

Part I
VISION-MISSION
PHILOSOPHY AND OBJECTIVES
CORE VALUES

A. VISION

St. Michael Parochial School visualizes itself as the center of Academic Excellence and Catholic Christian Education in the farthest town of Rizal and nearby Laguna.

B. MISSION

Under the patronage of St. Michael the Archangel, the St. Michael Parochial School, the only Catholic School in Jalajala and the mission school of the Diocese of Antipolo, commits itself in serving the parish and the people of God through evangelization in the light of the Gospel Values with Religion as the core of the curriculum.

C. PHILOSOPHY AND OBJECTIVES

- Integrate Gospel Values not only in Christian Living classes but in other subject disciplines as well.
- Teach the students to become faithful to God and the value of love of what is just and true and noble in order to become courageous living witnesses.
- Encourage the students to be involved in parish activities by serving the church and the community to become Faithful, Courageous, United, Respectful, Obedient, just and Responsible
- Develop one's faith by participating actively in parish-based programs and activities such as bible-sharing in groups, recollection, retreat and outreach through catechism and in support of the development of mini-parishes.

D. CORE VALUES

Towards these end, every Michaelians behaves in accordance with the following Values:

Faith
Courage
Unity

Respect
Obedience
Justice

Responsibility

E. THE SCHOOL SEAL



The school seal is a circle with the name “St. Michael Parochial School”. The circular ropes of the seal symbolize the endless unity among Michaelians. *Patria, Virtus and Scientia* represent the pillars of SMPS. *Patria* means motherland, *Virtus* means excellence while *Scientia* means knowledge and understanding. The cross with a rope at the center of the seal portrays the eternal love of Christ. The Sacred Heart of Jesus on the book depicts the Academic Excellence and Quality Christian Education offered by the institution. The tree and rope emblemize the lifelong learning for the Michaelians. Below is the year “1964”, the foundation year of the School.

F. SMPS HYMN

**SMPS, beloved Alma Mater
Our hope to see the light
You embraced us with God’s love and wisdom
And with your hands, we became a worthy soul.**

**Chorus:
Oh my dearest SMPS
go on and serve the youth.
you will remember as ages passes by,
your memories linger forevermore**

**The seed of faith
the values of humanity with your command we learned
we pray someday the vision
you set before, Oh SMPS will be our Nation’s dream...**

**Finale:
You will remember as ages passes by
your memories linger forevermore.**

G. K – 12 OBJECTIVES

One of the greatest reforms in the Philippine Educational System today is the implementation of the K to 12 program.

The enhanced K to 12 Basic Education Program seeks to provide for a quality 12 – year basic education program that each Filipino is entitled to. This is in cognizance with Article IV Section 2 of the 1987 Philippine Constitution which states that: “The state shall establish, maintain, and support a complete, adequate, and integrated system of education relevant to the needs of the people and society”.

The new program was patterned from the K – 6 – 4 – 2 Model. This means that basic education involves kindergarten, six years of elementary education, four years of junior high school (Grades 7 – 10) and two years of senior high school (Grades 11 – 12).

Those who go through the 12 – year program will get an elementary diploma (6 years), a junior high school diploma (4 years) and a senior high school diploma (2 years). A full 12 year of basic education will eventually be required for entry into tertiary level education.

Universal kindergarten was offered starting school year 2011 – 2012. This school year, 2012 – 2013, the new curriculum will be offered to incoming Grade I as well as to incoming junior high school students (Grade 7 of High School year 1).

The goal of the enhanced K to 12 Basic Education Program is to create a functional basic education system that will produce productive and responsible citizens equipped with the essential competencies and skills for both life – long learning and employment. The program will enhance the basic education system to full functionality to fulfil the basic learning needs of students. This is in line with the agenda of President Benigno Aquino, III of having quality education as a long term solution to poverty. In order to achieve these goals, the program has the following twin – objectives:

- a.) To give every student an opportunity to receive quality education based on an enhanced and decongested curriculum that is internationally recognized and comparable;
- b.) To change public perception that high school education is just a preparation for college; rather than, it should allow one to take advantage of opportunities for gainful career or employment and/or self - employment in a rapidly changing and increasingly globalized environment.

The benefits of the K to 12 program far outweigh the additional costs that will be incurred by both government and families.

To individual and families:

- 1.) An enhanced curriculum will decongest academic workload, giving students more time to master competencies and skills as well as time for other learning opportunities beyond the classroom, thus allowing for a more holistic development.
- 2.) Graduates will possess competencies and skills relevant to the job market. The program was designed to adjust and meet the fast changing demands of society to prepare graduates with skills essential for the world of work.
- 3.) Graduates will be prepared for higher education. Due to an enhanced curriculum that will provide relevant content and attuned with the changing needs of time, basic education will ensure

sufficient mastery of core subjects to its graduates much that graduates may opt to pursue higher education if they choose to.

- 4.) Graduates will be able to earn higher wages and/or better prepared to start their own business.
There is a strong correlation between educational attainment and wage structure and studies specific to the Philippine setting show that an additional year of schooling increases earnings by 7.5 %. This should also allow greater access to higher education for self – supporting students.
- 5.) Graduates could now be recognized abroad, Filipino graduates eg. Engineers, architects, doctors, etc., could now be recognized as professionals in other countries. Those who intend to study abroad will meet the entrance requirements of foreign schools.

For the Society and the Economy:

- 1.) The economy will experience accelerated growth in the long run.
The objective of the K to 12 program is to improve quality basic education. Several studies have shown that the improvements in the quality of education will increase GDP growth by as much as 2%. Studies in the UK, India and US show that additional years of schooling also have positive overall impact on society.
- 2.) The Philippine education system will be at par with international standards. K to 12 will facilitate mutual recognition of Filipino graduates and professionals following the Washington Accord and the Bologna Accord.
Washington Accord prescribes 12 years basic education as an entry to recognition of engineering professionals.
Bologna Accord requires 12 years of education for university admission and practice of profession in European countries.
- 3.) A better educated society provides a sound foundation for long – term socio – economic development.
The enhanced K to 12 Basic Education System will contribute to the development of emotionally and intellectually mature individuals capable of pursuing productive employment and entrepreneurship or higher education disciplines.
In the near future, the smooth transition from the existing 10 - year education cycle to the K to 12 basic education cycle will produce holistically developed Filipino learners with 21st century skills, which they can use to become productive and responsible citizens of the country

PART II GENERAL RULES AND GUIDELINES

A. PROFILE OF IDEAL MICHAELIAN

1. PRO-GOD who:

- Believes in One Supreme Being who has dominion over all;
- Lives by catholic virtues and practices; and
- Is committed to study the Word of God and
- Lives according to His life.

2. PRO-PEOPLE who:

- Establishes, promotes and preserves good relationship with his fellowmen;
- Applies good social values dealing with people from different walks of life;
- Demonstrates preferential love for the poor.

3. PRO-COUNTRY who:

- Strives to be of service to his fellowmen;
- Believes and appreciates Filipino heritage and values; and
- Upholds the Constitution of the Republic of the Philippines especially the Justice, Freedom and Equality.

4. PRO-FAMILY AND LIFE who:

- Knows, understands and upholds the value of family and life;
- Indulges in the progressive search for the enrichment of life by means of wholesome activities;
- Appreciates the dignity of one's person and strives to work for its development; and
- Involves himself in activities that will promote the value of life and the dignity of every human person.

B. GENERAL POLICIES FOR STUDENTS

B.1 Student's Uniform

All students are required to wear the prescribed school uniform in the school. Students are not allowed to enter the school premises in incomplete uniform or civilian clothes.

1. School Uniform (for NKP to Grade 3)

- 1.1 Girls - Royal blue dress with light blue sleeves, necktie, section patch and SMPS logo
 - Black leather shoes
 - White socks
- 1.2 Boys - Light blue polo with pocket, section patch and SMPS logo
 - Royal blue shorts
 - Black leather shoes
 - White socks

2. School Uniform: (for Grades 4-10)

- 2.1 Girls - Fleeted skirt (royal blue)
 - White navy collared blouse with section patch and necktie with SMPS logo (royal blue)
 - Black leather shoes
 - White socks
- 2.2 Boys - White polo with pocket and SMPS logo
 - Black pants (Slacks)
 - Black leather shoes
 - White socks

3. School Uniform: (for Grades 11-12)
 - 3.1 Girls - Fleeted skirt (black one inch above the knee)
 - Long sleeves white
 - Blazer (Gray, with logo and patch)
 - Close shoes (black with 1-2 inch) and White High Socks
 - Ribbon (Navy blue)
 - 3.2 Boys - Black pants (Slacks)
 - Long sleeves white
 - Blazer (Gray, with logo and patch)
 - Black Leather Shoes and White socks
 - Necktie (Navy Blue)
4. Gala uniform (for NKP-Grades 1-10)
 - 4.1 Girls - White long-sleeved dress in round collar with royal blue piping and royal blue belt.
 - Black leather school shoes
 - White socks
 - With royal blue necktie
 - 4.2 Boys - White long sleeved polo with royal blue piping and blue collar
 - Black leather school shoes
 - White socks
5. Gala uniform (for Grades 11-12)
 - 5.1 Girls - Fleeted skirt (black one inch above the knee)
 - Long sleeves white
 - Blazer (Gray, with logo and patch)
 - Close shoes (black with 1-2 inch) and White High Socks
 - Coat and Ribbon (Navy Blue)
 - 5.2 Boys - Black pants (Slacks)
 - Long sleeves white
 - Blazer (Gray, with logo and patch)
 - Black Leather Shoes and White socks
 - Coat and Necktie (Navy Blue)
6. Physical Education Uniform (for NKP- Grade 6)
 - a. Boys and Girls - SMPS royal blue jogging pants
 - Prescribed royal blue and yellow P.E t-shirt
 - Rubber shoes
 - White socks
7. Physical Education Uniform (for Grades 7-12)
 - b. Boys and Girls - SMPS royal blue jogging pants
 - Prescribed royal blue and white P.E t-shirt
 - Rubber shoes
 - White socks

B.2 Identification Card

A student/pupil enrolled in the school is issued an official identification card which is required upon entering the school premises.

Guidelines:

1. I.D card should be worn in the school at all times.
2. I.D card should be free from trimmings.
3. I.D card should not be lent to another. This subject to disciplinary action.
4. Loss of an I.D. card should be reported immediately to the Adviser and Prefect of Discipline who will authorize the student to apply for a new I.D. card.
5. NO I.D., NO COMPLETE UNIFORM, NO ENTRY.

B.3 Hair-cut

Boys should follow the school prescribed hair cut measurement which is 1x1. Hair-cut shall be checked by the advisers once a month.

Habitual non-compliance shall be noted by the office of the Prefect of Discipline for proper disciplinary action.

B.4 Attendance, Punctuality and Absences

1. A student/pupil has the responsibility to attend his/her classes regularly and punctually from the first day of classes. In case she/he cannot attend his/her classes due to unavoidable circumstances, he/she should inform his/her adviser.
2. In some instances that a student/pupil needs to leave the school premises, he/she should fill-up an Out-slip noted by the adviser and approved by the Prefect of Discipline. The student is excused from his/her classes from the time it is approved.
3. The Department of Education (DepEd) required that every student/pupil should attend no less than 80% of the school days. In case a student accumulates absences of more than 20% of the required total number of school day he/she will be required to repeat the curriculum year.
4. A student/pupil is required to attend all academic and co-curricular activities.
5. Every subject teacher checks the attendance of students in his/her respective subjects.
6. **ABSENCES:**
 - 6.1 Absences with valid reason like illness, death in the family, calamities, etc. shall be given consideration. A student/pupil who has been absent for more than five (5) consecutive days has to be accompanied by a parent or official guardian to explain the reason for his absence.
 - 6.2 Any student/pupil who reports to school after an illness is required to present to the Prefect of Discipline/ Principal a letter of excuse signed by the parents and a medical certificate from the attending physician. Admission slip is issued upon presentation of excused letter and medical certificate.
 - 6.3 Absent/Late Students/pupils without admission slip will not be admitted in class.
 - 6.4 Student's/pupil's failure to present an excuse letter and/or medical certificate would make the absence unexcused. Unexcused absence would mean that she/he is not entitled to special examinations or quizzes or make-up activities that she/he missed.
 - 6.5 Absences do not excuse students/pupils from assignments or class work such as theme writing, experiments, book reports, term papers, project etc.
 - 6.6 A student/pupils who was absent on a Periodical Examination day should present a medical certificate to excuse the absence.
7. **TARDINESS:**
 - 7.1 Students/pupils are expected to be in school in time for the flag ceremony (7:15 a.m.)
 - 7.2 A student/pupil is considered late if he/she comes to school after 7:15 a.m.
 - 7.3 Late students/pupils are required to secure admission slips from the Prefect of Discipline/ Principal before attending his/her class.
 - 7.4 Three (3) consecutive unexcused tardiness is equivalent to one (1) absence.
 - 7.5 Five (5) staggered unexcused tardiness will automatically imply a warning. The fifth will merit a memo on gross tardiness addressed to the parents. The eighth tardiness will be given one day punitive suspension. The student/pupil will be given one day community service on his/her 24th late.
 - 7.6 Tardiness may be excused if the student/pupil presents an excuse slip duly signed by the parents/guardian and/or upon confirmation by the Prefect and Principal.
 - 7.7 If tardiness becomes frequent or habitual, the student/pupil will be given a failing mark in punctuality and/or Conduct – it may be a ground for dismissal on non-readmission.
8. **CUTTING CLASSES:**
 - 8.1 Non-attendance in any class or school activities while inside the school premises.
 - 8.2 Escaping or leaving without permission during the school hours.
 - 8.3 Seen in public places in school uniform during class day/hours

B.5 Conduct Inside and Outside the Classroom

Every student/pupil is identified with the school where he/she belongs. It is her/his responsibility to help maintain the good image of the school by conducting himself/herself in a manner befitting a Catholic School student. He/she should always be aware that he/she

behavior is reflective of the training she/he gets from the school. While inside and outside the campus, she/he should observe generally acceptable rules of conduct and norms of behavior.

