

Parents'
Orientation
Day

A.Y. 2016-2017





AGUINALDO INTERNATIONAL SCHOOL

Vision

AIS is a values-oriented international school that produces academically excellent and globally competent students.



AGUINALDO INTERNATIONAL SCHOOL

Mission

ALS aims to raise each **student's potential with** individualized instruction in a diverse and nurturing environment.

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Academic Program and Policies



**“Where Great Things
Happen Every Day!”**



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Daily Time Schedule

Important times for Grades 1-3

- Start time :** 7:30 am – all grade levels
- End time:** 1:50pm - Grade 1
- End time:** 1:55pm - Grade 2
- End time:** 2:00pm - Grade 3
- ASA :** 2:00-3:00pm –Mon & Fri
(See ASA calendar)



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Daily Time Schedule

Important times for Grades 4-6

- Start time :** 7:30 am – all grade levels
- End time:** 1:55pm - Mon, Tue, and Fri
- End time:** 2:55pm - Thurs and Wed
- ASA :** 2:00-3:00pm –Mon & Fri
(See ASA calendar)



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Daily Time Schedule

Important times for Grades 7-11

- Start time :** 7:30 am – all grade levels
- End time:** 1:55pm - Wednesday
- End time:** 2:55pm - Mon, Tue, Thu, Fri



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Academic Policies

Student Diary/Handbook

- School policies and procedures
- Homework journal
- School circulars
- Responsibility feedback
- Teacher/parent correspondence
- Parent/Guardian Agreement



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Academic Program

AIS Core Subjects

- Mathematics
- Science
- Civics
- English



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Academic Program

AIS Non-Core Subjects

- Filipino
- Modern Language (Mandarin)
- Visual Arts
- Music
- Physical Education
- Info. and Com. Technology (ICT)
- Home Economics (Grade 4- 10)



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Academic Program

AIS Special High School Subjects

- English Literature – Grade 7
- Health Science – Grade 8
- Film Studies – Grade 9
- Research– Grade 10



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Academic Program

AIS High School Elective Subjects

- Modern Language (Mandarin) – Grades 7-10
- International Studies - Grades 7-10



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Academic Program

Grade 11- General Academic Strand

- English 11
- Mathematics 11
- Science 11
- Social Studies 11
- Filipino 11
- Personal Development/Contemporary Arts
- Physical Education 11
- Information and Communication Technology (ICT)



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Academic Policies

Non-Graded Assessments

- Core Subject Topic 1 practice quizzes
 - Grades 1-3 (ES)
 - Grades 4-6 (MS)
- Mock Exams
 - Grades 1-11 (HS)



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Academic Policies

Non-graded Assessments

- Spark student learning
- Gauge student understanding
- Determine readiness for next topic
- Prepare students for graded assessments



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Academic Policies

Non-Graded Assessments

- Core Subject Topic 1 practice quizzes
 - Grades 1-3 (ES)
 - Grades 4-6 (MS)
- Mock Exams
 - Grades 1-11 (HS)



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Academic Policies

Non-graded Assessments

- Spark student learning
- Gauge student understanding
- Determine readiness for next topic
- Prepare students for graded assessments



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Academic Policies

Graded Assessments in Core Subjects

- Topic 1 Quizzes
- Topic 2 Quizzes
- Performance Task(s)
- Quarterly Examination



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Academic Policies

Graded Assessments in Non-core Subjects

- Topic 1 Quizzes
- Topic 2 Quizzes
- Performance Task(s)



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Academic Policies

Graded Assessments in Art & Music

- Topic 1 Quizzes
- Performance Task(s)



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Academic Policies

Grading Categories

- Knowledge
- Subject Specific Skills/ Academic Skills
- Behavior Skills



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Academic Policies

Grading Boundaries

- A+** Advanced+ (95-100%)
- A** Advanced (90-95 %)
- P** Proficient (85-89 %)
- AP** Approaching proficient (80-84%)
- D** Developing (75-79 %)
- B** Beginning (70-74 %)
- B-** Below requirement (<70 %)



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Grade Computations

Core Subjects (Grades 1-11)

Categories	Topic 1 Written / Practical	Topic 2 Written / Practical	Performance Task	Exam	Total
Knowledge	10%	10%	x	10%	30%
Academic / Subject Skills	12.5%	12.5%	20%	15%	60%
Behavior Skills	2% Respect	2% Responsibility	6% Motivation/ Innovation/ Citizenship	x	10%



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Grade Computations

Non-Core Subjects (Grades 1-11)

Categories	Topic 1 <i>Written / Practical</i>	Topic 2 <i>Written /Practical</i>	Performance Task(s)	Exam	Total
Knowledge and/or Academic / Subject Skills	15%	15%	60%	x	90%
Behavior Skills	2% <i>Respect</i>	2% <i>Responsibility</i>	6% <i>Motivation Innovation Citizenship</i>	x	10%



