

BENEDICTINE INTERNATIONAL SCHOOL

"Helping children succeed in all avenues of life."

STUDENT HANDBOOK

[SENIOR HIGH SCHOOL DEPARTMENT]

SCHOOL YEAR 2019 - 2020

INTRODUCTION

Education is a cooperative undertaking of the home and the school, which requires unity of purpose and consistency in the pursuit of this end. As a philosophy, Benedictine International School (BIS) believes that through quality education, we form total persons who are prepared to meet the demands of life and be movers of society.

Founded in June 2000, BIS was granted recognition to operate for Kindergarten, Grade School, and Junior High School departments by the Department of Education. On its first year this 2016, the Senior High School department is granted provisional permit to operate the SHS Program.

At present, students of varied cultures constitute the student body.

This handbook serves as a guide and a source of information to ensure the holistic formation of every student. The information embodied in the handbook is aimed at establishing a happy family atmosphere that has always permeated our school community.

Aside from the norms contained in this handbook, bulletin board and web postings, manuals for specific purposes, letters, sms, and assembly announcements are some of the ordinary channels by which the school communicates to and informs the school community of official business.

It is therefore important that all parents and students, who upon admission agree to abide by the school regulations, should have a thorough understanding of the contents of this handbook and practice responsibility over these matters in order to ensure growth and success.

TABLE OF CONTENTS

Educational Philosophy	3
I. General Rules on Admission	
A. Procedure	4
B. Examination.....	4
C. Prerequisites for Admission.....	5
D. Fees and Payments.....	5
E. Examination Permit.....	5
F. Policy on Refunds and Withdrawals.....	6
II. General Academic Programs	
A. Senior High School Track and Strands.....	7
B. ESL Program.....	8
C. Other Requirements for Foreign Students.....	8
D. SPED Program.....	9
E. Extra/Co-Curricular Activities.....	9
F. Celebration and Events.....	9
G. Grading System.....	9
1. Academics	
2. Deportment	
H. Quarterly Examinations.....	11
I. Reporting of Student's Performance.....	11
J. Promotion and Failure.....	12
K. Probation.....	12
L. Graduation.....	13
III. Policies on Rules and Discipline	
A. Students.....	14
1. Uniform.....	14
2. School ID Cards.....	15
a. BIS ID card	
b. Fetcher's Card	
c. Commuter's Card	
3. Haircut.....	16
4. Attendance.....	16
a. Absences	
b. Tardiness	
c. Cutting Classes	
d. Truancy	
5. Passes.....	17
6. Cheating.....	18
7. Search or Inspection.....	18
8. Use of Mobile Phones.....	18
B. Parents and Guardians.....	19
1. School Visits.....	19
2. Circulars / Letters to Parents.....	19
3. Safety and Security Measures.....	19
4. Suspension of Classes.....	20
C. School.....	20
D. Code of Discipline.....	21
IV. Student Services and Facilities	26
Appendices	31

EDUCATIONAL PHILOSOPHY

BIS was established on the philosophy that relevant education is a product of adaptation to the demands of the time and the corresponding new approaches that can be applied in the delivery of such education.

It believes in the enrichment of core competencies and values of the system of education, the utilization of modern trends in class management, the methodology and delivery of subject matter that often spell the success of innovative and relevant education.

As a School that Learns, BIS utilizes the tools and habits of **Systems Thinking** which is attributed to Peter Senge, MIT Senior Lecturer, Author, and Founding Chair of the Society for Organizational Learning (SOL). He says *"Systems Thinking integrates the various parts of the system in a way that maximizes organizational effectiveness... The discipline of systems thinking provides a different way of looking at problems and goals not as isolated events but as components of larger structures."*

BIS, therefore, emphasizes the value and agency of human beings, individually and collectively, and generally prefers a balance between critical thinking and emotional stability.

VISION

BIS envisions being an active prime mover in the delivery of quality and practical education with information technology, social entrepreneurship, and emotional intelligence as its main thrusts.

In effect, BIS brings out the total person who is capable of positive changes in the Philippines and in the world community.

MISSION

BIS commits to develop 21st century learners equipped with the 5Cs:

COMMITMENT

Dedication to the choices one makes, desired future,
and life-long learning

COMPETENCE

Understanding of the nature of systems thru critical thinking and
the utilization of the necessary tools and habits

CARE

The awareness of self in others, which translates to empathy and
stewardship of nature

CONFIDENCE

The capacity to develop personal mastery in terms of managing
emotions and in facing challenges and innovations

COMMUNICATION

The ability to engage well in constructive and collaborative
communication

I. GENERAL RULES ON ADMISSION

The Admission Committee of BIS admits new students and transferees on the basis of the results of the entrance tests, interviews, academic records, character evaluation and the parents' acceptance of the school's mission statement, philosophy, objectives and policies.

Everything is on a first-come, first-served basis. The number of applicants to be admitted depends on the number of vacancies to be filled in the level applied for; hence, no entrance examinations will be administered once placement is completed. Likewise, no interpretation of entrance test results in terms of scores and descriptions will be made for the ones who fail the test. The test will be held strictly confidential.

All new students are placed under strict academic and deportment probationary status.

A. PROCEDURE

1. Submit requirements to the Admission Office.
2. Secure an application form from the Admission Office.

Basic Requirements:

- Birth Certificate or its equivalent
- Baptismal Certificate or its equivalent
- 4 pieces 1x1 ID picture
- Recommendation letter from the Principal/Guidance Counselor
- Report card (form 138)

For Foreign Student Applicants:

- Translated/ Authenticated Student Record
 - Translated/Authenticated Certification of Graduation
 - Translated/Authenticated Certification of Enrollment
 - Accomplished BIS Application Form
 - Photocopy of passport and visa
 - SSP - Student Study Permit
3. Pay the testing fee at the Cashier's office and present receipt to the Admission Officer who will then issue the test permit and schedule the test.

B. EXAMINATION

1. Examination starts as scheduled by the Admission officer. This test schedule will be strictly observed. If for some important reason the applicant cannot come for testing on set date, the parent/guardian should inform the Admission Office a day before the testing so that a rescheduling can be done.
2. The assessment test will be composed of:

1. Entrance Exam

2. English Proficiency Exam

3. No test results will be mailed. Parents/Guardian must call the Guidance Office for the result two days after the test; however, the details shall be discussed personally.

C. PREREQUISITES FOR ADMISSION

1. Applicants who pass the test will be interviewed by the Admission Officer or representative.
2. The applicant must inform the Admission Officer of his/her choice of Senior High School Track and Strand.
3. For the Accountancy, Business and Management (ABM) Strand, previous grades in Mathematics may be considered for the admission to the said Senior High School Program.
4. Under current DepEd policy, a student is NOT allowed to transfer to a different strand once a choice has been made.
5. Applicants whose band score in the English Proficiency Exam did not reach the required average must take the ESL program offered by the English Resource Center.
6. All new/returning students are placed under probationary status for a year.
7. The Principal makes a final decision regarding admission.

D. FEES AND PAYMENTS

1. Tuition and other fees are posted at the Administration Office prior to and during the enrollment period.
2. The school, through the Finance officer, devised the following mode of payment:

- Annual

- o Miscellaneous and tuition fees for the entire year are paid upon registration.