1. Silence and order should be maintained especially in entering and leaving the classroom, during class hours, examinations, recess time, whether the teacher is present or not.
2. Students/pupils are not allowed to loiter in the corridors, quadrangle, faculty room, canteen, or near the classrooms and other offices while classes are going on except for personal necessity.
3. Passing through corridors either in group or individually should be made silently. Boisterous conduct, running, shouting or an action which tends to distract classes are to be avoided. True scholarship dictates the observance of silence and proper decorum within the premises of SMPS.
4. No student/pupil may be pulled-out from the classroom when class is going on. In case of emergency, the Guard on Duty will inform the Principal's office for necessary action.

B.6 Conduct during Flag Ceremony

1. The Bell or Buzzer signals the line formation for flag ceremony.
2. Due respect should be given during the flag ceremony anywhere, anytime. Proper conduct should be observed which reflects one's reverence for the Philippine flag.
 - 2.1 Strengthening Respect and Allegiance to the Philippine Flag in all Schools (DepEd Order No. 83, s. 20017)
 - 2.1.1 The actual singing of the National Anthem during flag raising and retreat must not be replaced by canned music. Teachers are required to sing and lead the singing if the Philippine National Anthem.
 - 2.1.2 No tattered or badly-faded flag should be allowed to fly in any school or office.
 - 2.1.3 Instructions on the proper display and use of the Philippine Flag, prohibited acts on the use of the Philippine Flag, and on the singing of the national anthem shall be observed in accordance with the provisions of R.A No. 8491.
 - 2.2 Everybody should be able to perform the following:
 - 2.2.1 Morning Offering/Panalangin sa Umaga
 - 2.2.2 Prayer to St. Michael the Archangel
 - 2.2.3 Pambansang Awit ng Pilipinas (Lupang Hinirang)
 - 2.2.4 Panatang Makabayan
 - 2.2.5 SMPS Vision-Mission
 - 2.2.6 Singing/Dancing of the following:
 - 2.2.6.1 SMPS hymn
 - 2.2.6.2 Dance exercise (Friday Only)
 - 2.2.6.3 CALABARZON March

B.7 Use of School Facilities

Good stewardship requires that all school facilities be kept clean and orderly. Students/pupils are expected to maintain and preserve them at all times hence, spitting, littering, vandalizing, damaging property, defacing walls, chairs, desks, etc. are **STRICTLY PROHIBITED**.

B.8 Drop and Pick-up of Pupils

No Student/pupil is to be brought to school more than 10 minutes before class begins and must be picked up not later than 10 minutes after class. If a pupil is left beyond those limits with no arrangements made, he/she will be brought back to the classroom where parents can fetch them.

B.9 Relinquishing of Children

If a Student/ pupil is to be picked up by unauthorized representatives, the parents/guardians should send a written note bearing the signature of the latter, e-message and/or telephone call to notify the teacher-adviser. In cases emergencies/necessities (such as earthquake, fire, storms, and prolonged power failure) the teacher-adviser will notify through telephone call or text message the parent/guardian to pick up their child from school.

B.10 Behavioral Management

Discipline involves teaching character and self-control. The teacher-adviser must encourage children to respect others. For acts of aggression and fighting such as physical violence (e.g. biting, hitting, etc.), the pupils shall be given appropriate disciplinary intervention. Repetition of the same offense will be brought to the attention of the parents/guardian and/or maybe brought to the Guidance Counselor for counseling.

B.11 Communication with Parents/Guardians

Communication to the parents/guardians can be written or oral depending on the situations. Each student/pupil must have a communication notebook where teacher-adviser writes any information or reminders about the schedule of school activities, etc.

B.12 Concerns of Parents

Any concerns of parent/guardian should abide by the following guidelines:

1. The teacher-adviser attends to the issue raised by the parents.
2. The teacher-adviser classifies the concerns into academic, behavioral or disciplinary. If academic, channel to the Principal; if behavioral, refer to the Guidance Counselor; and if disciplinary, refer to the Prefect of Discipline.
3. Issues that are not satisfactorily resolved between the parent/guardian and the teacher-adviser should be brought directly to the attention of the Disciplinary Board (teacher-adviser, Principal, Guidance Counselor and Prefect of Discipline) through a written notice that should investigate the matter.
4. If the concern or grievance involves the teacher-adviser, it should be brought immediately to the attention of the Principal for recommendation. If unresolved, the Principal must refer the matter to the School President for final decision.

B.13 Illness and Communicable Diseases

In case the student/pupil gets sick and cannot come to school, the parent/guardian must inform the teacher-adviser either by writing or through telephone call. In the event that a student/pupil becomes instantly ill in school, the teacher-adviser will notify the office of the Principal who in turn will contact the parent/guardian to pick up the child immediately. A student/pupil with communicable disease (chicken pox, measles, mumps, sore eyes, etc) must not attempt to come to school to avoid spreading the disease to other pupils.

B.14 Medications

The parent/guardian of pupil who is undergoing continuous medication must send a written instruction on the administration of medicine(s) to the teacher-adviser for endorsement to the clinic in-charge for proper administration.

B.15 Injuries

If a student/pupil becomes injured while at school, the person in-charge of the school's clinic will immediately assess the situation. If the injury is minor, first aid shall be given. If injuries are severe and require professional medical attention, the student/pupil will be brought to the hospital and the teacher-adviser will contact the parent/guardian.

B.16 Outdoor Activities

Outdoor play is a regular part of the daily routine. Student/pupils should be prepared to play. Parent/guardian should not request that their child stays indoors except when he/she is too sick to go outside.

B.17 Birthday Celebration

A birthday is an important event in the life of a child. However, the school does not allow birthday celebrations within the school premises. Parents who wish to bring refreshments/snacks for the whole class should ask permission from the Office of the Principal in advance for approval. This must be held during recess time.

B.18 Campus Security

Only employees and bonafide students/pupils of the school shall be allowed inside the school campus.

1. Visitors and even parents or guardians will not be allowed to go directly to any classroom. They shall be allowed inside the campus for valid reasons only: schedule scheduled meeting/ conference with their child's teacher/s or official business with any school authority or office. They have to present their valid I.D. cards to the guard on duty and notice slip of visit.
2. Those who are allowed to enter the school will be given the Visitor's Pass and Transaction Slip by the security guard on duty after signing the logbook. They shall submit themselves and their belongings for checking for security purposes. The Transaction Slip should be signed by the school personnel visited. Both Visitor's Pass and Transaction Slip shall be returned to the guard before leaving the campus.
3. Visitors are expected to dress appropriately.

B.19 Bringing of Projects and Assignments

A student/pupil has the responsibility to come to school prepared. This means he/she comes to school with his/her assignments already done with him/her, the materials he/she needs for the day.

Parents/ guardians should not leave and entrust to the security guards/ maintenance personnel these materials. This is to train the student to become an organized and well-prepared individual.

C. ADMISSION, POLICIES AND PROCEDURES

C.1 Admission Committee

Every student has the right to enroll in St. Michael Parochial School upon meeting the specific requirements pertinent to the rules and regulations. Likewise, admission committee is created to facilitate the legal entry of student. It is composed of the following:

Chairperson:	Registrar
Members:	Academic Coordinator Guidance Counselor School Cashier

C.2 Admission Procedure

1. For New/ Incoming/ Transferees

Steps:

- 1.1 See the guidance counselor for interview and wait for the result.
- 1.2 Proceed to Registrar's Office. Then, secure registrations form and fill it up completely.
- 1.3 Submit the duly filled-up registration form to the Registrar for checking and encoding.
- 1.4 Proceed to Finance Office, for the assessment and payment of fees.
- 1.5 Go back to Registrar's Office; present the registration form with approval signature of the cashier if payment has been made.
- 1.6 Wait for Enrollment List to be given by the Registrar to the class adviser on the first day of classes.

2. Old students

Steps:

- 2.1 Secure Registration Form from Registrar's Office and fill it up completely.
- 2.2 Submit duly filled-up registration form together with the admission credentials to the registrar for checking and encoding.
- 2.3 Proceed to Finance Office for assessment and payment of fees.
- 2.4 Go back to Registrar's Office present the registration form with the approval signature of the cashier if payment has been made.
- 2.5 Wait for Enrollment List to be given by the registrar to the class adviser on the first day of classes.

NOTE: NO Entrance Payment, NO "Admit to Class"

C.3 Admission Requirements

1. For Incoming Kindergarten pupil:

- 1.1 Photocopy of Birth Certificate (PSA)
- 1.2 Baptismal Certificate (Photocopy)
- 1.3 1pcs. I.D. picture (2x2)

For Kindergarten Transferees:

- 1.1. Photocopy of Birth Certificate (PSA)
- 1.2. Baptismal Certificate (Photocopy)
- 1.3. 1pcs. I.D. picture (2x2)
- 1.4. Report Card

2. For Incoming Grade 1 pupil:

- 2.1 PSA/Birth Certificate
- 2.2 Baptismal Certificate
- 2.3 Kindergarten Certificate of Completion
- 2.4 Early Childhood Care and Development (ECCD) Checklist
- 2.5 1pcs. I.D. picture (2x2)

3. For Incoming Grade 7:

- 3.1 Photocopy of Birth Certificate (PSA)
- 3.2 Baptismal Certificate (Photocopy)
- 3.3 SF 9 Grade 6 (Card)
- 3.4 Certificate of Good Moral Character
- 3.5 1pcs. I.D. picture (2x2)
- 3.6 Grade 6 Certificate of Completion (Photocopy)

4. For Incoming Grade 11:

- 4.1 Photocopy of Birth Certificate (PSA)
- 4.2 Baptismal Certificate (Photocopy)
- 4.3 SF 9 Grade 10 (Card)
- 4.4 Certificate of Good Moral Character
- 4.5 1pcs. I.D. picture (2x2)
- 4.6 Grade 10 Certificate of Completion (Photocopy)

5. For High School Transferees:

- 5.1. Photocopy of Birth Certificate (PSA)
- 5.2. Baptismal Certificate (Photocopy)
- 5.3. SF 9 (Card)
- 5.4. Certificate of Good Moral Character
- 5.5. 1pcs. I.D. picture (2x2)
- 5.6. Grade 6 Certificate of Completion (Photocopy)

C.4 Standing Policies on Students' Tuition Fees Discounts and Entitlement

1. Academic Scholarship (Not Applicable to NKP)

- 1.1. Rank 1- 100% discount tuition fee
- 1.2. Rank 2- 50% discount tuition fee

2. Parents enrolling with 3 or more Children (High School)

- 2.1. 2nd Child- 5% discount tuition fee
- 2.2. 3rd Child- 10% discount tuition fee
- 2.3. 4th Child- 15% discount tuition fee
- 2.4. 5th Child- 20% discount tuition fee

3. Faculty & Personnel Kin (Children)

- 3.1. 1st Child- free tuition fee
- 3.2. 2nd Child- 50% discount tuition fee
- 3.3. 3rd Child- 25% discount tuition fee

4. One (1) Nephew/Niece (First Degree) in Service of 5 Years and Above

- 4.1. 50% discount tuition fee

5. Government Scholarships (for Junior High School)

- 5.1. FAPE-DepEd-ESC (Fund for Assistance Program in Education)
All with proper certification from the Registrar's Office and Scholarship Coordinator approved by the School Director/Principal.

C.5 Transfer of Students and Transfer Credentials

A student enrolled in SMPS is entitled to transfer to another school provided that he has no unsettled obligations. Upon approval of the Principal/ Registrar, a dropping form shall be accomplished to facilitate the transfer of student.

A certificate of eligibility for transfer shall be issued to student within a week after filing a dropping form or after the close of the school year, as the case may be.

C.6 Withholding of Credentials

The release of the transfer credentials or any academic record to students may be withheld for the following reason:

1. Non-payment of financial obligations
2. With unsettled property accountability
3. Non-compliance of Clearances
4. Student requesting is under suspension not yet lifted.

D. GENERAL ACADEMICS POLICIES

D.1 The school maintains the open admission but selective retention policy.

Kindergarten Education

The first stage of compulsory and mandatory formal education which consists of one (1) year of preparatory education for children at least five (5 years old as prerequisite for Grade One (Section 6, IRR of RA 10533).

Note: See *DepEd Order No. 47 s. 2016: OMNIBUS POLICY ON KINDERGARTEN EDUCATION*

D.2 Eligibility and Documentary Requirements

While this Policy adheres to the basic tenet that all learners must be accepted in basic education. All public and private schools, and SUCs and LUCs offering basic education programs shall adhere to existing rules that govern the minimum eligibility and documentary requirements for enrollment in order to establish the identity of learners.

Level	Eligibility Standards	Documentary Requirements
Kinder	Children aged five years old by August 31 st of the school year they will enroll in <i>(DepEd Order 47, s. 2016, Omnibus Policy on Kindergarten)</i>	• Philippine Statistics Authority (PSA)* Birth Certificate <small>*formerly National Statistics Office (NSO)</small>

Note: See *DepEd Order No. 03 s. 2018: BASIC EDUCATION ENROLLMENT POLICY*

D.3 Promotion as a General Rule- A final Grade of 75 or higher in all learning areas allows the students to be promoted to the next grade level.

