ESTENIAS SCIENCE FOUNDATION SCHOOL

Maharlika Highway, Casiguran, Sorsogon

**STUDENT HANDBOOK**

**This Student Handbook is issued to:**

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| --- | --- | --- |
| Name of Student: | | |
| Address: | | |
| Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Contact No. | |
| *Month Day Year* |
| In case of emergency, please contact: | | |
| Name: | | |
| Address: | | Contact No. |
| Allergies: | | Blood Type: |
| If taking any medication, please specify: | | |

FOREWORD

Dear Estenian,

Welcome to the Estenias Family!

We are very pleased and grateful for the trust and confidence bestowed upon Estenias as your partner in the development of the future leaders of our country.

The set of policies, rules and regulations which are contained in this handbook shall provide every Estenian valuable information that will serve as his/her guide in coping with the rigid academic and non-academic activities that the school offers through its basic education courses, vocational as well as degree and non-degree programs.

The School Administration expects every Estenian to get acquainted with the contents of this handbook. An Estenian is expected to abide by all the policies, rules and regulations of this institution.

May God’s unending love bless us with years full of wisdom and understanding.

The Administration & Faculty

**Legal Basis: Department of Education (DepED) Order No. 88, s, 2010**

*“Section 132. Authority to Promulgate School Rules. Each private school shall have the authority and prerogative to promulgate such reasonable norms, rules and regulations as it may deem necessary for the maintenance of good discipline, which shall be effective as of the date of their promulgation, unless otherwise specified. The school rules governing student discipline and the corresponding sanctions therefore must be clearly specified and defined in writing and made available to the students, or their parents or guardians.”*

**BRIEF HISTORY OF THE SCHOOL**

Estenias started with humble beginnings, in 1979, the couple, Dr. Ananias B. Hibo, Sr. and Dr. Estelita N. Francisco-Hibo, mindful of a felt need of the Municipality of Casiguran, planned and successfully executed putting up an educational institution that will offer affordable quality education to Casiguran and neighboring towns. Initially, it offered short term courses in Men’s Tailoring, Automotive, Cosmetology and the Junior Secretarial Course.

In June 1982, it gained recognition as a complete science-oriented secondary school and held its first graduation in March 1983 with 17 graduates. Since then, Estenias produced graduates with an average of 50 students every end of the school year.

However, due to persistent demand of the community and the absence of medical and educational institution in the province, the couple established the ESTENIAS FOUNDATION SCHOOL (EFC) in the City of Sorsogon, the school was established in 1984.

The School offered unique and distinct courses not heretofore offered in any schools in the province. The Junior Secretarial Course leads to a course in Medical Secretary (JSC-Med. Sec), Associate in Tourism (AT). EFC also offered Bachelor of Arts (AB) in Psychology, a Four-Year course, that was the only degree program and the first of its kind in the province of Sorsogon.

The School had its first graduation in March 1987 with 25 graduates. Enrollment continued to grow as the community perceived the school the best of intentions to offer quality education. The policy of open admission and selective retention was strictly implemented.

It was in the midst of the prestigious status of the Estenias Foundation School when some unforeseen circumstances hampered its existence. It has been temporarily closed in the year 2005, 6 years after the Hibo Family migrated to the United States of America wherein they lived for more than 18 years.

In the year 2008, when the family decided to migrate back to the Philippines. After almost 20 years, only the Secondary Department of the school in Casiguran, Sorsogon remained operational. The school department was reopened in the Casiguran campus. The Commission on Higher Education in Region V has granted a Government Permit to operate the Diploma in Midwifery and after 2 years of operation was granted Government Recognition. There were 4 graduates in the Diploma in Midwifery who finished last March 31, 2011.

Estenias revived its commitment to technical-vocational courses by offering courses that were accredited by the Technical Education Skills Development Authority (TESDA). The following TESDA-accredited courses were offered beginning 2009 onwards, to wit: Household Services NCII, Housekeeping NCII, Hilot Wellness Massage NCII, and Barangay Health Services NCII. In 2011, Estenias received commendation from TESDA Sorsogon Provincial Office for the excellent performance rating in certification, assessment as well as employment. Six years onwards, Estenias added Hilot Wellness NCII accredited Assessment Center to its services provided under TESDA.

As a testament of the commitment to a complete education that will mold a person in the vision of a true Estenian, the school started offering Pre-Elementary Education and Elementary Education. The two departments are mainly guided by the principle of contributing to the society an upright citizen with Filipino values that is family-centered. God-fearing as well as law abiding and environmentally friendly individual.

