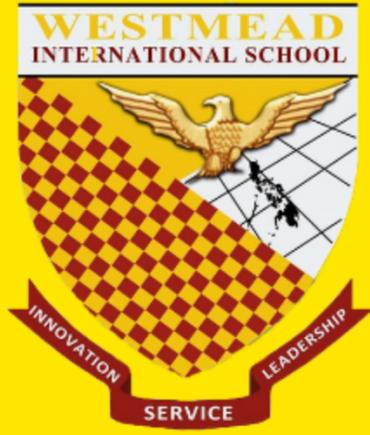
- The Eagle's eyes can see great distances. They can also soar directly into the sun without being blinded. Like the Eagle, WIS wishes to look beyond its present. IT envisions to be an internationally recognized institution which values the pursuit of truth, the freedom of inquiry, and the expansion of knowledge in the service of humanity through learning .Its vision will guide and lead the school and its academic community into the realization of its goals an its dreams for the students.

THE GLOBE WITH THE PHILIPPINES IN THE CENTER

- This represents the vast opportunities for Filipino graduates in this globalized community. WIS education equips student with the virtues, knowledge and skills necessary to live productive, professional lives everywhere in the world.

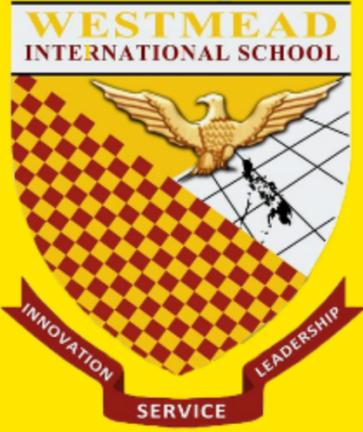


**LEARNING
BEYOND
BORDERS**



SECTION 1: GENERAL INFORMATION

- **1.1** Familiarize themselves with the contents of this Student handbook, and strictly comply with all the provisions herein.
- **1.2** In the performance of their obligations, all the students must act in accordance to and/or with respect for the principles, traditions and ideals of the Filipino nation, and within the framework of the policies, rules, and regulations of the College.
- **1.3** WIS respects its young men and women to observe/maintain the standards of excellence, leadership and service which are parts of the spirit of the school. When a student does not measure up to these standards (e.g., when a student undertakes unscrupulous activities; engages in morally questionable behaviours and relations; performs acts which malign his personhood as well as the same of the school; and other similar acts) he/she asked to withdraw from the College.
- **1.4** As an institution of higher learning. WIS does not tolerate sexual indiscretions. Violation of this policy merits appropriate corrective action, including but not limited to, requiring the student to go on leave or withdraw from the college.



- **1.5 PERSONS in AUTHORITY**

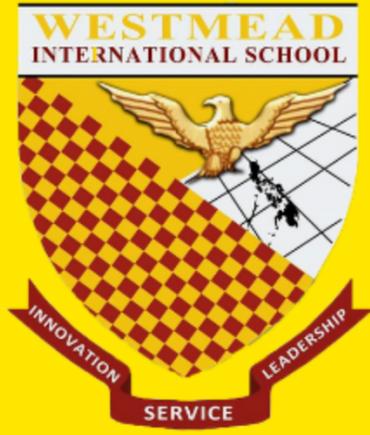
School administrators and faculty members exercise authority "in loco parentis" in relation to all students of the school. As such, they shall have the right and duty to accost and refer any erring student to the Office of the Dean of Discipline or the Office of the Guidance Counselor for appropriate action. They may also report cases of violation of College rules and regulations committed in their presence. The Dean of Discipline, guidance counselors, and security guards are also persons in authority and must be accorded proper courtesy.

- **1.6** The wearing or prescribed uniform is compulsory unless the student has a written permit from the Dean of Student Affairs or in his/her absence, the Dean of Discipline.

- **A. PRESCRIBED UNIFORM FOR MALES**

The prescribed uniform is beige polo barong with a school logo sewed in the left and dark gray slacks, all exclusively available at the WIS Corporate Office. Males are required to wear white sando inside their polos. They are enjoined to wear closed black leather shoes with dark colored socks.

- Maong/Denim jeans of any color, cargo pants, sandals and rubber shoes are prohibited. Printed undershirts/sando are not allowed.

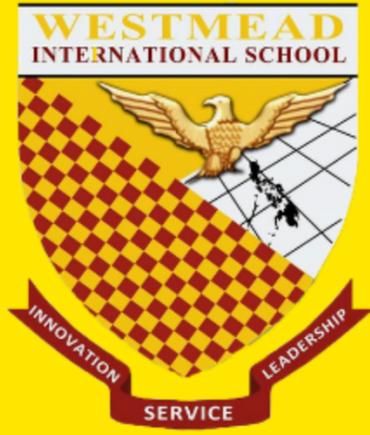


WESTMEAD INTERNATIONAL SCHOOL

A. PRESCRIBED UNIFORM FOR FEMALES

The prescribed uniform is long sleeved beige blouse with school patch on the left collar, dark gray skirt and slacks, grey stockings and closed black ladies shoes. No stockings, skin-toned and opaque black stockings re not allowed.

- Students are required to wear the prescribed uniform, inside the school premises from Mondays through Fridays except on Wednesdays which is designated wash-day.
- Students who have no classes but need to come to school on days that are not washdays must wear their uniforms.
- Students with National Service Training Program (NSTP)/Physical Education (PE) subjects **MUST CHANGE** during the lunch break into or out of their PE?NSTP uniforms if they have a whole day class. However, PE shorts are not allowed inside the campus.
- The following are not allowed during washdays and summer class:
 - a. All kinds of shorts and torn/out jeans
 - b. spaghetti straps, razor back, tube
 - c. Blouses and dresses with plunging neckline/backless
 - d. midriffs, hanging blouses, off shoulder blouses and dresses
 - e. mini/micro-mini skirts (more than 2 inches above the knee)
 - f. rubber slippers, worn out shoes



- g. bogy hugging blouses and skirts/pants
- h. haltered blouses and dresses
- i. see-through attires

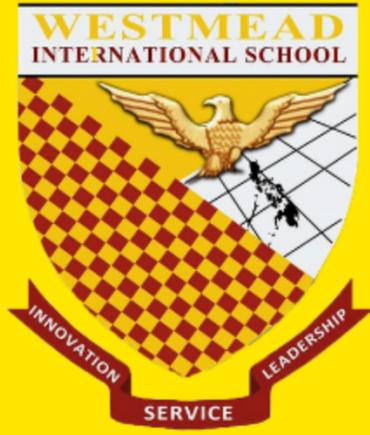
- For ladies, light make-ups are acceptable and only a pair of earrings is allowed to beworn. However, cross-dressing (e.g,. overt gays sporting make-up and wearing female attire) on campus is not tolearted. Body piercing is likewise not allowed.

1.7 IDENTIFICATION CARD (ID CARD)

Every student officially enrolled must have an identification card validated in each anrollment period and must be displayed at the middle poryion of th blouse/polo while on campus. Found ID cards must be surrendered at the Discipline Office for endorsement to the Registrar's Office. Secueity Guards. students formators, or other persons in authority have the right to ask for the students' ID cards whne needed arises.

In case a student has lost his/her ID card, he/she should:

- a. Report the loss to the Den of Discipline as soon as possible.
- b. Present an alternative picture-bearing identification card and/ or current registration form.

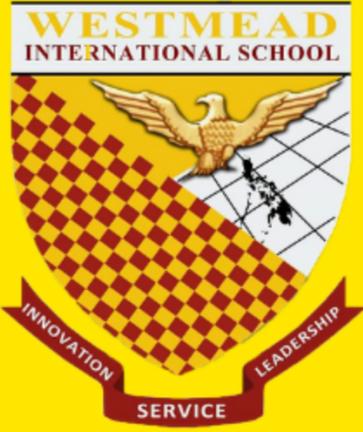


- c. Secure the Certificate of Loss at the DO.
- d. Apply for a new ID Card at the Registrar's Office upon referral from the DO.
- e. Pay the necessary amount for the new identification card at the Accounting Office.

While the new ID Card is being processed, the DO issues a temporary pass indicating the number of days such pass will be in effect. ID Cards may only be confiscated by persons in authority when students commit a violation of school rules and regulations *in flagrante delicto* (caught in the act). Upon confiscation of the identification card, the person in authority will submit the same to the DO which issues a temporary pass, good for three (3) days.

1.8 COURTESY TO MEMBERS OF THE ACADEMIC COMMUNITY

In heading with all the members of the community, students are expected to observe the usual norms of politeness, etiquette and courtesy. School administrators, faculty members, and support staff, in their obligation to exercise the judgement of good parents in *loco parentis*, may call the attention of students who display unbecoming behavior on campus during officially sanctioned school activities outside the campus. Abusive behavior or discourtesy towards school officials, faculty, staff and security guards shall be dealt with appropriate disciplinary action.



