



HS Friday Bulletin

August 16, 2013

A weekly bulletin for Parents and Students

For **ATTENDANCE** concerns, please contact the HS Office (Sam Ramos or Laurie Atilano) Tel: 840 8650 / 840 8653 Email hs@ismanila.org

For **GUIDANCE** or **IB/AP** concerns, please contact Bella, Eloisa or Nyla Tel: 840-8655 / 840-8660

MESSAGE FROM THE ADMINISTRATION:

Dear Parents,

I would like to extend a warm welcome to all our High School Parents, with a special welcome to all our new parents. As you have probably already found out, ISM is a very friendly school and I am confident that your son or daughter will find that their educational experience here at ISM will be both challenging and rewarding.

We have had an excellent start to the year. Students were excited to be back at school and teachers were quick to establish routines and expectations. The ISSBA run student assembly last Monday afternoon was a successful way to end the first day of school and tremendous energy and passion was evident. Well done ISSBA and Go Bearcats!

This year, instead of opening remarks at this assembly Mr. Dickinson and I chose to provide a small skit centered around major facility developments and also on the quality of interactions and communications between the ISM student community, both face to face and online.

Facility Improvements:

- New flooring throughout the HS.
- New flooring on the covered court.
- New pool viewing area, integrated into the canteen and MS field.
- A brand new Music suite, including:
 - A bigger band room
 - Bigger orchestra and strings room
 - Bigger Choir room
 - Bigger Rock/electronic music room
 - A new bigger and better AMR
 - New individual and ensemble rehearsal rooms are also coming in September

In addition we have added the new smart card ID to provide a cashless payment option at the canteen. Our school uniforms have been slightly modified and modernized and a new supplier has been contracted. Please bear with us as we eliminate a few teething problems with supply and demand. Another exciting development for the HS has been the adoption of the BYOD, (Bring Your Own Device), to all HS grade levels. We have run a BYOD program for the last 2 years at Grades 11 and 12 and now the decision has been taken to require all ISM HS students to bring their own laptop device to facilitate an enhanced digital learning environment within the school. If you have any queries about the HS BYOD program please have a look at the school's website under the ISM Connect banner, or contact Brandon Hoover or myself.

My last message at the school assembly was a plea to the student body that focus our energies as a HS school wide goal on one of our school belief statements: "that we all strive to interact through honest, respectful and open communication."

On a slightly different note I would like to invite all parents, but particularly new parents, including all grade nine parents, to the New Parent Coffee morning planned for Tuesday, August 20. And another date to put in your calendars is the highly anticipated back to school night for parents, or OPEN HOUSE as we prefer to call it. This is on Tuesday, August 27.

Again welcome to the new school year. I look forward to meeting as many parents as I can over the next few months. Please do not hesitate to stop by my office and introduce yourself.

Kind regards

William Brown
HS Principal

HS CALENDAR:

Monday, August 19:

PTA National Bookstore Supply Sale

Tuesday, August 20:

PTA National Bookstore Supply Sale
HS New Parent Coffee 9:30am (Little Theater)

Wednesday, August 21:

No School—Ninoy Aquino Holiday

Thursday, August 22:

PTA National Bookstore Supply Sale
Gr. 12 College Application Night
PTA New Parents Social 6pm (FAT Lobby)

Friday, August 23:

PTA National Bookstore Supply Sale

UPCOMING EVENTS:

August 26: No School- National Heroes Day

August 27: HS Open House 5pm

August 28: Club Expo

August 29: IB Grade 11 & 12 Parents Information
Night 6:00pm (Little Theater)

HS PARENT COFFEE:

Invite to HS Parent Coffee :

We would like to invite all new Parents to attend the HS Parent Coffee Morning.

When: Tuesday, August 20

Time: 9:30 am - 11:00 am

Venue: Little Theater (LT)

We hope to see you there!