See: (DepEd Order No. 8 s. 2015)

D.4 How is learner progress recorded and computed?

Guidelines specific to the assessment of Kindergarten learners will be issued in a different memorandum or order. However, for Kindergarten, checklists and anecdotal records are used instead of numerical grades. These are based on learning standards found in the Kindergarten curriculum guide. It is important for teachers to keep a portfolio, which is a record or compilation of the learner's output, such as writing samples, accomplished activity sheets, and artwork. The portfolio can provide concrete evidence of how much or how well the learner is able to accomplish the skills and competencies. Through checklists, the teacher will be able to indicate whether or not the child is able to demonstrate knowledge and/or perform the tasks expected Kindergarten learners. Through anecdotal records or narrative reports, teachers will be able to describe learner's behavior, attitude, and effort in school work.

See: DepEd Order No. 8 s. 2015 for JHS-SHS

D.5 How are grades computed at the end of the school year?

There are no numerical grades in Kindergarten. Description of the learners' progress in the various learning areas are represented using checklists and student portfolios. These are presented to the parents at the end of each quarter for discussion. Additional guidelines on the Kindergarten program will be issued.

Note: However, the school provides numerical grades in School Form 9 (School Form 138) for kindergarten **See: DepEd Order No. 8 s. 2015 for JHS-SHS**

D.6 Scholastic Deficiency and Retention- A student shall be retained in the grade/year level if she/he incurs failures of 3 subjects/units or more during the regular academic school year and is unable to make up for the failed marks during summer session. Retained students need to repeat only those subjects that they failed and shall not be allowed to take advance courses in these subjects.

See: (DepEd Order No. 8 s. 2015)

D.7 Remediation Program- for Grades 1-10 a learner who Did Not Meet Expectations in at most two learning areas must take remedial classes. Remedial classes are conducted after the Final Grades have been computed. The learner must pass the remedial classes to be promoted to the next grade level. However, teachers should ensure that learners receive remediation when they earn raw score which are consistently below expectations in Written Work and Performance Task by the fifth week of any quarter. This will prevent a student from failing in any learning area at the end of the year.

Summative Assessment are also given during remedial classes. These are recorded, computed, weighted, and transmuted in the same way as the Quarterly Grade. The equivalent of the Final Grade for remedial classes is the Remedial Class Mark (RCM). The Final Grade at the end of the school year and the Remedial Class Mark are Averaged. This results in the Recomputed Final Grade. If the Recomputed Final Grade is 75 or higher, the student is promoted to the next grade level. However, students will be retained in the grade level if their Recomputed Final grade is below 75.

Any student who fails in any subject shall be placed on academic probation status. As a result, she/heshall be automatically placed in remediation program such as: Individualized tutorial; group tutorial; make-up project/research; academic counseling; other corrective measures.

See: DepEd Order No. 8 s. 2015 for JHS-SHS

E. EVALUATION OF STUDENTS' ACHIEVEMENT

E.1 Guidelines in the Grading System

In a grading period, there is one Quarterly Assessment but there should be instances for students to produce Written Work and to demonstrate what they know and can do through Performance Task. There is no required number of Written Work and Performance Tasks, but these must be spread out over the quarter and used to assess learners' skills after each unit has been thought. **(DepEd Order No. 8 s. 2015)**

The performance of the students shall be described in the report card, based on the following levels of proficiency;

Descriptors	Percentage Weight
Outstanding	90-100
Very Satisfactory	85-89
Satisfactory	80-84
Fairly Satisfactory	75-79
Did Not Meet Expectations	Below 75

E.2 K to 12 PROGRAM

In line with the policy of DepEd Order No. 8 s. 2015 providing a fair grading system.

Components	Languages	AP	EsP	Science	Math	MAPEH	EPP/TLE
Written Work	30%			40%		20%	
Performance Tasks	50%			40%		60%	
Quarterly Assessment	20%			20%		20%	

There shall be four (4) grading periods using averaging method.

See: DepEd Order No. 8 s. 2015 for JHS-SHS

E.3 Criteria for Grading

The grading system in the secondary level is designed to reflect consistency the true level and degree of mastery of competencies by the students in each subject area.

The following are being adopted:

1. Grades in different subject areas should be computed based on the percentage weight allocated for the various components.
2. Averaging across quarters shall be subject only. The final grade shall be determined by dividing the average grade in all subjects namely: English, Science, Mathematics, Filipino, Araling Panlipunan, T.L.E., MAPEH, Computer and Research (Grade 10) and other subjects.
3. The passing Mark is 75.

E.4 Report Card

1. The school issues Report Cards to the students three (3) times during the year. It serves as the official communication and information for the students and parents regarding academic progress in school.
2. The parents of students who failed in some subject areas are called for by the adviser in writing, for a conference.
3. Incidental loss of card shall be requested to the Registrars' Office
4. Cards should be signed by the parents/guardian.

E.5 Undergraduate and Completers

Every Grading the school gives recognition and award to all deserving learners and those who performed well in the classroom from NKP-Grade 12.

Awardees should have an average of 90. Below is the Honors and average Grade that your children should have, for them to be one of the Awardees.

Academic Excellence Award	Average Grade per Quarter
1. With Highest Honors/ <i>May Pinakamataas na Karangalan</i>	98-100
2. With High Honors/ <i>May Mataas na Karangalan</i>	95-97
3. With Honors/ <i>May Karangalan</i>	90-94

A. Award for Outstanding Performance in Specific Disciplines

These awards are given to recognize learners in grades 6, 10, and 12 who have exhibited exemplary skills and achievement in specific disciplines. These disciplines are Athletics, Arts, Communication Arts, Mathematics and Science, Social Sciences, and Technical-Vocational Education (Tech-Voc). These awards also value the learner's achievement in a specific discipline that has contributed to the school and/or community.

There may be more than one category of awards under the following disciplines: Athletics, Arts, Communication Arts, and Tech-Voc. There will be no separate awards for special programs.

- B. The Award for Academic Excellence** within the quarter is given to learners from grades 1 to 12 who have attained an average of at least 90 and passed all learning areas. The Average Grade per Quarter is reported as a whole number following DepEd Order No. 8, s. 2015.

- C. Special Award-** one (1) or more awardees (Certificates are given to deserving student/s who met the criteria)

1. Christian Living Award- This is given to a student who has demonstrated Christian practices, attitudes and values and manifested active participation in religious activities both school and parish.

2. Conduct Award- These awards are given to learners who have been observed to consistently demonstrate the SMPS core values supported by the DepEd core values (Maka-Diyos, Makatao, Makakalikasan, Makabansa).

- D. Special Award-** one (1) or more awardees (Certificates are given to deserving student/s who met the criteria) (Applicable for Kindergarten)

1. Christian Living Award- This is given to pupil who has demonstrated Christian practices, attitudes and values and manifested active participation in religious activities both school and parish.

2. **Conduct Award**- These awards are given to learners who have been observed to consistently demonstrate the SMPS core values supported by the DepEd core values (Maka-Diyos, Makatao, Makakalikasan, Makabansa).
3. **Best in Math** – This award is given to pupil who obtains the highest grade in Mathematics.
4. **Best in Reading** – This award is given to pupil who obtains the highest grade in Reading both in English and Filipino.
5. **Best in Filipino** – This award is given to pupil who obtains the highest grade in Filipino subject.
6. **Best in Science** – This award is given to pupil who obtains the highest grade in Science subject.
7. **Best in Language** – This award is given to pupil who obtains the highest grade in Language.
8. **Best in Penmanship** – This award is given to who has shown good fine motor skills.
9. **Most Behaved** – This award is given to pupil who has demonstrated standard behavior and reasonable conduct inside and outside the school premises.
10. **Most Cheerful** – This award is given to pupil who has shown constant smile and winning attitude.
11. **Most Neat** – This award is given to pupil who is always well-groomed and has shown tidy works.
12. **Most Responsible** – This award is given to pupil who has shown leadership skills and qualities.
13. **Most Disciplined** – This award is given to pupil who has demonstrated standard behavior by obeying rules inside and outside the school premises.
14. **Most Improved** – This award is given to pupil who has shown his/her best effort to improve.
15. **Most Polite** – This award is given to pupil who has demonstrated courteousness unflinchingly.
16. **Most Honest** – This award is given to pupil who has shown truthfulness all the time.
17. **Most Patient** – This award is given to pupil who has demonstrated hard work and does not give up easily.
18. **Most Generous** – This award is given to pupil who has shown willingness to share.
19. **Most Friendly** – This award is given to pupil who has demonstrated kindness and friendliness to others.
20. **Most Helpful** – This award is given to a pupil who has shown concern for others.
21. **Most Industrious** – This award is given to pupil who has demonstrated hard work inside and outside the school premises.
22. **Most Kind** – This award is given to pupil who has shown the quality of being friendly, generous and considerate.
23. **Most Punctual** – This award is given to pupil who has shown consistent punctuality.

Note: See DepEd Order No. 36, s. 2016 for all the levels

E.6 Selection of the Honor Student in Elementary, Junior, and Senior High School

1. Candidates for honors, at Junior High School shall be drawn from Ranking.
2. The student's grade in the previous curriculum level shall not be considered in the ranking of honors.
3. In case of a tie, candidates may both be declared for the honor ranking, for example, both as valedictorian, salutatorians, first honorable mentions etc.
4. Candidates for honors must have completed the school year in the school where they are candidates for honors.
5. A student who has been suspended for serious disciplinary infractions (e.g. cheating, and stealing, smoking inside the school premises, gambling of any sort, fighting, causing injury to others, etc.) as defined in Chapter 3, Section 1.1.2 of the 2000 DECS Service Manual shall be disqualified for honors for the curriculum grade/year during which the suspension is imposed.
6. Any teacher who is related with the second degree of affinity or consanguinity to any candidate for honor shall not be allowed to sit as member of the Selection Committee.
7. The head of the school, as Chair Selection Committee, shall make the final announcement of honor students. The announcement for the honor students shall be

made not later than fifteen (15) working days before the recognition rites/commencement exercises.

8. Recognition of special Awards to the deserving Undergraduates and Completers in specific Discipline. **Note:** See DepEd Order No. 36, s. 2016
9. Protest, if any, shall be filed with the office of the Principal by the candidates and their parents/guardians, within fifteen (15) days before the Recognition/Moving-up rites and shall be settled at the Division level in the case of secondary, not later than three (3) days before of Recognition/ Moving-up rites.
10. Previous issuances that are inconsistent with this Order are hereby rescinded.

E.7 Periodical Examination/ Quarterly Examination

1. All financial responsibilities, due accounts and school requirements such as examination permit, projects, etc. must be settled a week before examination day.
2. A student/pupil must have a validated clearance two (2) DAYS BEFORE THE PERIODICAL EXAMINATION.
3. Every student/pupil is required to take all scheduled examinations provided She/he has validated clearance and examination permit.
4. A student who fails to take any scheduled examination for VALID and justifiable reasons will be given one (1) week grace period to take special examination scheduled by the Academic Coordinator upon compliance of the validated clearance and examination permit.
5. A student/pupil who fails to take the special examination within the grace period will be given a zero score equivalent to 60% rating in the periodical examination. The librarian will act as the proctor during scheduled special examination.
6. Frequency of Examinations:
 - 6.1 Four (4) Quarterly and Mastery Examination
7. Test Duration:
 - 7.1 Periodical Examination shall be administered for Three (3) days.
8. Test Design
 - 8.1 Number of test questions/items per examination period depends on the coverage of the scope and sequence of the lesson, unless the Academic Coordinator provides the number of items;
 - 8.1.1 Four (4) Quarterly and Mastery Examination

F. STUDENT SERVICES

F.1 Registrar's Office

The Registrar's Office is located at the 1st floor adjacent to the Finance office. It is open from 8:00a.m- 5:00 p.m., Mondays to Fridays. It is institutional in nature and serves the two (2) academic departments of the school. It is the service unit performing academic functions directly supportive teaching.

The Registrar's Office is the repository of highly important and delicate documents of students. The Registrar's decision carries weight in cases involving admission, evaluation of subjects, academic placement, requirements, transfer, academic load and eligibility for graduation. It also serves as the linkage to Department of Education (DepEd) and other related institutions and agencies. It provides academic assistance to students through its services such as Admission and Registration, Orientation, Records Monitoring and Processing, Eligibility, Academic Evaluation and Placement and Research.

F.2 Guidance Center

The Guidance Center is an important unit in the school because of the assistance that gives to the students. It provides guidance services that equip the students with commonly acceptable fundamental skills that they need in adult life to help them become mature, responsible, self-sufficient and functional members of society.

1. Schedule and Structure

- 1.1. The Guidance Center is located at the 2nd floor of the High School Building. It is open from 8:00a.m to 5:00p.m., Mondays to Fridays. It extends guidance services to all

students and provides counseling to those who need assistance in academic, social and personal problems.

1.2. The Counselor conducts individual interviews to students seeking admission and meets with parents and students on referral cases and handles counseling cases.

2. Schedule and Structure

2.1. To help students achieving greater learning efficiency so that they can benefit more fully to the offering of the school.

2.1. To help the student understand himself and his environment so that he can grow in self-direction towards the attainment of greater social and moral development.

3. Specific Objectives

3.1. To orient students continuously on higher level of study.

3.2. To help students discover their abilities, aptitudes and interest.

3.3. To assist the students to work harmoniously with others.

3.4. To establish cooperative home-school relationship.

4. Services

4.1. Assessment of Student's mental ability as a group or as an individual

4.2. Individual Inventory Services

4.3. Placement Services

4.4. Referral Services

4.5. Individual and Group counseling

4.6. Interview

4.7. Follow-up services

4.8. Parent-help

4.9. Testing Services

4.10. Research and Evaluation

F.3 Office of the Security and Prefect of Discipline

The Security and Discipline Office plays an important role in implementing the Code of Discipline among the students. This office offers a corresponding community services in every offense committed by the students. This office handles disciplinary matters, but does not condemn the erring student rather helping him/her to become a well-disciplined and law abiding citizen of the country.