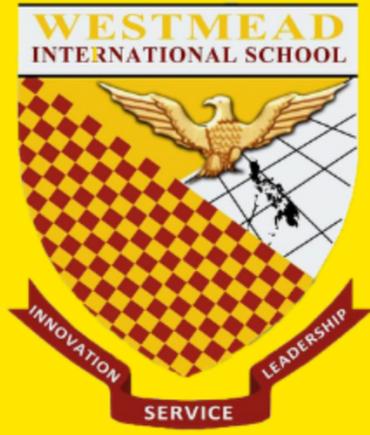
- Students groups who invite guests from outside the campus e.g., guest lecturers, speakers, and seminar participants are required to inform the Office of the Dean of Students Services, the Office of the Vice president for Finance and Administrative Services, and the respective college dean at least three (3) days before the activity. Guards at *Magdalo, Magpuri and Magdiwang* gates must be also be informed.

1.9 STUDENT REPRESENTATION

Students should not participate in any any outside activity, contest, play, band, choir, conference, congress, association, society or group as representatives of the college or any of its recognized student organizations without written authorization from the respective college dean, (for academic-related activities) and noted by the Dean of Student Services.

1.10 BULLETIN BOARDS

Announcements shall be posted only on bulletin boards. Properly prepared poster or notices may only be posted after being noted by the Dean of Student Affairs. When posting an announcement on any bulletin board in any college, courtesy dictates that the College Dean should be informed.



WESTMEAD INTERNATIONAL SCHOOL

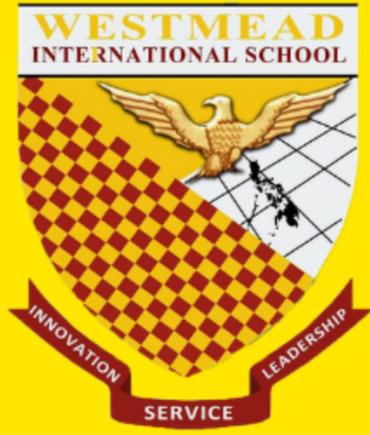
- a. Students who post announcement without prior approval of the said office shall be penalized accordingly. Posters and streamers from outside entities must be noted by the Dean of Student Affairs.
- b. The standard duration of all posting is two (2) weeks. It is the responsibility of the concerned student group to remove all the posted information materials after expiration date.
- c. Students caught defacing, mutilating or removing posters within the validity period shall be subject to disciplinary sanctions.

1.11 SMOKING

Smoking is strictly prohibited within the premises of the school. The school has adopted a "No Smoking Policy" in its all campuses.

1.12 BOYCOTTING

Any students who impedes, obstructs, prevents or defeats the right and obligation of a teacher or professor to teach his subjects or the right of teacher or professor to teach his subjects or the right of the students to attend classes shall be subject to disciplinary action.



1.13 LITTERING

Meals, snacks and drinks should be taken outside the classrooms and laboratories. However, students who wish to eat in other designated areas are advised to dispose of their wrappers, food containers, tissue papers and the like in the trash cans and not in open places. Eating inside the classroom is strictly prohibited.

1.14 PROPER DECORUM

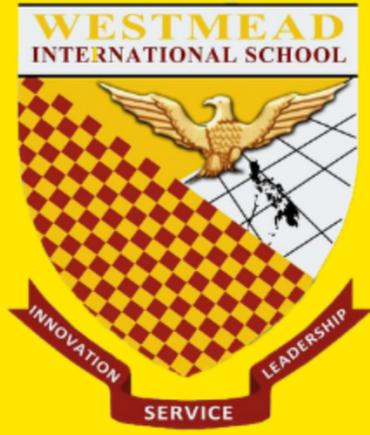
Properly and good taste especially in conduct, manner or appearance are expected at all times inside and outside the school.

1.15 PUBLIC DISPLAY OF AFFECTION

Healthy interaction among students is encouraged by the school. However, acts or gestures that tend to offend other members of the community are not tolerated in the campus.

The Following are considered offending to the members of the WIS community:

- a. Kissing (lips to lips, smack)
- b. Embracing
- c. Necking
- d. Petting
- e. Sitting on somebody else's lap



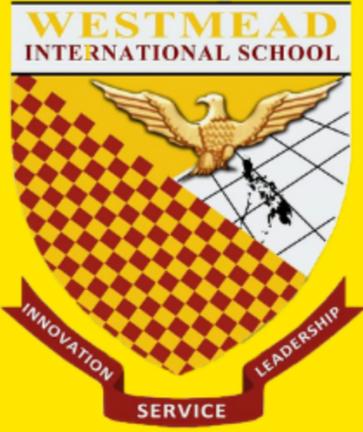
- f. Partners staying in parked vehicles with lights off and closed windows especially
- g. Arm/s on hips of opposite sex

1.16 STORM SIGNALS

WIS follows storm signals for both Metro Manila and Southern Luzon; that is, if storm signal number three (3) or four (4) is sounded in either area, classes in the undergraduate and graduate levels shall be automatically suspended. Offices and the entire campus shall be closed.

1.17 Floods, earthquakes, jeepney/bus strikes, *coup d'etat*, and other emergency situations. Announcement by the Commission on Higher Education (CHED) or by the other government agencies that apply specifically only to Metro Manila concerning floods, earthquakes, transport strike, *coup d'etat*, or other emergencies do not automatically apply to WIS. However, should the need to suspend classes arise, the Executive Vice President for Academic Affairs (VPAA) shall consider the following;

- a. Both the safety of students, faculty, and staff on the one hand and the continuation of classes to ensure academic standards on the other hand.
- b. announcements will be made as early as possible.



1.18 SUSPENSION OF CLASSES

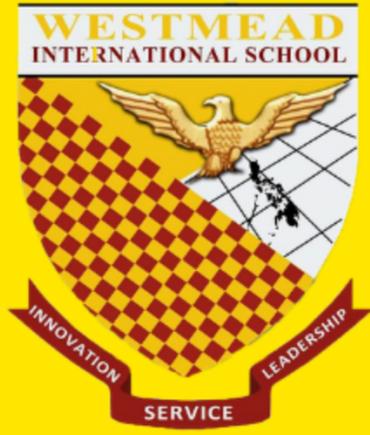
Administrators officials authorized to make decisions on suspension of classes are CEO and the VPAA, in that order.

1.19 STUDENTS COMPLIANCE WITH CLASSROOM POLICIES AND PROCEDURES

Students should follow the usual classroom policies and procedures as well as those set by the teacher. students who violate such policies may be referred to the DO for proper action.

1.20 STUDENTS DUTY TO INFORM PARENTS/GUARDIANS

It is the duty of the students/guardians informed of their academic standing an the consequences of excessive absences or failures. Notices that may be sent by the school to parents/guardians are merely by way of courtesy. They do not relieve the students of their obligation to inform their parents/guardians of their standing in school. Therefore, the lack of knowledge about the students status on the part of the parents/guardians shall not be blamed on the school nor shall the latter be held respnsible for such ignorance.



1.21 USE OF SCHOOL UTILITIES FACILITIES

The school encourages students' use of campus facilities for meetings as well as social cultural, and recreational activities. Misuse or careless of such facilities however disqualifies the students from using the same facilities in the future. Unauthorized use of facilities shall be charged with either a minor or a major offense.

1.22 CHANGE OF RESIDENCE OR STATUS

Students who have transferred residence or have changed their civil status should inform the College Information on their identification card, registration forms, and other school documents. A letter sent to the addressee will be considered delivered.

1.23 CAMPUS CURFEW

For campus security reasons, all students, should not be out of the campus by 9:00 PM unless authorized by the Dean of Student Affairs.



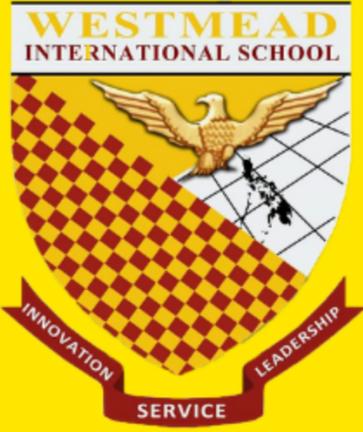
WIS offers various programs under its six (6) colleges. These programs are as follows:

COLLEGE OF ENGINEERING AND ARCHITECTURE

- BS Mechanical Engineering
- BS Electrical Engineering
- BS Industrial Engineering
- BS Computer Engineering
- BS Civil Engineering

COLLEGE OF TEACHER EDUCATION

- Bachelor of Early Childhood Education
- Bachelor of Secondary Education
 - Major in English
 - Mathematics
 - Science



COLLEGE OF INFORMATION TECHNOLOGY & COMPUTER STUDIES

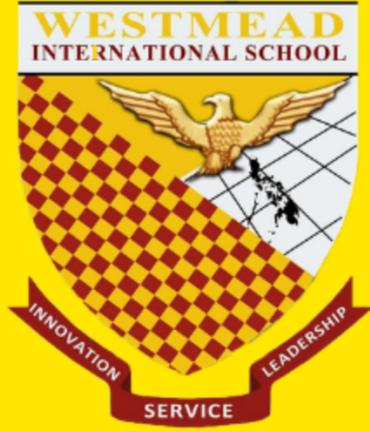
- BS Information Technology
- BS Computer Science

COLLEGE OF TOURISM & HOSPITALITY MANAGEMENT

- BS Tourism Management
- BS Hospitality Management

COLLEGE OF ARTS & SCIENCES

- AB Language Skills
- BS Political science
- BS Public Administration
- BS Mathematics
- BS Psychology
- BS Sociology

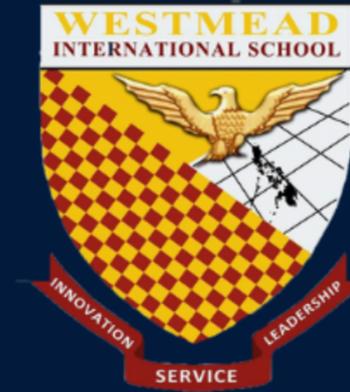


SCHOOL OF CRIMINOLOGY

- BS Criminology

SCHOOL OF ECONOMICS, BUSINESS AND ACCOUNTANCY

- AB Economics
- BS Customs Administration
- BS Real State Management
- BS Entrepreneurship
- BS Business Administration Major in
 - Business Economics
 - Marketing Management
 - Human Resource Management



ADMISSION TO THE DIFFERENT COLLEGES AND PROGRAMS

3.1 Freshman Application Procedure (Filipino Applicants)

A. Taking the WIS College Entrance Test

Schedule your Examination at the Admission office, Alangilan Campus.