MESSAGE FROM THE COUNSELING OFFICE:

University Visits

ISM is fortunate to have many universities from around the world visiting. Almost all university visits are scheduled during lunch, and take place in the High School Counseling Office (VSH Counseling Center). Parents are always welcome to attend any of these visits. To facilitate accessing the schedule of universities, you can subscribe to the College Visit calendar. Bookmark our High School Blog at <http://guidance.ism-online.org/> and review the calendars on the right hand side of the screen. You can subscribe to both the College Visit calendar as well as the HS Counseling Program Important Dates calendar. The counselors encourage all HS parents to subscribe to both so that you have the most current, accurate information!

When you view the College Visits calendar, you will notice that there are numerous dates during which more than one university is visiting. Please come and learn more about these universities. **In August, the following universities will be visiting:**

23 - California State Polytechnic University, Pomona

29 - University of British Columbia

30 - University of Chicago, Cornell University, Rice University, Vanderbilt University

Parents of seniors! There are two important meetings for you to attend if your child is considering applying to universities in the U.S., Canada or the U.K. We offer these evening workshops to you because 80% of ISM's graduates matriculate to these countries. If your son or daughter will be applying to universities elsewhere, all relevant application information will be imparted during individual family meetings with the counselor.

Senior College Application Night

Thursday, Aug. 22

5:30-7:30 p.m.

Little Theater (LT)

Learn the specifics of applying to colleges and universities in the USA and Canada, including how and when to apply; requesting transcripts from ISM; and sending test scores and more

UCAS Application Workshop

Thursday, Aug. 29

4:45-5:45 p.m.

Little Theater (LT)

Learn how to navigate the application process to universities in the UK as well as the accompanying procedures at ISM.

FROM THE SUPERINTENDENT:

Dear Parents,

Greetings and welcome to the school year 2013/14 International School Manila. I hope that these weeks of summer vacation have given you the opportunity to enjoy some family time together. As I am beginning to realize myself – with my son and daughter in Grade 12 – children grow up far too quickly!

I want to take this opportunity to remind you of some of the support services and campus procedures to ensure an orderly and efficient school start. I hope you understand that, in such a large community, it is essential for us to establish certain agreements in order to make things easier for everyone.

School Office hours Monday – Friday, 7 am – 4 pm.

Uniform Shop

We are pleased to welcome MB Garments as our new Uniform Shop operator. MB Garments have been invited to take over our school uniform provision following a lengthy evaluation of potential uniform suppliers by our Uniform Committee and after taking note of input from selected representatives from across the school community. The selection was made based upon an expectation of value for money and consistent fabric quality.

The introduction of a new supplier presented an opportunity for a review of the range of garments available as official school uniform. This was done with the aim of providing a smart, comfortable uniform that is both fashionable but also practical and appropriate for a school environment. This review has led to the discontinuation of certain less popular items but has allowed improvements to the design and fit of all garments now offered, with distinct female and male designs now available across the range of MS and HS items.

The full range of uniform items now available, along with prices, can be viewed on the ISM website and are available for inspection and purchase at the new ISM Uniform Shop. The Uniform Shop hours of operation are detailed below.

Extended days through to August 30, 2013

Monday – Friday, 7 am to 4 pm

Regular hours start the week of September 2, 2013

Tuesdays and Fridays, 7 am to 4 pm

It will be permissible for students to continue to wear during the School Year 13/14 all items of school uniform purchased in previous years, provided that they comply with the current uniform code regarding length and fit.

Canteen

Parents can now sign up for prepaid meals for Elementary School children. Please proceed to Urban Chef (International Cuisine) and Yogi Chef (International Vegetarian Cuisine) located in the MS/HS Canteen for sign ups. Cost for lunch is Php95.00. You may refer to the ISM website for additional information on the canteen concessionaires and services.

Students will be provided with new ID cards (containing smart chips) which they can use to load cash through the onsite kiosks, online or through the cashier. Guidelines for loading will be provided in a separate email to parents as well as through a pamphlet that will be attached to ID cards for students.

Bus Service

In an effort to make the use of our bus service an attractive option for student travel, we have over the years worked with our service providers to keep the fees down to a competitive rate. Consistent with this we are pleased to announce that there will be no increase to the bus rates for the start of School Year 13/14. Details of the bus fees are available on the ISM website and from the Transportation Office.