The security and Discipline Office is open 7:00 a.m. to 5:00 p.m., Mondays to Fridays. It extends its services to all parents especially that parents-and-school partnership insofar as human formation and individual discipline are concerned.

1. General Objectives

1.1. To help the students become a good abiding citizens.

1.2. To motivate the students in developing their self-control.

1.3. To guide the students in following the rules and regulations of the school and other institutions.

2. Specific Objectives

2.1. To orient and assist the students on school rules and regulations.

2.2. To motivate the students to cultivate their self-control to become well-disciplined person.

2.3. To guide the students in enhancing their social responsibility through the performance of the assigned community service.

3. Services

3.1. Orientation on Rule and Regulation, etc.

3.2. Implementation of the community services among erring students.

3.3. Maintenance of peace, order and security of the school.

3.4. Creation of Disciplinary Board in all levels.

3.5. Monitoring of the entry and exit of parents and visitors.

F.4 Center for Christian Formation

SMPS is unique in its town as the only Catholic Institution in Jalajala. The school as part of the Catholic Church has a mission of evangelization. It does not only adhere to academic and human formation but also on spiritual formation. These formations are processed through Christ-centered ministry that is Center for Christian Formation tasked to form students with Christian values in witnessing and acting the mission of Christ.

1. Schedule and Structure

1.1. The CCF Office is open from 8:00 a.m. to 5:00 p.m., Mondays to Fridays. It offers spiritual and moral formation among students through liturgical celebrations, recollection, and charitable activities.

2. Vision

2.1. CCF-SMPS is a Christ-centered Ministry that envision itself to form Michaelians and school-community with Christian values in witnessing the missions of Christ by knowing Him, experiencing Him and sharing Him.

3. Mission

To realize its vision, it upholds the following:

3.1. Develops sense of commitment for the realization of Christian values.

3.2. Promotes and enhances a Catholic environment where the Faith is known, experienced, and shared.

3.3. Creates pastoral strategies that dynamically respond to the interpersonal, intrapersonal, and ecological dimension of God's creation.

3.4. Strengthens and deepens Religion as Core of the Curriculum for the integral formation and transformation of the academic community.

4. The Three Ministries

4.1. **Campus Ministry-** this ministry takes care of **EXPERIENCING- THE- FAITH** component of integral Evangelization. It is the arm of CCF for harnessing the co-curricular activities of the school for the task of Evangelization.

4.2. **Catechetical Ministry-** focuses on the **KNOWING- THE- FAITH** dimension of Evangelization. This comprehends the knowledge of the doctrines of faith and teachings of the church.

4.3. **Pastoral Ministry-** the realm of Pastoral Ministry is in its direct involvement to local church and society. The tasks of the program involve active participation of school community in an integrative process of **SEE- PRAY- JUDGE- ACT**

5. Services

5.1. Recollections and retreats

5.2. Liturgical Services

5.3. Novenas and Feast Day Celebrations

5.4. Outreach Program

5.5. Corporal Work of Mercy

5.6. Personal Devotion to the Saints

F.5 The Library

The SMPS Library opens 8:00 a.m. to 5:00 p.m., Mondays to Fridays. Services are rendered by a professional librarian and staff member together with student assistants and geared towards the implementation of institutions objectives. The library is located at the 1st floor of Junior High School Building.

Rules and Regulations:

1. Bonafide students of SMPS with valid library card for the current school year are allowed to use the library service/facilities.

2. The library uses an open-shelf system that is; students have free access to the library collections. They can look for the books they want in the open shelves; for this reason students are obliged to present their library cards upon entry and deposit

- or leave their bags, folders, envelopes, containers, umbrellas, etc. in a designated area near the entrance **EXCEPT FOR VALUABLE MATERIALS**. The library is not responsible for any lost materials or things of students. Students may bring only their pens and pieces of paper.
3. Everyone is encourage to help maintain SILENCE within the library premises to facilitate learning and move chairs gently into their proper places after using to prevent disturbance to other users.
 4. **EATING, TALKING ALOUD, LOITERING** around the library premises, **SLEEPING, SMOKING, AND LITTERING** are strictly prohibited.
 5. **CELLPHONES** and other gadgets must be in **SILENT MODE**.
 6. **VISITING USERS** are required to present referral letter from their respective school librarian. They may use library materials for **“ROOM USE ONLY”**
 7. Students with validated library card may borrow a maximum of **three (3) books**, for overnight use only and subject for renewal if not demand.
 8. **Textbooks and other books** loaned for overnight use are **released after 4:00 p.m.**, depending upon the demand for the book and to be **returned at 9:00 a.m.** the following day.
 9. **Fiction Books** may be loaned for a week and may be re-loaned for another week. While **General References** (such as encyclopedia, dictionary, almanacs, maps, series, etc.) newspapers and magazines are for library premises use and for photocopy only.
 10. Reserved Books: are for “room use” and photocopying only.
 11. A fine of one peso (₱ 1.00)an hour and five (₱ 5.00) a day for overdue books NOT RETURNED ON TIME.
 12. Library card or Borrower’s Card is not transferrable. Lending of this card or the library materials borrowed on it; subject the owner to suspension of his/her library privileges.
 13. Students/library users caught TEARING, STEALING and TAMPERING books and other library materials are subjected to strict disciplinary action.
 14. A lost library card may be replaced one (1) week after report of loss and upon payment of ₱ 50.00 in the Cashiers Office.
 15. Upon signing of clearance, students are NOT ALLOWED TO BORROW BOOKS anymore.
 16. Library card must be surrendered at the end of the year. NO LIBRARY CARD< NO SIGNING OF CLEARANCE.
 17. The Librarian has the right to suspend library privileges to students/library users who do not follow the library rules and regulations.

F.6 School Clinic

The Health Services team is composed of the personnel in-charge of the Clinic. The team provides medical and dental examination every school year. The person in-charge of the School Clinic administers necessary first aid. Basic medicines are made available to all students. Special medical services like blood typing, x-ray, blood count (CBC), and blood pressure (BP) are also extended on case to case basis. It extends services to the students and employees of the school and is open from 8:00 a.m. to 5:00 p.m., from Mondays to Fridays.

Objectives:

1. To provide the necessary medical and dental services and facilities to the students, teachers and non-teaching personnel of the school.
2. To provide the students with proper guidance concerning good health habits, personal hygiene and sanitation.
3. To extend emergency and first aid treatment to students who suffer from minor injuries and unexpected illnesses.

4. To coordinate with the Municipal Health center for the prevention and/or eradication of epidemic diseases.
5. To coordinate with the parents regarding serious health problems of the students.
6. To keep an up-to-date record of the health status of students for referral purposes.

F.7 Finance Office

The Finance office ensures that there are adequate funds available to acquire the resources needed to help the school achieve its objectives. It also ensures costs are controlled and make certain that cash flow is adequate.

The Finance office also prepares financial documents and final accounts for students and administration as well as the following:

- Collects payments regarding tuition fees, miscellaneous and other fees prescribed by the school;
- Issues pre-numbered official receipts signed by the cashier to acknowledge receipt of cash or check collections
- Maintains updated individual student ledger

1. Financial Policies

- 1.1. The School will not release any document or credentials unless all pertinent fees are fully paid.
- 1.2. EXAMINATION PERMIT. Examination Permits shall be issued at least one week before the date of examination to students who have paid their mastery, quarterly. Four Examination permits will be issued to those who paid in full.

2. Discount Privileges

Parents enrolling with 3 or more Children (High School)

- | | |
|-----------------------------|--------------------------|
| 2.1. 2 nd Child- | 5% discount tuition fee |
| 2.2. 3 rd Child- | 10% discount tuition fee |
| 2.3. 4 th Child- | 15% discount tuition fee |
| 2.4. 5 th Child- | 20% discount tuition fee |

3. Schedule of Payments

a. Yearly basis- amount is paid in full upon enrollment.

b. Semestral basis- first payment is made upon enrollment and the second payment on **NOVEMBER 15**. Second semester payment will be converted to monthly basis when account is not settled after the due date.

c. Quarterly basis- First payment is made upon enrollment and the succeeding payments are due on the following months. Quarterly payment will be converted to monthly basis when accounts are not settled after due date.

d. Monthly basis- first payment is made upon enrollment and the succeeding monthly installments are due on the first day of the month.

4. Policies on Refunds

- a. 90% of the amount paid upon withdrawal one week after the date of registration.
- b. 80% of the amount paid upon withdrawal two weeks after the date of registration.
- c. 70% of the amount paid upon withdrawal three weeks after the date of registration.
- d. No refund will be given one month after the date of the registration.

F.8 School Canteen

The Canteen which is located within the school premises serves meals and snacks at reasonable prices. Students are expected to help keep the canteen clean and sanitary and to observe the standards of good behavior.

Rules and Regulations:

1. The canteen should serve healthy and nutritious food to the students during the schedule recess and lunch time only.
2. Students are not allowed to buy food from the vendors outside the school.
3. Students should fall in line while buying in the canteen.

4. Utensils, dishes and bottles have to be properly returned after eating. All trash, wrappers should be disposed properly.
5. Students should avoid talking aloud, shouting and loitering in the canteen and sitting on tables.

See: DepEd Order No., 13 s. 2017 *POLICY AND GUIDELINES ON HEALTHY FOOD AND BEVERAGE IN SCHOOL AND IN DEPED OFFICES*

F.9 General Services Department

General Services Department of SMPS covers janitorial, maintenance, laboratories and transportation services of the school. It is also in charge of custody and inventory of the materials, equipment and properties acquired by the school. Supervision and monitoring of the work schedules of Maintenance Personnel are under the General Services Department. Moreover, it is in charge of coordinating and scheduling the use of the school facilities that cater the students like Science, Computer and Speech laboratories, TLE, Audio-Visual Rooms and Quadrangles.

Objectives:

1. To identify required projects and upgrading of existing facilities with short and long term plans.
2. To formulate maintenance systems in order that the economic life of all facilities be attained.
3. To effectively manage and control fiscal and monetary resources, thus, requiring school personnel and students to observe the school policies and regulations on the use of facilities and school properties.

F.10 Laboratories

1. Science Laboratory

- 1.1. Science teacher must submit the borrowers slip properly accomplished in duplicate to the Head of the General Services. The Borrower Slip should bear signature to the Science teacher.
- 1.2. Borrowers should be responsible for the proper handling of the apparatus and/or equipment.
- 1.3. All apparatus and/or equipment should be properly cleaned before returning them to the Head of general Services.
- 1.4. In case of damages, the group will be responsible for the replacement or payment of apparatus and laboratory equipment.
- 1.5. The users must familiarize themselves with the surroundings of the laboratory. Look for the water outlet; locate the fire exit, first aid cabinet, fire extinguisher, etc.
- 1.6. Gowns are required in the laboratories.
- 1.7. Open sandals and bare foot are not allowed in the laboratory.
- 1.8. Ladies should ties loose hair.
- 1.9. Eating, drinking and smoking are strictly prohibited in the laboratory.
- 1.10. Solid and liquid waste containers are found in the laboratory. These containers are receptacles for solid and liquid waste which should not be thrown into the sink.
- 1.11. Before leaving the laboratory, the users must have returned all the equipment and materials used. Tables should be cleaned and wiped dry, gas and water outlets, lights and electric fans should all be turned off.

2. Computer Laboratory

- 2.1. Students could avail themselves of the opportunity to use the computers during class hour.
- 2.2. The computer teacher and students are held responsible for the upkeep and cleanliness of the computer units after using.
- 2.3. A seat plan serves as monitoring sheet of the instructor to follow up students' designated computer unit.

3. Technology and Livelihood Education laboratory (TLE)

3.1. Home Economics Room

3.1.1. The Home Economic Room is located beside Canteen, serves the two (2) academic departments. It can accommodate half of the class only, thus it requires proper appointment and booking at least two (2) days before the schedule through the Head of Laboratories. It is equipped with kitchen and cooking utensils, gas range with oven, refrigerator, electric stove, sewing machine, and other materials related to Home Economics.

4. Speech Laboratory

4.1. The Speech laboratory is located nearby Registrar Office. It serves the students by enhancing their oral communication skills in English, Filipino and other foreign languages.

4.2. Students could avail themselves of the opportunity to use the speech laboratory during class hour only.

4.3. The computer teacher and students are held responsible for the upkeep and cleanliness of the speech cubicles after using.

4.4. A seat plan serves as monitoring sheet of the instructor to follow up students designated speech cubicles.

F.11 Printing and Communication Services

The Printing and Communication Office serves the teacher and students. The office is open from 8:00 a.m. to 5:00 p.m., Mondays to Fridays.

In terms of services to teachers and students, this office provides the following

A. Printing of students' examination.

B. Printing of forms such as Report Cards, Clearances, Library Cards, Activity Performance Cards, Registration Forms and other related documents.

C. Photocopying Services for students at a reasonable price.

G. POLICIES ON STUDENT ORGANIZATION

Students Organization is an association, society, or any group of student's organized purposes not contrary to the law and the rules and regulation of school (Deped) duly recognized as such by school authorities.

Students Organizations are understandably the implementing arm of the subject area in terms of student activities. To certain extent, student organizations and their activities reflect the expectation of the subject area in the development and enhancement of desired skills and values among the students. Approved student organization are activities that serve as alternative learning for student and viewed in another perspective become extension of classroom learning activities.

