

Boracay European International School Student-Parent Handbook 2013-2014





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BORACAY EUROPEAN INTERNATIONAL SCHOOL

A Partner of German European School Manila

History

Boracay European International School (BEIS) is a non-profit, co-educational, international school that uses English as the language of instruction. BEIS was founded in 2008 by a group of parents whose mission was to provide high quality programs using international standards for students of various nationalities that live in Boracay. The school offers programs from Nursery to Grade 8. BEIS began in partnership with the German European School in Manila, which has an accreditation as an IB World School, as they provide high quality academic and administration assistance.

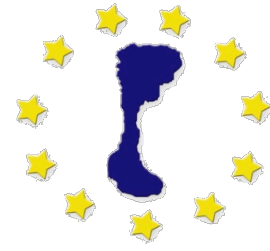
Today, BEIS is proud of the growth and progress that it has made over the last four years. At present, we have ten classrooms, an Information Communication Technology (ICT) laboratory equipped with computers and flat screen monitors, and a newly built outdoor gymnasium. Our school employs experience, qualified, dynamic, and creative educators coming from many nationalities and backgrounds to provide the best possible education for our students.

Our Vision & Philosophy

Boracay European International School (BEIS) is the best and first choice on Boracay for families with a pronounced interest in international education. We provide excellent education in English, aligned to internationally accepted standards. Our children are given scope and motivation for their personal development.

The school's primary task is to make the students discover and cultivate their unique intellectual and personal potential. We foster in our community a life-long love of learning, academic excellence, and a sense of open-mindedness and responsible citizenship. Our educational program is designed to develop the understanding, skills and attitudes that support this. We believe that as we move through the processes of inquiry, discussion, decision-making and reflection, we develop an understanding of ourselves, of other people, and of our world.

Head Teacher's Message



Welcome to the 2013-2014 school year. And thank you all for welcoming me to this amazing community. I first "discovered"

Boracay while on holiday in October, 2012, and made it my personal and professional mission to work at Boracay European International School. I am very proud to have been chosen as the Head of School for this school year.

As a brief introduction, I have been in education for 13 years. I spent most of those years teaching humanities at integrated K-8 schools in Los Angeles and San Francisco, California, USA. For several years I worked with the Pearson Foundation and the National Education Association, traveling throughout the USA helping students and teachers understand how to bring technology into the classroom to enhance student learning. I am very proud of the internship programs I created with educational travel company EF (Education First) in Boston, Massachusetts, helping high school students learn more about their proposed career choice before applying to university. Most recently, I was the assistant principal supervising the curriculum and instruction of 500 students at an American international school in Vietnam.

The history of this school is nothing short of impressive: concerned parents and community members building a school from the ground up to meet the needs of students living in Boracay. The big picture of this community project is truly inspiring. I hope this school year will bring some focus to the details of education at BEIS. It is my goal to balance prescribed standards of learning and assessment with the more organic philosophies of the International Baccalaureate's Primary Years Program. I believe it is important that students learn to be original, critical thinkers who can problem solve in what is now truly an international learning community. I also recognize the importance of understanding specified, standardized content in order to demonstrate mastery for high school and university admission. In short, I want all our community members to benefit from the best practices in education, no matter the source.

I hope that students, parents and staff enjoy the coming school year. Communication and participation are my guiding principles. I hope that with improved communication through technology, teachers and parents can share their ideas on issues that concern our school.

The school office is always open to any of your inquiries or concerns. You may reach me any time through email at mwatkins@beischool.org. I will be more than happy to address any of your queries.

Mathew Watkins
Head of School

Faculty

All the teachers at Boracay European International School are experience and qualified educators. We have both local and international teaching staff, which adds to the diversity of our International Community. We have teachers from the Philippines, Canada, United States, and from the United Kingdom. Our teachers specialize in teaching either a grade level or a subject based on their educational background.

All our teachers are dynamic, dedicated, and committed to giving top quality education as we mold lifelong learners.

In the early primary years, our teachers are responsible for teaching all subjects in one room in a safe, welcoming environment. They sometimes have a second teacher for Music, ICT, and Physical Education.