When we invited T Shuttle Service into the school, we stressed the importance of making the bus service an attractive option for travel between home and school for as many students as possible. They have demonstrated a willingness to explore ways in which they can, within the constraints of running an efficient and practical service for the majority of riders, provide a viable transport solution for those who are interested in using the school bus service. Of course, there will always be certain locations or needs that cannot be provided for but if the offered bus service does not at first appear to address a particular need, in regard to location or routing, parents are encouraged to discuss this with the Transport Office staff.

As a further measure to encourage our students to use the school buses we will be introducing on a trial basis free wifi access to the internet aboard most buses for this school year.

I urge all parents to consider making use of the ISM Bus Service for their students. Should parents wish to discuss in more detail the school busing arrangements for the new school year, or they have any particular concerns or needs they can contact the ISM Transport Coordinator, Ms. Ruth Estella, on 840-8541 or email Ruth at EstellaR@ismanila.org.

Billing

Billing statements are available for online viewing on the School website to facilitate access. A user ID and password have already been provided to existing parents and are available for every new parent. Parents are advised to maintain an up-to-date email address for billing information and to view the online billing at least monthly for up to date charges. Please read carefully the School Fees and Payment Schedule on the web. As was the case last school year, there will be no re-enrollment deposit. Instead, we expect all departing families to complete the WITHDRAWAL NOTIFICATION FORM on or before May 9, 2014. Failure to do so will lead to a deduction of \$1,000.00 from the Facilities Upgrade Deposit.

Payments

Payments may be in cash, check or through wire transfer in any of the BPI, HSBC, and Citibank branches. **Please make sure that the name of the student for whom the payment is being made is indicated on the deposit slip, check, or in the bank instruction for wire transfer to ensure proper recording, and provide a copy of the validated deposit slip / confirmation receipt to Treasury Department. Take note of the corresponding bank charges by each bank for wire transfers and over the counter transactions.** Contact Treasury Office at 840-8506 if you have questions.

Operations and Security

Access and parking within the campus are important security and safety issues. For the well-being of all members of the ISM community, those entering the school campus are requested to take note of the information and procedures outlined below.

Parent IDs

We will be issuing new parent IDs for the school year 2013/14. To reduce the inconvenience to parents of this replacement program, the old parent ID cards will be valid for school access until the end of the first semester on December 18th, 2013. The standard new parent cards will be issued free of charge. Parents may, however, elect to

apply for a smartcard ID which will be usable with the new cashless payment system being introduced into the school for SY 2013-14. There will be a fee of P250.00 for a smartcard which covers in part the registration fee the school is required to pay for each card issued.

The security office is now processing applications for the new parent IDs. As we require new photographs for the cards parents are asked to visit the security office for the taking of their picture.

Student IDs

All students will be issued with new ID cards at the beginning of the new school year. The cards will be compatible with the new cashless payment system being introduced in the school. There will be no need for returning students to visit the Security Office as we will be utilizing the photographs taken for the yearbooks.

School Passes

School passes issued to parent's employees and representatives need to be replaced for next school year. As of August 31, 2013 the orange bordered passes will be invalid.

The security office is now accepting applications for new school passes. These passes will not be compatible with the cashless payment system.

Each family will be given two free school passes. Additional school passes may be obtained after paying a processing fee of Php100.00 each to the Cashier's Office.

Visitors' Passes

All visitors must secure a pass from the guardhouse at Gate 3. Before entry will be allowed, a telephone check will be made with the relevant office to confirm the visitor's business within the school. Visitors will need to surrender a photo-ID upon entry to campus.

All visitors must secure a pass from the guardhouse at Gate 3. Before entry will be allowed, a telephone check will be made with the relevant office to confirm the visitor's business within the school. Visitors will need to surrender a photo-ID upon entry to campus.

Car Stickers

The car stickers for school year **2013/2014** are available from the security office.

For vehicles already displaying an existing sticker, parents should submit a completed renewal form with a copy of a current LTO official receipt. For new vehicles, parents are reminded that a copy of the vehicle's certificate of registration and a current official receipt need to be submitted with the application. Applications for vehicles registered with companies or other institutions should be supported by a letter of assignment.