- Semester

- o Miscellaneous and tuition fees for the semester are paid upon registration and tuition fee for the second semester is paid on or before scheduled date.

- Quarterly

- o Miscellaneous and tuition fees for the first quarter are paid upon registration and the quarter tuition fee should be paid on or before the scheduled date.

- Monthly (For Filipino students only)

- o Miscellaneous and tuition fees for the first month are paid upon registration and the monthly tuition fee should be paid on or before the 15th of each month.

E. EXAMINATION PERMIT

Examination Permits are issued to students with no accountabilities. These are distributed at least a week before the scheduled mid-term and final examinations.

The “No Permit, No Exams” Policy is strictly enforced.

F. POLICY ON REFUND AND WITHDRAWALS

The school implements the Department of Education (DepEd) policy on refund as stipulated in the 1992 Manual of Regulations for Private Schools, 8th Edition, Section 66 stating:

Tuition Charges. A student who transfers or otherwise withdraws, in writing, within two weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full or any length longer than one month may be charged 10% of the total amount due for the term if he withdraws within the first week of classes, regardless of whether or not he has actually attended the classes. The student may be charged all the school fees in full if he withdraws anytime after the second week of classes.

However, if the transfer or withdrawal is due to a justifiable reason, the student shall be charged the pertinent fees only up to the last month of attendance.

Official notification from parents should be submitted to the Registrar's Office on or before the last expected day of attendance of student concerned for the proper fee to be collected from student.

Notice of withdrawal must be done in WRITING. There is NO refund for reservation and testing fee.

II. GENERAL ACADEMIC PROGRAMS

BIS is committed to an educational program that forms the human person. The academic program integrates the various areas of knowledge and information, skills and values; and ensures that the different aspects of the learner's growth: spiritual-moral, intellectual, psycho-emotional, socio-cultural, aesthetics, and physical-mental health in commensurate with one's maturity and development are given equal importance and consideration.

Though BIS complies with the K to 12 Basic Education curriculum of the Department of Education, its Senior High School program is an enhanced practical curriculum that adheres to international standards. It takes into account the child, content, competencies, social context and culture, career, and choice.

Brought about by the present demands of globalization on the use of English for communication, the primary medium of instruction for all learning areas is English. Values Education is integrated in and across the curriculum.

Currently, the school is recognized by the Department of Education to offer the Academic Track with three strands: (1) Accountancy, Business and Management Strand, (2) General Academic Subjects Strand, and (3) Humanities and Social Sciences Strand.

Under the Senior High School (SHS) Program, there are three types of subjects, namely: Core Subjects, Applied Track Subjects, and Specialized Track Subjects.

The following lists identify the different courses under each type:

1. CORE SUBJECTS

[All SHS students must take the 15 core subjects]

Oral Communication in Context

Reading and Writing Skills

Komunikasyon at Pananaliksik sa Wika

Pagbasa at Pagsusuri ng Iba't-Ibang Teksto tungo sa Pananaliksik

General Mathematics

Statistics and Probability

Earth and Life Science
Physical Science
Personal Development
Introduction to the Philosophy of the Human Person
Understanding Culture, Society, and Politics
Contemporary Philippine Arts from the Regions
21st Century Literature from the Philippines and the World
Media and Information Literacy
Physical Education

2. APPLIED TRACK SUBJECTS

[These are subjects that develop the same competencies using different content, based on a chosen track]

English for Academic and Professional Purposes
Research in Daily Life 1
Research in Daily Life 2
Research Project
Pagsulat sa Filipino sa Piling Larangan (Akademik)
Entrepreneurship
Empowerment Technologies (E-Tech)

3. SPECIALIZATION SUBJECTS

[These are sets of subjects based on specific specializations. The content and competencies they cover differ based on the chosen track or strand.]

Accountancy, Business and Management (ABM) Strand
Fundamentals of Accountancy, Business and Management 1
Fundamentals of Accountancy, Business and Management 2
Business Math
Business Finance
Business Marketing
Applied Economics
Organization and Management
Business Ethics and Social Responsibility
Business Enterprise Simulation

General Academic Subject (GAS) Strand
Applied Economics

Organization and Management
Disaster Readiness and Risk Reduction
Humanities 1*
Humanities 2*
Social Science 1*
Elective 1*
Elective 2: Work Immersion / Career Advocacy / Culminating Activity

Humanities and Social Sciences (HUMSS) Strand

Creative Writing
Creative Non-Fiction
Trends, Networks, and Critical Thinking in the 21st Century
Introduction to World Religions and Belief Systems
Disciplines and Ideas in the Social Sciences
Disciplines and Ideas in the Applied Social Sciences
Philippine Politics and Governance
Community Engagement, Solidarity and Citizenship
Work Immersion / Career Advocacy / Culminating Activity

Notes:

1. Some subjects have pre-requisites / co-requisites.
2. Subject offerings per semester are decided primarily based on availability of teachers.*
3. There are no pull-out classes; however, differentiated instruction is used in class.

B. ESL PROGRAM

BIS offers ESL Program as part of its commitment to provide equal learning opportunities to students with various cultural beginnings.

The main objective of the program is to prepare the non-English speaking students for entry into the regular curriculum of BIS. The program aims to hone the English proficiency of ESL students to help them achieve meaningful learning experiences in their succeeding years of study here and abroad.

English tests of varying difficulty are given to ALL non-English speaking students seeking admission to BIS to determine their level of English proficiency.

Students recommended to take various ESL courses must undertake them to ensure better standing in the regular curriculum of the school. ESL and other special English courses are given throughout the year.

C. OTHER REQUIREMENTS FOR FOREIGN STUDENTS

Foreign students who are taking the Philippine education curriculum for the first time are required to take are to take Philippine History and Filipino I as mandated by DepEd. These classes are scheduled outside the regular BIS class hours. Competent teachers for Filipino and Social Science are pooled to teach basic lessons in the subject.

D. SPED PROGRAM

Benedictine International School accepts children with special needs under an inclusion program. Upon the recommendation of their Developmental Pediatrician, children with special needs (CWSN) take the regular curriculum with or without the provision of shadow teaching. However, the school is only able to accommodate a limited number of CWSN per class as part of its commitment to address the individual needs of the students.

E. Co-/EXTRA-CURRICULAR ACTIVITIES (ECA)

Senior High School students may opt to join the different varsity teams, provided that they do not skip regular classes for their training and/or competition. In due recognition of their efforts and aligned with the academic program, students who train for and represent the school in inter-school competitions may be granted inclusion in the special sports program.

F. CELEBRATIONS AND EVENTS

To deepen and/or develop the awareness of different cultural heritage and influences, the students are encouraged to participate actively in different multicultural celebrations such as: Filipino Language Month, Family Day and Sports Festival, English Month, Christmas Fund-raising Activity, Math & Science Week, etc.

Learning in BIS is not confined within its four nooks. The school sees to it that the learners, thru the different learning areas undertake educational trips to different places like theaters, historical sites, museums, companies, etc.

The value of sharing is inculcated in the minds of all the BIS students. The students are encouraged to extend assistance to needy people such as the indigents and victims of calamities thru fund drives, solicitation of goods and clothing, old newspaper campaigns, and even actual distribution.