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Grade Computations

Exploratory (Arts and Music) Gr.1-11

Categories	Topic 1 Written / Practical	Performance Task(s)	Exam	Total
Knowledge and/or Academic / Subject Skills	30%	60%	x	90%
Behavior Skills	4% Respect Responsibility	6% Motivation Innovation Citizenship	x	10%



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Academic Policies

Awards and Honors

- Certificates of Merit
- Academic Achievement Medals
- Graduating Awards





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*Alone we can do a little: together
we can do so much.*

-Helen Keller



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Student's Behavior





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*"Life presents many choices,
the choices we make
determine our future."*

- Catherine Pulsifer





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AIS students are expected to always:

- Be ethical, respectful and positive contributors in (and out of) school.
- Display school pride and embody the school's values and mission
- Set a standard of excellence for themselves and their school

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Student Behavior Policies

Attendance and Punctuality

- AIS students are punctual and maintain solid attendance.
- Please call the school before 7:25 am on the day of an absence.
- Please provide a medical certificate and letter for absences of 3 or more days.



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Student Behavior Policies

Students must stay on campus

- Please do NOT set appointments with doctors, dentists, etc. during school hours.
- Students are NOT permitted to leave the school grounds without the Principal's permission.



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Student Behavior Policies

Student Early Drop off and Late Pick Up

- AIS cannot provide supervision before 7 am (or after 4 pm).
- If the fetcher is not present during pick-up time, children will be supervised by the After School Care teacher/s (ASC).



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Student Behavior Policies

Lost or Damaged Property

The school will charge your account if your child:

- Damages school property through misbehavior
- Loses a school book



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Student Behavior Policies

Student Attire

School Uniform

- Red polo shirt, beige pants/shorts/skorts, black shoes (with flat sole)
- Skorts/skirts must reach the knee-top; socks must reach the knee-bottom
- If a HS student is out of uniform, we will provide a new one (charged to your account).





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Student Behavior Policies

Student Attire

- Friday is 'School Spirit Day'.
- During PE day, students must come in their proper AIS uniform (for HS).



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Student Behavior Policies

Student Attire

The following are not allowed at school:

- Hair coloring or any attention-catching hairstyle
- Jewelry, make-up, nail-polish, accessories, etc.
- Hair reaching the ears, eyebrows or collar (for boys)



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Student Behavior Policies

Cellphone and Gadgets

- Electronic devices may be used for academic purposes ONLY.
- Inappropriate use of gadgets will result in confiscation.
- Grades 1-3 students are NOT encouraged to bring phones to school (to prevent loss).



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Student Behavior Policies

Class Parties and Celebrations

- Student birthday parties are NOT allowed at AIS.
- Please have parties off campus during non-school hours.
- Parents may organize a healthy birthday lunch with the advisory teacher.



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Student Behavior Policies

Minor Offences

- Tardy (<5min)
- Uniform violation
- Sleeping at school
- Junk food at school
- Disruption of lesson
- Running in hallway
- Unprepared for lesson
- Toys/electronics at school
- Rude language
- Not speaking English
- Out of class without a hall pass

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Student Behavior Policies

Major Offences

- Hazing
- Joining fraternities
- Fighting with threatening, bullying, etc.
- Cheating, copying, plagiarizing etc.
- Setting off a false fire alarm
- Willfully damaging school property
- Cutting class
- Bringing prohibited items to school

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Student Behavior Policies

Demerits

- Demerits are not issued in grades 1-4
- In Grades 5-12, students receive one demerit for each minor offence



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Student Behavior Policies

Violations and Consequences

- MS students - detention after 10 demerits
- HS students - detention after 4 demerits
- HS students - suspension after 5 detentions
- Parents are notified of sanctions through a letter and by phone.



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Student Behavior Policies

Academic Dishonesty

Academic dishonesty is when a student (or a parent) attempts to gain unfair advantage and/or deceive the teacher. It includes cheating, lying, plagiarism, missing deadlines, etc.



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Student Behavior Policies

Suspensions

For a suspension/serious offence, we will set up:

1. meeting with the parent/guardian to discuss strategies, agreements, terms and conditions
2. meeting with the discipline committee if needed (discipline office, head teacher, and AIS Admin)
3. hearing committee if necessary (EAC Dean, AIS Admin, AIS Head Teacher and a PTA representative)