Each ISM family will be issued one vehicle sticker free of charge. Any additional stickers will be issued following payment of P100 to the cashier's office.

In order to facilitate the easy recognition of authorized cars at the gates, the stickers should be affixed to the top right corner of the windshield. Further to this, old ISM stickers issued in previous years should be removed.

Vehicles not displaying a current car sticker will not be allowed access from August 31, 2013.

Vehicular Access

During drop-off and pick-up times, vehicles may enter through Gates 2 and 3. Those entering through Gate 2 should proceed to the drop off area and, once the student has alighted or boarded, they should exit via Gate 1. Those vehicles entering through Gate 3 must turn into the covered parking area and use the designated drop-off areas. All vehicles must exit through Gate 1.

Please note that Gate 2 may only be used by those drivers and passengers who have an ISM ID card and who are in a vehicle displaying a valid ISM vehicle sticker.

Alternatively, vehicles entering through Gate 3 may park in the covered car park. The spaces reserved for parent-driven cars should only be used by those vehicles which are driven by parents themselves. Vehicles in which parents are traveling, but which are driven by a driver, should not use these spaces.

Rather, they should park elsewhere in the covered car park or make use of the outside spaces next to the power center. Family/company drivers should not remain within school once they have delivered a student. They should

exit the school and return no sooner than 30 minutes before the scheduled pick up time.

Visitors to ISM may only enter through Gate 3. There is an area for short stay visitors' parking near Gate 1.

The Pedestrian Gate

The pedestrian gate is located in the perimeter fence mid-way between Gate 1 and Gate 2. There is a paved area between the road and the perimeter fence, allowing easy access to the gate. The pedestrian gate is solely for the entry of members of the ISM Community at the beginning of the school day. It will only be open between 7:00 am and 7:45 am (8:00 am to 8:45 am on Wednesdays). Due to parking restrictions, and in the interests of security, it will not be open in the afternoon for pick-ups. During the time it is open, it will be under the supervision of members of the ISM Guard Force.

Drivers should stop adjacent to the paved area and students should alight from the right side of their vehicle. The driver should then move off, clearing the space for other vehicles dropping off students. Under no circumstances should a student be dropped off from the middle lane. This is dangerous as the student would need to walk in front of another vehicle. Drivers are reminded that traffic regulations forbid parking on the roads around ISM. Therefore, vehicles should only be stopping for the brief time it takes for a student to alight. Drivers must not wait for anybody to return to the vehicle.

Drop Off/Pick Up Passes

Following a trial run in 2012/13 we will be continuing the use of the new pick up and drop off pass at Gate 3. This is for non-regular drivers who are entering school to drop off or collect visitors or members of our community but who do not intend to park within the campus. Our regular checks to confirm the identity of drivers and their purpose for entering the campus will continue to be made, but we will not retain a photo-ID in return for the issued pass. The use of these new passes will avoid delays at the Gate 1 exit and reduce traffic congestion at busy times.

Vehicle checks

The practice of inspecting vehicles will continue. During off-peak hours all vehicles will be checked before they are allowed to enter the campus.

During peak hours (drop off and pick-up times), all vehicles without valid stickers and randomly selected vehicles with

stickers will be asked to undergo an examination.

Whether an examination is conducted or not, it is important that the security staff at the gates are able to identify the occupants of vehicles entering the campus; therefore IDs must be clearly displayed. Vehicles with tinted windows must roll down windows to allow a clear view of the interior of the vehicle.

Drivers, Helpers and Bodyguards

Drivers, helpers and bodyguards should not wait on campus for students throughout the school day. After dropping off students they should exit the school grounds and not return more than 30 minutes before dismissal time. Those who repeatedly fail to comply with the regulation will have their access privilege suspended.

Only those vehicles carrying parents or other people with business within the school will be allowed to return to the campus before the scheduled pick up time.