Finally BIS, highly affirms the spiritual formation of the student through the administration of the Sacraments of the Holy Eucharist for the Catholics, and other related spiritual activities.

G. GRADING SYSTEM

ACADEMICS

Each student's performance is measured against a well-defined level of achievements. The grades represent the degree to which the student has understood the concepts, has acquired the skills, and has developed the proper attitudes and values.

The grades for the academic program are computed according to the required norms of Benedictine International School in consonance with the implementing guidelines of the Department of Education

There are 2 semesters in the Senior High School program.

1. The scholastic standard or minimum requirement for every learning area is 70%, which means that for every 10 points, a student must get at least 7 points in order to pass.
2. The semester grade in a given course is based on the average of the midterm grade and the final grade.
3. A midterm/final grade is computed by getting the 70% from the overall class standing mark and 30% from the midterm/final examination mark.

4. For any course that does not have a quarterly examination, seventy percent (70%) is from the overall class standing mark and thirty percent (30%) is from a major performance output.
5. The class standing mark is based on the student's performance in quizzes, long tests, seat work, recitation & participation, homework, research papers, projects, experiments and the like. The components as well as the corresponding weights vary according to courses.
6. After transmutation of performance, the lowest passing grade in any given course is 75. The lowest grade a student can get is 65 and the highest is 100 except for classes / instances when a ceiling grade is imposed.
7. The Non-numerical Rating Scheme or letter grades are used in the report cards in order to encourage students, parents and teachers to focus on the meaning of a grade as quality learning that has been achieved rather than the numerical value. Numerical grades are not released to the parents/guardians.
8. The marking codes are as follows

<u>Numerical Grades</u>	<u>Level of Proficiency</u>	<u>Description</u>
95-100%	A+	Excellent
90-94%	A	Advanced
85-89%	P	Proficient
80-84%	AP	Approaching Proficiency
75-79%	D	Developing
74% and below	B	Beginning

DEPARTMENT

While BIS gives high premium to competence in academics, the institution believes that every student must also develop right attitudes and values. A student is rated in department that consists of the remaining four (4) core qualities with the following criteria:

COMMITMENT (*dedication to one's choices and life-long learning*)

- Responsibility
- Obedience
- Industry
- Punctuality and Attendance
- Positive Attitude towards Learning
- Involvement in School Endeavors
- Promotion of School Culture

CARE (*awareness of self in others and the environment*)

- Sensitivity
- Helpfulness and Cooperation
- Consideration for Others
- Cleanliness and Orderliness

CONFIDENCE (*good sense of self and personal mastery*)

- Integrity
- Self-Reliance
- Resourcefulness and Creativity

- Sportsmanship
- Leadership and Followership

COMMUNICATION (*constructive and collaborative engagement*)

- Friendliness and Sociability
- Tactfulness
- Courtesy and Politeness
- Honesty and Sincerity
- Openness to Feedback

1. All the teachers for that semester rate the student in each character trait based on the criteria.
2. The Marking Codes are as follows:

(For the K to 12 Curriculum)

<u>Letter Grade</u>	<u>Description</u>
A	Very Good
B	Good
C	Fair
D	Poor

3. The computed average rating for each character trait is reflected in the report card in letter mark.

H. QUARTERLY EXAMINATIONS

1. Quarterly Examinations should be taken according to schedule. If the schedule of the examinations is interrupted by unexpected cancellation of classes, the examinations scheduled on the day classes are called off, are automatically reset on the day classes resume.
2. Examination permits and complete uniform are required during all quarterly examinations.
3. Late quarterly examinations are given to students on a scheduled day and time only upon presentation of valid excuse letters from their parents/guardians or a medical certificate if the absence is due to illness.
4. Early examinations are given to those with valid reasons. As such, necessary documents must be presented to school authorities.
5. Only a student with an excuse letter certified as valid will be given late / early examinations. A student whose excuse letter is not certified as valid or who fails to take the said examination on the scheduled day and time is given a grade of 65.
6. Any student who does not have a class standing mark and examination mark for a given course is not qualified for honors on that particular semester, and will receive a mark of “incomplete” for the said course.

I. REPORTING OF STUDENT’S PERFORMANCE

1. Results of Midterm/Final Examinations - the examination papers cannot be brought home but are shown to the students. The parents/guardians may request to see the examination papers of their respective child/ward if and when there are questions regarding the student’s grades. However, this must be done in school.
2. Parent Notification Reports – After the midterm examination, the parents/guardian of a student who is not performing according to standard are informed about their child’s unsatisfactory performance through a notification report to be prepared by the Senior High School Program Coordinator.

3. Parent-Teacher Conferences (PTC) – These conferences are held once a semester to give all parents / guardians the opportunity to discuss the academic as well as the behavioral performance of the child/ward. The first conference is held after the midterm examinations and the second conference may be scheduled by the parents after the final examinations and before the start of another semester.
4. Course Card – A course card may be given by the respective teachers to each student during the midterm and at the end of each semester. It is the primary responsibility of the student to inform his/her parents/guardians of his academic standing.
5. Progress Report Card – A progress report card identifying the courses completed and the letter grades is issued ONLY to the parent / guardian of the student at the end of every midterm and semester. A soft copy to be sent thru e-mail may be arranged by the Parent/Guardian with the Program Coordinator after the semester. Numerical grades are not given to parents/guardians.

**The school considers tampering with the progress report card as a very serious offense.*

J. PROMOTION AND FAILURE

Only students whose performance is according to the standards set forth for academics and deportment may be promoted to the next level.

1. A student must complete all the required courses to qualify for Senior High School graduation.
2. A transmuted final grade of 74.5 or higher at the end of the semester is required in order to pass a course.
3. In the event that a student fails a course, he/she must wait until the said course is offered again. However, this does not stop him/her from taking the other courses; provided, the failed course is not a pre-requisite/co-requisite and that the student secures the approval of the Program Coordinator.
4. A student may not take the other courses unless the pre-requisites for the concerned courses have been passed.
5. A summer class may be offered depending on the availability of the teacher, but the student must pay for the entire class.
6. A Grade 11 student who fails 3 subjects after the first semester, may be asked to leave the program.

**Benedictine International School reserves the right NOT to accept failing or irregular students.*

K. PROBATION

All new students are automatically placed under the probationary status be it under academics and/or deportment. New students who are placed under the probationary status are expected to meet the academic and deportment standards of the school and abide by the rules stipulated in the student handbook.

Old students who did not meet the academic and/or deportment standards must sign an agreement with the school prior to enrollment and admission to the senior high school program/next level.

In order to be admitted to the ABM strand, a student must have at least an average of “AP” or its equivalent for Math in his/her last year in Junior High School and never took summer classes or remediation in the same subject. For the HUMSS strand, a student must have at least an average of “AP” or its equivalent for English in his/her last year in Junior High School and never took summer classes or remediation in the same subject.

Benedictine International School reserves the right NOT to accept failing students or those under the probationary status in any of its programs.

L. GRADUATION

To be eligible for graduation, a student should have completed all the requirements and obligation as prescribed by the Department of Education and Benedictine International School.

Students who have manifested and given evidence of satisfactory academic performance, conduct and effort, as recommended by the faculty, and who embody to some significant degree the profile of the BIS graduate, are eligible to graduate in the Commencement Exercises.