G.1 Accreditation of Students Organization

1. Students upon enrollment shall manifest school authorities that they are not member of any unlawful and/or immoral organization and Anti-Roman Catholic movements/ association duly certified by their parents.

2. Students found to be active members of any unlawful and/or immoral organization and Anti-roman Catholic Movements/Association shall be dealt with according to the following manner:

If found out before actual classes for the school year and proven after careful investigation, the students shall not be admitted and dismissed from the school.

3. Recognition shall be extended to any students' organization upon approval of its application by the Director/Principal, after careful evaluation and recommendation of Guidance Office. The application contains the purposes, the organizer and the name of faculty adviser. The organization should promote education, scientific, civic, moral and cultural values.

G.2 Student Council

The student Council is the highest governing students organization in the High School (Student Body Organization (SBO), High School Student Council), whose officers are duly elected by the student body at the beginning of the school year (preferably July).

The High School Student Council primarily helps the promotion of better relationship within the academic community. The High School Student Council also provides and support in the implementation of school rules and regulation, policies and projects. More importantly, the High School Student Council serves as unifying, initiating, motivating and coordinating force of the different non-academic student activity.

See: DepEd Order no. 7, s. 2009

G.3 Recognized Student Organization According to Learning Areas

1. Filipino Club
2. English Club
3. ScieMatika (Science and Mathematics Club)
4. MAPEH Club
5. Araling Panlipunan Club
6. Christian Living Club
7. Theater Arts Club

G.4 Student Publication

“The SMPS Publication” is the official publication of the students of Saint Michael Parochial School. The SMPS Publication provides training opportunities for future writer. It also serves as venue for communication/dissemination of information among all members of Michaelians Community.

G.5 Guidelines and Policy

1. A student can be a member and/or an officer of only one recognized student organization.
2. Membership to any student organization is required of every student.
3. Annual application/registration is required.
4. Regular/active member is given certificate of membership.
5. Organization objectives must be school-related and all activities must be school-based.
6. No meetings or activities shall be held on Saturdays and Sundays unless supervised by the teacher concerned and duly approved by the Principal.
7. The school is not responsible for the activities of the students outside the campus except with those prior approval.
8. Each organization must submit a performance and financial report of the activities conducted and its overall evaluation at the closing of the school year.

G.6 Procedures

1. Information dissemination
2. Application/Registration
3. Election shall be conducted by nomination proceedings.
Officers to be elected are the following:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Auditor
 - PRO
 - Business Manager
 - Representative per year level
4. Planning and implementing of the approved organization activities.

G.7 Fund-Raising Activity

1. A fund-raising activity project is considered like any other activity and the organization should therefore submit two (2) copies of the project proposal signed by the faculty chairperson/in-charge and noted by the Academic Coordinator and Finance Officer to be approved by the Principal/Director.

The earliest time for submission is two(2) months and the latest is two (2) weeks before the activity.

2. Attach the copy of a brief project proposal containing the following:
 - 2.1. Title of the fund-raising activity and/or the theme
 - 2.2. The Objectives of the Activity
 - 2.3. The letter of approval
 - 2.4. The persons involved/responsible for the project
 - 2.5. The purpose and a brief description of the activity
 - 2.6. Costing
 - 2.7. Possible source of income and other documents relevant to the project
3. The sales of tickets, solicitation of fund or merchandise from the off-campus or business firm require the permission of the Principal/Director upon the recommendation of the faculty chairperson/in-charge.

Note: As well as permit from the Department of Social Welfare and Development (DSWD) and the Office of the Mayor of Jalajala in case it is deemed necessary.

4. All tickets to be sold by students must have the approval stamp of the Office of the Principal/Director.
5. Fund-raising activities are not allowed to be held simultaneously.
6. If the fund-raising is raffle, the maximum duration for sale of ticket is one month. The price of the ticket and the purpose must be indicated as well as the list of prizes. A chairperson/ in-charge must be present during the drawing of prizes for the raffle. The names of the winners must be published immediately after the draw.
7. Organizations are not allowed to engage outside agencies and/or personnel to operate within the school campus. Student organizations must manage their activities by themselves.

G.8 Field Trips

Field trips for class or any activities of school organizations should be cleared through the faculty chairperson/in-charge. A written approval must be obtained from the Principal/Director at least a week before the activity.

When rising or getting off the bus in going to or returning from an official campus activity, all students are required to exercise extreme care to avoid injury. They should get on or get off the ride following the instruction of the faculty adviser or chairperson.

G.9 Posting Announcements

1. Posting of announcement requires the approval stamp and/or noted by the Academic Coordinator.
2. Duration period of posting of announcement of any activity is one week.
3. Walls (especially painted walls), post windows and doors should not be used for posting.
4. Materials for posting must be placed on prescribed areas and bulletin boards. Posted materials in such areas must be removed after the activity.
5. Announcements/notices written on chalkboard/white board need the approval of the Director. Such must be erased immediately after the activity.

Note: Posting, distributing, or circulating within the school premises of any literature, posters, handbills, and the like whether commercial or otherwise, shall be approved by

the Director. Such materials shall indicate clearly the name of sponsoring person or student organization.

H. SAFETY RULES

H.1 Know the Rules- all the students are required to familiarize themselves with the safety rules of the school to avoid any injury or damage to life and property.

H.2 Liabilities to Injuries to Person and damage of Property

The school shall not be liable for injuries to persons and damages to property arising from the negligence or willful acts of its students and on the occasion of all activities not sanctioned in writing by school authority.

H.3 Loitering

Loitering along corridors or hallways while classes are on-going is prohibited. Student should keep away from laboratories machine shops or similar places, especially where flammable are kept, dangerous. Substances are stored or electrical devices are set up and keep away from dangerous/harmful objects.

H.4 Use of Stairways

When walking on stairways along hallways, students shall keep right to ensure orderly and easy flow of human traffic. Students must refrain from joking and pushing each other to avoid harm to themselves and to others.

H.5 Emergency Measures

In case of emergency such as fire or earthquake., students should keep away from falling object or debris or from electric wires in case of fire or earthquake and from open space in case of bomb explosion on campus, in case of earthquake, it is safer to stay under the table or similar equipment whenever available or a previously assigned to them during the drills.

H.6 Flood and Typhoons

The school follows **Deped Order No. 43 series of 2012: GUIDELINES ON THE IMPLEMENTATION OF EXECUTIVE ORDER NO. 66** (Prescribing rules on the Cancellation or Suspension of Classes and Work in Government Offices Due to Typhoons, Flooding, Other Weather Disturbances and Calamities)

1. Automatic Cancellation/Suspension of Classes

- When Signal No. 1 is raised by PAGASA, **public and private preschool and kindergarten classes** in the affected areas shall be automatically cancelled or suspended.
- When Signal No. 2 is raised by PAGASA, **public and private preschool, kindergarten, elementary and secondary classes** in the affected areas shall be automatically cancelled or suspended.
- When Signal No. 3 is raised by PAGASA, **work in all DepEd offices** in the affected areas shall be automatically cancelled or suspended.
- Depending on signal numbers declared at 10:00 p.m. and 4:30 a.m. of the following day, classes in appropriate levels for the whole day are deemed automatically cancelled/suspended.

2. Responsibility of Parents

- The DepEd still maintains that parents have the ultimate responsibility for determining whether their children should go to school, even if no order for cancellation/suspension of classes has been issued, if they feel that traveling to or from school will place their children at risks.
- Parents are advised to check for media advisories coming from PAGASA, NDRRMC, RDRRMCs, LDRRMCs or the Office of the President itself.

H.7 Aids Assistance

In case of imminent danger for life or property, any students may ask for aid assistance from any school personnel or use the school facilities. No school personnel shall deny or cause to be denied any such assistance unless by so doing the unduly exposes the students to an equal or greater danger.

In case of illness or accident, the teacher or the school clinic aide should notify the Principal or Director as well as parents if they can be contacted. To facilitate this, it is necessary to have on file the complete and accurate address and phone number of the parents or guardian, pupil or students Directory at Principals Office.

The child shall be taken immediately to the school clinic or hospital whenever treatment other than first aid is needed.

H.8 Educational Field Trip or Vehicle

When riding or getting off the bus in going to or returning from an official campus activity, all students are required to exercise extreme care to avoid injury. They should get on or get off the ride following the instruction of the faculty adviser or chairperson.

I. POLICIES ON STUDENTS DEPARTMENT AND DISCIPLINE

I.1 Code of Discipline

The role of education is two-fold: the building of responsible citizenry through knowledge and skills and the nurturing of every student's positive ideals, attitudes and aspirations that will zero in on the best interest of society.

SAINT MICHAEL PAROCHIAL SCHOOL is a catholic institution and for this reason, all bonafide students of SMPS shall in the exercise of their rights and in the performance of their responsibilities and duties conduct themselves along the traditions, values and ideals of a truly Catholic-Michaelians and Christian Filipino.

Every student recognizes and agrees to comply with all the policies, rule and regulations of SAINT MICHAEL PAROCHIAL SCHOOL and of the Basic Education Department in particular.

SAINT MICHAEL PAROCHIAL SCHOOL adheres to the principle of "IN-LOCO-PARENTIS". Faculty members and other duly authorized officials of the school shall have the rights and the responsibility to make apprehension and/or refer any violation of this CODE OF DISCIPLINE to the proper authorities and/or duly authorized officer of the law for appropriate action.

Every student is required to secure a copy of the HIGH SCHOOL STUDENT HANDBOOK. He or She must be knowledgeable of its content.

The student must likewise be responsible to know, understand, comply with all the contents of memoranda, announcements, circulars, directives, letters and notices and similar other matters affecting him, as may be regularly posted and/or disseminated by the Office of the Principal.

All students should conduct and present themselves in a decent manner. They should follow the generally accepted norms of good behavior and at all times in all places should observe courtesy and decorum in dealing with other people.

I.2 Policies Statement on Discipline

Every school is required by the government regulation to maintain discipline and to issue disciplinary rules for strict compliance. They are designed to develop among student's highest standard decency, morality and good behavior.

- a. Any student, who after due investigation by the Homeroom Adviser, has been found guilty of violating and disciplinary rule, shall be punished in accordance with the provision of its student handbook.

- b. For the third time violation, if under minor offense parent/guardian should see the adviser and report the Guidance office for counseling. For major offense, suspension is possible (it may vary according to the degree of offense).
- c. Upon the recommendation of school disciplinary board approved by the school Director.

I.3 Cause for Disciplinary Action

The following acts or omission are deemed improper conduct for which a student may be subject according to disciplinary action, to wit:

Light Offenses

1. Non-submission of letter of excuse for absence/s or tardiness.
2. Non-wearing of current school ID card with authorized ID lace and picture.
3. Lending and tampering School ID.
4. Littering bottles, cans, pieces of papers and other disposable materials; eating or spitting in the classrooms, lobbies, corridors and other places in the school campus.
5. Chewing Gum within the campus or in the immediate vicinity of the school.
6. Loitering in corridors.
7. Name-calling resulting to irritation/embarrassment and excessive teasing.
8. Eating inside the classroom during class hour.
9. Going out the school campus without permit or out-slip signed by the class adviser and Academic Coordinator.
10. Unauthorized posting, distributing or disseminating of announcement, posters, leaflets, opinionnaires, questionnaire, surveys, streamers or similar other materials in the school premises.
11. Disturbance like running, shouting, loud talking and laughing excessively along the corridors, obstruction or interference with normal functioning of classes, school offices and recognized school activities.
12. Bringing pets or endangered species such as Iguana, snakes, except when authorized.
13. Use of make-up and loud colored accessories; using hair dye and sporting off-heat styles such as "devil's cut" under cut, skin cut, etc.
14. Failure to return report cards/confirmation/return slips and other correspondence.
15. Wearing of Earrings: for female who wears more than 1 pair of earrings. For male who wears earrings.
16. Use and charging of cellphones and other electronic gadgets inside the school premises.
17. Violation of uniform
18. Sitting in the tables and arm chairs
19. Wasteful of chalk and writing on the blackboard without the teacher's permit.
20. Roaming around the room during class session and/or occupying the seat assigned to someone else.
21. Any student entering the faculty is subject to disciplinary action.
22. Going out of the school compound by jumping over the fence.
23. Fighting or quarreling within the school premises and its immediate vicinity.
24. Any other causes analogous to foregoing as may be appropriated by the school.

Note: Light offense shall be punished with the penalty of:

- 1st Offense : Oral Reprimand or Counseling
- 2nd Offense : Censure/Written Warning
- 3rd Offense : Suspension with Community Service (3 days suspension)

Major Offenses:

1. Frequent Tardiness and absences
2. Truancy- six (6) accumulated absences
3. Cutting classes (missing 1 or 2 classes without permission though the student is in the school premises)
4. Smoking especially in such places as classrooms, library, halls, corridors and any other restricted areas within the campus.
5. Bringing in or imbibing or dispensing liquor or any intoxicating beverages; drunkenness or entering the school premises in state of intoxication.
6. Vandalism which is willful destruction of school property and which also includes but is not limited to, such as tearing off or defacing any library book or magazines, writing, drawing, sticking on or posting any materials on the walls, tables and chairs and on all other piece of furniture; breaking glass windows, show cases, door, laboratory equipment, materials or any electrical, mechanical or electronic gadgets or devices, removing or erasing or tampering with official notices, announcements and posters from bulletin boards; destroying or tampering with any school property or committing similar acts.
7. **CHEATING.** A student caught cheating in any examination, test, quiz, project, report or assignment. However, if the student is caught cheating during the final examinations or in the submission of a major project, report or assignment in partial fulfillment of requirements for a subject he shall automatically get a failing grade for the subject. For this purpose, "cheating" shall constitute, but not limited to, the following acts:
 - 7.1. Changing test questionnaire/answers;
 - 7.2. Communicating answers to another during a test through signs and notes, electronically or otherwise;
 - 7.4. Copying the answer from another student's test papers;
 - 7.5. Allowing another student to copy from one's test paper;
 - 7.6. Possession of note (Codigo) or crib books; or materials expressly prohibited during examinations or test;
 - 7.7. Talking, standing, or transferring seats while inside the testing room without the authority/consent of examination proctor;
 - 7.8. Plagiarism in projects, reports or term paper submissions or passing off as one's work somebody else's work with or without major or minor adjustment. In-text citation should cite the (author, year, etc);
 - 7.9. Not citing sources quoted materials even if these are just from the internet. The internet site and the date retrieved, etc. should be cited;
8. Organizing, joining, and recruiting members for any fraternity/sorority unauthorized by the school or any subversive organization in or outside the school.
9. Bringing, possessing, exhibiting and/or displaying obscene or pornographic magazine, pictures, videos or DVD's or the like, within the school premises
10. Abusive use of school facilities, space, building, apparatus, equipment, books, tools, materials, etc.
11. Public display of affection (PDA) inside and outside the school premises.
12. Any other cause analogous to the foregoing as may be appropriated by the school.