Get the examination permit .

Pay the examination Fee

B. Enrollment Procedures

Proceed to 2nd Floor – Elisa Hall

Proceed to table 2.

Present your Notice of Passing.

Submit the following documents:

- Form 137 – A
- Form 138
- Certificate of Good Moral
- NSO Original Birth Certificate
- Medical Result (Chest X-ray, Fecalalysis, Urinalysis & Blood Type)
- 2x2 colored photo (4 pcs)

For Tranferees

- Transcript of Records/Certification of Grades.
- Certificate of Eligibility to Transfer/Honorable Dismissal
- The same documents as new students except Form 138 and Form 137 – A.



**Get Scholarship Form and list of subject.
Pay the Student Registration Form at Table 5.
Fill up the Forms.
Proceed to Table 3 for Assessment
Proceed to finance and Accounting Office (Cashier 1) for payment.
Proceed to Registrar's Office (Window 7)
Submit your Registration Form.
Get Class cards.**

3.2 Freshman Application Procedure (Foreign Applicants)

A. Taking the WIS Interview and College Entrance Test

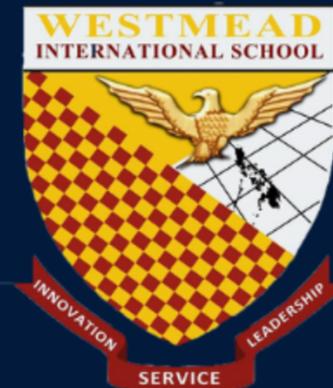
- **Secure Interview Slip at the Registrar's Office.**
- **Interview with the Dean**
- **Secure Payment Slip/Test Permit**
- **Pay Testing fee**
- **Present the Official receipt and Language Proficiency Test Permit**

Take the Language test as Scheduled

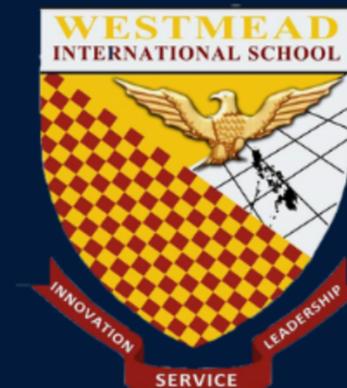
- **Confirm the Schedule of Release of Test Result**

**Note : FAILED: Intensive Language Proficiency Program as Scheduled
PASSED: Take Conversational English as scheduled**

WESTMEAD INTERNATIONAL SCHOOL



Permanent Resident (Immigrant)	Status					
	Sec. 13 a-g	NB	47 (b)	Eo 324/ 226/ RA8756	RA 7919	DUAL CITIZEN
Requirements						
Photocopy ACR I-Card	✓	✓	✓	✓	✓	
Passport Validity (Photo data page)	✓	✓	✓	✓	✓	✓
Annual Report Receipt	✓	✓	✓	✓	✓	
Information Sheet	✓	✓	✓	✓	✓	✓
Identification Certificate or Immigrant Certificate of Registration (ICR)	✓	✓	✓	✓	✓	CERTIFICATE OF RECOGNITION



- Submit forms to window 3 or 4.
- Proceed to cashier 2. Wait for your name to be called.
- Proceed to window 1 for uniforms payments.
- Proceed to window 6 for class cards.
- Submit Registrar's Copy and Dean's Copy.
- Proceed to window 8 for ID picture taking.

Legend : **9(f)** – Student Visa

9(e) – Diplomat Visa

9(g) – Pre-arranged Employment Visa / Missionary Visa

47(a)(2)/ SIRV –Special Investor's Resident Visa (SIRV)

PRA/SRRV – Philippine Retirement Authority of Special Retirees Visa (SRRV)

47(b) – Refugee's Visa

RA 7919 – Alien Social Integration Act

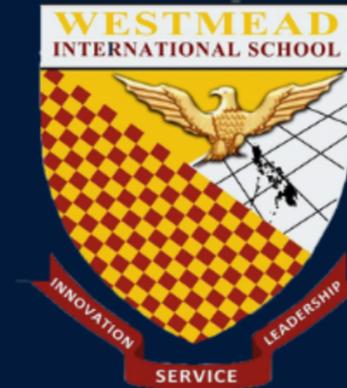
LoI-105 – Balikbayan (should go with 9F or SSP)

EO 324 & 226/RA 8756 – Waiving Passport Requirements/ Omnibus Investment Code.

Sec. 13(a-g) – Permanent Residents under special circumstances

NB – Native Born

DC – Dual Citizen



ACR-I Card – Alien Certificate of Registration Information Card

CRTS – Temporary Certificate of Residence for Students

ICR – Immigrant Certificate of Registration

***SSP** – Special Study Permit; Phil. HS graduate

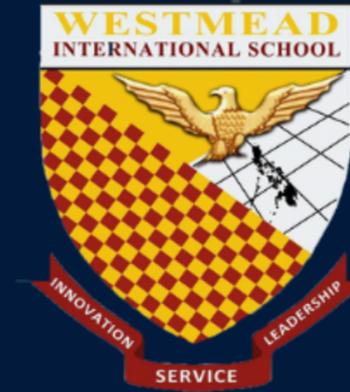
Information Sheet – pls. bring a 2"x2" colored picture

***Photocopy only, present original for verification purposes**

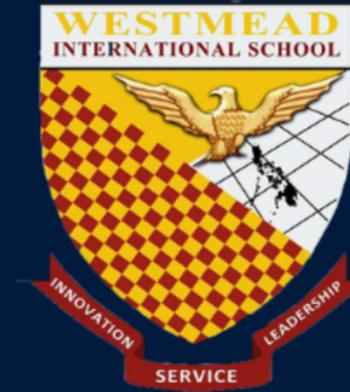
Note : The following documents are needed by WIS for record and maintenance purposes. Once admitted and enrolled, the international student must be responsible for the updating of his/her records on a regular basis. Please update your documents through the REGISTRAR.

3.3 General Enrollment Guidelines

- Each student should maintain a curriculum track record where he records his grades every end of the semester.
- During his college's Pre-Registration period, the updated track record is presented to his adviser or Dean to facilitate evaluation of subjects taken and units earned, as well as the subject to be taken in the ensuring semester.



- Pre-requisite subjects should be taken ahead of higher or major subjects, like for instance, -ENG 101 ahead of all other English subjects.
- All male and female students are required to complete six (6) units of National Service Training Program (NSTP).
- All students are required to complete eight (8) units of Physical Education (PE).
- Regular academic load per semester should not exceed the number of units prescribed in the approved curriculum. During the summer term, the maximum load is 12 units.
- Graduating students may be given an overload not exceeding (6) six units during the last regular semester and three (3) units during the summer term.
- Cross-Enrollment
 - A student who wishes to cross-enroll in another school seeks the approval of the college dean.
 - The Registrar endorses the cross-enrollment and releases the permit.
 - A student is allowed to cross -enroll in another school only on the following conditions:
 - The student is graduating during the current semester or summer term.
 - The subject to be cross-enrolled is not offered at WIS and has the same description and number of units as that offered in another school,



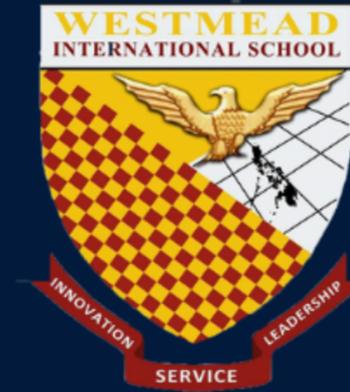
ENROLLMENT MATTERS

4.1 Enrollment / Payment of Fees

- a. A student may pay in full or in installment.
- b. If payment will be made in installment, see updated announcements at the cashier's office.
- c. A student is considered enrolled if he paid at least the down payment during enrollment.
- d. A student may pay in cash or in dated check. However, a student will no longer be allowed to pay in check if it was returned by the bank for any reason and a penalty will be imposed for the returned check.
- e. Penalty for late enrollment starts on specific dates announced by the cashier's office.
- f. Notices and announcements are posted on bulletin boards.

4.2 Examination Permits

- a. Examination permits are issued at least one (1) week before the scheduled examination period. Students who have paid the required installment amount will be given their permits.