The graduating students must meet the following requirements for graduation:

1. Passed all the required courses
2. No Disciplinary Probation Status by the end of Grade 12
3. No financial obligation to the school
4. Completed the Clearance Form

COMMENCEMENT AWARDS

The awards are given to students who have been performing well from the start of their Senior High School program up until their graduation. These awards are publicly presented to the deserving graduating students during the Commencement Exercises.

1. The ACADEMIC PERFORMANCE AWARD is given to a graduating Grade 12 student, provided:
 - a. They must have completed the curriculum within two years at BIS.
 - b. They must NOT have any failing grade in any course and a consistent grade of B in department during the entire Senior High School Program in BIS.
 - c. They must conduct themselves in conformity with the standard rules, regulations and policies set by the school. A student who has any record of immorality, serious misbehavior, etc. for Senior High School will not be qualified for any of these awards.

With Highest Honors (Gold medal) is given to students with a final general average of A+, provided:

- i. No failing grade in any course
- ii. No Department grade lower than B

With High Honors (Silver medal) is awarded to students with a final general average of A, provided:

- i. No failing grade in any course
- ii. No department grade lower than B

With Honors (Bronze medal) is awarded to a student with a final general average of P, provided:

- i. No failing grade in any course
- ii. No department grade lower than B

2. The DEPARTMENT AWARD (Gold medal) is given to a student who gets at least three letter grades of "A" and one letter grade of "B" in each of the grading periods; provided, grades for all courses are passing.
3. The BENEDICTINE AWARD (Benedictine Medal) is given to a student who has demonstrated both Academic and Department Excellence.

III. POLICIES AND RULES ON DISCIPLINE

A. STUDENTS

UNIFORM

The total formation of the students of BIS is our foremost concern, part of this concern is to promote a sense of well being through good grooming and the proper way of wearing the prescribed school uniform.

1. Students must always wear the complete uniform during their entire stay in the school. The school uniform must be worn with simplicity and dignity.
2. Students are expected to come to school daily in a clean, well-pressed/ ironed uniform.
3. If worn with an undershirt, a plain white sleeveless shirt is required.
4. The school uniform may be worn in public gatherings only when the students are officially representing the school.

REGULAR UNIFORM FOR BOYS & GIRLS

1. Official school collared shirt which should be properly buttoned
2. Any pair of pants except leggings, and without tears or holes
3. Closed shoes (toes should not be showing)

P.E. UNIFORM

Any decent sports attire may be worn during the P.E. class:

1. Shorts or Jogging pants; no short-shorts or skirts
2. Rubber shoes and sports socks

*change of clothes must conform with the school's dress code

DRESS CODE

(The following are NOT allowed to be worn inside the school or during official school functions):

1. Sleeveless shirts / sando / cropped top / shirts with spaghetti straps / halter tops / tank tops
2. No revealing or tight figure-revealing clothes

3. Offensive or vulgar statement tees or any advertisement for drugs, alcohol, tobacco
4. Inappropriately ripped or torn clothing / mini skirts / shorts
5. Hats / caps / sunglasses especially when worn inside the classrooms
6. Slippers or open-toe shoes

SCHOOL ID CARDS

BIS I.D. CARD

1. Once issued, "NO I.D., NO ENTRY" Policy is strictly enforced.
2. If lost, a new BIS I.D. can only be secured at the Administration office after a written explanation, duly signed by the parents/guardian is submitted to the Coordinator. A replacement fee must also be paid.
3. Tampering of BIS I.D. is strictly prohibited.

BIS FETCHER'S CARD

1. For our student's protection, all fetchers must show the card to the guard-on-duty before being allowed to leave BIS with the child.
2. If lost, a new Fetcher's Card must be secured at the Registrar's office & the replacement fee must be paid.
3. Tampering of BIS I.D. is strictly prohibited.

BIS COMMUTER'S CARD

1. All students permitted by their parents or legal guardians to commute must present commuter's card to the guard-on-duty before being allowed to leave BIS.
2. If lost, a new BIS I.D. can only be secured at the Registrar's office after a written explanation, duly signed by the parents/guardian is submitted to the Coordinator. A replacement fee must also be paid.
3. Tampering of BIS I.D. is strictly prohibited.

HAIRCUT

Boys are to observe the following:

1. Hair should be neat and well-groomed and should retain the natural color.
2. Fancy hairstyle/ dyed hair are prohibited
3. Beards/ moustaches are not allowed.

Girls are required to maintain and observe the following:

1. Well-combed hair set in place with hairpin, ponytail or headband when applicable.
2. Outlandish hairstyle and colored/dyed hair are not allowed.

SCHOOL ATTENDANCE

Students must be present at least eighty percent (80%) of the total number of school days in a year to fulfill the requirements of the Department of Education. Absence in excess of 20% will cause a student to be dropped from the student list.

Exception to this rule may be granted only in the opinion of the Principal if the excess absences were for valid reasons and that, based on the assessment of his/her past academic performance, the student is still capable of coping with whatever lessons, quizzes, test, and/or activities he/she was unable to take due to absences and that it is still possible for him/her to complete and pass the course.

Hence, even if the excessive absences were justified, but it is very clear that the student will not be able to catch up with whatever academic exercises or test/ quizzes he/she missed to possibly pass the level; the student shall be dropped from the student list.

1. Every student is expected to come to school well prepared for classes.
2. Regularity and punctuality in attending classes are expected of all students.
3. All students should be in school on or before their scheduled classes every day.

ABSENCES

1. A student who has been absent shall present an excuse letter signed by his/ her parents or guardian addressed to the respective coordinator thru the Class Adviser. Only those signatures in the parents' or guardians' contract will be honored. The letter must state the reason for absence. In case of prolonged absence (more than three days) due to illness, a doctor's certificate, indicating the treatment that has been administered and certifying that the student is fit to attend classes, must be presented. An admission slip will only be issued upon submission of the excuse letter.
2. Students who have been absent will not be admitted to their classes unless they present a valid excuse letter. This will be presented to every teacher at the start of each period and will be submitted to the Homeroom Adviser at the end of the day.
3. Students whose parents would want them to be absent for the day for valid reasons must present a letter to the Coordinator thru the respective Adviser before the start of the morning session so that a PASS SLIP could be issued.
4. Absence due to sickness and for other emergency reasons, which are beyond a person's control, is considered excused.
5. A student who has been absent is responsible for any lesson, assignment, class work or activity he/she missed.
6. A student whose attendance is irregular will be required to bring his/her parents or guardian for a conference with the Class Adviser at an appointed time. He/ She will not be admitted to class until after the conference.

Valid Reasons:

- Sickness - an excused letter with parent/ guardian signature should be presented; for 3 or more days, a medical certificate must be presented
- Death of immediate family member
- Personal Trip Abroad – a letter of intent should be submitted at least 1 month before date of departure together with a photocopy of the plane tickets

- Provincial Trip - a letter of intent should be submitted at least 1 week before date of departure
- Dental, medical check-up and other personal matters.