In school year 2014 – 2015, the Chief Executive Officer, Atty. Annalyn Sherry F. Hibo-Gamboa, initiated the Estenias – Philippine Army Scholarship Program by providing free tuition fee to Philippine Army dependents as well as civilian beneficiaries. The program is still being implemented and had produced numerous registered midwives and licensed professional teachers.

The year 2016 was very memorable for Estenias. The fourth batch of Diploma in Midwifery produced a topnotcher in Ms. Maribel D. Sabenia, RM when garnered the rating of 90.10 in the Philippine Midwifery Licensure Examination – November 2016. Estenias was No. 1 in the whole Philippines! A momentous achievement indeed that affirmed the fruition of its mission and a confirmation of its vision, to provide quality education at affordable price. It is also noteworthy to mention the Ms. Sabenia was a Hibo-Francisco Scholarship grantee and was also awarded financial assistance even up to the day she took an oath as a Registered Midwife on December 11, 2016. Estenias now offers Bachelor of Science in Midwifery with numerous students coming from all over Bicolandia.

Estenias also offered Bachelor in Elementary Education, General Education as well as with concentration in Pre-Elementary Education. To date, the performance rating of the School of Education had always been higher than the national average. Another indication that Estenias, true to its promise, continuously provides excellent education at a very minimal cost.

As Estenias continues to grow and expand, CHED-accredited courses were also added to the course offerings. In the academic year 2019 – 2020, Estenias launched the offering of Bachelor of Science in Criminology with 50 enrollees. In the same school year. Estenias had been accredited also as a Universal Financial Assistance in Tertiary Education Scholarship (UniFAST TES) provided by the CHED.

On March 14, 2020, the world came into a halt with the spread of the COVID-19 virus thereby causing a pandemic. Classes were suspended. For A.Y. 2020 – 2021, all classes were held in modular, online or blended learning modality. It was also during the COVID-19 pandemic that Estenias lost its founders, Dr. Ananias B. Hibo, Sr. passed away on August 29, 2020. A year after, Estenias family was again mourning for the loss of the eldest son of the founders, Ananias Francisco Hibo, Jr. on September 4, 2021 and three days later, founder, Dr. Estelita N. Francisco-Hibo passed away from COVID-19 on September 7, 2021. It was a very difficult time for the whole school community. Atty. Annalyn Sherry F. Hibo-Gamboa assumed the position of the President/Chairman of the Board.

Estenias will continue to grow and provide excellent quality education imbued with the guiding values of love, care and service to humanity.

**VISION**

Estenias is an innovative educational institution with highly competent educators committed to produce technologically skilled and globally competitive graduates to love, care and serve humanity.

**MISSION**

By 2030, Estenias is a Center of Excellence for Quality Education through relevant curricula and up-to-date modern facilities that will enhance the intellectual, psychological, emotional, moral, spiritual and environmental awareness through participative stakeholders and school personnel.

**CORE VALUES**

* ACCOUNTABILITY – Responsible for one’s thought and action. Accountable for the future of the community
* EXCELLENCE – In all endeavors, always strive for the best.
* INTEGRITY – Uprightness of character, an ideal way of living.

**COMMITMENT**

Estenias is committed to the task of developing the morally intelligent person who will serve the best interest of God and Country in the contemporary world. It strives to provide the students ample opportunity to grow personally and professionally. It endeavors to produce men and women able and willing to provide constructive leadership in the local and larger community.

As an institution of learning, the school provides a well-rounded program of education stressing progressive teaching by well-chosen teaching personnel and up-to-date modern facilities.

**INSTITUTIONAL GOALS**

* Develop student’s orientation in line with the recent development program of the government in industry, technology and science by providing the necessary skills and knowledge which will enable the students to contribute to the economic well-being of the community.
* Cultivate an active interest in other economic activities which will add input to the socio-economic welfare of the nation.
* Provide the students with a type of curriculum which are basically science, technology and value-oriented.
* Improve the quality of instruction through the use of modern techniques and the introduction of teaching strategies and technologies.
* Strive for excellence by providing the student with a well-balanced curriculum suited to his talents and abilities.
* Train and develop students to become responsible, honest and productive global Filipinos to meet the challenges of the times brought about by the advancement of science and technology and overcome the threats of a fast changing global society.
* Establish in the student’s mind a firm conviction of the family as a source of temporal and eternal happiness and the guarantee of the welfare of the state.
* Awaken in the individual consciousness of national goals, like moral, cultural and socio-economic development.
* Fit the student for leadership by providing opportunities for initiative and creativity.
* Enable the individual to develop a strong and healthy body through the medium of definite student services and worthwhile leisure time activities.