Note: Major/Serious offense shall be punishable with:

- 1st Offense : written Warning/Censure to Suspension with replacement/payment (when applicable)
- 2nd Offense : Suspension with Community Service (3 days suspension)
- 3rd Offense : Suspension with Intervention (15 days suspension)

Grave Offenses:

1. Theft, pilferage of school equipment, materials or supplies, extortion, robbery or an attempt thereof and any form of dishonesty.
2. Gambling in any form within the school premises.
3. Carrying unauthorized deadly/harmful weapons or explosives within the school premises, such as but not limited to guns, knives, icepicks, darts and the like.
4. Direct assault upon administrators, teachers, employees and students as well as uttering defamatory or libelous statements against them; participating in any melee or conflict, such as but not limited to brawls, fighting, stabbing, quarreling and other similar acts that injure, degrade or tend to injure or disgrace any fellow student or person in the school.
5. Tampering or forging, alteration, falsification or misuse of school record, documents and/or credentials and using them, knowing them to be tampered or forged, publishing false information about the school, its officials, faculty members, personnel and students.

See: Republic Act 10173 Data Privacy Act of 2012

6. Giving or submitting fake, fabricated or misleading information on any official record or documents submitted to the school administration.
7. Hazing in any form, committed in connection with a student activity, whether within or outside the school premises.

Due to serious injuries to health and even death of victims of hazing, the following penalty/action may be adopted upon gravity of the case:

- a. Recruiters who undertake the hazing may be dismissed/ dropped from the school roll immediately
 - b. Victims of hazing (whether voluntary or not) may be allowed to finish the school year and be given transfer at the end of the school year
8. The use, possession, sale or distribution of narcotics or dangerous drugs, such as “Shabu”, Marijuana or Lysergic Acid (LSD) except when expressly permitted by law.
 9. Stealing/ Theft or damage to school property or property owned by any member of the school community; mulcting, extortion and making unauthorized collection or solicitation of money and property from any member of the school community.
 10. Engaging in lewd, indecent, immoral or provocative conduct such as passionate kissing, necking, petting and similar acts while with the school premises or during school functions or activities.
 11. Elopement, living-in and pregnancy of unmarried students are punishable by dismissal.
 12. Discourtesy to school officials, faculty members and non-academic employees.
 13. Unauthorized use of the school or school officials’ name for any purpose such as to solicit donation.
 14. Bullying resulting to harassment, intimidation or humiliation through electronic means or other technology such as, but not limited to texting, e-mail, instant messaging, chatting, internet, social networking websites or other platforms or formats.
 - 14.1 **Verbal Bullying.** This is a type of bullying that occurs when the bully calls you names or says nasty and hurtful things to you. Verbal attacks can also be directed towards your race, color or religion. Spreading rumors is also a form of verbal bullying.
 - 14.2 **Physical Bullying.** This is a type of bullying that involves everything from hair pulling to punching and kicking. Sometimes people around you may think that you and the bully are just messing around and play acting, but you know it is most definitely not a fun game.
 - 14.3 **Gesture Bullying.** This is a type of bullying where the bully stares/looks at you in an intimidating way or where they use threatening gestures towards you.
 - 14.4 **Exclusion Bullying.** This is a type of bullying where the bully isolates their victim and leaves them out of things. So you may be left all alone at lunchtime because

the bully makes sure that few people will speak to you. This can have a terrible impact on your confidence and self-esteem.

14.5 **Extortion Bullying.** This is a type of bullying where the bully threatens to hurt you if you do not do what he says. So you may be forced to give the bully money, possessions or even your lunch. You may even be forced to steal school property.

14.6 **Cyber-bullying.** This is a type of bullying where the bully attacks you online in the form of threatening emails, threatening texts and/or aggressive wall posts on social media accounts.

14.7 **Social bullying,** sometimes referred to as covert bullying, is often harder to recognize and can be carried out behind the bullied person's back. It is designed to harm someone's social reputation and/or cause humiliation. Social bullying includes: Lying and spreading rumors, negative facial or physical gestures, menacing or contemptuous looks, playing nasty jokes to embarrass and humiliate, mimicking unkindly, and encouraging others to socially exclude someone, damaging someone's social reputation or social acceptance.

Note: Republic Act 10627, or the *Anti-Bullying Act* (the "Act").

15. Other acts of abuse by a student, student or learner- refers to serious acts of abuse upon other student of the same school, not falling under the definition of "Bullying" but not limited to acts of physical, sexual or psychological nature.

See: Child Protection Policy, DepEd Order No. 40, s. 2012)

16. Any other cause analogous to the foregoing as may be appropriated by Saint Michael Parochial School.

Note: Grave offense shall be punishable with:

1st Offense : Suspension with intervention (10 days suspension)

2nd Offense : Exclusion and recommendation for expulsion to DepEd

I.4 Due Process

A MAPSA school like SMPS believes in the due process of the law. Once a student is found to have committed a school violation. The following standard be complied with, to protect the student's right to procedural due process:

1. The students shall be informed in writing of the nature and cause of any accusation against him/her.
2. They shall have the right to answer the charges against them, with the assistance of the counsel, desired:
3. They shall be informed of evidence against them:
4. They shall have the right to adduce evidence in their own behalf; and
5. The evidence must be considered by the investigating committee or official designated by the school authorities to hear and decide the case.

Procedures:

Light Offenses

1. Subject teacher or the Faculty Chairman shall conduct a preliminary investigation. Action should be taken at his own level.
2. The teacher classifies the concerns into academic, behavioral or disciplinary. If academic, refer to the Principal, if behavioral, refer to the Guidance Counselor; and if disciplinary, refer to the Discipline Officer. The issue must be settled at this level.

Major and Grave Offenses

1. Call the attention of Parents
2. The Principal shall conduct a separate investigation of the case and then after make necessary referral to the Disciplinary Board (Members of the Administrative Council) chaired by the Prefect of Discipline to investigate the case and review. The board

submits its findings and recommendations to the School Director for final decision which is irrevocable.

Any baseless and/or malicious complaint shall be considered as grave offense and shall be subjected to disciplinary action.

All complaints must be in writing and duly signed by the Subject Teacher or Faculty Chairperson, Security and Discipline Officer and Guidance Counselor, addressed to the Principal/Director.

ALL PARTIES CONCERNED SHALL BE ACCORDED DUE PROCESS

I.5 Categories for Administrative Penalties

1. **Counseling.** A notice to the student that continuation and/or repetition of specified behavior or conduct may lead to other disciplinary action
2. **Reprimand.** Oral or written warning for violation of specified rules and/or regulations.
3. **Suspension.** The penalty in which the school is allow to deny or deprive an erring student of attendance in classes for a period not exceeding twenty percent (20%) of the prescribed class days for the school year.

The decision of the school in every case involving the penalty of suspension, which exceeds twenty percent (20%) or the prescribed school days for a school year, shall be forwarded to the DepEd Regional Office concerned within ten (10) days from the termination of the investigation of each case for its information.

3.1 With Intervention

3.2 With Community Service

4. **Exclusion or Dismissal.**

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

The Decision of the school in every case involving the penalty of exclusion from the rolls, together with all the pertinent papers thereof, shall be filed in the school for a period of one year in order to afford DepEd the opportunity to review the case in the event an appeal is taken by the party concerned.

5. **Expulsion.**

Is an **extreme** penalty on an erring student consisting on his exclusion from admission to any public or private school in the Philippines and which requires the approval of the Secretary of DepEd.

The decision of the school on every case involving the penalty of expulsion together with the supporting papers shall be forwarded to the DepEd Regional Office concerned within ten (10) days from the termination of the investigation of each case

J. GENERAL POLICIES

J.1 Duties of Parents

As approved for in Education Act of 1982, parents shall have the following duties and obligations, in addition to those provided for under existing laws:

1. To help carry out the attainment of the declared educational objectives and national goals through the school system;
2. To strive to enable their children to obtain an elementary and secondary education towards the national objective of right information of youth; and
3. To support and cooperate with the school administration in the proper implementation of all curricular and co-curricular programs.
4. As stated in the Cyberbullying policies Sec. 127 Communication Act of 2003.

Parents should explain to their sons and daughters/children legal issues relating to cyberbullying not offensive texting and social networking to avoid irrelevant information.

5. Parents must drop-in their children 10 minutes before the class time and 10 minutes to fetch-up their children after the dismissal time.

J.2 Campus Security

As stated in Section 159 of the 2010 Revised Manual of Regulations for private School (MRPS) is amended and shall read as follow

Only bonafide students of the school shall be allowed inside the school campus.

No visitors, including parents or guardians, shall be allowed inside the campus during school hours except for valid reasons. They shall be required to sign the logbook of the security service.

Teachers shall confer with parents/guardians or entertain visitors during their off periods.

No students or visitors, including parents/ guardians, shall be allowed inside the school building and the premises after last class period has ended except for schools with night classes.

J.3 Alumni Association

The school administration shall provide opportunities for the school alumni/alumnae to organize themselves as well as develop formation/ enrichment program for them.

J.4 Classroom Rules

1. **Courtesy.** A student must behave like gentleman/ lady at all times and must show respect towards others, teachers and administrators.
2. **Recitation and Assignments.** Every student is encouraged to participate actively in all class activities and to enter the classroom with the necessary materials for the learning activities.
3. **Seat Plan.** Every classroom has a seat plan displayed on the teacher's table and each student is expected to occupy the seat assigned to him by his class adviser.
4. **Classroom Cleanliness.** Classroom must be cleaned before and after class hours. Advisers will strictly supervise the cleaning. However, cleanliness must be observed also every period and after recess.

J.5 School Decorum

Politeness:

1. Courtesy is expected of each student at all times.
2. A Priest is addressed as "Father" and a Sister is addressed as "Sister"
3. Lady Faculty members are addressed as "Teacher" or "Ma'am" and male faculty members as "Sir". For other employees address them "Ma'am and Sir"
4. When in doubt on how to address visitors, the terms "Sir" or "Ma'am" will be sufficient.
5. Students give way to the Priest, Sisters, Faculty members, Parents, Visitors, along the corridors, stairs and in the campus, as a sign of respect.
6. Students say "Thank you" for favors extended to them.
7. The words "I am sorry" should be expressed by the students when unpleasant things happen in their interpersonal relationships with others.
8. Expression like: "Please", "May I", "Kindly" are expressed on occasions when a request is made.

In the Church:

1. A Student genuflects with the right knee to show respect for the Blessed Sacrament upon entering and when leaving the church/prayer room.
2. She/hemaintains a prayerful atmosphere.
3. Silence must be strictly observed.

In the Classroom:

1. Students knock at the door before entering a room.
2. Students take their seats after the teacher has acknowledged their greetings.
3. The class begins and ends with a short prayer said with attention and reverence.
4. The students should refrain from using teacher's table and chair which are reserved for the teacher's use only.
5. Except for urgent reasons, students may not leave the classroom during class hours.
6. Students must not loiter along the corridors and stairs and other vicinities during class hours.