TARDINESS

1. A student is considered late if he/she is not in the classroom at the start of day and/or at the start of each of the classes. He/She will not be admitted to class until he/she logs in the logbook at the guard's station if the student is late for the day.
2. A student who comes in **30 minutes** after the first period has started will NOT BE ALLOWED to enter the campus without a valid excuse letter.
3. Frequent tardiness will merit warnings and subsequent persistent tardiness will result to corresponding sanctions per mid-semester:
 - 5 unexcused tardiness
 - o Parents will be informed by the adviser through a notification slip.
 - 10 unexcused tardiness
 - o Conference with parents/guardians
 - o 3 days community service (2 hours a day after class)
 - 16 or more unexpected tardiness
 - o 3 days suspension

CUTTING CLASSES

The following offenses are considered cutting classes:

1. Students who leave the classroom during class hours without the permission of the subject teacher
2. Students who fail to report to class for no valid reason

TRUANCY

The following offenses are considered truancy:

1. Absence without the knowledge of parents/guardians or school authorities
2. Getting off the school bus other than the drop off area such as a classmate's house
3. Leaving the classroom for an unreasonable length of time
4. Leaving the campus without permission from the school authorities

PASSES

1. There are three kinds of passes: leave pass, clinic pass and phone pass.
2. The respective Coordinator issues the necessary slip to students
3. Only the Principal and the respective Coordinator could issue an off-campus pass.

CHEATING

Anybody caught cheating during activities, seat works, reports, quizzes, and long tests will be automatically given 65% or the equivalent failing mark for the particular activity, seatwork, report, quiz, or long tests and in self-formation under department for that quarter. A different sanction shall be given to cheating during periodical exams or for major outputs (see Offenses-Category C).

The following circumstances are considered cheating:

- Possession of crib notes written on a paper, parts of the body, clothing and the like
- Copying and looking at another classmate's paper or allowing another to copy one's work
- Standing and or moving around in the classroom during test without the permission of the proctor
- Making unnecessary noise or calling the attention of others during examinations, etc.

SEARCH OR INSPECTION

1. A search and/or inspection is conducted to prevent the commission of an offense or to determine the possibility of the commission of an offense in which an object/thing is in the custody of the student, the mere possession of which is considered as an offense, or to aid in the solution of a disciplinary case.
2. When it is deemed necessary for the common good or when there is reasonable ground to believe that a student may have in the locker, desk or bag an object or property, the possession of which constitutes a violation of law or existing rules and regulations of the school, the Discipline Committee may conduct a search and/ or inspection of any locker, desk or bag. Normally, this is done in the presence of the owner.
3. Students may secure their lockers with their own padlocks.
4. Confiscated items are turned over to the Discipline Committee.
5. Parents/Guardian of students who have committed offenses as a consequence of the search or inspection shall be informed immediately.

USE OF MOBILE PHONES, GADGETS AND SCHOOL LANDLINES

1. For security reasons, students are NOT ALLOWED to bring mobile phones to school. This is in accordance to the DepEd regulation regarding the matter.
2. Mobile phones owned by students and brought to school will be confiscated by the school authorities. Mobile phones will be returned to the students after a given period of time:
1st Offense – warning 2nd Offense – 2 weeks 3rd Offense – 1 month
3. THE SCHOOL IS NOT LIABLE FOR ANY LOSS OF MOBILE PHONES OR ANY OTHER GADGET.
4. Students who wish to make valid phone calls are to obtain a PHONE PASS from the respective Coordinator. Valid phone calls may be made from the guard's station.
5. Parents who wish to make phone calls to students must contact the Administration Office at 951-74-54 local 101; 102; 105. Students will be informed to take the call, or will be notified of the message through the Class Adviser.

B. PARENTS

PARENTS/ GUARDIANS/ VISITORS/ YAYAS

The school grants certain privileges to persons who have charge over a student. In this regard, parents, guardians, visitors or yayas are enjoined to comply with a set of rules and guidelines. Any violation of these rules may result to the withdrawal of privileges.

1. Parents, guardians and visitors who wish to see any teacher should first seek an appointment through the Principal or through a written communication to the teacher concerned.
2. Parents, guardians, visitors and yayas are not allowed to go directly to the classrooms. They should notify first the principal of their intentions and presence.
3. Only those with VISITORS' PASS shall be allowed in the school campus.
4. Authorized yayas and guardians who enter the campus must observe proper decorum and must leave after their purpose of entering is done. They should also follow the proper dress code at all times. Sleeveless shirts, slippers and shorts are not allowed in school.

CIRCULARS/ LETTERS TO PARENTS

The school communicates pertinent information to parents through circulars or letters. The students submit the reply slip duly signed by his/her parents or guardian on or before the due date. Non-submission of reply slips may affect a student's department grade.

SAFETY AND SECURITY MEASURES

1. Appropriate screening measures are adopted so that only students, faculty members, school personnel, and persons who have legitimate business with the school are allowed to enter the premises.
2. Students should be responsible for their personal belongings at all times.
3. Only accredited school buses and drivers will be permitted to enter the campus and are allowed to bring in and pick up riders.
4. Any information regarding students enrolled at BIS is NEVER given to unauthorized persons and NO information shall be given via telephone. Such information may be secured under circumstances only with the permission of the parents and with the approval of the school head.
5. Students are not allowed to leave the campus unless personally fetched by the parent/guardian/an authorized person with the BIS Fetcher's card. Commuters have to submit letter of consent from parents/guardians to the Coordinator to secure a BIS commuter's card, valid for a school year, to be allowed to leave BIS.
6. No student may leave the campus during school hours unless an off-campus pass is accomplished, endorsed by the class adviser, approved by the respective Coordinator, and noted by the principal.
7. As a general rule, once a student leaves the campus after dismissal time, he/she may not re-enter on the same day unless for valid reasons and with prior approval of the school authorities.
8. Campus curfew is at 5:00 PM. Those who go beyond the curfew time must wait near the guard area.
9. No off-campus activity may be organized as an official school activity unless the approval of school authorities has been secured. A teacher should always supervise the activity.

10. No student may participate in any outside activity as a representative of BIS unless there is written authorization from the school authorities.
11. Students may not receive visitors or telephone calls except for emergency reasons in which case it should be done through the Principal or respective Coordinator.

SUSPENSION OF CLASSES

Standing rules in suspension due to typhoon, as per following DepEd Order no. 59 s. 2003 are the following:

1. BIS follows the DepEd's announcement of suspension of classes for any level.
2. Classes in the Kindergarten are suspended under storm signal No. 1.
3. Classes in the Kindergarten, Elementary and High School levels are suspended under storm signal No. 2.
4. In case of heavy downpour and there is no official announcement over the radio and television of any class suspension, parents/ guardians may contact the school thru telephone numbers 951-7454, 951-7154. The exercise of parental discretion is highly recommended if the safety of the child is compromised.

C. SCHOOL

CARE AND RESPECT FOR SCHOOL PROPERTY

1. School property and facilities are provided to facilitate the learning process. Interest and pride in the school should prompt the students to regard school property with care and to keep the campus clean and neat.
2. Property damaged by any student must be replaced or paid for by the erring student. Any property damage must be reported to the school authority concerned as soon as possible to avoid further damage.
3. Lost and found property must be surrendered to the office of the Coordinators and must be recorded in the Lost and Found logbook. Found items may be claimed from the office upon proper clearance.
4. The safekeeping of the student's personal properties is the student's responsibility. Hence, the students are advised to bring to school only those items that are necessary for their school activities. Laptops, radios, recorders, cameras, musical instruments, and the like may be brought to school when needed for the lesson upon submission of a letter of request duly noted by the teacher concerned. However, these must be kept in the office of the respective Coordinator before and after their use.
5. The school reserves the right to search the belongings of the students for reported lost items or prohibited materials. The search will be conducted only in the presence of the school authorities or other authorized school personnel.
6. Students are expected to help maintain the cleanliness and orderliness of the canteen. They must observe proper table manners at all times. They are expected to show unfailing courtesy and respect to their fellow students as well as to all canteen personnel. They must respect the property rights of the concessionaires.
7. Any breakage or damage to the school property must be paid for by the students at fault.