**ADMINISTRATION**

The BOARD OF TRUSTEES – is the highest policy-making body of the school. As such, it is responsible of making decisions and plans for the entire institution.

The PRESIDENT is the general manager of the school, he/she is responsible of the overall management and operations of the school as envisioned by the Board of Trustees.

The CHIEF EXECUTIVE OFFICER is the administrative official who has the authority and corresponding responsibility for effective operation of the school organization for and in the absence of the President. He/She is also the chairperson of the Institutional Executive Committee. He/she executes and implements the collective decisions of the Executive Committee as far as the efficient and effective operations of the school system is concerned.

The VICE-PRESIDENT FOR ADMINISTRATION is responsible for the over-all supervision of all the departments of the school.

The VICE-PRESIDENT FOR FINANCE supervises and control the financial business of the institution.

**Board of Trustees:**

ATTY. ANNALYN SHERRY F. HIBO-GAMBOA – President/Chairman of the Board

ANNALITO F. HIBO – Executive Vice-President

KYRA LIANNE H. GAMBOA, RN – Corporate Secretary/Treasurer

JOSHUA TYLER H. GAMBOA – Member, Board of Trustee

AURORA BALAGUER HIBO, RN – Member

**Executive Committee/Administrative Officers:**

ATTY. ANNALYN SHERRY F. HIBO-GAMBOA – President

SEGUNDINO B. GUAB, JR. MaED, PhD – Dean, School of Education

MAHAN JOY LABADOR, RM RN MAN – Dean, School of Midwifery

CECILE MAE C. CANILON, PhD, RCrim – Dean, School of Criminology

JAYPEE B. HACAR – Cashier

REBECCA A. GREFALDEO, LPT – Guidance Counselor

ERLINDA MALMIS, LPT – Librarian

**RIGHTS AND DUTIES OF A STUDENT**

**RIGHTS OF A STUDENT**

Subject to the limitations prescribed by law and the school policies and regulations, the rights of an Estenian shall be:

1. To receive proper and satisfactory instruction in accordance with the approved curriculum, educational objectives and standards;
2. To be respected in his/her rights, and to be reasonable and fairly treated as a student and as a person consistent with the Universal Rights of a Child;
3. To form, join or lead in organizations or clubs recognized and authorized by the school;
4. To avail of the use of school facilities for any activity so authorized by the school;
5. To be accorded due process in any complaint against the pupil or student, to be heard by themselves or through counsel, to present evidence for their defense, to confront and cross-examine witnesses, to be informed of the decision on his case, and to appeal the decision to proper authorities when appropriate; and
6. To redress of grievances against any wrong or injustice committed against him/her by any member of the school in accordance with the procedure provided.

**DUTIES OF A STUDENT**

The following are the duties of an Estenian:

1. To observe and obey all laws and prescribed school rules and regulations;
2. To respect the rights and feelings of fellow students, parents, school personnel, visitors and guests, whether inside or outside of the campus;
3. To uphold the aims, ideals and integrity of Estenias;
4. To abide by, comply with and maintain the prescribed academic standards of the school;
5. To conduct himself/herself in a proper and irreproachable manner in his relations and dealings with all members of the school;
6. To respect the materials, equipment, and property of the school; and
7. To meet promptly the financial and property obligations to the school.

**DUTIES OF PARENT(S)/GUARDIAN(S)**

The parent(s)/guardian(s) have a responsibility to:

1. Provide affection for the child and allow each child to be an important member of the family;
2. Take care of the child’s health and personal cleanliness;
3. Cooperate with school personnel and community agencies in solving student-related problems;
4. See that their child attends school regularly and on time;
5. Provide an atmosphere suited for learning and development of good study habits;
6. See that a student who is ill does not attend school; and
7. Meet the financial obligations they have accepted.

**ACADEMIC REGULATIONS**

**ADMISSION POLICIES**

Estenias accepts all students seeking admission provided he/she meets the requirements and abide by the policies, rules and regulations set forth by the school. However, Estenias reserves the right to refuse admission or readmission of students under certain conditions.