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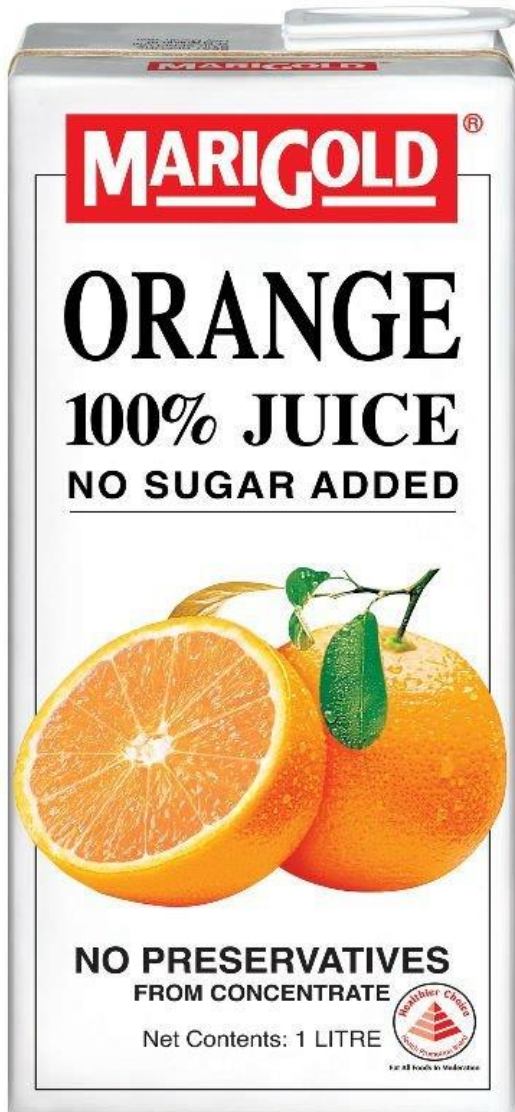
Student Behavior Policies

Student Nutrition

Health Policy

- Bring water bottle or 100% natural fruit juice and healthy snacks
- Avoid sugary foods (e.g. candy, cookies, soda, chips, etc.)
- Report your child's allergies before the start of the school year





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Student Behavior Policies

Verbal Statement

Please note that we use our discipline system as a means to teach values and coach students on their decision-making. It is meant to be a progressive – not punitive – approach.





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*"In every single thing you do,
you are choosing a
direction. Your life is a
product of choices."*

- Dr. Kathleen Hall



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School Services

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School Services

Guidance and Counseling

- **Counseling Services**
- **Classroom Guidance Services**
- **Consultation Services**
- **Homeroom/Values Program**



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School Services

Learning Support Services

- **Special Education**
- **English as a Second Language (ESL)**
- **Academic Support Program**
- **Remedial Program**
- **Tutorials**



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School Services

Hot Lunch Program

- Food Provider: Marg-Omie Food Corner (located at EAC Food Court)
- Menu: Rice, main viand (choice of fish, pork, chicken), vegetables, fruits/desserts
- Weekly menu will be posted on the parent's bulletin board and/or website.
- **Billing will be on a monthly basis and must be paid within the last week before the month of availment. Payment should be done with Marg-Omie Food Center.**



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School Services

School Transport Service



- Options:
 - One-Ride: Choice of either pick-up or drop off
 - Two-Ride: Pick-up and Drop off
- Regular route: Ermita and Malate areas
- Outside locale: See AIS office for inquiries



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School Services

Dental & Medical Services

- Free dental and medical check up for all students
- Accident insurance (max limit of Php 52,500)



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School Services

After-school Activities (ASA)

[] Swimming [] Taekwondo

- Opening of ASA will depend on number of sign-ups
- Fee is Php 5200/year for 40 sessions
- ASA 2:00-3:00 pm (Mondays & Fridays)

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School Services

SCHOOL-HOME COMMUNICATION

Communication could be done through:

- Student diary (classroom/subject related concern)
- Mobile or landline phones
- Email
- Meeting by appointment



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School Services

Setting an appointment

- a. Contact AIS office for a request of appointment.
- b. Request will be relayed to the concerned teacher/staff.
- c. Parents will receive confirmation of the appointment.

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School Services

School Holidays & Class Suspensions

- All school holidays and activity dates are indicated in the school calendar.
- For class suspension due to typhoon:

AUTOMATIC SUSPENSION GUIDELINES

SIGNAL #1

No classes in
Kindergarten

SIGNAL #2

No classes in
**Kindergarten,
Elementary,
and High School**

SIGNAL #3

No classes in
**Kindergarten,
Elementary, High School,
and College (including
Graduate School)**

REMINDER: The local government unit (LGU) has the authority to declare local suspensions in areas where there is no storm signal.

Check **Executive Order No. 66, s. 2012** for complete rules on cancellation or suspension of classes.

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School Services

After School Care (ASC)

Creative arts program for Gr 1-6 students.

- It is offered from 2:00-3:00pm.
- Php 120.00 per session

*Students with late pick-ups will join ASC (a supervision fee of Php 2.00/min apply).

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School Services

Reminders

In case of emergency:

Muster Area: ***Plaza Rueda*** (beside McDonald's UN-Taft)

Traffic Advisory:

No Parking Policy on both sides of Gonzales St.
(fronting AIS building)

Waiting time for Drop Off/Pick Up @school front is only
for 30 seconds.

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School Services

Contact Information

Contact Us:

Email: aismanila@gmail.com

Tel. no.: **5212710 loc. 5414 / 5524 / 5377**

Cell no.: **0915 947 4779**

FB Fanpage: **aguinaldo international school**

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