In Assemblies:

1. Students should consider assemblies, convocations, programs and similar gatherings as a part of their educational development.
2. When attending activities, students must conduct themselves as refined girls and boys. Chattering boisterous laughter, hooting, eating and walking around

STUDENT'S PLEDGE

In consideration of the thrust on QUALITY and EXCELLENCE and AUTHENTIC CATHOLIC EDUCATION, I commit myself to the governing rules and regulations, policies and structure of the Basic Education Department; Saint Michael Parochial School. I promise to abide to the rules and regulations and to comply with all the requirements of the school. In particular, I promise to do the following:

1. I will understand by heart, the Vision-Mission, Goals and Objectives of Saint Michael Parochial School and these shall be my guideposts in my day-to-day encounter with the entire SMPS community;
2. I will live up to the ideals, values and spirit of a truly Catholic, Michaelians and Filipino. Toward this end, I will behave according to the institutional core-values;
3. I will conduct and present myself in a decent manner. I will follow the generally accepted norms of good behavior at all times and in all places. I will observe courtesy in dealing with other people;
4. I will secure a copy of the Student Handbook and I will abide or comply with the rules and regulations stipulated therein;
5. I will see to it that I have the required textbooks, manuals/ workbooks and notebooks in all my subjects;
6. I will wear the prescribe school uniform. I will wear it only in school and other school-related functions;
7. I will always wear my ID within the school premises;
8. I will always appear neat and clean.
9. I will always attend in all my classes and school activities regularly and punctually;
10. I will be at the Flag Ceremony and Flag Retreat.
11. I will always be courteous and respectful to my parents, teachers and school officials.
12. I will help maintain cleanliness of the school rooms, corridors and grounds;
13. I will help orient my parents, relatives and friends on the rules and regulations of the school, e.g. transact any business initially at the Office of the Principal instead of going directly to the classrooms;
14. I will not wear expensive jewelries/accessories;
15. I will never cheat during examinations;
16. I will not loiter;
17. I will not resort to loud talking, excessive laughter and singing deafeningly on corridors, library, classrooms and laboratories;
18. I will not litter;
19. I will not eat inside the classroom especially during class hours, in the library and laboratories;
20. I will not steal;
21. I will never smoke, SMPS being a NO SMOKING area;
22. I will not bring food and drinks in disposable containers inside the classrooms and in the corridors;
23. I will not use cellphones or other digital gadgets inside the classrooms during class hours, at the church, library and laboratories;
24. I will not gamble in any form inside the school premises;
25. I will never resort to any form of vandalism;
26. I will not bring any prohibited drugs, explosives and deadly weapons;
27. I will not bring/ display pornographic pictures or materials;
28. I will never come to school under the influence of prohibited drugs and alcohol;
29. I will not forge or tamper any official records, receipts, permits;
30. I will not engage in a fight;
31. I will not engage in public display of affection (PDA)
32. I will not join any organization that is not recognized by the school;
33. I will not participate or get involved in hazing;

- 34. I will not engage in any activity that may resort to disruption of classes; and
- 35. I will by heart, sing the SMPS Hymn, Philippine National Anthem, CALABARZON March.

In view of the above, I hereby affix my signature to signify with full knowledge of and my commitment to the governing rules and regulations of the Basic Education Department, Saint Michael Parochial School. I understand that violation of any school rule or regulation is subject to strict disciplinary action

Student's Signature over Printed Name

Year/Section: _____

Date: _____

CONFORME:

PARENT'S/ GUARDIAN'S Signature over Printed Name

Date: _____

BASICPRAYERS AND HYMNS

A. GUARDIAN ANGLE PRAYER

Angel of God,
my Guardian dear,
to whom His love
commits me here,
ever this day (or night)
be at my side,
to light and guard,
to rule and guide.
Amen.

B. MORNING OFFERING

O my Jesus, through the Immaculate Heart of Mary, I offer You my prayers, works, joys and sufferings of this day for all the intentions of Your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, in reparation for my sins, for all the intention of my relatives and friends and in particular for the intentions of our Holy Father. AMEN.
(Our Father, Hail Mary, Glory Be)

C. THE LORD'S PRAYER

Our Father, Who art in Heaven, hallowed be Thy name; Thy Kingdom come, Thy will be done on earth as it is in Heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespassed against us; and lead us not into temptation, but deliver us from evil. AMEN.

D. HAIL MARY

Hail Mary full of grace, the Lord is with you.
Blessed are you among women and blessed is the fruit of thy womb Jesus.
Holy Mary Mother of God,
pray for us sinners now and at the hour of our death. AMEN.

E. GLORY BE

Glory be to the Father and to the Son and to the Holy Spirit. As it was in the beginning is now, and ever shall be, world without end. AMEN.

F. NICENE CREED

I believe in one God,
the Father, the Almighty,
Maker of all that is, seen and unseen.
I believe in one Lord, Jesus Christ,
the only Son of God,
eternally begotten of the Father,
God from God, Light from Light,
true God from true God,
begotten, not made, consubstantial
of one Being with the Father.
Through him all things were made.
For us men and for our salvation
he came down from heaven,
and by the Holy Spirit was incarnate of the Virgin Mary,
and became man.
For our sake he was crucified under Pontius Pilate;

he suffered death and was buried.
On the third day he rose again
in accordance with the Scriptures;
he ascended into heaven
and is seated at the right hand of the Father.
He will come again in glory to judge the living and the dead,
and his kingdom will have no end.
We believe in the Holy Spirit, the Lord, the giver of life,
who proceeds from the Father and the Son.
With the Father and the Son he is worshipped and glorified.
He has spoken through the Prophets.
We believe in one holy catholic and apostolic Church.
We acknowledge one baptism for the forgiveness of sins.
We look for the resurrection of the dead,
and the life of the world to come. AMEN.

G. THE APOSTLES CREED

I believe in God,
the Father Almighty,
Creator of heaven and earth,
and in Jesus Christ, His only Son, our Lord,
who was conceived by the Holy Spirit,
born of the Virgin Mary,
suffered under Pontius Pilate,
was crucified, died and was buried;
He descended into hell;
on the third day He rose again from the dead;
He ascended into heaven,
and is seated at the right hand of God the Father Almighty;
from there He will come to judge the living and the dead.
I believe in the Holy Spirit,
the Holy Catholic Church,
the communion of Saints,
the forgiveness of sins,
the resurrection of the body,
and life everlasting. AMEN.

H. HAIL HOLY QUEEN

Hail, holy Queen, Mother of mercy, hail our life, our sweetness and our hope. To thee do we cry, poor banished children of Eve: to thee do we send up our sighs, mourning and weeping in this valley of tears. Turn then, the most gracious advocate, thine eyes of mercy toward us, and after this our exile, show unto us the blessed fruit of thy womb, Jesus, O clement, O loving, O sweet Virgin Mary! AMEN.

I. FATIMA PRAYER

O My Jesus, forgive us our sins, save us from the fires of hell and lead all souls into Heaven, especially those who are in most need of Thy mercy.

J. THE MYSTERIES OF THE HOLY ROSARY

The five (5) Joyful Mysteries (Mondays, Saturdays, and Sundays)

1. The Annunciation of Gabriel to Mary (Luke 1:26-38)
2. The Visitation of Mary to Elizabeth (Luke 1:39-56)

3. The Birth of Our Lord (Luke 2:1-21)
4. The Presentation of Our Lord (Luke 2:22-38)
5. The Finding of Our Lord in the Temple (Luke 2:41-52)

The five (5) Sorrowful Mysteries (Tuesday, Friday, and Sundays)

1. The Agony of Our Lord in the Garden (Matthew 26:36-56)
2. Our Lord is Scourged at the Pillar (Matthew 27:26)
3. Our Lord is Crowned with Thorns (Matthew 27:27-31)
4. Our Lord Carries the Cross to Calvary (Matthew 27:32)
5. The Crucifixion of Our Lord (Matthew 27:33-56)

The five (5) Glorious Mysteries (Wednesday and Sunday)

1. The Glorious Resurrection of Our Lord (John 20:1-29)
2. The Ascension of Our Lord (Luke 24:36-53)
3. The Descent of the Holy Spirit at Pentecost (Acts 2:1-41)
4. The Assumption of Mary into Heaven
5. The Coronation of Mary as Queen of Heaven and Earth

The five (5) Luminous Mysteries (Thursday)

- A. The Baptism of Our Lord (Matthew 3:13-16)
- B. The Wedding at Cana (Jn 2:1-11)
- C. The Proclamation of the Kingdom of God (Mark 1:14-15)
- D. The Transfiguration of Our Lord (Matthew 17:1-8)
- E. The Institution of the Holy Eucharist (Mt 26)

K. THE ANGELOUS

V. The Angel of the Lord declared unto Mary,

R. And she conceived of the Holy Spirit.

Hail Mary...

V. Behold the handmaid of the Lord.

R. Be it done unto me according to Your Word.

Hail Mary...

V. And the Word was made flesh,

R. And dwelt among us.

Hail Mary...

V. Pray for us, O holy Mother of God.

R. That we may be made worthy of the promises of Christ.

Let us pray:

Pour forth, we beseech You, O Lord,
 Your Grace into our hearts;
 that as we have known the incarnation of Christ,
 your Son by the message of an angel,
 so by His passion and cross
 we may be brought to the glory of His Resurrection.
 Through the same Christ, our Lord.
 AMEN.

L. REGINA COELI

Queen of heaven, rejoice. Alleluia.

For He whom thou didst deserve to bear, Alleluia.

Hath risen as He said, Alleluia.

Pray for us to God, Alleluia.

V. Rejoice and be glad, O Virgin Mary, Alleluia. **R.** Because Our Lord is truly risen, Alleluia.
Let us pray

O God, who by the resurrection of Thy Son, Our Lord Jesus Christ, hast vouchsafed to make glad the whole world, great, we beseech Thee, that, through the intercession of the Virgin Mary, His Mother, we may attain the joys of eternal life.

Through the same Christ Our Lord.

AMEN

M. THREE O'CLOCK HABIT

You expired, O Jesus,
but the source of life gushed forth for souls
and an ocean of mercy opened up for the whole world.

O Fount of Life,
unfathomable Divine Mercy,
envelop the whole world
and empty Yourself out upon us.

O Blood and Water,
which gushed forth from the Heart of Jesus
as a fount of mercy for us,
I trust in You.

N. ST. MICHAEL THE ARCHANGEL PRAYER

Holy Michael, the Archangel, defend us in battle. Be our safeguard against the wickedness and snares of the devil. May God rebuke him, we humbly pray; and do you, O Prince of the heavenly host, by the power of God cast into hell Satan and all the evil spirits who wander through the world seeking the ruin of souls.

AMEN.

O. ST. MICHAEL, THE ARCHANGEL (HYMN)

St. Michael, the Archangel,
Defend us on a battle
Be our protection against the wickedness
And snares of the devil
And may God rebuke him
We humbly pray and Do Thou
O prince of the heavenly host.
Cast into hell satan and all the evil spirits
Run about the world seeking the ruin of souls.
ST. MICHAEL, THE ARCHANGEL, WHO-IS-LIKE, GOD TO GOD.(3x)
WHO-IS-LIKE, GOD TO GOD.

P. CHAPLET OF ST. MICHAEL THE ARCHANGEL

Leader: O God Come to my assistance.

All: O Lord make haste to help me.

Leader: Glory, to the Father, and to the Son, and to the Holy Spirit.

All: As it was in the beginning, is now and will be forever. AMEN

Leader: First Salutation CHOIR OF SERAPHIM - First Choir of Angels

All: Our Father who art in heaven, hallowed be thy name. Thy kingdom come
Thy will be done on earth as it is in heaven, Give us this day our daily bread. And
forgive us our trespasses as we forgive those who trespassed against us. And
lead us not into temptation, but deliver us from evil.

Leader: Hail Mary, full of grace; the lord is with you. Blessed are you among women, and
blessed is the fruit of your womb, Jesus

All: Holy Mary, mother of god, pray for us sinners, now and at the hour of our death.
AMEN!

(Three Hail Mary... & Holy Mary)

Leader: Glory, to the Father, and to the Son, and to the Holy Spirit.

All: As it was in the beginning, is now and will be forever. AMEN

by the intercession of St. Michael and the celestial choir of seraphim, may the
lord make us worthy to burn with fire of perfect charity. Amen

Leader: Second Salutation CHOIR OF CHERUBIM - Second Choir of Angels

Our Father....
Hail Mary....(3x)
Glory be....

All: By the intercession of St. Michael and the celestial choir of cherubim, may the
lord vouchsafeto grant us grace to leave the ways of wickedness and run in the
paths of Christian perfection. Amen

Leader: Third Salutation CHOIR OF THRONES - Third Choir of Angels

Our Father....
Hail Mary....(3x)
Glory be....

All: By the intercession of St. Michael and the celestial choir of thrones, may the lord
infuse into our hearts a true and sincere spirit of humility. Amen

All: Fourth Salutation CHOIR OF DOMINIONS - Fourth Choir of Angels

Our Father....
Hail Mary....(3x)
Glory be....

All: By the intercession of St. Michael and the celestial choir of dominions, may the
lord give us grace to govern our senses and subdue our unruly passions. Amen.

Leader: Fifth Salutation CHOIR OF POWERS - Fifth Choir of Angels

Our Father....
Hail Mary....(3x)
Glory be....

All: By the intercession of St. Michael and the celestial choir of powers may the lord
vouchsafeto protect our souls against the snares and temptations. Amen

Leader: Sixth Salutation CHOIR OF VIRTUES - Sixth Choir of Angels

Our Father....
Hail Mary....(3x)

Glory be....

All: By the intercession of St. Michael and the celestial choir of virtues may the lord preserve us from evil, and suffer us not to fall into temptations. AMEN

Leader: Seventh Salutation CHOIR OF PRINCIPALITIES - Seventh Choir of Angels

Our Father....
Hail Mary....(3x)
Glory be....

All: By the intercession of St. Michael and the celestial choir of principalities may god fill our souls with a true spirit of obedience. Amen

Leader: Eight Salutations CHOIR OF ARCHANGELS - Eight Choirs of Angels

Our Father....
Hail Mary....(3x)
Glory be....

All: By the intercession of St. Michael and the celestial choir of archangels, may the lord give us perseverance in faith and in all good works in order that we gain the glory of paradise. Amen

Leader: Ninth Salutation CHOIR OF ANGELS - Ninth Choir of Angels

Our Father....
Hail Mary....(3x)
Glory be....

All: By the intercession of St. Michael and the celestial choir of angels, may the lord grant us to be protected by them in this mortal life and conducted hereafter to eternal glory. Amen

Leader: St. Michael, The Archangel

Our Father....
St. Gabriel, The Archangel
Our Father....
St. Raphael, The Archangel
Our Father....