**REQUIREMENTS**

1. **PRE-ELEMENTARY EDUCATION**

* Age: 4 to 5 years old for Kindergarten, 5 to 6 years old for Preparatory
* Birth Certificate (Preferably issued by the appropriate government agency)
* 2 pcs 1x1 ID pictures and 2 pcs 2 x 2 pictures

1. **ELEMENTARY AND SECONDARY EDUCATION**

**NEW STUDENTS AND TRANSFEREES**

Grade 1

* Age: 6 to 7 years old at the opening of classes

Grade 2 to 12

* Entrance Examination
* Report Card (Form 138)
* Accomplished Application Form
* Birth Certificate (Preferably issued by the appropriate government agency)
* Certification/Recommendation from Principal/Guidance Counselor
* Two (2) ID pictures, 1 x 1 in size

OLD STUDENTS

* Report Card (Form 138)
* Has not been subjected to disciplinary action
* Both parents and students have fully studied and understood the Student’s Handbook

**ADMISSION PROCEDURE**

**ENROLLMENT AND REGISTRATION PROCEDURE**

1. A pupil or student to considered officially enrolled must be approved by the Registrar at registration. No student is officially enrolled until he/she has:
2. Registration Form duly approved by the Registrar;
3. Paid the required fees;
4. Submitted his/her credentials within the time allowed by the rules.
5. Credentials submitted for enrollment become part of the records and cannot be withdrawn after registration.
6. No credit will be given any student not duly registered and/or validly enrolled or registered.
7. Upon enrollment a student must bring his/her 2x2 picture to be attached to the Registrar’s copy of the Registration Form, otherwise he/she cannot be admitted for enrollment.
8. As provided in the DepEd Order No. 88, s. 2010, Section 119. Rules of Registration. “The enrolment of pupils or students in every private school shall be conducted during the registration days indicated in the approved calendar and the pertinent procedures of the school, and subject to the following rules:

a. When a student registers in a school, it is understood that he is enrolling for the entire school for elementary and secondary courses.

1. No pupil or student shall be officially enrolled unless he presents the proper school credentials on or before the end of the enrollment period for the school term.
2. A pupil or student is deemed officially enrolled after he has submitted his appropriate admission or transfer credentials, has made an initial payment of his school fees which has been accepted by the school, and has been authorized to attend classes in the school.
3. For purposes of enrollment, the name and other personal data or circumstances of each pupil or student as indicated on the birth certificate or alien certificate of registration, where applicable, shall prevail.”

**ATTENDANCE**

Parents or guardians are required to make reasonable efforts to ensure the regular attendance of their children. A student’s academic success is dependent upon regular school attendance. The student who is frequently absent misses social interaction, class instruction and discussion, even though written work is made up.

Estenias monitors student attendance and informs the parent or guardian when attendance problems occur. An attendance problem exists when a pupil/student is consistently tardy or absent from school for a day or portion thereof without a valid cause. A truancy problem is considered chronic when a student is absent without valid cause for 10% or more of the regular attendance days. A pupil or student who incurs absences of more than twenty (20%) percent of the prescribed number of class or laboratory periods during the school year shall be given a failing grade and given no credit for the subject.

The following support services will be available to pupils/students with attendance problems:

* Conferences with school personnel;
* Placement in alternative educational programs;
* Recommendation for special education assessment and placement; and
* Referral to Department of Education for appropriate services.

However, the school may adopt an attendance policy to govern absences of pupils or students that will be dealt with on a case to case basis with utmost consideration especially to those who are afflicted with illness or in circumstances that will prevent the same from physically attending classes.

**EXCUSED ABSENCE**

If a pupil/student is going to be absent from school, parents should notify the school through a handwritten letter or note on the Correspondence Book of every pupil/student. In the event of extended absences, please inform teacher at least three (3) days prior the first day to prepare homework assignments.

The following are valid causes for an excused school absence:

* Illness – Absence of 2 or more days, a Medical Certificate is required;
* Observance of a religious holiday;
* Death in the family;
* Family emergency;
* Circumstances affecting the safety or health of the student; or
* Other situations approved by the Principal.

\* A pupil/student returning to school after surgery or hospitalization has to submit a doctor’s release order. \*

**TUITION FEES AND OTHER SCHOOL FEES**

**TERMS OF PAYMENT**

The fees payable may be paid in cash upon enrollment or by installment. Payment on the installment plan should be as follows:

* Upon enrollment, registration fee and 10% of the tuition and all other fees must be paid.
* Monthly payments must be paid prior to the examination schedule.

For all unpaid fees, as provided in the DepEd Order No. 88, s. 2010, Section 128, Estenias has the right to withhold the release of all records and other student credentials until all his/her accounts are settled in full.