In the upper primary and middle school, we have specialist teachers to teach core subjects across the grade levels. By having specialist teachers, we are not only providing your child with a variety of teaching styles and methods, but also allowing our teachers to focus on their subject strength.



Our Faculty and Staff

Mr. Mathew Watkins

Head of School

Mr. Watkins joins BEIS this year as the Head of School. He is very excited to work with the students, families and staff of BEIS. He looks forward to an exciting year full of growth and academic excellence!

He has taught for 11 years in the United States, in Los Angeles and San Francisco, two very international cities. He spent several years as a consultant with the Pearson Foundation, traveling throughout the US working with students and teachers to bring technology into the classroom. Mr. Watkins piloted a program with the Pearson Foundation to bring iPods into classrooms in order to make documentary films about students' experiences as they found internships in their probable future career. With the support of the Disney Corporation in Florida, these films became the centerpiece for a continuing internship program in the Orlando Public Schools. Most recently, Mr. Watkins worked in Ho Chi Minh City, Vietnam, as the AP English instructor and the Assistant Principal, Faculty Supervisor, and WASC Self-Study Coordinator. This was the beginning of what he hopes to be a long career in international education.

Mr. Junthir Flores

Physical Education & ICT Specialist

Junthir Flores has been teaching in an international school for 7 years. His 4 years as a specialist, teaching Physical Education, ART and Information Communication Technology (ICT) at Brent International School gave him a great break and opportunity to work with an international community. He is one of the foundation members of staff of our school, and at present, he is teaching PE, ICT & Music.

He was born and raised here on the island. Graduated at Aklan State University of Bachelor of Science in Education major in PEHM and holds a Master's degree on Physical Education. He has also completed the academic requirements in Cyber Programming. He is a fine athlete that plays and teaches all kinds of sports. As he loves to play Ultimate, he travels around the world competing and carrying the country's flag as a member of Team Philippines in Ultimate Frisbee. He has created a team composed of younger kids and continues to develop a grassroots program on ultimate on the island for out of school youth and less fortunate kids. Junthir has a deep passion for playing sports, not only to stay fit and healthy, but also to teach kids to love and embrace sports.

In addition, he has been active in serving the community and bringing light to the younger generation's path. He has been elected as Barangay Councilor at Barangay Balabag, Malay, Aklan last 2010, and will be serving until 2013.

Ms. Rosanne Nieto

Nursery and Kindergarten Teacher

The idea of teaching in a new environment and learning from her experiences in Boracay truly excites Rosanne. She is currently teaching at the Boracay European International School as the Nursery and Kindergarten Teacher. Before this, she spent time teaching and tutoring children in various schools in Manila. She graduated from Southville International School and Colleges with a Bachelor of Science in Elementary Education, Majoring in Special Education. She believes that all children have the ability to learn; it is just a matter of knowing how best they will. The most important thing is to allow them to explore and experience things for themselves, as they learn through play and practical application.

Ms. Crissy Azurin

Preparatory Teacher

Crissy Azurin has been teaching for 4 years. She graduated from De La Salle University and received her B.S. degree in Early Childhood Education. In 2009, she, along with two of her fellow early childhood education researchers were chosen to participate in the tenth Annual Conference of the Pacific Early Childhood Education Research Association (PECERA) which was held at the University of the Philippines, Diliman, Quezon City, Philippines on July 26-28, 2009. They received special acknowledgement from University of Tokyo for their research paper "Enhancing Phonemic Awareness, Alphabetic Principle, and Reading and Decoding Skills of KC Preschool Children Ages 5 to 6 through the Use of a Music-Integrated Word Wall."

In 2012, she flew to the United States to gain further learning by attending seminars and volunteering in different ministries. Through the years, her exposure to children of different ages, status, and culture, allowed her to become a better encourager and facilitator of early learning. Her teaching pedagogy is very much student centered, as she believes that learning ought to be fun, motivating and experiential as opposed to stern, structured, and traditional. She is looking forward to learning more effective teaching strategies through educational experiences in Boracay European International School.