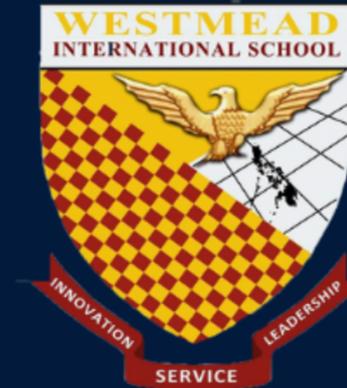


- b. All fees should be settled before semi-final examinations.
- c. Students who paid their fees on the second day of each / any of the major exams will be given a late charge.
- d. Examination permits are required of all students when taking the preliminary, midterm, and final examination. Such permits are to be presented to the test faculty proctor before the start of each of the examinations.
- e. The final exam permit must be presented when claiming the class cards and before enrolling for the following semester.
- f. The registration form is required when claiming the examination permit.

4.3 Withdrawal, Leave of Absence or Dropping of Subjects with Refund

Claims for refunds are made according to the memorandum from the DepEd, CHED state that :

" When a student registers in a school, it is understood that he is enrolling for the entire school year for elementary and secondary courses, and for the entire semester for collegiate school year for elementary and secondary courses, and for the entire semester for collegiate courses. Within two weeks after the beginning of classes, anyone who has already paid pertinent tuition and other fees in full or for any length of time longer than one month may be change ten percent of the total amount due for the term if he withdraws within the first week of classes regardless of whether or not he has actually attended classes.



The student may be charged all the school fees in full if he withdraws anytime after the second week of classes. However, if the transfer or withdrawal is due to justifiable reasons, the student will be charged the pertinent fees only up to and including the last month of attendance." (Also refer to the Manual of Regulations for Private Schools Art. 13 Student Admissions, Sec. 66)

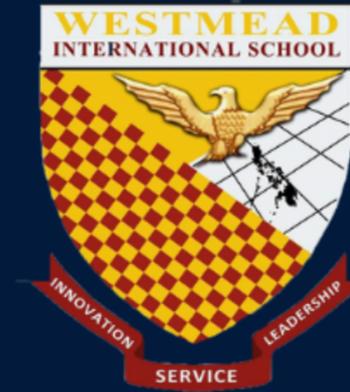
A. The student (no scholarship) will be charged based on the total assessment using the following rates:

10% If the student drops during the 1st week of classes

20% If the student drops during the 2nd week of classes

100% If the student drops after the 2nd week of classes

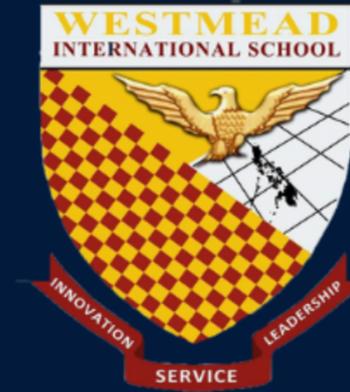
B. Students enjoying any scholarship by WIS (refers to WIS Scholarship list), are not entitled to the refund of the scholarship registration fee, if paid in full. If paid in installment, the student has to settle the full amount if he drops after the 2nd week of classes. If he charges before the 2nd week, the student will be charged 10% of the Scholarship Registration Fee.



4.4 Students' Refund

WIS follows a no refund policy. Refund for excess payment for the semester will be processed only upon request of a student already transferring to another school. Otherwise, the excess amount will be credited to the account of the student for the next semester.

**The following are the documents to be submitted at the student accounts counter :
Original registration form, original official receipts, clearance and exit interview form.**



ATTENDANCE

5.1 The maximum allowable number of absences of a student per semester is six (6) for a classes met 3x a week and three (3) for classes met 2x a week.

5.2 A student shall be given a grade of FAIL is she/he incurs absences more than the allowable percentage of class hours.

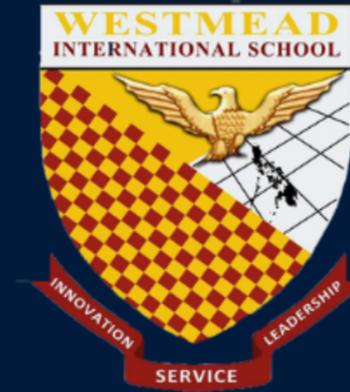
5.3 A student is considered absent if she/he arrived after the :

- a. first 15 minutes for a one hour class.**
- b. first 25 minutes for a one and half-hour class.**
- c. first 30 minutes for a two-hour class**
- d. first 45 minutes for a three-hour class**

5.4 A student who comes late for class receives one-half absence if she/he arrived in class within the time schedule described above. A one-half absence may be added to another half absence to make a full absence.

5.5 Faculty members arriving late within the time schedule may mark absent students who leave their classes earlier than the prescribed time.

Student should not be marked absent during make-up classes. No academic requirements shall be imposed upon students on make-up class day.



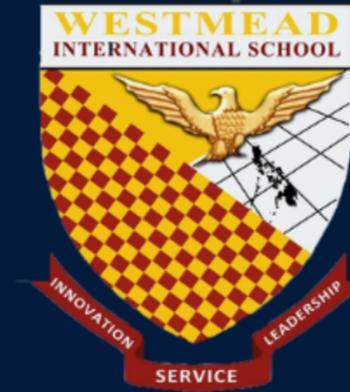
5.6 Absences incurred by students for enrolling late due to valid reasons, such as sickness, accidents, conflict in schedule and late subject offering should not be counted against them

5.7 Approved absences. An approved absence is an absence not credited against the student and that no grade deduction is made. The following are considered approved absences :

- a. When a student represents his/her college in institutional or collegiate academic activities inside the school as recommended by the chair or unit head and approved by the college dean; and**
- b. When a student is asked to represent the school in any activity, endorsement for approved absences must be made by the concerned unit head or college dean and approved by the dean of Student Affairs.**

5.8 Absences due to sickness duly certified by a doctor are considered approved absences. However, the faculty member should give special consideration on absences due to sickness before giving the student a grade of FAIL.

Students presenting excuse letters from the parents and guardians for whatever reason/s are not considered excused absences. Teachers and the Dean may sign/note the letter but merely for information purposes only.

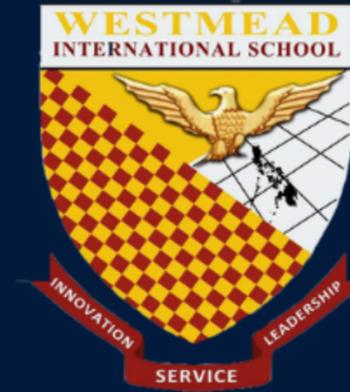


5.9 A student is held responsible for all lessons and assignments that she/he missed during his/her absence.

5.10 Leave of Absence

A student who, for any reason cannot enroll at any semester, should file a leave of Absence (LOA) at the office of the college dean. Such leave of absence is good for a maximum of one year. If the student failed to enroll within the allowable period, his/her slot will be given to a student who wishes to be in the program.

A student may file a leave of absence (LOA) even after the deadline for dropping a course if the absence is due to serious illness, serious or debilitating accident, pregnancy, or serious financial losses of the family.



EXAMINATION

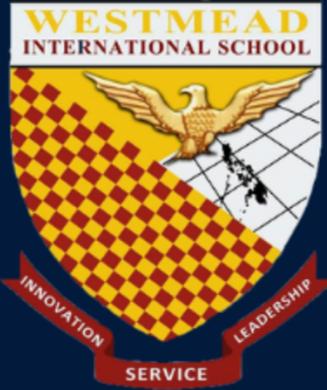
6.1 Major examinations during the semester include the prelims, midterms, semi-final, finals. Physical Education, National Service Training Program (NSTP), and laboratory examinations can be administered the week before the regular examination week.

6.2 Examination permits are required in every major examination. Such permits are secured from the Accounting Office.

6.3 Students who failed to take any of the major examinations may apply for a special examination which faculty members usually administer at the end of the semester and may cover the whole syllabus or only the section missed.

In applying for special examination, the students are advised to adhere to the following procedures :

- a. The special examination has to be taken at the most two (2) days before the deadline for submission of grades.**
- b. In case of conflict in special examination schedules examination in General Education (GE) subjects takes priority over major subjects.**



- c. The student requests a special examination form from his/her professor/instructor. He fills out a request form for special examination obtained from the Dean's Office.**
- d. The accomplished form together with the supporting documents (medical certificate, affidavit, etc.) is submitted to the professor/instructor concerned for notation.**
- e. The student then brings the form with the attached document/s to the dean of the college where s/he belongs for approval.**
- f. Once approved by the college dean, s/he then proceeds to the Accounting Office to settle the special examination fee.**
- g. The student goes back to his/her professor/instructor and submits the accomplished form together with the official receipt.**
- h. The professor/instructor prepares the special examination and administers the same on a scheduled date and time.**

6.4 If the student still failed to take the special examination on time, the professor/instructor may compute his/her grade with a 0.0 grade for the missed examination component.



