DELIBERATION
GUIDELINES
Second Edition

High School Department
VISION
Christian School International is a Christ-centered school devoted to the development of the whole person with a scientific and Christian world view.

MISSION
Christian School International provides:

- educational opportunities of learning to know learning to do, learning to live together with others and learning to be the kind of person that God has created—to become fruitful Christians and productive members of society;

- opportunities to work with parents in fulfilling the God-given responsibility of developing creativity of their children; their unique talents and their latent responsibilities; and

- opportunities to learn and develop responsible stewardship of their God-given potentials inherent in them: mental, social, emotional and spiritual.

PHILOSOPHY
“Train up a child in the way he should go, and when he is old, he will not depart from it.”
Proverbs 22: 6
What is Deliberation?

Academic Deliberation is the process of carefully selecting awardees to be recognized during the Recognition/ Moving Up/ Commencement Exercises from candidates who have been pre-selected by the members of the faculty based on the approved set of guidelines.

It is held one week after the Final Exams or at least 3 weeks before the Recognition/ Moving Up/ Commencement Exercises.
Rationale

Christian School International recognizes learners who exemplify high academic and co-curricular performance as well as those who demonstrate proper behaviour and meritorious service to classmates, teachers, and other CSI personnel.

General Objectives

To encourage learners to strive for excellence and to use their mental and physical faculties for others, thus developing their whole person, as well as promoting harmonious social environment in and out of the school.

Specific Objectives

- To review, evaluate, and rate learners’ curricular and co-curricular achievements;
- To recognize the outstanding performance and achievement of learners in academics, leadership, and social responsibility, among other aspects of student progress and development;
- To encourage learners to do good deeds and other meritorious services to classmates, teachers, and other CSI personnel;
- To appreciate parents/guardians who show valuable help and support to the fulfilment of the school’s mission and vision
The Process of Deliberations

**Pre Deliberation**
- Identification and selection of candidates for awards are by the class advisers and subject teachers;
- Preparation of necessary documents to support the nominations

**Deliberation**
- Presentation of the candidates for the awards by grade level;
- Presentation of supporting documents;
- Discussion and decision by the committee

**Post Deliberation**
- Review of the minutes, names of awardees, consistency of the implementation of the guidelines, and issues or concerns tabled previously;
- Submission of the Minutes of the Deliberations to the School Director, School Board, and Church Council, and to the Department of Education, Division Office;
- Announcement of Awardees*

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*Graduating Class—by the Chairperson of the Committee in the presence of the members, 10 days before the Commencement Exercises*

*Non Graduating Class—by the class advisers, per batch*
The Deliberation Committee

The entire High School Faculty make up the Deliberation Committee.

The Principal
- Appoints the Chair and Co-Chair persons of the committee
- Assigns each faculty member to different sub-committees
- Makes final decision on issues unsettled within the committee’s level
- Finalizes the official result of deliberations based on the recommendation by the committee

The Chairperson
- Prepares the Planning Report for the Year-End Deliberations
- Presides the process of deliberation
- Ensures that policies and guidelines of deliberation is strictly observed
- Submits the committee’s recommendations to the Principal
- Communicates the result of the deliberation to the school community, parents, and other stakeholders
- Delegates tasks and responsibilities to members of the committee
- Addresses complains and queries or petitions regarding the results of the deliberation
The Co-Chairperson

- Assists the chairperson in all possible ways
- Assumes responsibility of the chairperson when the latter is unavailable

Sub-Committees

- Secretariat
- Documentation
- Food
- Physical
- Etc.

Traits of a Member of the Deliberation Committee

**Objective.** Maintains a non-biased, open minded, attitude

**Honest.** Does not withhold information to favour someone; tells nothing but the truth

**Trustworthy.** Keeps the integrity and confidentiality of the proceedings of the deliberation; does not cause gossips or raise speculations against the committee

**Courteous.** Respects everyone’s opinion; raises arguments in a professional manner

**Engaged.** Cooperates with others; devotes time and energy to the committee’s assignment, regardless of the grade level being discussed

**Team player.** Holds ownership of the results of the deliberation; does not put others in a bad light
Guidelines for the Selection of Students with Special Awards

I. DEPARTMENT AWARD

Any student of CSI is given the Department Award when s/he has satisfied the following:

1. has earned a General Average of 85% or better with no failing grades in any subject or quarter;
2. has good social relations with faculty, classmates, and non-CSI people;
3. is selected through the unanimous votes of the members of the Deliberations Committee;
4. is punctual in submitting requirements, coming to school, and other school functions; and
5. is obedient to classroom and school rules and regulations and school policies.