Ms. Aliza Oro

Grade 1 Teacher

Aliza is currently a Grade One teacher here in BEIS. Aliza is a Graduate of Bachelor of Science in Elementary Education, Majoring in Special Education. She has worked in Inclusive schools and has taught children with special needs. Teaching here in Boracay is a very exciting experience for her. She believes that the true growth of a person can happen only by challenging yourself with situations that are not familiar with. Aliza the four walls of the classroom and that is why the practical approach to learning here in BEIS suites her teaching philosophy perfectly.

Ms. Annie Speirs

Grade 2 Teacher

Born and raised in the U.S.A., Annie graduated from the University of New Hampshire, with a Bachelor of Arts degree in Communication and a focus in English. She also spent some time studying at Bond University in Australia.

Annie has lived and worked in South Korea and Thailand for the past six years, where she taught students from four year old to adults. Her practice is based on having fun in order to enable her students to become happy, confident and independent learners. She is also passionate about experimental and emergent learning in order for her students to explore and understand subjects in more depth. She believes that every child is individual and that building upon each child's needs and interests supports them in achieving their full potential and refine the characteristics needed for life-long learning.

Annie has travelled extensively in Asia and loves living in the Philippines. She has a passion for travelling, surfing, swimming, snowboarding, and meeting new people from around the world. She thoroughly enjoys the diversity and cultural differences that come along with international teaching, is really excited about joining the B.E.I.S. team and to continue her international career in beautiful Boracay.

Mr. Mark Reynolds

Grade 3 Teacher

Mark was born and raised in the city of Manchester, England. Mark took up linguistics and majored in TESOL at the London Teachers college, where he got his educational qualifications. He has worked in England, Thailand, Taiwan, and Hong Kong as a teacher in subjects such as ESL, PYP, and in the humanities. Mark's philosophy on teaching in the Language Arts is very simple. His style of teaching is also one which encourages students to connect what they learn in the classroom to everything else that is going on in their worlds. Mark believes that this is a critical piece of any teaching endeavor. True learning does not, and never has, existed within a vacuum. Especially today, when teachers are called upon to be more than teachers in many cases - and as always, when it is vital for all persons to be actively involved in the issues which surround and inform their lives - it is necessary for teachers to provide guidance which reaches beyond the strict confines of curriculum.

We must be aware of, sensitive to, and care about, the whole lives of our students. This is a part of being responsible to them. If we do not care about those whom we teach, we have no business being inside a classroom!

Mr. Karlu Vito

English & Social Studies, Grades 4 & 5

Karlu is a Registered Nurse both here in the Philippines and the United States. Although he practiced his profession for some time, he decided to make a career move because teaching was what he always wanted to do. He worked with the International English Language Testing System, and started teaching English at various language centers around the Philippines. Last May, he transferred to Singapore to teach English as a secondary language at the ERC Institute but when the opportunity came to teach here at BEIS he decided to move back to the Philippines and join the team.

Karlu is also a member of a non-profit organization of volunteer teachers who take their skills to remote areas all over the island of Panay where children do not have access to English education. He is very passionate about educating children and bringing out their full potential.

Mr. Dean Strickland

Math & Science, Grades 4 & 5

Dean graduated from the University of Victoria, British Columbia, Canada, with a B.A. in Human Performance and Physical Education. He then went on and earned a second B.A. in of Education. He has 30 years of teaching experience, working with students from grade two all the way up to university level. He has a strong athletic, music, art, and academic background. Dean has competed internationally for his home country of Canada in track and field and soccer.

Ms. Brittany Rehtin

Math & Science, Grades 6 - 8

Brittany Rehtin is thrilled to join the BEIS team this year. Brittany's teaching experience includes English as a Second Language, Math, and Science with elementary through high school aged students. She taught in South Korea as well as at an international college preparatory school in Massachusetts, USA. In addition to teaching, she has enjoyed working with children as a camp counselor, tutor, coach and nanny.

