


VERSION NO. 1	MANUAL TITLE <b>CURRICULUM AND INSTRUCTION MANUAL</b>	DOCUMENT NO. <b>CIM 4.8</b>
	DOCUMENT NAME  <b>FEEDBACK MECHANISM</b>	REVISION NO. 0
		EFFECTIVITY DATE <b>DECEMBER 5, 2016</b>
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## 1.0 OBJECTIVES

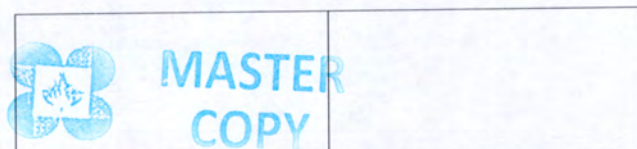
- 1.1 To ensure that the student's performance is communicated to students and parents within the prescribed time.
- 1.2 To ensure that the feedback from students and parents are addressed professionally and promptly.
- 1.3 To strengthen the services and relationship of the school and the students and parents.


## 2.0 SCOPE

This process applies to feedback from teachers, Guidance Counselor and Discipline Officer on students' performance to students and parents and vice versa.

## 3.0 POLICIES

- 3.1 The faculty member shall monitor the performance of the student in terms of academic, attendance and behavior.
  - 3.1.1 The faculty member shall report underperformance, tardiness, absences and untoward behavior of student to the Adviser or to the Discipline Officer for offenses on school policies related to instruction.
  - 3.1.2 The faculty member shall call the attention of the student with low academic performance.
- 3.2 The Adviser shall act on the report of the faculty member by calling the attention of the student and/or referring the student to the Guidance Counselor for counseling and/or calling the attention of parents through a letter with a reply slip. (Refer to SSM 7.0 Guidance Counseling)



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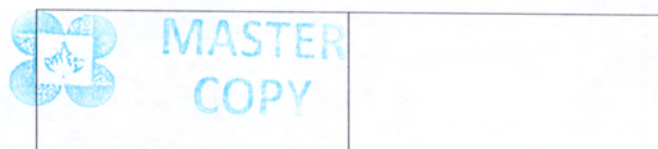
3.3 The Adviser shall communicate to the parents regarding the performance of the student once every quarter during card giving day.


3.4 The Adviser should relay or arrange a parents-teacher conference for feedback of the parents if requested.

#### 4.0 PROCEDURES

##### 4.1 Card Giving Day

<u>Responsibility</u>	<u>Activity</u>
CID/SSD Chief	1. Prepares official letter of invitation for the Card Giving Activity. 2. Distributes the invitation letter with reply slip to the Advisers.
Adviser	3. Distributes the invitation letters to the students. 4. Prepares the report card of the student.
Adviser and Subject Teachers	5. Discusses the performance of the student to the parents, as needed.



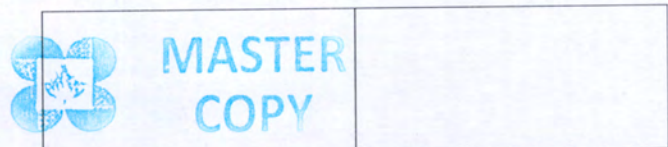
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#### 4.2 Parent-Teacher Conference Initiated by the Teacher or Adviser

<b>Responsibility</b>	<b>Activity</b>
Subject Teacher/Adviser Subject Teacher	<ol style="list-style-type: none"> <li>1. Monitors the academic performance of the student.</li> <li>2. Discusses the underperformance of the student to the class adviser.</li> </ol>
Adviser	<ol style="list-style-type: none"> <li>3. Calls the attention of the student to determine appropriate action.</li> <li>4. Prepares and sends letter with reply slip to parents.</li> <li>5. Arranges parent-teacher conference.</li> <li>6. Facilitates during the parent-teacher conference.</li> <li>7. Prepares minutes/anecdotal report of the Parent-Teacher Conference.</li> <li>8. Schedules follow-up meeting if needed.</li> </ol>

#### 4.3 Parent-Teacher Conference Initiated by the Parents

<b>Responsibility</b>	<b>Activity</b>
Adviser	<ol style="list-style-type: none"> <li>1. Asks parent to accomplish and submit Appointment Form.</li> <li>2. Assesses the nature of request of the parents.</li> <li>3. Arranges parent-teacher conference with subject teacher.</li> <li>4. Facilitates the parent-teacher conference.</li> </ol>

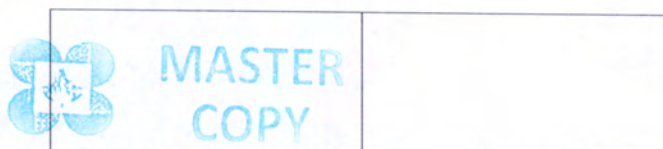



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<u>Responsibility</u>	<u>Activity</u>
Adviser	<ol style="list-style-type: none"> <li>5. Prepares minutes/anecdotal report of the Parent-Teacher Conference.</li> <li>6. Schedules follow-up meeting if needed.</li> <li>7. Submits report to Quality Management System Office, as needed if it pertains to complaints for proper action. Refer to QM 13.4 Corrective Action.</li> </ol>

#### 4.4 Student-Teacher Conference

<u>Responsibility</u>	<u>Activity</u>
Subject Teacher	<ol style="list-style-type: none"> <li>1. Monitors the academic performance of the student.</li> <li>2. Calls the attention of the student with low academic performance using a Call/Consultation Slip.</li> <li>3. Arranges remedial/tutorial classes if needed.</li> <li>4. Conducts remedial/tutorial classes.</li> <li>5. Prepares anecdotal report of the student on the remedial/tutorial classes.</li> <li>6. Submits the anecdotal report to the Adviser.</li> </ol>



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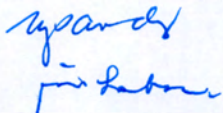
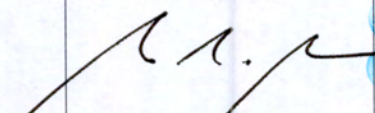

## 5.0 LIST OF FORMS AND REPORTS

### 5.1 Forms

- 5.1.1 Letter to Parent with Reply Slip Form
- 5.1.2 Appointment Form
- 5.1.3 Call/Consultation Slip
- 5.1.4 Anecdotal Report (AR) Form
- 5.1.5 Monitoring Form

### 5.2 Reports

- 5.2.1 Anecdotal reports

PREPARED BY: 	APPROVED BY: 		<b>MASTER COPY</b>
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