Section 7 CREDIT AND GRADING SYSTEM

1.00	98-100	2.75	79-81
1.25	96-97	3.00	75-78
1.50	94-95	4.00 / Conditional	70-74
2.00	88-90	Officially Dropped	DRP
2.25	85-87	Unofficially Dropped	UD
2.50	82-84	Incomplete	INC



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7.1 A student is marked officially Dropped (DRP) if s/he followed the dropping procedure prescribed by the Registrar's Office. A student is given Unofficially Dropped (UD) if his / her name appears in the class list but s/he failed to show up in class.

7.2 A grade of F (Failed) is given for the following reasons:

- a. Inability to satisfy the minimum requirements of the subject/s
- b. Excessive absences
- c. cheating

7.3 The approved form for dropping a subject should be presented by the student to his / her professor / instructor before the first day of the midterm examinations: Otherwise, the student shall be given a grade of F / Failed.



7.4 Change of Grade

A change of grade by the teacher may be allowed only if there was a mistake in the computation of the final grade. However, the change must be substantiated by necessary documents namely, the class record, the final examination paper, and other related documents.

7.5 The semestral Grade point Average (GPA) refers to the average of grades in all subjects taken at in a given semester whereas the cumulative GPA refers to the weighted average of grades from the first semester to the recently completed semester.

7.6 The GPA may be obtained through the following procedures:

- a. Multiply the credit for each course by the corresponding grade point to get the equivalent points;
- b. Add all the equivalent points to get the total; and
- c. Divide the total equivalent points by the total number of credit units during the semester up to three decimal places, then, round off to two decimal places.



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7.7 All college subjects enrolled and corresponding grades obtained by the student at WIS or any postsecondary school shall be reflected in the official transcript of records. All grades shall be considered in the computation of the overall GPA.

7.8 If a student's grade is not entered in the grading sheets submitted by the professor / instructor to the Registrar's Office because the student failed to take the final examination and / or accomplish other work / task prescribed for the course, his/her grade automatically becomes 0.00 four (4) weeks after the last day of the final special examination schedule.

7.9 In the computation of semestral / graduation honors, all grades including PE, NSTP and Foreign Language are considered. Grades in these subjects must all be PASSED.



7.10 Midterm grades shall be distributed by the faculty member two (2) weeks after the major examination.

7.11 Semestral report of grades shall be distributed to students on a specified date, time and room schedule as determined by the Registrar's Office. In case there is a discrepancy between the grade recorded on the grading sheet and the grade reported to the student, the grade reflected in the grading sheet shall be considered official and final.

Section 8 HONORS LIST AND GRADUATING WITH HONORS

8.1 To qualify for the Honors List or graduating with honors, a student should meet the following criteria:

- a. A minimum academic load as prescribed in the curriculum during the semester i.e., must not drop any subject prescribed in the curriculum



- b. No grade below 88–90 in any subject;
- c. Must have passed NSTP subjects; and
- d. Must not have been found guilty of having committed a minor / major offense.

8.2 Students who have the required residence * , with the following weighted average, computed on the units and must not have a grade lower than the following in this school or elsewhere shall graduate with honors.

	Must have	Not lower than
Cum Laude	- 91-93	85
Magna Cum Laude	- 94-95	88
Summa Cum Laude	- 96-97	91



*Students who are candidates for graduation with honors must have completed in this school at least 75% of the total number of academic units or hours required by the school for graduation and must have been in residence for at least 2 years immediately prior to graduation.

Section 9 RETENTION POLICY

The WIS Retention Policy is summarized as follows:

9.1 A student who accumulates 24 academic units of failures at the end of the semester of any school year is considered ineligible to enroll in the succeeding semester.

9.2 No students shall be recommended for graduation unless s/he has complied with all the requirements and other prerequisites prescribed for graduation, that is:

- a. He / She has passed all the subjects specified in the curriculum of his/her degree program;
- b. Passed the written comprehensive examination for the course;
- c. Passed the pre-board exam for board courses and pre-civil service exam for non-board courses;



- d. Completed and passed the career orientation program;
- e. Passed and completed particular program requirements (i.e international and domestic tours for Tourism students);
- f. Finished the required On-the-Job training hours;
- g. Successfully defended an undergraduate paper among a panel of examiners:
and
- h. He / She has formally applied for graduation.

9.3 Students who have maintained the required academic standards may be recommended by the Honors and Awards Committee for graduation with honors.

9.4 For non-degree courses, graduating students who meet the requirements are given the following honors:

Honors	GPA
With Excellent Distinction	93 & above
With Distinction	88-92



9.5 A clearance is required of a student who is either graduating or dropping from the course at any school year or semester. The student should be cleared from all financial obligations and administrative accountabilities from the different units of the school before the diploma, transcript of records, certification, honorable dismissal, or other similar document / record is issued to him/her.

9.6 Procedures for securing Student Clearance and Important Documents

1. Student fills out the Student Clearance Form available at the Registrar's Office.
2. The Student proceeds to secure the signatures of the unit heads indicated in the form.
3. Once completed, the student presents the clearance to the Registrar's Office so that the amount to be paid for the documents requested may be indicated.
4. Then, the student goes to the cashier to settle the fees and goes back to the Registrar's Office to present the official proof of payment / receipt.
5. Then clerk in-charge issues a slip that indicates the release date of the document / record requested.



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Section 10 SCHOLARSHIP AND FINANCIAL GRANTS

In fulfillment of its mission, WIS Extends financial assistance to deserving under – graduate students.

SCHOLARSHIP PROGRAMS

1. Ernesto M. De Chavez Scholarship Program
2. Gawad Kabataan Scholarship Program
3. Chair Iluminada L. De Chavez Scholarship Program
4. Local Government Executive Scholarship Program
5. Member of the AFP / PNP and Dependent
6. Elisa Marasigan Educational Foundation
7. Scholarship for WIS Priority Programs
8. Partial Scholarship
9. Athletic & Cultural Scholarship Program
10. ROTC & Publication Scholarship
11. Government Employees and their Children



Section 11 STUDENT RULES AND REGULATIONS

11.1 Each student of the school is expected to act as mature citizens at all times. Whether on or off campus, showing respect for proper authority, for the right of fellow students and for the good name of the school. To ensure an atmosphere conducive to the formation of excellent academic individuals, the school strives to maintain an order necessary for the common good of the school.

11.2 The School Board

The Board may be convened to hear, deliberate, and decide cases on appeals submitted by student, and on cases referred by the Discipline Officer.

The Discipline Board is composed of the:

1. Dean of the Student Affairs as Chair. In his absence, the other members of the Board may elect from among themselves a temporary chair.
2. Collegiate dean who will represent the administration
3. Student Council president or his administration
4. Faculty representative



11.3 Student Affairs Grievance Process :

- The complainant shall file a case on the office of the Student Affairs by completing the Student Code of Conduct Incident Complaint Form. All entries shall be properly filled-out, narrating the facts, circumstances and antecedent of the incident.
- After examining the complaint of the complainant, factual evidence and the witnesses he may produce, the Student Affairs Office will determine if there is a probable cause.
- Upon the determination of the probable cause, the student/s will be summoned by the Student Affairs Office, to answer for the accusations against him. He will furnish his statement about the case against him. Admission and confession will be given due considerations.
- Inquest proceedings and preliminary investigations will be undergone by the office to establish prima facie evidence.



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- Upon Establishing the Prima Facie evidence, the Discipline Board, composed of the Discipline Officer, the Dean of Student Affairs, the Dean of the College concerned, the VPAA, the Scholarship Director, a Faculty representative and the president of the Student Council will convene to determine the possible sanctions as may be prescribed by the Student Handbook. The Dean of Student Affairs will sit as the Ex-officio chair and in his absence the members of the board may elect the temporary chair.
- Within 5 days, the Board will issue and promulgate a decision upon thorough examination of the circumstances present relevant to case.
- A copy of the decision will be furnished to the parents of the students/s involved. Both parties reserve their right to appeal.

Procedures for Appeal

- An appeal shall be perfected within five (5) schooldays upon the receipt of the decision. Such appeal shall be filed in the Office of Student Affairs (5 copies). The appeal shall contain a concise statement of the issues involved and the grounds relied on for the appeal. It should be accompanied with a true copy of the decision.



- A true copy of such documentary evidence shall be kept in the OSA. The documentary evidence to be forwarded to the discipline board shall be the certified true copy of the documents.
- The Dean of Student Affairs who chairs the board, convenes the board to hear the appeal. The appellant and his parents or guardian are notified of the date of the hearing. If the parents or guardians cannot come, the appellant shall inform the board in writing.
- The Board may dismiss the petition on the ground that the appeal is without merit, or the questions raised therein are too insubstantial to require considerations. Likewise, the Board may commute, affirm or reverse the decision based on the documentary evidence presented even without hearing.
- If hearing of witnesses is indispensable, the board may hear witnesses, in the absence of the appellant. However, the presence of the appellant is a must unless such a right is waived in writing. The presence of the Dean of Student Affairs acting as a prosecutor shall also be indispensable.



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- Evidence whether testimonial or documentary shall be limited only to the allegations contained in the result of the investigations submitted; new evidences may be accepted through a motion, subject to the decision of the board.
- As far as practicable, hearing on any appeal shall not last beyond one (1) calendar month from the date of the initial hearing. Postponements shall only be allowed due to highly justifiable reasons as decided by the board. Each party shall only be allowed one postponement. Parties who wish to request for postponement of hearing should be reminded of the following.

Request for postponement shall be in writing.