Brittany has a very holistic approach to education. She wants her students to find meaning, identity, and purpose in life through a connection to other cultures, their communities, and the natural world. A firm believer in hands-on, collaborative, and experiential learning, she strives for her students to become confident and capable lifelong learners with strong critical thinking and research skills.

Brittany holds a teaching certificate from the University of West Florida and a B.A. in Psychology from Allegheny College. She is working toward a Master of Arts in K-12 Education and International Baccalaureate Certification. She enjoys playing sports, being outside, drinking tea, and exploring new hobbies regularly.

Mr. Ken Brown

English & Social Studies, Grades 6-8

As a second year teacher at Boracay European International School, Ken Brown returns as the advisor to 7th and 8th graders, and math specialist for 3rd through 8th grades. Mr. Brown's experience in education is wide and varied. He entered the field of education at the university level in Hawaii, where he both taught and worked in public relations for eight years. He earned a Masters In Teaching at City University in Washington State, and a doctorate in Education from Capitol University in Cagayan de Oro, Philippines. Ken is excited to be a part of Boracay's premier K-8 school as BEIS continues to grow and expand its educational offerings. His educational philosophy centers around three main tenets, guiding students to read to comprehend, write to communicate and think to problem solve. In addition to his teaching responsibilities, Mr. Brown believes in serving the greater Boracay Community as evidenced by his volunteer responsibilities with the Boracay English Club and the Boracay Ultimate youth Frisbee club. Ken believes effective teaching moves students away from, *"I don't know..."* towards, *"I desire to learn more."* His teaching style centers on building learning capacity within each student, allowing individual passions to flourish and communicate in terms of possibilities. Mr. Brown is a proud member of the BEIS staff and looks forward to another great year of exploring, discovering and learning for all of our students.

Facilities

The school, located on the beautiful island of Boracay, Philippines, boasts of newly built modern classrooms. We have nine classrooms for all the grade levels, including a model Nursery/ Kindergarten classroom, a loft type room divided into learning areas that ensure smooth learning transitions for the children. Each classroom is equipped with a mini library, a wide array of materials and manipulatives, and other variables necessary to engage our students in learning.

Information and Communications Technology Room

Our school is equipped with a newly updated computer laboratory. We have recently upgraded all our computers, replacing them with thin clients and flat screen monitors. Information and Communications Technology is taught by our specialist teacher and is integrated into our weekly curriculum. Our students are taught to be well versed in creating documents, power point presentations, and even videos. We believe that by providing the proper training as early as now, we are molding our students who will have technological knowhow and edge.

Multipurpose Gymnasium

This newly built area serves as a central playground for the students. Sports such as volleyball, badminton, football, and basketball are all held in this area. Not only is the gym a venue for all our sporting activities, it also serves as a place where the school can get together for various events and functions.

Playgrounds

The younger children have their own playground located behind the Kindergarten classroom. Here, the children can enjoy the fresh air while running around engaging themselves in fun outdoor play. We also have a larger play area with a mini basketball court. Students from all the levels usually utilize this facility during their breaks.

Cooperation and Communication

The Boracay European International School is *our* school on Boracay. Each member of the community - parent, student, faculty and staff - is committed to doing all that he can to develop and actively support our vision and mission for the best of our students. Effective communication is a priority at BEIS. There are many options for families to receive and share information.

Communication tools

- BEIS Website: <http://www.boracayinternationalschool.org>
- Administration e-mail: info@boracayinternationalschool.org or mwatkins@beischool.org
- Daily school homework diary
- Our school newsletter
- Special memos that may be sent home
- Direct teacher email

Please feel free to call the school at **288-1624** and use the website as a link to contact our school staff.

In case of emergency, the school will inform the parents in two information ways:

- **Plan A:** The school will send a text message from the school's cell phone to your contact cell phone on file (please make sure to update us if it changes)
- **Plan B:** The school will send out an e-mail to the email address on file

Parent Teacher Conferences

In the beginning of the school year we host a Parent Information Night where teachers share their course outlines, procedures and contact information. We hold regular parent-teacher conferences to discuss our students' academic and personal development. Additionally, parents are encouraged to communicate with their children's class teachers through the homework diary, through email, or by setting an appointment to see the teacher during their office hours or after school.