8. As a responsible student, he/ she must maintain cleanliness inside and outside the school at all times. Trash bins are provided at strategic areas in the school. He/ She is expected to dispose of all litter in the appropriate trash bin.

D. CODE OF DISCIPLINE

Upon Admission to the BIS roster, the students are expected to uphold and observe the highest standards of morals and discipline and esteemed regard for fellow students, teacher, school officers and the school as a whole.

The students are expected to give due recognition and comply with all rules and regulations which govern student behavior on or off campus and which would create and foster an environment conducive to learning and personal growth. The student, together with his/her parents signifies his intention to accept and abide by the rules and regulations of the school.

PURPOSE OF DISCIPLINE

1. To teach respect for order, law and authority
2. To impress on the mind of the students the importance of rules and regulations
3. To deter the students from future violations
4. To correct and strengthen the character of the students
5. To protect the student body and the good name of the school from influence of the law breakers
6. To teach the students the idea of justice
7. To develop in the students a habit of self-discipline and undertaking of morals and right conduct

OFFENSES

THE FOLLOWING ARE TYPES OF OFFENSES IDENTIFIED ACCORDING TO CATEGORIES. A STUDENT WHO COMMITS ANY OFFENSE UNDER EACH CATEGORY AND SUBSEQUENTLY COMMITS ANOTHER INFRACTION UNDER THE SAME CATEGORY, SAID OFFENSE/OFFENSES SHALL BE RECKONED CUMULATIVELY.

THE FOLLOWING SANCTIONS ARE CORRECTIVE IN NATURE, RATHER THAN PUNITIVE. THEREFORE, THE PARENTS OF STUDENTS WHO ARE STILL IN THEIR CHILDHOOD YEARS ARE INVITED FOR A CONFERENCE IN LIEU OF SANCTIONS. SUCH CONFERENCES ARE AIMED AT PUTTING STRUCTURES, IN SCHOOL AND AT HOME, TO INFLUENCE A MORE POSITIVE BEHAVIOR FROM THE CHILD. STUDENTS WHO INCUR VIOLATIONS ARE PLACED UNDER COUNSELING AND COACHING, WHERE CERTAIN POINTS OF ACTION ARE GIVEN AND ARE EXPECTED TO BE MET.

TYPES OF OFFENSES AND SANCTIONS

CATEGORY A

1. Not wearing the prescribed uniform
2. Displaying outlandish appearance like fancy hairstyles, colored/dyed hair, punk attire
3. Sporting body piercing and/or earrings by boys

4. Sporting multiple earrings by girls and boys
5. Having long nails, wearing colored nail polish
6. Wearing unnecessary accessories i.e. chokers, fancy necklaces, bracelets, anklets and the like
7. Applying heavy make-up such as eyeliner, blush on, eye shadow, lipstick
8. Spitting/improper disposal of trash and garbage
9. Chewing gum/eating during class hours
10. Using of vulgar, foul or profane language
11. Misbehaving during assemblies, masses, flag ceremony, classes and other school activities
12. Failing to present an excuse letter after absence
13. Failing to submit reply slips/ circulars for communication
14. Not performing the assigned duties or tasks
15. Violating library or laboratory rules
16. Loitering during class hours
17. Staying in off-limit areas without permission from school authorities
18. Using school equipment or facilities without authorization
19. Leaving the classroom without permission from the teacher
20. Buying from and selling goods to other students
21. Any act or omission or offense analogous to any of the above

CATEGORY A - SANCTIONS

The class Adviser handles routine disciplinary cases in his/her section and keeps the Coordinator informed of the situation. The teacher concerned shall write an incident report, sign and submits this to the Coordinator together with the incident report form of the concerned student. The student concerned must explain in writing his/her participation in such incidents to be submitted to the Coordinator. For the Kindergarten and grade school students, the attention of their parents will be called for repeated violations.

- 1st offense: warning by the teacher
- 2nd offense: strong verbal warning by the teacher and a written incident report
- 3rd offense: conference with parents/ guardian
- 4th offense: 2 days community service
- 5th offense: 3 days suspension
- 6th offense: the offense will be construed as category B

Other offenses similar or related to those mentioned above, sanctions will depend on the gravity or seriousness of the offense committed. Such offense will be treated on a case- to-case basis.

CATEGORY B

1. Showing disrespect to faculty and non-teaching staff
2. Possessing, displaying, and/or disseminating pornographic materials
3. Sporting tattoo in any part of the body
4. Gambling in any form within the school premises
5. Smoking inside the campus within the vicinity of the school (500 m radius) especially in uniform; possessing cigarettes, matches, lighters and the like
6. Bringing and/or using items such as mobile phones, laptops, radios, recorders, tablets, MP3, video camera, digital camera and the like without the approval of school authorities
7. Receiving/ entertaining visitors without the approval of the school authorities
8. Throwing of objects against another, instigating fights, Cutting classes
9. Borrowing, lending or tampering pass slips, ID, library cards, e-cards; damaging books or any school materials
10. Not attending retreats, team-building and other similar functions without valid reasons
11. Plagiarizing
12. Cussing, heckling, jeering, sneering or exchanging of indecent words, vulgar insults, (written or oral) with schoolmates within the school grounds or outside; behaving in a manner that is publicly scandalous
13. Unauthorized posting or removal of posters and other notices in the premises.
14. Any act or omission similar to any of above

CATEGORY B - SANCTIONS

The teacher concerned shall make an incident report, sign it and submit it to the Discipline Committee for proper action. The students must also accomplish a similar incident report to explain his/her involvement, participation in the incidents. For the Grade School level, parents/guardians of students shall be called for an immediate conference.

- | | |
|--------------------------|---|
| 1 st offense: | strong warning and conference with parents |
| 2 nd offense: | 3-day suspension and 65% under the specific area/s in the Department |
| 3 rd offense: | suspension for one week and 65% under the specific area/s in the Department |
| 4 th offense: | suspension for 1 week , another week of community service and 65% under the specific area/s in the Department |
| 5 th offense: | suspension for 2 weeks and 65% under the specific area/s in the Department |
| 6 th Offense: | exclusion/expulsion |

Other offenses similar or related to those mentioned above, sanctions will depend on gravity or seriousness of the offense committed. Such offense will be treated on a case- to-case basis.

Once excluded/expelled – No certification of good moral character will be issued.