Written request for such must be filed with the Dean of Student Affairs at least 2 days before the scheduled date of hearing.

The requesting body shall be notified in writing of the action taken there on at least one day prior to the scheduled date of hearing.

Notice to the parent or guardian on record shall be deemed notice for the purpose.

Written request for the postponement filed beyond the prescribe period shall be denied and the parties shall be required to be present at the scheduled hearing.



- The record of the entire proceeding shall be filed. The proceeding may likewise be tape recorded by the board. All records of the proceedings shall be submitted to the chairperson, who shall have custody of such records and tapes. The parties may be furnished a copy of the minutes.
- The board shall render a decision within (10) ten days from the date of last hearing whether or not the parties submit their respective memoranda. The decision shall be in writing and shall state the reasons relied upon in arriving in such decisions. Copies thereof shall be sent to all parties and submitted to the VPAA, College Dean/s concerned, College Registrar, Scholarship Director and the Dean of Student Affairs.
- Decisions of the Discipline Board shall be final and executory within (15) fifteen school days after the promulgation of the decision unless a motion for reconsideration is submitted to the board. Such motion for reconsideration shall be on the ground that a new evidence has been discovered which was not presented before, a copy of which shall be furnished the complainant and the appellant and the parties concerned.



11.4 Offenses are classified into minor and major offenses

A. A minor offense merits a warning / admonition the Discipline Officer or the Dean of Student Affairs. Commission of the same offense for the second time merits a notice to parents. If the same offense is committed the third time, the said act renders it a major offense.

A. Minor Offenses:

The following sanctions will be imposed to those who violate the following rules and regulations:

1st offense – Warning / Admonition

2nd offense – Minor Offense

3rd offense – Major Offense



The following acts and all others not classified as major offenses shall be considered minor offenses:

1. Behavior considered unbecoming of a young adult.
 - a. disturbing classes without valid reasons
 - b. shouting at the corridor
 - c. using cell phone during classes
 - d. sitting on the table or parapet
 - e. wearing of cap inside the classroom
2. Entering a class or breaking into any school function without the permission of those concerned
3. Loitering near classrooms during class sessions
4. Unauthorized use of white boards
5. Proselytizing
6. Eating Inside classroom
7. Playing cards inside the classrooms



8. Using someone else's library card
9. Entering the campus not in uniform
10. Non/improper wearing of ID
11. Violation of dress code during wash days
12. Defacing, mutilating, or removing posters within valid period of posting
13. Violation of usual classroom policies and procedures as well as those set by the teacher
14. Posting of announcements without prior approval of the Dean of Student Affairs for announcements
15. Unauthorized use of school facilities by non-recognized organizations or groups
16. Posting of announcements by non-recognized organizations, groups or individual

B. Major Offenses:

A major offense warrants the imposition of the penalty of probation, suspension, non-admission, exclusion or expulsion. The seriousness of the offense committed, taking into account the mitigating and aggravating circumstances which are present, shall determine the gravity of penalty or sanction to be imposed which ranges from a minimum of 1 (probation) to a maximum of 5 (expulsion).

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C. Definition of terms;

- **Suspension - is a penalty in which the school is allowed to deny or deprive an erring student of attendance in classes for a period of time.**
- **Non-Readmission - the student banned from the re-admission from the school if s/he is found guilty of a serious breach of school policies, rules and regulations.**
- **Exclusion - is a penalty involving the immediate removal of an undesirable student from the school if s/he is found guilty of a serious breach of school policies, rules and regulations.**
- **Expulsion - is an extreme administrative sanction debarring offending students from all public and private schools.**

Reference: Sarmiento Ulpiano III (2002), Education Law and Private Schools. Philippines

D. Table of Major Offenses and Sanctions

- **Legend**

- 1- under probation for 1 year of the rest of stay in the school to three(3) days suspension.**
- 2- Suspension of four (4) days to ten (10) class days.**
- 3- Suspension of eleven (11) to fifteen (15) days.**
- 4- Suspension of one (1) semester to one (1) year.**
- 5- Non-Readmission, Exclusion or Expulsion.**



- 1. Vandalism in any form and/nor destruction of school property belonging to any member the faculty, administration, support staff or visitors, including th act of writing on chairs, desks, tables and walls.**
- 2. Commission of a third minor offense.**
- 3. Acts of gross dishonesty; Giving false statement to obstruct justice.**
- 4. Acts of gross disrespect, in words or in deeds, which tend to insult or subject to public ridicule or contempt any member of the faculty, administration, support, other students, and visitors.**
- 5. Defaming in words/deeds such as thru texts messaging and the internet, as well as unjust vexations.**
- 6. Acts of lewdness, or public of affection, distribution or possession of pornographic materials within the campus.**
- 7. Gambling in any form within the campus with the use of money or similar forms.**
- 8. Using or lending someone else's ID cards, registration form or examination permit.**
- 9. Smoking within the University premises or approved off campus activites.**





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10. Unauthorized collection or exaction of money, checks or others instrumentations used as equivalents of money, in connection with any matter, property or transaction pertaining to WIS.

11. Unauthorized possession of liquor ban or alcoholic beverages within the campus and its immediate premises, or entering or being in the school premises, or approved off-campus activities, entering in or being in the school premises while in a state of intoxication, driving under the influence of liquor.

12. Cheating in any form, including but not limited to the following acts:

- Unauthorized possession of notes or any materials relative to the examination, quiz or test, and when the student actually uses them.**
- Deliberately looking at a neighbor's examination papers and after a caution made by the test proctor or by putting in the examination papers note of warning with his signature, the examinee repeated similar act.**
- Copying form, or allowing another to copy from an examination or test paper.**
- Having somebody else take the examination, quiz, test for another (in which case both students shall be liable.**
- Deliberately talking to another students in the room without permission during the examination.**
- Passing as one's own work any assigned report term paper, case analysis re action paper and the like, although copied from another.**
- Plagiarism and other acts of academic dishonesty.**



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13. Unauthorized possession of firearms and other deadly-weapons, including but not limited to: lead pipes, ice picks, knives, clubs or any bladed weapon, and firecrackers and pyrotechnics, within the premises of the school.

14. Habitual disregard or repeated willful violations of established policies and regulations set by the school.

15. Drug addiction and/or illegal possession or use of prohibited drugs or chemicals, such as marijuana, shabu, LSD, heroine, ecstasy pill and hallucinogenic drugs or substances in any form, or possession of any regulated drugs such as barbiturates, sedatives, cough syrups without the proper prescription, or inhalants such as rugby, acetone or thinner, without valid justification, within the premises of the school.

16. Deliberate disruption of the academic function or any school activity other intentional act which tends to create disorders, tumult breach of peace or any serious disturbance although not connected with any academic function or school activity.



17. Assault upon the person or faculty member, administration, support staff and security force of the school, or upon any person summoned by the school to maintain peace and order therein or in its immediate premises, regardless of the place of commission, or upon any person within there premises of the school.

18. Threatening another with infliction and/or actually inflicting upon his person honor or property or any act amounting to crime the campus within the immediate vicinity of the school.

19. Acts that malign the god name and reputation of the school and its duly constituted authorities such as malicious, imputation of a crime, vice or defect whether real or imaginary, or of any act, commission, condition status or circumstances tending to discredit cause dishonor and contempt to the good name or reputation of the school.

20. Acts of subversion or insurgency including membership in any subversive organization working for the violent overthrow of the duly constituted government or in any illegal or immoral organization formed or established for the purpose of propagating and/or engaging in unlawful and immoral acts and beliefs.

21. Hazing or physical injuries for the purpose of initiation, admission or continuance of membership in any organization, society or group, whether open or secret. Officers and members who present when such hazing happened shall be liable whether or not they actually participated. Officers of the group shall be liable if they not preset when such hazing occurred.

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- 22. Violation of condition of being under probation an/or commission of another major offense.**
- 23. Comission of a second major offense.**
- 24. Brawis on campus or any school function or off-campus activity or within the immediate vicinity of the school.**
- 25. Inflicting physical injuries upon another within the campus premises or within in the immediate vicinity of the school.**
- 26. Stealing money, property;or any attempt thereof.**
- 27. Forging or falsifying and/or tampering with academic or official records or documents of any kind; or attempting to practice any deception or fraud in connection with his application for admission to or, registration in, or graduation from the school.**
- 28. Conviction before any court of any criminal offense involving moral turpitude.**
- 29. Any similar or anologous acts to any major offense.**
- 30. Littering_____**

The following acts ommission are included but not limited to the above stated major offenses in accordance with R.A. 10627 also known as, Anti-Bullying Act of 2013, and R.A 8049, also known as the Anti-Hazing law





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- 1. Physical contact between the bully and the victim like punching, shoving slapping, tickling school pranks, teasing, fighting and the use of available objects as weapons.**
- 2. Acts that cause damage to a victim's psyche and/or emotional well-being.**
- 3. Any slander statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name calling, tormenting and commenting negatively on victim's looks, clothes and body; and**
- 4. Cyber-bullying or any bullying done through the use of technology or any electronic means;**
- 5. Any type of physical brutality such as whipping beating, striking, branding, shocking, or placing a harmful substance on the body of a student;**
- 6. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in restricted areas, calisthenics or other activity that subject the student to an unreasonable risk of harm or that adversely affects the mental or physical health or health or safety of the student;**
- 7. Any activity involving consumption of alcoholic beverage, drug, tobacco product or any other of harm or that adversely affects the mental or physical health or safety of the student.**



8. Any activity that intimidates or threatens the student with ostracism, that subjects that student to extreme mental stress, embarrassment, shame or humiliation that adversely affects mental health or dignity of the student or discourages the student from remaining in school;

9. Any activity which violates the state laws, (i.e. Rape, Sexual assault, etc) and/or death, multiplication insanity impotence results therefor;

10. Any activity that causes or requires the student to perform a task that involves a violation of state or special law.