Every quarter, you will receive a report card describing the performance and learning attitudes of your student. Letter grades are earned in accordance with the academic output that the child produces in class. If there are any concerns about curriculum issues, student's personal issues, or learning performance, the classroom teacher should be the first person to contact.

If you feel the need for further discussion or action with the Head of School or your wish to share your ideas, comments or raise non-classroom concerns, please arrange an appointment through the administration office.

Involvement

Parent Teacher Association

The BEIS Parent Teacher Association or the PTA is an excellent way to get involved. The PTA is responsible for supporting the school through organizing fun school events throughout the school year. The meetings are open to any BEIS parent or guardian that wishes to participate. The group also uses its influence to lobby on behalf of the school in its continuing effort to ensure the best for students. BEIS needs participation in this vital organization. The past few years, the PTA has been very successful in raising funds and organizing school events as they bring the school and the community together.

Parent Volunteer

Here at BEIS, we recognize that parent involvement is a crucial factor to the overall development of every child. Having parents volunteer in the classroom or the school is encouraged here in BEIS. You may volunteer as a parent reader, class representative, coach a sporting team, teach an elective, and many more. Please contact your child's class teacher and find out how you can get involved.

Electives and Athletics

Learning takes place in many venues outside the classroom, and an education, which is enriched by after school electives, is a gift beyond compare. The Staff of Boracay European International School is committed to providing such enrichment, and takes pride in presenting our students with a plethora of opportunities to expand their horizons. Students are not only able to pursue present interests such as swimming or playing a musical instrument, but are also encouraged to try new activities which will develop talents that students might not be aware of.

We offer a wide array of electives such as: cooking, yoga, art, story writing, and many more. We also engage our students and encourage them to take part in our Basketball, beach football, and hockey teams. A final list of electives per term will be given out to students.

Curriculum

As a European international school, BEIS is not restricted or forced to follow any single country's national curriculum. We are able to research, collaborate, and innovate within our chosen curriculum to bring high levels of rigor to the classroom in every subject.

Our partner school, German European School Manila, is an International Baccalaureate Diploma Program school: a mark of excellence in education around the world. We collaborate with the International Program Head at GESM to ensure that our students are prepared for high school following these same principles. Students are encouraged to pose questions and research answers independently, creating their own learning. This is supplemented by certain benchmarks and assessments to ensure that all students are learning at high levels.

The BEIS curriculum is administrated by the Head of School in consultation with teachers and outside experts.

Core Subjects and Grade Levels

Nursery and Preschool

Nurturing and academic development begins in our Nursery, Kinder and Preparatory classes. Students are encouraged to explore newly discovered ideas. In a warm, supportive environment, the children receive the individual attention they need as they learn through play and real life experiences.

Primary School

Learning in the Primary School focuses on a solid foundation of basic skills plus various units of inquiry. Through these themes, links within the different subject areas are set, enabling students to learn from practical applications in a fun and engaging way. We also teach Kulturan Pilipino (Philippines culture) classes, which focuses on both the cultural heritage of the Philippines, bringing greater understanding to their time in Boracay. Providing applied educational experiences in the primary school will allow our students to develop into life-long learners.

Secondary School

The Secondary Years of BEIS provide a time of transition for students in Grades 4 to 8. Our program provides a solid academic foundation in the core subjects, Maths, Literacy, the Sciences, and Fine Arts. Students are expected to work hard and to develop a strong sense of ownership over their academic growth. The foundation subjects are supplemented with continuing study of units of inquiry: student-driven research and project-based learning to instill the scientific process and presentation skills into the students' academic style. Students in the secondary level will be challenged to create projects and portfolios that will reflect their learning.