CATEGORY C

1. Bullying and the like within the school premises & cyberspace
2. Cheating in any form during periodic exams and/or
3. Leaking test questions
4. Selling, soliciting; fund-raising that is not recognized by the school
5. Threatening, intimidating, provoking or coercing any member of the school community
6. Frequent and stubborn disregard of school rules and regulations
7. Truancy
8. Usurpation of authority
9. Vandalism, graffiti/ writing on any school property
10. Selling and use of pyrotechnic devices
11. Any act or omission similar to any of the above

CATEGORY C - SANCTIONS

1. The teacher concerned shall submit an incident report to the Discipline Committee stating the nature and circumstances of the offense, including the evidence and/ or materials relevant to the case and the chairman of the Discipline Committee shall inform the parents immediately.
2. The Discipline Committee shall conduct an initial investigation of the case during which the student shall be called in to give his/her side; the concerned student shall accomplish an incident report form.
3. The discipline Committee shall call the parents for a conference on the case and its initial findings.
4. The students/parents have the right to produce evidence on the student’s behalf and or make an appeal in this regard.
5. The decision of the Disciplinary Committee shall be FINAL.

1st offense: suspension for 1 week, another week of community service and 65% under the specific area/s in the Department

2nd offense: suspension for 2 weeks and 65% under the specific area/s in the department

3rd offense: exclusion/expulsion

Other offenses similar to or related to those mentioned above, sanctions will depend on the gravity or seriousness of the offense committed. Such offense will be treated on a case-to-case basis.

Once excluded or expelled – No certification of good moral character will be issued.

CATEGORY D

1. Committing gross misconduct
2. Hooliganism
3. Assaulting a student or personnel
4. Instigating or leading illegal strike
5. Forging / Falsifying receipts and/or altering official documents (report cards, clearance, letters to/of parents, etc); giving false or fabricated or misleading information on any official record/report.
6. Committing malversation of class or school funds, not returning found articles
7. Possessing, using or being under the influence of drugs
8. Possessing liquor and / or coming to school under the influence of intoxicating beverage / drinking liquor in the campus or within 500m radius
9. Joining, participating and/or involving in fraternity or sorority not sanctioned by the school
10. Hazing
11. Committing harassment in any form
12. Committing extortion
13. Stealing and shoplifting in and off the campus
14. Possessing, using or selling deadly weapon or explosives including firecrackers and pillbox
15. Committing immorality
16. Committing willful destruction of any school property

CATEGORY D - SANCTIONS

Any one of the said above offenses committed by the student will automatically merit expulsion / exclusion from the school.

1. The teacher concerned shall submit an incident report to the Discipline Committee stating the nature and circumstances of the offense, including the evidence and/or materials relevant to the case and the chairman of the Discipline Committee shall inform the parents immediately.
2. The Discipline Committee shall conduct an initial investigation of the case during which the student shall be called in to give his/her side. An incident report form shall be accomplished by the student concerned.
3. The Discipline Committee shall call the parents for a conference on the case and its initial findings.
4. The students/parents have the right to produce evidence on the student's behalf and/or make an appeal in this regard.
5. The decision of the Disciplinary Committee shall be FINAL.

Once excluded/expelled – No certification of Good Moral Character will be issued.

IV. STUDENT SERVICES AND FACILITIES

THE ENGLISH RESOURCE CENTER

The English Resource Center, better known as the ERC, is an autonomous in-house hub that groups the best English teachers and mentors to serve its primary purpose of developing strategies and programs in teaching English, primarily English as a Second Language (ESL).

In its desire to give the best and most appropriate learning experience of English language, the ERC has generated and sourced up-to-date materials and resources to offer to anyone who seeks to have a memorable and enriching experience of learning the English language. It now contains most of the English literary books BIS has discriminately acquired over the years. It has more than 2000 English literary titles - ranging from popular to classic, and covering five different genres - to meet the different needs and interests of the growing Benedictine population. A good number of these are works of award winning authors for children and young adult literature.

All materials in the ERC are an invaluable part of the assessment and enrichment program of BIS. With a strong partnership with Scholastic, Inc., ERC is instrumental in delivering a practical and sound approach in teaching and learning English.

GUIDANCE OFFICE

The Guidance Office offers services, which help the student know and understand himself/herself better. The Guidance Program is not merely a specialized service but is an integral part of the total school program.

Thus, its goals involve a multi-faceted development of the person in the areas of personality, leadership, citizenship and career.

In terms of ways and means of developing the total person, the following processes are utilized simultaneously: classroom teaching-learning situations, homeroom activities, Socio-Emotional Learning (SEL) activities and guidance services. Such services include individual counseling, group guidance, therapeutic play psychological testing, personality inventory service, information service through orientation and career program and parent-teacher-counselor consultations.

LIBRARY

The Library is a service center, teaching agency, and materials center. It participates actively in the school program as it strives to meet the academic needs of students, teachers and other members of the community by providing library materials and services most appropriate and meaningful in their growth and development as individuals.

SCIENCE LABORATORY

This laboratory is a place where discovery leads to knowledge, understanding, and appreciation of the science concepts.

LIVELIHOOD EDUCATION ROOM

The L.E. room is where the students learn and develop their practical skills.

COMPUTER LABORATORY

This up-to-date laboratory equips the students with the necessary computer and robotic skills and concepts that are practical and necessary for success in academics.

CLINIC

The school maintains a medical and dental clinic, which is primarily responsible for safeguarding the health of the students and school personnel on campus.

CANTEEN

The school canteen serves breakfast and snacks from 7:00 am to 4:00 pm and regular meals at lunch time.

ADMINISTRATION OFFICE

The Admin Office houses both records office and cashier's office. The record office makes available to students their Transcript of Records upon request. It also prepares for them upon request the letter of recommendation, college application forms, diploma, certificate of enrollment, graduation, etc. While the cashier's office takes care of all payments to be made.

BUS SERVICE

Only accredited bus operators are allowed to operate in BIS.

SECURITY

The security provides and implements security measures on campus for the protection of the school community. To a certain extent, they are involved in the discipline formation of the students.

GUIDELINES FOR THE USE OF FACILITIES

A. COMPUTER LABORATORY POLICIES & GUIDELINES

1. Students are allowed to use the computer laboratory (outside of their class schedule) only after the dismissal. The laboratory is open to students until 3:00 PM.
2. Everyone is required to sign in before using any computers in the laboratory.
3. Students are not allowed to save files in the hard disk.
4. Downloading of software from the Internet is prohibited unless he/ she is allowed by the custodian.
5. USBs and other portable saving devices must first be surrendered to the custodian for checking prior to their use.
6. Accessing or viewing pornographic pictures and/or websites is strictly prohibited.
7. Playing online games are also prohibited.
8. Users are expected to properly shut down the computer before leaving the laboratory.
9. Everyone is expected to observe silence while inside the laboratory.

10. All concerns and problems regarding computers shall be addressed only to the custodian.
11. Everyone is expected to follow the CLAYGO "Clean As You Go" RULE.

B. SCIENCE LABORATORY

1. Students are allowed entry to the Science Laboratory only during the laboratory activity.
2. Bags and other personal belongings will be left in the classroom. Only materials needed for the conduct of the laboratory procedures are allowed inside the laboratory.
3. Eating and drinking inside the laboratory are not allowed.
4. Every student is required to wear his/ her laboratory gown during the activity.
5. Only the teacher/ custodian assigned during the laboratory period is authorized to get equipment/ materials from the cabinet.
6. Silence must be observed. Conversation, if unavoidable, must be kept low.
7. A student who causes any breakage/ damage to equipment shall be required to replace it.