WIS is an educational community which creates a harmonious relationship between the students, faculty, staff employees and administrative officials. WIS adopts the "Loco Parentis Doctrine" stating that members of the academic community such as faculty, staff employees and administrative officials are considered as the second parents and/or guardians of the students shall-promote the general welfare and a conducive learning community for the latter. As prescribed in R.A 7877 otherwise known as the Anti-Sexual Harrasment can be incurred by the members of the faculty, staff, employees and administrative and administrative officials by committing the foolowing acts;



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In an education or training environment, sexual harassment is committed:

- 1. Against one who is under the care, custody or supervision of the offender.**
- 2. Against one whose education, training apprenticeship or tutorship is entrusted to the offender;**
- 3. When the sexual favor is made a condition to the giving of a passing, grade, or the granting of honor and scholarship, or the payment of a stipend, allowance or other benefits, privileges or considerations or;**
- 4. When the sexual advance results in an intimidating, hostile or offensive environment for the student, trainee, or apprentice**

NOTE

- 1. A fine equivalent to the value of the damaged property but in no case more than twice its value; or the replacement of the thing or property damaged, destroyed, defaced or lost; cleaning the entire room or wall or part thereof, making it free from all marks and writing.**
- 2. Alternative sanction-student may choose an alternative sanction of three (2) hours office work for every one (1) day of suspension.**
- 3. If the respondent has graduated but has neither served his sanction nor paid for penalty withholding of diploma, transcript of record and other school records/credentials for a period of one (1) year shall be imposed.**



E. IT Violations

Information Technology Policies. Following are violations in use of the information technology in the school. We monitor these policies in proper coordination with the DO.

- **Unofficial use of download & chat tools instant messengers.**
- **Playing of web-based, PC and network games in any computer resources facility inside the school.**
- **Sending of unofficial mass e-mail that cause complaints or sending large quantities of unwanted e-mails to any mailing list.**
- **Sending of messages or posting of information which are knowingly false, abusive, vulgar, hateful, harassing, obscene, threatening to fellow users or invasive of a person's privacy.**
- **Posting person-to-person damnation/cursing, or will-wishing a person's present physical state.**
- **Using bad offensive and strong language in posting messages.**
- **Posting copyrighted materials.**
- **Intentional lending of user accounts.**
- **Pilfering of any equipments/machines in the Computer Laboratories.**



SECTION 12 GUIDELINES FOR SCHOOL TRIPS/ EDUCATIONAL VISIT POLICY

Off-site trips are an extremely valuable aspect of the education we offer. In planning and running trips we should be aware that the law expects of teachers a high standard of care. Thorough planning is an essential ingredient of a safe and successful trip and is the responsibility of the leader. These guidelines, the Trips Form and Risk Assessment are all designed to help the planning process. Obviously, the extent of planning will depend upon the complexity of the visit question.

APPROVAL

- A Trips form and a Risk Assessment Must be completed for all trips leaving the school site except those considered to be routine and integral part of school life (e.g. away sports fixtures). Forms are kept by the academic secretary in her office.**
- Completed Forms should be returned at least seven days before the proposed trip.**
- Please discuss any trips with the Program Head, dean or the VPAA. Deputy Head or the academic secretary if you have concerns about its viability.**



12.1 RISK ASSESSMENT

- You should regard a risk assessment as a routine procedure in your planning of a trip out of the school. It is a Ched requirement to make a risk assessment before undertaking a trip away from school.
- A risk assessment form should be submitted to the Academic Secretary at least three days before a trip departs.
- A risk assessment has three objectives.
 - Potential safety problems are identified and understood.
 - Checking that existing control measures (i.e. the school's standard procedures) are adequate.
 - If they are not, to identify what additional measures would reduce the risks.
- The degree of detail and complexity in a risk assessment will depend on the nature of the group/venue/activity.



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The following information and procedures should be regarded as the school's standard "control measures" for many trips. Following these will be sufficient to ensure a well planned and safe trip. For more complex trips broader risks have been understood and measures have been implemented to reduce them.

- Risk assessment is an on-going business and should continue throughout the trip as the group leader and staff responds to situation incidents during the course of the visit.

A letter to parents will outline

- Purpose of the visit
- Venue/itinerary
- Type of activity, including explanation of any "risk activity"
- Date(s)
- Time of departure and return, including arrangements for pick-up
- Transport
- Basic requirements: dress, kit, equipment, food/drink, pocket money, extra clothing and footwear, etc
- Any documentation, passport, finances needed

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- **Costs and method of payment**
- **Staffing and supervision**
- **Code of conduct expected**
- **Contact telephone numbers (if other than school)**
- **Contact address (if appropriate)**

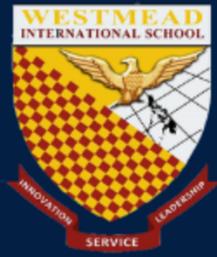
For residential trips it will also necessary to add information on.

- **Accommodation (including information about security and supervisory arrangements.)**

Insurance cover provided or needing to be purchased by parents.

- **A statement to the effect that in case of thoroughly unacceptable behavior the group leader reserves the right to return a pupil home at parental expenses.**

In case of a major trip (e.g. an exchange, a tour abroad, any extended residential trip, or an adventure trip) parents should be invited to a meeting at which arrangements can be discussed in detail and parent may ask questions.



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12.2 PARENTAL CONSENT

Written parental consent is required for all trips involving

- **An overnight or longer residential stay.**
 - **Any adventurous activities.**
 - **Periods of time when students are under "remote supervision" (i.e. not direct Supervision).**
 - **Any exchange**
 - **Any trip abroad**
- **For adventurous activities and remote supervision parents must be briefed carefully and thoroughly and asked to sign in advance that they accept such activities**
 - **On residential trips parents should be asked to give their consent for emergency medical treatment.**

The consent form is also a good opportunity to gather:

- Medical information about the pupil.**
- Parent's emergency contact details.**
- Details of family doctor.**
- Items not to be carried or taken on the trip.**
- Standards and type of dress.**
- Personal hygiene**
- Arrangements for free time.**
- Catering.**
- Emergency procedures, such as fire drill (precautions should be checked on arrival).**
- General standard of behavior/punctuality/meeting points(e.g. on ferries).**
- Respect for hotel staff, drivers, instructors, others guests, etc.**



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- Safety precautions (sun cream/water repellent for example).
- Security of all personal belongings, valuables and passport.
- Be at pains to stress the danger inherent in visiting a country where the traffic drives on the right.
- Ensure that your group is converting Medical Centre with any code particularly relevant to their activity, e.g. mountain code, country code, the codes of National Bodies under whose auspices an activity is being pursued.

12.3 SECURITY

Rendezvous points should be established and children should be briefed on what to do if they become separated from the main group.

- On residential visits all group members should carry the address/phone number of the accommodation.





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- **Students should be well prepared for remote supervision.**
 - Telephone numbers and emergency contacts if lost
 - Money
 - Maps and plans
 - Knowledge of how to summon help.
 - Knowledge of out of bounds areas/activities
- **Renvezvous point**
- **In advance of residential visits group leaders should do their best to follow these guidelines:**
 - To secure a floor plan of rooms.
 - Rooms should be grouped together with staff rooms adjacent, the immediate area being exclusively for the group's use if possible.



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- If possible students should not be in ground floor rooms, especially girls.
- Male and female sleeping/bathroom facilities should be separate.
- Students' doors should have locks but teachers must have access.
- Balconies, windows, and electrical connections should be safe.
- Use the standard form for seeking consent- or a variation of it after removing irrelevant elements.

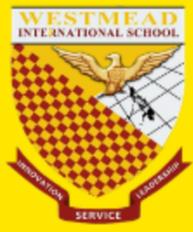
12.4 STAFF: STUDENT RATIOS

- The recommended ratio for one-day academic field trips is at least one adult for every 6 students in Years 1-3 (with a higher ratio for Under 5's). 1 adult to 10 students in Years 4-6, 1 adult to 15-20 in years 7 upwards (with a larger ratio for over 16's) and 1 adult to 10 for any visit abroad.



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- **Ratios may need to be more favorable under certain circumstances. Factors to take into consideration are:**
 - **Age, gender and ability of the group.**
 - **Students with special educational or medical needs**
 - **Behaviour of students.**
 - **Experience and competence of staff.**
 - **Nature of activities**
 - **Duration and nature of journey.**
 - **Type of accommodation**
 - **First Aid covers**
- **There must be enough staff to cope effectively with an emergency.**
- **Trips to remote areas, abroad, overnight, or involving hazardous activities should be more generously staffed.**



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- On all trips away overnight there must always be at least two members of staff and on mixed trips away overnight at least one member of staff of each sex (this may be relaxed if a residential centre provides male or female staff). A rule of thumb on residential trips is one teacher to 10 students

12.5 STAFFING AND SUPERVISION

- There must be a designated group leader. A deputy should also be nominated.