Evaluation and Assessment

Student Evaluation and Grading

The school follows the philosophy that a clear goal, an encouraging and positive learning atmosphere and transparent evaluation will respond positively to the opportunity for success. The school seeks to make achievements both recognizable and possible for students. The teachers will use a variety of assessment tools when evaluating students' performance. They will be evaluated through the use of projects, quizzes, rubrics, practical examinations, and written examinations. The schedule of the quarterly examinations is outlined in the school calendar.

Examinations

Nursery to grade 2 will receive a descriptive progress report card while all other grades will receive letter grades and additional descriptions.

Grades are based on regular assessments according to the school's guidelines. The assessments include a final test at the end of each semester. The final grade is composed of 50% for major exams and quizzes, 10% for the classroom assessments (seatwork), 10% for homework, and 30 % for projects, researches and class participation.

Students who are absent without a valid excuse on the day of major exams, especially final examinations will receive a failing grade for the examination missed. Students who are excused are allowed to pass alternative forms of evaluation or take a make-up exam.

In the event of school cancellation, exams will be postponed.

The head teacher may approve requests for early examinations at the end of the year after submitting a written request for sufficiently compelling reasons.

Behavior During Examinations & Consequences

Students are expected to be well prepared for the exams, act responsibly and honestly during examination. A student found cheating on an exam will have papers removed and get a failing grade.

Grading System

Percent	Point Equivalent	Corresponding Letter Grades
100 – 98	15	A+
97 – 94	14	A
93 – 90	13	A-
89 – 87	12	B+
86 – 83	11	B
82 – 80	10	B-
79 – 77	9	C+
76 – 73	8	C
72 – 70	7	C-
69 – 66	6	D+
66 – 63	5	D
62 – 60	4	D-
59 – 57	3	E+
56 – 54	2	E

Students who receive grades for a subject area below a C- are considered to have failed that subject. Students who fail major subject areas such as Math, English, and Science will need to speak to the Head Teacher, along with their parents in order to discuss the necessary steps of action.

School Rules and Policy of Operation

Homework Policy

Homework should be given to reinforce the learning of new concepts and skills. They assure training skills and develop desirable work and study habits. They increase in complexity according to the student's age, maturity and capability. The students should be able to manage their homework independently with the supervision of an adult to ensure completion.

The amount of time a child may spend on homework may vary. If homework seems to demand undue time or effort, please feel free to contact the classroom teacher so we can investigate the reasons. It is always our goal to meet the demand of the student.

Behavioral Expectations

According to our philosophy BEIS has a holistic view on student performances. Thus we foster, expect and evaluate performances and attitudes.

We want our students to be:

- Responsible citizens, tolerant and open-minded individuals
- Critical thinkers and life-long learners
- Organized workers and effective communicators
- Technological and media literate individuals

We believe in fostering: Respect, Responsibility, Safety, Accountability, Honesty, and Integrity.

We aim to pursue and uphold the following goals and standards:

- Prepared and disciplined work habits
- Good speaking, writing, reading, and listening habits
- Respect for diversity
- Independent and co-operative learning skills
- The willingness to accept challenges
- Information-seeking and application of skills in problem solving
- Healthy lifestyle choices

Dress Code Policy

Students are expected to dress in a manner appropriate for an educational setting. A school uniform will be given to all students. Fridays are dress down days, which allows students to come in their regular clothes, deeming them appropriate in a school setting.

School Property Policy

School textbooks must be taken care of and treated with respect. Students will be assigned a textbook each and will be using that particular book for the entire year. If book appears damaged, the corresponding charges will follow.

Damages % of Cost of Book

Torn pages 25%

Ink or pencil marks 50 pesos per page

Loose bindings (due to misuse) 50%

Missing pages 100%

Obscenities (drawn or written) 100%

Damages that prevent re-issuing book 100%

If a student pays for a book in full (100%), he/she is entitled to keep that book.

Attendance Policy

Students are expected to report to all classes on time, every school day.

Students are expected to abide by teacher/course timelines and deadlines for all work and assignments. Attendance will be recorded by the classroom teacher. In case of absence students will provide an acceptable excuse in time to teachers and/or administration. This would include, but is not limited to illnesses, medical appointments, parent-approved absences, and school-related events/activities

Vacation Absences

Approval only by the Head Teacher in special cases, the application has to be submitted at least 3 weeks in advance to the class teacher, as well as informing the school secretary. Standardized forms are available in the school office.