II. SERVICE AWARD

Any student of CSI is given the Service Award when s/he has rendered voluntary help or service in school activities like medical mission, camping, play, production, flag raising, tutoring, CSI Foundation Day, parenting seminars and other school activities.

Points will be weighed as follows:

<table>
<thead>
<tr>
<th>Coordinators</th>
<th>Volunteerism</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch</td>
<td>School</td>
</tr>
<tr>
<td>Class</td>
<td>SCC/ Community</td>
</tr>
<tr>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>
III. LEADERSHIP AWARD

Any CSI student who demonstrated exemplary leadership will be given a Leadership Award when s/he has met the following:

1. is an active president or officer of the class, club or the Student Coordinating Council, Editor-In-Chief of the CSI Modern Tribune or The Evergreen;
2. has shown leadership in school activities like the Cheer Dance Competition, Sports Fest, and Scouting;
3. is obedient to school rules and regulations, and without an Anecdotal Record or Incident Report; and
4. has a grade of 80% or better in any subject and in any quarter.

The following point system will be followed:

<table>
<thead>
<tr>
<th>Position</th>
<th>National</th>
<th>Regional</th>
<th>Division/SCC</th>
<th>School/ District</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>15</td>
<td>12</td>
<td>10</td>
<td>8</td>
</tr>
<tr>
<td>Vice President</td>
<td>12</td>
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<td>8</td>
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<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Auditor/ Peace Officer</td>
<td>8</td>
<td>6</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Other leadership positions</td>
<td>6</td>
<td>4</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

**Note:** For points-based awards, only students who reach the cut-off point will be given the award. The cut-off point is half the sum of the highest and lowest scores.
IV. SPORTS AWARD

Any student of CSI is given the Sports Award when s/he has satisfied the following:

1. demonstrated desirable CSI qualities by having no anecdotal record pertaining to disciplinary cases, or have not been suspended or placed under probation;
2. a grade of 75% or better in all subjects from all quarters;
3. showed outstanding performance in one or more group or individual game/s; and/or
4. won in the CSI Sports Fest or was awarded as Most Valuable Player (MVP).

V. LITERARY ARTS AWARD

Any student of CSI is given the Literary Arts Award when s/he has satisfied the following:

1. an average grade of 85% in English and/or Filipino;
2. won in school essay, preaching, or extemporaneous speaking contests;
3. written the Class Prophecy, Class Will and Testament, or scripts for special events;
4. represented the school for interschool essay, oratorical, or other literary contests in the district, unit, provincial, regional, national or international levels; and/or
5. published articles in the CSI Modern Tribune.

Note: Any student who represented CSI in interschool, district, unit, provincial, regional, national, or international Sports/ Literary Arts/ Visual Arts/ Performing Arts Contests automatically receives the corresponding award.
VI. PERFORMING ARTS AWARD

Any student of CSI is given the Performing Arts award when s/he has satisfied the following:

1. played a major or lead role in a school musical, theater production, or video production;
2. demonstrated exemplary performance in school programs, musical, or theater activities; and/or
3. represented CSI in contests outside the school-district, unit, provincial, regional, national or international levels.

VII. VISUAL ARTS AWARD

Any CSI student is given a Visual Arts Award when s/he satisfied the following:

1. won in school visual arts competitions;
2. represented CSI in visual arts competitions sponsored by different organizations in the district, unit, provincial, regional, national, or international levels; and/or
3. designed the Year Book, school promotional material, and other similar materials.