All: O Glorious prince St. Michael, chief and commander of the heavenly hosts, guardian of souls, vanquisher of rebel spirits, servant in the house of the divine king and admirable conductor who does shine with excellence and superhuman virtue, vouchsafe to deliver us from all evil, who turn to you with confidence, and enable us by your gracious protection to serve God more and more faithfully everyday

Leader: Pray for us, O Glorious St. Michael,
Prince of the Church of Jesus Christ

All: THAT WE MAY BE MADE WORTHY OF HIS PROMISES

Leader: Let us pray:

All: Almighty and everlasting God, who by an act of goodness and merciful desire for salvation of all men, has appointed the most glorious archangel St. Michael, prince of your church, make us worthy, we beseech you, to be delivered from all our enemies, that none of them may harass us at the hour of death, but that we

may be conducted by him into the august presence of your divine majesty. This we beg through the merits of Jesus Christ our lord. Amen.

Q. ORATIO IMPERATA

Almighty Father, we raise our hearts to You
in gratitude for the wonders of creation
of which we are part,
for Your providence in sustaining us
in our needs, and for Your wisdom that
guides the course of the universe.

“We acknowledge our sins against You and the rest of creation.

We have not been good stewards of Nature.

We have confused Your command to subdue the earth.”

The environment is made to suffer our wrong doing,
and now we reap the harvest of our abuse and indifference.

“Global warming is upon us. Typhoons, floods, volcanic eruption, and other natural calamities occur in increasing number and intensity.”

“We turn to You, our loving Father, and beg forgiveness for our sins.”

We ask that we, our loved ones and our
hard earned possessions be spared
from the threat of calamities, natural
and man-made.

“We beseech You to inspire us all to grow into responsible stewards of Your creation, and generous neighbors to those in need.”

AMEN.

R. LUPANG HINIRANG

Bayang magiliw,
Perlas ng silanganan,
Alab ng puso
Sa dibdib mo’y buhay.
Lupang hinirang,
Duyan ka ng magiting,
Sa manlulupig
Di kapisisiil.
Sa dagat at bundok,
Sa simoy at sa langit mong bughaw,
May dilag ang tula
At awit sa paglayang minamahal.
Ang kislap ng watawat mo’y
Tagumpay na nagniningning;
Ang bituin at araw niya,
Kailan pa ma’y di magdidilim.
Lupa ng araw, ng luwalhati’t pagsinta,
Buhay ay langit sa piling mo;
Aming ligaya na ‘pag may mang-aapi,
Ang mamatay nang dahil sa iyo.

S. PANATANG MAKABAYAN

Iniibig ko ang Pilipinas, aking Lupang Sinilangan
Tahanan ng aking lahi, kinukupkop ako at tinutulungan
Upang maging malakas, masipag, at marangal.
Dahi Imahal ko ang Pilipinas,
Diringgin ko ang payo ng aking mga magulang.
Susundin ko ang tuntunin ng paaralan,
Tutuparin ko ang tungkulin ng mamamayang makabayan;
Naglilingkod, nag-aaral, at nagdarasal ng buong katapatan.

laalay ko ang aking buhay, pangarap at pagsisikap sa bansang Pilipinas.

T. RIZAL MABUHAY

Intro:

Lalawigan kang tanging-tangi
Mahal naming magpakailanman

I.

Rizal, Rizal Mabuhay
Pangunahin kang lalawigan
Sa kultura't kabuhayan
Pinagpala ng Maykapal

II.

Buhay nami'y nakalaan
Maglingkod sa Inang Bayan
Lalawigan kang tanging-tangi
Mahal naming magpakailanman.

Interlude:

Ang lahat ng Rizaleno'y masisikap
Puso't diwa sa Diyos, bayan at sa kapwa
Mapalad kami naTaga-Rizal
Sa pamumuno ng mga taong may dangal.

Coda:

Lalawigan kong tanging-tangi
Mahal naming magpakailanman

U. CALABARZON MARCH

Dito sa Timog Katagalugan
Sumibol ang bagong pangalan
Ang kaunlaran kay bilis at masagana
Lahat kami may pagkakaisa
Samithiin ay sama-sama
Mabuhay ang Calabarzon
Calabarzon sa habang panahon

Interlude:

Lalawigang Rizal, Cavite, Laguna, Batangas, Quezon at mga lungsod pa
Antipolo, San Pablo, Cavite, Lucena,
Batangas, Calamba, Sta. Rosa, Dasmariñas, Tayabas, Imus, Bacoor, Biñan, Tanauan At
Lipa... Hey Hey!

Mgakawani ay tanging-tangi
Maglinkod ay lagging gawi
Kaylan pa man sa Diyos ang aming Lahi
Kabataan ay paunlarin
Ito ang unang layunin
Mabuhay ang Calabarzon
Calabarzon sa habang panahon

Lalawigang Rizal, Cavite, Laguna, Batangas, Quezon at mga lungsod pa
Antipolo, San Pablo, Cavite, Lucena,
Batangas, Calamba, Sta. Rosa, Dasmariñas, Tanauan
At Lipa... Hey Hey!

Dito sa Timog Katagalugan
Sumibol ang bagong pangalan
Ang kaunlaran kay bilis at masagana
Lahat kami may pagkakaisa
Sa mithiin ay sama-sama
Mabuhay ang Calabarzon
Calabarzon sa habang panahon

Mabuhay ang Calabarzon
Calabarzon sa habang panahon

Mabuhay!

PROCEDURES DURING EMERGENCIES

Pursuant to R.A. 10121 otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2010". CHED Memo Order No.9, s. 2013 (Article IX, Sec. 28) and DepEd Order No. 48, s.2012, SMPS observes the following guidelines and procedures on a safe and secure environment and that of the members of academic community.

A. In Case of Fire

1. All faculty members in their respective classroom and/or class officers shall perform the following functions:
 - a. Switching off of electrical appliances in use.
 - b. Directing their students to the nearest exit away from the fire to a safe place (quadrangle, church patio, etc.).
 - c. Conducting an orderly but fast movement of students out of the fire scene.
 - d. Advising their students to carry with them only their important belongings (if it is still possible)
 - e. Calming the fear of the students
 - f. Attending to the safety of their students in general
2. All employees shall observe safety procedures and shall perform emergency functions assigned to them such as switching electrical appliances and electronic switches.
3. The medical staff, with the assistance of trained volunteers i.e. P.E. Unit, must attend to those who are injured or have suffered other health-related problem.

B. In Case of an Earthquake

1. Whenever you are, stay calm.
2. During the initial shock and tremors:
 - a. If you are inside the building, seek cover under heavy furniture such as tables, beds and couches ("DUCK, COVER AND HOLD")
 - b. Stay away from the beams and glass panels such as windows, doors, etc.
3. After initial shock and tremors:
 - a. Carefully get out of the place where you sought cover.
 - b. Switch off electrical appliances and electronic switches.
 - c. Calmly but quickly get out the building and go to the quadrangle or open space where you can keep a distance of about half the height of the tallest building.
 - d. Wait for further instruction from the School Emergency Response Team.
4. If you are in an alley or street or between tall structures and walls:
 - a. Seek cover inside strong structure.
 - b. Be aware of falling electric posts and wires, falling glass and debris from building and sign boards.
 - c. Stay away from hanging objects that may fall.
 - d. After initial shock or tremors immediately go to open spaces where you can be at a distance about half the height of the tallest building.
5. All faculty members, student officers and other employees shall perform their assigned functions such as:
 - a. Attend to the safety of the students
 - b. Direct the students to seek cover during the initial tremors.
 - c. After the initial shock or tremors, switch off electrical appliances and other electronic switches.
 - d. Direct students to the nearest exit.
 - e. Attend to a fast and orderly evacuation of the building to a place of refuge (quadrangle or open space).
 - f. Account for their students.

C. The School Emergency Response Team

To ensure preparedness and capability of the school community to respond to any emergency and/or disaster, SMPS has created the School Emergency Response Team with five (5) sub-teams to:

1. Devise emergency plans.
2. Conduct drills for emergency and disaster preparedness.
3. Organize and mobilize emergency control action for rescue, evacuation and relief during emergency situations or disasters.

The five (5) sub-teams pertain to:

- a. First Aid
- b. Evacuation
- c. Fire and site security
- d. Search and Rescue
- e. Communication and Maintenance

Note:

All faculty members and office/unit heads shall conduct an orientation on safety procedures and assign student officers, laboratory assistants and personnel to specific duties such as switching off gas and electrical appliance. Announced fire and earthquake drills shall be conducted twice during the school year. Unannounced drills shall also be conducted anytime.

D. Detailed Instruction During the Evacuation Drills

An evacuation drill is an opportunity to test knowledge on how to exit from the building during an emergency.

1. Upon hearing the alarm, stop whatever you are doing. **Do not panic, remain calm.** Follow the instruction of your teacher. Observe silence to enable you to hear the instructions from the Public Announcement system.
2. Take only what you need- eyeglasses, keys, cell phone, medication and wallet. Do not take your school bag, books or other school materials.
3. Proceeds to the nearest stairs and exit area inside the building in an orderly manner and in single or double file lines. Stay to the right and do not run. When using the stairs, take one step at a time. Overtaking of other classes or individuals is not allowed. You should not push your way out an exit.
4. Proceed to pre-determined assembly area and be counted.
5. If you are not in class when the alarm sounds, proceed immediately to the assembly area and join your class.
6. Do not stay near the buildings or in the street.
7. Do not return to the building until an "all clear signal" is given.
8. Strictly follow SMPS Evacuation Plan during Emergencies.

E. One Point Lesson (OPL)

The conduct of an earthquake drill is different from that of fire drill

Fire Drill- The sound of a siren/bell means that a fire is ongoing and all occupants of the building are to immediately evacuate to ensure their safety.

Earthquake Drill- The sound of a siren/bell indicates that strong shaking is ongoing and the level of ground shaking prevents people to stand and move around.

Participants during the 1-minute siren/ bell should perform DUCK, COVER AND HOLD response.

After the 1-minute siren/bell, participants quietly go out of room and proceed to the designated evacuation area.

F. The Earthquakes Survival Kit and First Aid Kit

Each student shall keep and maintain an Earthquake Survival Kit bag consisting of the following items: small battery-operated radio, flashlight, and bottled water, ready to eat food (candies and biscuits), dust mask and first Aid Kit.

The First Aid Kit shall consist of alcohol, burn ointment, plaster, Band-Aid, cotton balls, paracetamol, Diatabs, Kremil-S, etc.

Adapted from: DOST-PSHS Handbook 2009

PERSONAL INFORMATION

NAME	
ADDRESS	
BIRTHDAY	
PHONE NO.	
MOBILE NO.	
FATHER'S NAME	
MOTHER'S NAME	
SCHOOL ADDRESS	
YEAR AND SECTION	
CLASS ADVISER	

PERMITS TO LEAVE THE CLASSROOM

Date: _____
Time: _____
Reason: _____

Subject: _____
Teacher's Signature: _____

Date: _____
Time: _____
Reason: _____

Subject: _____
Teacher's Signature: _____

Date: _____
Time: _____
Reason: _____

Subject: _____
Teacher's Signature: _____

Date: _____
Time: _____
Reason: _____

Subject: _____
Teacher's Signature: _____

Date: _____
Time: _____
Reason: _____

Subject: _____
Teacher's Signature: _____

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Subject: _____
Teacher's Signature: _____

Date: _____
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Reason: _____

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Teacher's Signature: _____

Date: _____
Time: _____
Reason: _____

Subject: _____
Teacher's Signature: _____

Date: _____
Time: _____
Reason: _____

Subject: _____
Teacher's Signature: _____

Date: _____
Time: _____
Reason: _____

Subject: _____
Teacher's Signature: _____

EXCUSES SLIPS (TARDINESS)

Date: _____

Arrival: _____

Official time AM: _____

PM: _____

I am late because

Student's Signature over printed name

Teacher-in-charge

Parents Remarks:

Parent/Guardian Signature over printed name

EXCUSES SLIPS (TARDINESS)

Date: _____

Arrival: _____

Official time AM: _____

PM: _____

I am late because

Student's Signature over printed name

Teacher-in-charge

Parents Remarks:

Parent/Guardian Signature over printed name

EXCUSES SLIPS (TARDINESS)

Date: _____

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Date: _____

Arrival: _____

Official time AM: _____

PM: _____

I am late because

Student's Signature over printed name

Teacher-in-charge

Parents Remarks:

Parent/Guardian Signature over printed name

EXCUSES SLIPS (TARDINESS)

Date: _____

Arrival: _____

Official time AM: _____

PM: _____

I am late because

Student's Signature over printed name

Teacher-in-charge

Parents Remarks:

Parent/Guardian Signature over printed name

EXCUSES SLIPS (TARDINESS)

Date: _____

Arrival: _____

Official time AM: _____

PM: _____

I am late because

Student's Signature over printed name

Teacher-in-charge

Parents Remarks:

Parent/Guardian Signature over printed name

EXCUSES SLIPS (ABSENCES)

Date: _____

My child has been absent for _____ days, i.e from _____ to _____.

Reason: _____

Teacher's Signature over printed name

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

Parents Signature over printed name

Doctor's Certificate Yes _____ No _____

Adviser/ Academic Year Coordinator

EXCUSES SLIPS (ABSENCES)

Date: _____

My child has been absent for _____ days, i.e from _____ to _____.

Reason: _____

Teacher's Signature over printed name

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

Parents Signature over printed name

Doctor's Certificate Yes _____ No _____

Adviser/ Academic Year Coordinator

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- 5. _____
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Parents Signature over printed name

Doctor's Certificate Yes _____ No _____

Adviser/ Academic Year Coordinator

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Date: _____

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Reason: _____

Teacher's Signature over printed name

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- 3. _____
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- 5. _____
- 6. _____
- 7. _____

Parents Signature over printed name

Doctor's Certificate Yes _____ No _____

Adviser/ Academic Year Coordinator