C. LIVELIHOOD EDUCATION ROOM

1. The L.E. room should be kept clean and orderly at all times. Used materials and utensils should be cleaned thoroughly and stored properly.
2. All student activities must be supervised by the teacher.
3. No student is allowed to stay/ work in the L.E. room outside the student's official L.E. time.
4. Request for the use of L.E. materials must be properly coursed through the teacher.
5. Bags and other personal belongings are not allowed inside the L.E. room.

D. SPEECH LABORATORY

1. Students are reminded that the Speech Laboratory is a place for listening and speaking activities. It is therefore important to have an atmosphere conducive to studying maintained here at all times.
2. Students are expected to observe the laboratory rules and policies at all times. Violations of these rules will mean sanction and possible loss of Laboratory privileges.
3. Students are expected to maintain order and cleanliness in this area. Bringing in of food and drinks is strictly prohibited.

E. THE ENGLISH RESOURCE CENTER (ERC)

1. Students are NOT allowed to stay inside the ERC during class hours unless given permission by the ERC personnel.

2. The ERC is open until 3:00 pm. Students who wish to stay beyond the said time must write a letter of request and seek the approval of the ERC Director.
3. Class visits must be scheduled at least a day before with the ERC personnel. All students must log-in before they enter the ERC.
4. Students are reminded that the ERC is generally a place for reading. It is therefore important to have an atmosphere conducive for reading and studying maintained here at all times.
5. Students are expected to maintain order and cleanliness in the Center. Bringing in of food and drinks is strictly prohibited.
6. Students are expected to observe the ERC rules and policies at all times, especially with regard to the use and borrowing of ERC materials. Violations of these rules will mean sanction and possible loss of ERC privileges.

F. LIBRARY

1. A student is issued a library card duly signed by the librarian. In case a card is lost, a second card can be obtained for a minimal fee.
2. Library cards are non-transferable. Lending and/or borrowing of library card are subject to disciplinary action.
3. Each student is requested to present his/her library card every time he/she enters the library.

G. CLINIC

1. Students are allowed to stay in the clinic after securing the pass from the school nurse.
2. Students are not permitted to stay in the clinic during snacks and lunch breaks, or while waiting for the time of the next subject.
3. Only the student who is advised to rest in the clinic is allowed. No classmates or friends may stay with him/ her unless the presence of such is recommended by the school nurse.
4. The sick student may stay in the clinic for 60 minutes depending upon one's condition. The school nurse may send him/her home or send him/her back to his/her class.
5. The following steps are taken whenever the school nurse advises the child to go home:
 - a. Parents/Guardians are informed and are advised to fetch the student, or if the student is a school bus rider, the bus driver will take him/her home.
 - b. The class adviser and the subject teachers are informed.
 - c. The respective Coordinator upon the recommendation of the school nurse will issue and sign PASS SLIP that will be noted by the principal.
 - d. A student who is advised to report back to his class shall attend his remaining subjects for the day and will only go to the clinic in time for the next medication.
6. Food and drinks are not allowed inside the clinic.

H. CANTEEN

1. School canteen prioritizes the students when serving.
2. The canteen serves breakfast, snacks and regular meals.
3. Students should stand in line when buying food. First-come, first-served policy is strictly enforced.
4. They should observe the basic table manners when eating.
5. Serving trays and utensils are to be returned to the concessionaire(s).
6. Plastic cups and paper plates should be disposed according to the labeled trash bins.

OFF-LIMIT AREAS

The following places or areas are OFF-LIMITS to all students and exception herein specified:

1. Faculty rooms
2. Clinic except with permission of the school nurse
3. All offices except on official business
4. Laboratory rooms except during laboratory class and under supervision of the subject teacher
5. Fire Exits and Maintenance area

TRAFFIC AND PARKING

1. Vehicles of school personnel are given priority in the parking area.
2. Students who bring their own cars must first secure permission from the school Administration. Once allowed, they are to park their cars at the designated areas.
3. Only authorized school bus driver can enter the campus and be allowed to bring and pick up student riders.
4. The school does not assume any responsibility and cannot be held liable for any loss or damage to any vehicles parked at the parking area.
5. The vehicle owner is advised to take extra care to avoid any loss or damage to the vehicle. The school is not an insurer of losses.

APPENDICES

EXCERPTS FROM THE MANUAL OF REGULATIONS FOR PRIVATE SCHOOLS

Authority to promulgate disciplinary rule. Every private school shall have the right to promulgate reasonable norms, rules and regulations it may deem necessary and consistent with the provision of this manual for the maintenance of good school discipline and class attendance, such rules and regulations shall be effective as of date of promulgation and notification to students in an appropriate school issuance or publication.

Absences. A student in a private school who incurs absences of more than twenty percent of the prescribed number of class or laboratory periods during the school year or term should be given the failing grade and given no credit for the course or subject., However, the school may adapt an attendance policy to govern absences for the students who belong to the upper half of their respective classes. Furthermore, the school head may at his discretion and in the individual case exempt a student who exceeds the twenty percent limit for reasons considered valid and acceptable to the school.

Suspension. Suspension is a penalty in which the school is allowed to deny or deprive an erring student attendance in classes for a period not exceeding twenty percent of the prescribed class days for the school year or term. The decision of the school on every case involving the penalty of suspension which exceeds twenty percent of the prescribed school days of the school year or term shall be forwarded to the regional office concerned within ten days from the termination of the investigation of each case for its information.

Preventive Suspension. Preventive suspension is not a penalty but a deterrent to the disruption to normal school operations (or the threat to life & property) that may be caused by the continued presence of the student – offender on campus.

A student may be immediately placed under preventive suspension during the tendency of disciplinary proceedings against him. This must be done to maintain the atmosphere conducive to education in the school, preserve decorum in the classroom, and uphold respect for administrators and teachers.

Exclusion. Exclusion is a penalty in which the school is allowed to drop or exclude the name of the erring student from the school rolls for being undesirable and transfer credentials immediately issued. A summary investigation shall have been conducted, and no prior approval by the department is required in the imposition of the penalty.

Expulsion. Expulsion is an extreme penalty on erring student consisting of his exclusion from admission to any public or private school in the Philippines and which requires prior approval of the Secretary. The penalty may be imposed for acts or offenses constituting gross misconduct, dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of marijuana, drug dependency, drunkenness, hooliganism, vandalism & other serious school offenses such as assaulting a student or school personnel, instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes preventing or threatening any student or school personnel from entering the school premises or attending classes or discharging their duties, forging or tampering with school records or school forms, and securing or using forged school records, forms and documents.

THE COMPREHENSIVE DANGEROUS DRUG ACT OF 2002

Republic Act No. 9165; Section 44 Heads, Supervisors & Teachers of School Section 44. Heads, Supervisors, and Teachers of Schools. – For the purpose of enforcing the provisions of Article II of this Act, all school heads, supervisors and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors, and teachers.

Any teacher or school employee, who discovers or finds that any person in the school or within its immediate vicinity is liable for violating any of said provisions, shall have the duty to report the same to the school head or immediate superior who shall, in turn, report the matter to the proper authorities.

Failure to do so in either case, within a reasonable period from the time of discovery of the violation shall, after due hearing, constitute sufficient cause for disciplinary action by the school authorities.