The following point system will be used for Sports, Literary, Performing, and Visual Arts Awards:

<table>
<thead>
<tr>
<th>Level</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>School</td>
<td>2</td>
<td>1</td>
<td>0.75</td>
<td>0.5</td>
</tr>
<tr>
<td>District</td>
<td>4</td>
<td>2</td>
<td>1</td>
<td>0.75</td>
</tr>
<tr>
<td>Division</td>
<td>6</td>
<td>4</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Regional</td>
<td>8</td>
<td>6</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>National</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>International</td>
<td>15</td>
<td>10</td>
<td>8</td>
<td>6</td>
</tr>
</tbody>
</table>
Guidelines for the Selection of Students with Academic Awards

Preliminary Selection
A candidate for honors must be of good moral character and have not been suspended due to disciplinary infraction; he/she must have:

- completed the entire grade level within the prescribed number of days
- a General Weighted Average of not lower than 90
- an Average of not lower than 85 in each subject
- no grade lower than 80 in any subject, in any quarter
- active membership in at least two (2) authorized student organizations or clubs during the school year

Final Selection

- Scholarship and character based on the General Weighted Average - 70%
- Co/Extra - curricular activities - 30%
  * Membership/ Leadership in an organization
  * Participation in inter-school and intra-school activities or competitions
  * Point system same as that used in special awards

The sum of the scores will then be computed and transmuted according to the formula:

Co-Curricular Ave = (Total Score * 22/78) + 88
Honor Categories

<table>
<thead>
<tr>
<th>Honor Category</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>With Highest Honors</td>
<td>95.500 - 100%</td>
</tr>
<tr>
<td>With High Honors</td>
<td>92.500 - 95.499%</td>
</tr>
<tr>
<td>With Honors</td>
<td>90 - 92.499%</td>
</tr>
<tr>
<td>With Distinction</td>
<td>87 - 89.999%</td>
</tr>
</tbody>
</table>

Other Academic Awards

- **Best in Math, English, Filipino, Science, Social Studies, and Computer** are based on their academic grades in the respective subjects.
- **Outstanding Scouts** are awarded based on grades and exemplary performance.
- The **Student of the Year** award is given to either of the top two ranking students with honors and with a Deportment Award.
- The **Academic Excellence Award** is given to the highest ranking student with honors, when he/she is not the Student of the Year.
- **Loyalty Award** is given to a graduating student (Grade 12) who has stayed with CSI from Grade 7.

* Based on the 70-30 final ranking
**PRE-DELIBERATION**

After the initial reading of grades, students with a final grade less than 75 in any subject will be given the following considerations.

<table>
<thead>
<tr>
<th>Final Grade in Subject Area</th>
<th>Remediation</th>
</tr>
</thead>
<tbody>
<tr>
<td>74</td>
<td>Removal Exam</td>
</tr>
<tr>
<td>73</td>
<td>Additional Requirements and</td>
</tr>
<tr>
<td></td>
<td>Removal Exam</td>
</tr>
</tbody>
</table>

**DELIBERATION**

During the period of Deliberations, the committee will decide what requirement(s) will be asked from students with failing/incomplete grades based on the recommendation of the subject teacher and considering the learner’s capacity.

The committee will also determine the last day of the remediation process.

The adviser will communicate the decision of the committee with the student and his/her parent/guardian.
POST-DELIBERATION

The table that follows presents the basis for promoting or retaining a learner.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Decision</th>
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<tbody>
<tr>
<td>Final Grade of at least 75 in all learning areas</td>
<td>Promoted to the next grade level</td>
</tr>
<tr>
<td>Final Grade below 75 in not more than two learning areas</td>
<td>For Mid-Year Classes / Remediation Programs</td>
</tr>
<tr>
<td>Final Grade below 75 in three or more learning areas</td>
<td>Retained in the same grade level</td>
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Awards to Parents

A certificate of appreciation shall be awarded to parents who have met any of the following:

- Has rendered voluntary service to CSI
- Has been an active member/officer of the School Affairs Committee

Additional Notes:

- There can be two or more recipients of any award. However, should there be no qualified learner, an award may not be given.
- Amendments approved during deliberations will take effect the following school year.
- Cases of protest shall be filed by the candidate with his/her parent or guardian to the Principal within three (3) working days from the announcement and shall be decided on by the principal, considering the recommendations of the Deliberation Committee within three (3) working days from filing.
Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program.. (DepEd Order No. 36, S.2016). Department Of Education

Christian School International Student/ Parent Guidebook High School Department (Revised August 2018)

Policy Guidelines on Classroom Assessment of the K to 12 Basic Education Program, DepEd Order No. 8, s. 2015
A Quick Guide to the Point System

Service Award

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Visual/Performing/Sports/Literary Award

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