The group leader is responsible for:

- Planning the preparation (as specified in this document), including risk assessment.
- Briefing of parents, students and staff.
- Risk assessment
- Supervision and conduct of the visit/trip.
- Welfare and safety of students and staff.
- Operating emergency procedures where necessary



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- **There must be a clearly established line of responsibility, ensuring that all adults and students on the trip know and accept who is the leader, deputy, and so on.**
- **Staff must be suitably experienced, competent (e.g. with the age of the group) and, where relevant to the activity, qualified. Group leaders should be aware of their own levels of competence, take advice from experts if necessary, and identify the skills and experience of other member of staff and plan to accommodate these.**
- **Supervising adults should be well briefed by the group leader and have a good understanding of their responsibilities on the trip, the emergency procedures, the information in the risk assessment and information about individual students.**
- **Expert staff may be of great assistance, and may, indeed, be essential, but remember that the ultimate responsibility for the welfare of your students is yours.**



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- Whatever is planned must be within the capability of the students and, where physical activity is involved, training may need to be part of the preparation. Fore thought, care, and prudent concern for the safety and welfare of all involved will ensure both success and peace of mind.

12.6 PREPARING STUDENTS

- Students should be carefully briefed before a visit, especially in matters of conduct and safety.
- Students should understand
 - Aims and objectives of the visit/activity.
 - Background information about the place to be visited.
 - Relevant foreign culture/customs.
 - How to avoid specific dangers.



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- Safety precautions.
- Standards of behaviour expected.
- Rules about ringing home(how to avoid causing concern or confusion at home).
- Emergency procedures.
- Rendezvous procedures.
- What to do if seperated from the group.
- Items banned from being brought on the trip and from being purchased during the trip.
- Staff roles.

12.7 DISCIPLINE AND GROUP CONTROL

- Make sure that your requirements are clearly explained, and thoroughly understood by all (supervising adults and students) before the trip.
- Make it clear where you devolve responsibility (e.g. to an instructor, ensure that the students know that the instructor is to be obeyed whilst they are in his care.

- **On some major trips it may be sensible to produce a written code to be given to each member of the party covering, for example, some of the following:**
 - **Daily timetable or itinerary.**
 - **Sleeping arrangements (keep a list to hand).**
 - **Rules on segregation of genders.**
 - **Lights out/morning routine.**
 - **Room tidying and checks.**
 - **To secure assurances from the accommodation manager that all his staff (including temporaries) have been checked as suitable to work with young people.**
 - **To ascertain whether security arrangements are in place if there is no 24- hour reception**
- **On arrival there should be a briefing to explain the layout of the accommodation, its fire precautions and exits, its routines and regulations. These should be a fire drill.**



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12.9 EMERGENCY PROCEDURES

- **If anything goes seriously wrong contact the following numbers:**
 - **Landline number- (043) 723-9012/722-1868**
 - **Mobile number- 0925- 792- 0456/0925-714-4885**
- **If an accident or emergency happens on a visit the main factors to consider are:**
 - **Establish the nature and extent of the emergency as quickly as possible.**
 - **Ensure that the entire group is safe and looked after.**
 - **Establish the names of casualties and get immediate medical attention for them.**
- **Notify police if necessary.**
- **Inform the school contact person.**
- **Notify insurers, especially if medical assistance is required.**
- **Keep a written record of events, times, contact, decision after the incidents.**
- **Details to be passed to the school:**
 - **Nature, date and time of incident.**
 - **Location of incident.**
 - **Details of injuries.**
 - **Names of others involved.**
 - **Action taken so far.**
 - **Action yet to be taken.**



12.10 TRANSPORT

- Group leaders are responsible for organizing head counts at every point of embarkation and for supervising safety at stops (e.g. traffic at motorway services).
- Group leaders are also responsible for ensuring that seat belts are worn.

On return:

- No pupil may be set down en route without a written request from parents, and then you must wait until the parents arrives.
- On arrival back at school you should wait until all children have been collected by their parents unless you know that other arrangements have been made.

12.11 LATE RETURN

If your return is delayed, telephone the School Office or school contact person to give a revised estimated time of arrival. Ask students to telephone home on their mobiles if they have them or use the mobile provided by the School.

12.12 FINANCIAL MATTERS

- **Do not deal with school trip money through your own account. Seek advice from the Director of Finance regarding sensible procedures to ensure that there can be no doubts about financial propriety.**
- **Observe strict accounting practices, keeping accurate records of all payments received, and made, with receipts as appropriate.**

12.13 INSURANCE

Check with the Clerk to the students is expected to get their individual Travel Insurance from reputable agencies.

- **Any trip abroad, residential trip or involving adventurous training activities may require specialist insurance.**





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12.14 LEGAL RESPONSIBILITY

- The standard of care which has be exercised by teachers towards their students is that which would be exercised by "reasonably careful parent" towards their own children. In this context the test of the "reasonably careful parent" must be applied not in relation to the parent at home, but in relation to parents applying their minds to this particular aspect of school life, or this activity within the school context.

12.15 FOREIGN TRAVEL

- Early enquiries about the validity of passports, visa requirements, etc., will avoid panic when departure is imminent.



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12.16 CHECKLIST FOR MAJOR TRIPS (RESIDENTIAL)

A. Take with you:

- **Travel tickets, visas, plus copies**
- **A copy of letters confirming essential arrangements/booking forms/confirmation invoices , etc., and contact details for the accommodation.**
- **Details of location of local hospital/medical services.**
- **Full insurance details, which claim forms and the company's contact details.**
- **A copy of the detailed itinerary.**
- **A full list of party members and accompanying adults, with addresses, telephone numbers of parents/contacts.**
- **A recent photograph of all members of the party.**
- **A note of the contact telephone numbers for the school contact person and contact number for the headmaster.**



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- Parental consent forms (medical consent may be needed to be produced at a hospital).
- A first aid kit appropriate for the type of journey (including travel pills, etc.).
- Passports (if appropriate).
- List of passport numbers/ place of issue.
- An outline of the emergency procedures.
- Cash/credit cards cheque book/travellers cheques /emergency funds.

B. During the trip:

- On arrival at a hostel/hotel check all rooms for damage and report at once to hotel management.
- A copy of the itinerary, including contact telephone numbers and full details of expected time to return.
- Group leader's mobile phone number.
- A copy of each party member's parental consent form.



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- **The name, address, telephone and fax numbers of tour operators/ferry companies/coach companies/accommodation, etc.**
- **A copy of insurance documents.**
- **A copy of travel documents.**

Documentation required before trip/tour departure

The following should be lodged with the Academic Secretary:

- **A list of all students, staff and any additional adults traveling with the group.**
- **A full itinerary, including addresses, telephone numbers and travel details. Include details of arrangements for any students joining or leaving the trip at different times or places.**
- **Photocopies of all students' consent forms and codes of conduct.**
- **Mobile telephone numbers- phones should be collected from the Clerk to the Governor's Office.**
- **An appropriate risk assessment. See the Academic Secretary/ Headmaster for guidance.**



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Section 13 STUDENT SERVICES

The Library

The School Library contains materials consisting of books in the different fields of study. Books are mostly of the latest edition especially those of the major fields of study offered by the school. There are also books in the areas of culture, literature, travel, Filipiniana, Rizaliana and other general circulation books to provide well - rounded reading materials.

Medical and Dental Service

For the protection of health of the students, the school has employed a medical and dental doctor who will do consultation and treatment, periodic physical examination, first aid treatment, immunizations and periodic dental examinations and advice. Furthermore, WIS has affiliated with a medical and dental clinic for the use of students, faculty and employees.



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Counselling Service

As a personalized avenue for the absolute education which WIS is aiming for, guidance and counselling services are at the disposal of all students in order to help them in their personal and academic difficulties. The Office also provides group guidance for underachieving student to help them in their academic problems.

Food Service

There is a canteen that can serve hot meals and light snack on a self- service basis.

MEMBERS OF THE HANDBOOK REVISION COMMITTEE

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President and CEO

Dean, College of Teacher Education

DR. MARITES D. MANLONGAT

Vice President for Academic Affairs

**Dean, School of Economics, Business
and Accountancy**

ATTY. SHARON D. ALEDO

Dean, College of Arts and Sciences

Dean of Student Affairs

Legal Consultant

PROF. ROSANA B. DE CHAVEZ

School Registrar

Dean, School of Information

Technology and Computer Studies

Scholarship Director

PROF. ERNESTO CARLO L. DE CHAVEZ

Dean, College of Tourism and Hospitality

Management

Director, IACEPO



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Coordinator, Student Affairs

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PROF. MARIA CORAZON C. CASTILLO
Coordinator, Accountancy Department

PROF. REGIE D. ABILA
Coordinator, College of Teacher Education

PROF. ANTONIO A. MALIGAYA
Coordinator, External AFFAIRS
NSTPA AND IACEPO

MS. STRAWBERRY GRACE B. MAGNAYE
(SY 2015- 2016)
President, Student Council



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