There are designated areas for unaccompanied drivers, yayas, helpers and security escorts to wait for parents and students. Unless specifically authorized, they may not enter any other area. In the interest of security, and to prevent congestion at the pedestrian entrances to the covered parking area, parents are requested to emphasize to their employees the importance of cooperating with the security staff and remaining in the appropriate areas.

Firearms

All members of the ISM community are reminded that it is strictly forbidden for firearms to be brought onto the campus. This includes concealed weapons carried by bodyguards for close protection. Any person arriving at the school with a firearm should inform the gate guard and arrangements will be made for the weapon to be safely and securely stored during the visitor's stay.

Security staff directions

Our security team is endeavoring to make the school as safe and secure an environment as possible for all members of our community.

We ask that everybody cooperate with us in this important task. In particular, all those entering our campus are requested to comply with any directions given to them by members of our guard force.

If you are confused or unclear as to the purpose of such instructions, please seek clarification from the security office. Please note that it is the parents' responsibility to advise their staff accordingly.

Thank you for your cooperation. We are looking forward to another great year at International School Manila.

Best wishes,



DAVID TOZE
Superintendent

REMINDERS FOR PARENTS & STUDENTS:

- **Uncollected report cards for Second Semester of SY1213 will be distributed to the students during Homeroom, Monday August 19.**

CLUB EXPO:

Date: August 28, 2013

Venue: Loft House

Set up time for Clubs is first thing in the morning.

Sign up runs through lunch time and after school.

FROM THE ATAC OFFICE:

The ATAC (Athletics & Activities) Department extends a warm welcome to all our ISM community members for the start of school year '13-'14 and extends a special welcome to our new ISM families, we hope you have a smooth start to the school year and your new adventure in Manila.

Our program has started this week with 1st season tryouts for High School and Middle School volleyball, cross country and soccer teams. The tryouts schedule is available on this blog and is also posted on notice boards around the school. <http://atac.ism-online.org/schedules/tryouts/> Tryouts conclude this Friday Aug 16 and from week 2 beginning Aug 19th the season practice schedule will be followed.

Elementary school soccer tryouts for 1st season teams which compete in the RIFA festivals began on Wednesday this week at the ES field.

More information about our ES soccer teams, the RIFA festivals etc can be found here <http://atac.ism-online.org/atac/1st-season/es-soccer-rifa-league-festivals/>

The 1st season practice schedule which runs from Aug 19th to Oct 11th will be posted on notice boards around school next week, and is also now available on the ATAC blog. <http://atac.ism-online.org/schedules/hs/>

Our annual HS Friday Night Lights twilight opening season soccer and volleyball matches will be on Aug 30th vs Faith Academy. This will be a great chance to come out and show your support for our ISM varsity teams. Soccer matches will start at 4pm at the HS and MS fields and the volleyball will be in the HS and MS gyms.

For new families take some time to peruse the ATAC blog as this will help orientate you with the wide variety of co-curricular programs ISM offers.

A great way to stay in touch with the ISM ATAC program is to subscribe via RSS feed to the ATAC blog and also to follow via twitter (see twitter feed on the blog home page)

Each Monday I will post the weeks happenings and highlight important events for students and parents information on the ATAC blog and in the regular Friday parent bulletins.

For Sailfish swimming information check the Sailfish blog for all details. The swimming pool will reopen on Aug 19th after a major renovation over the summer.

For our All year round teams (Chess, Table Tennis, Martial Arts, Wall Climbing and Gymnastics) training will start from Aug 19th.

Have a great year at the Home of the Bearcats!

FROM THE OFFICE OF THE LEARNING COORDINATOR:

Adult Language Courses at ISM

ISM is pleased to offer language courses in English, Filipino, and Chinese. ISM parents can learn courses in a relaxed setting taught by experienced educators in the community.

Courses typically run for 5 -10 weeks and are held twice a week in the morning at ISM. Classes will begin September to November 2013

If you are interested to join any of the language courses, kindly register online through this link: <http://goo.gl/tjPWRv>

For other inquiries, email us at learning@ismanila.org

"If we spoke a different language, we would perceive a somewhat different world."

- Ludwig Wittgenstein