Sign-Out Policy

No student leaves the campus unattended. To leave without a guardian requires a written permission from parents. Students without a note will phone home and have office staff obtain verbal permission. Parents and guardians must sign out students when they come to pick them up.

Notification of Sickness and Excuse

When your child is absent due to sickness, excuses are to be formulated in writing in order to properly document all events; in emergency cases an SMS is sufficient as an immediate notification to the class teacher. The secretary should always be notified as well, especially if this affects the pick-up and drop-off schedule.

Health Policy

Promoting a healthy environment for both families and staff is a very important part of the mission of BEIS. If your child has special health needs, it is vitally important to communicate that information to the school. We spend many hours a day with your children and will maintain the confidentiality of such information while they are in our care. We appreciate knowing the strategies you've found to be effective.

When your child is sick

Parents are requested to keep sick children at home. Please call the school and contact our school secretary to inform her of this. It is essential that you notify us if your child has contracted or has been exposed to any contagious disease. If a child becomes sick while in our care, we will call the designated adult and expect the child to be picked up within the hour. Teachers will not administer any medication without a note or phone call from the parent, except for routine first aid on scrapes and cuts.

Your child is too sick for school when:

The child's illness is preventing him/her from being comfortable, and impairing the child's ability to participate and benefit from the WHOLE program, both inside and outside the classroom.

OR when the child has the following symptoms:

- **Fever**- Temperature greater than 37.8 degrees Celsius. Your child's temperature should be normal for 24 hours before sending a child to school.
- **Diarrhea**- Children should not go to school until bowel movements have normalized in consistency. Children need to be symptom-free for 24 hours before returning to school.
- **Vomiting**- If your child vomits during the night, do not send him/her to the school the next day unless the child is feeling 100% better.
- **Cold**- Please keep your child home when a cold begins (symptoms: runny nose, cough) because that is the time that your child is most likely to be contagious.
- **Head Lice**- Use lice-killing shampoo and remove all nits before returning your child to school. Be sure to repeat the treatment as prescribed by the manufacturer in order to kill any developing eggs that were unaffected by the first treatment. If any nits are observed clinging to your child's hair shafts, your child will be sent home and will not be allowed to mingle with other children in order to avoid contamination.
- **Chicken Pox**- Your child must remain at home until lesions have dried up and crusted over.

Smoking

Smoking is not permitted in school or within the vicinity of the school. Please respect the school campus, as well as set an example to the students.

Alcohol & Drug Abuse

BEIS supports the concept of responsibility and the immediate notification in case of an abuse. This concept has a success rate of 100% in small schools higher than any other procedure. In special situations the school is authorized to claim drug tests. The possession of illegal drugs, legal drugs without medical requirement, alcohol and others is not permitted.

Emergency & Other Safety Related Issues

The school will release any emergency and other safety related information via mobile phone. In addition, an email will be sent, explaining the different warning levels and the necessary measures to be taken.

The school follows DepEd guidelines and procedures with regard to typhoons. Occasionally local conditions may indicate the need for class cancellation due to other safety related issues. If school dismisses early, students will not depart until the appropriate announcement is made and pick up arrangements have been made.

Avoidance of Theft

The loss of equipment is always the student's and family's own responsibility. **The school is not liable for the loss of personal property.** Thefts are rare. However, there is no guarantee of safety. To avoid this there are some simple rules.

- If money is collected by the school, the parents should ensure that it goes directly to the school secretary or the class teachers.
- Valuable Items should not be brought to the school. If necessary, deposit them in the school office before classes start. Expensive mobile phones, MP3 players, cameras, etc., should stay at home.

Always report a loss of property immediately; parents are to notify the class teacher and the secretary immediately via e-mail / text message.

Lost & Found

Lost and Found is located in the administration office. Items labeled by name are more easily returned. Accumulated unclaimed items will be given to charity.



Boracay European International School

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