**SCHOLARSHIP PROGRAMS**

**DEPARTMENT OF EDUCATION SCHOLARSHIP GRANT**

**GASTPE/PEAC-ESC**

* Grade 7 enrollees may apply for the DEPED GASTPE/PEAC-ESC grant
* Upon enrollment, the applicant may submit requirements for ESC grant
* Parents of qualified applicants will be notified and will be required to attend the orientation meeting of the ESC grantees

**ESTENIAS/HIBO-FRANCISCO SCHOLARSHIP PROGRAM**

* Pupils/Students who graduated in the top 10 of the graduating class are given full or partial scholarship grant in the following manner:
* Valedictorian – Full Scholarship or 100%
* Salutatorian – Partial Scholarship or 75%
* 3rd Honor to 10th Honor – Partial Scholarship according to honors received but will not exceed 75% of the tuition fees and other school fees.

**REFUND AND WITHDRAWALS**

No refund shall be given to any pupil or student after the enrollment period or after the first day of classes. It is the understanding that when a pupil or student enrolls, it is for the whole school year, thus the liability accrued will be the tuition and other fees for the entire school year.

**WITHHOLDING OF CREDENTIALS**

Estenias adopts the provision in the DepEd Order No. 88, s. 2010, Section 128, that states that:

*Section 128. Withholding of Credentials. The release of the transfer credentials of any pupil or student may be withheld for reasons of suspension, expulsion or nonpayment of financial obligations or property responsibility of the pupil or student to the school. The credentials shall be released as soon as his obligation shall have been settled or the penalty of suspension or expulsion lifted.*

**UNIFORMS/DRESS CODE**

The correct, proper and complete uniform to be worn during all class days, starting on the first day of school for old students, and two weeks after the start of school for new students, shall consist of:

**PRE-ELEMENTARY PUPILS**

Girls: Moss Green Overalls Boys: Moss Green Shorts

White Blouse with Logo White Polo Shirt with Logo

Black Shoes & White Socks Black Shoes & White Socks

**ELEMENTARY PUPILS**

Girls: Moss Green Skirt Boys: Moss Green Shorts/Pants (4-6)

White Blouse with Ribbon &Logo White Polo Shirt with Logo

Black Shoes & White Socks Black Shoes & White Socks

**JUNIOR HIGH SCHOOL**

Girls: Moss Green A-line Skirt Boys: Moss Green Pants

White Blouse with Logo White Polo Shirt with Logo

Black Shoes & White Socks Black Shoes & Black Socks

**SENIOR HIGH SCHOOL**

Girls: Moss Green Pencil Cut Skirt Boys: Moss Green Shorts Pants

White Blouse White Polo Shirt

Moss Green Vest & Necktie Moss Green Vest & Necktie

and Logo and Logo

Black Shoes with 1-2 inches heels Black Shoes & Black Socks

Estenias believes that student dress is a reflection of their attitude toward school. It is for this reason that care should be taken in respecting the uniform and the ideals that Estenias stands for.

**ANCILLARY SERVICES**

**HEALTH CARE/DENTAL CARE/EYE CARE**

The health and safety of every pupil/studentis of utmost importance to Estenias. A student who is not feeling well can report to Hibo-Francisco Hospital Out Patient Department. Medication (such as over-the-counter medication or pain reliever but not prescription drugs) shall be provided to the student/patient.

**EDUCATIONAL TRIPS**

Educational trips are correlated with the educational program and are considered to be an extension of the classroom.

Pupils and students will be assessed a fee to cover the cost of any entrance fee as well as transportation expenses. Deadline for payment shall be three (3) days prior the scheduled date of the trip.

Pre-Elementary Pupils shall be accompanied by their parents/guardians. Elementary pupils may be accompanied by their parents/guardians. Any adult companion shall be charged the full amount per person. Additional adult or pupil/student from the same family shall be discounted depending on the circumstances or arrangement with the transportation company.

**LIBRARY PRIVILEGES**

Every student of this School must register for Library privileges at the School Library. Library privileges are issued during regular registration periods in the form of personal registration and picture identification cards valid for such length of time for which the usual library fees are duly paid, as evidenced by the official receipts. Aside from the school picture identification card issued to each student, a separate library identification card will likewise be issued after the student has paid the library fee has duly registered at the library.

The card is not valid until it is signed in ink by the person to whom it is issued, and properly countersigned or initiated by the library official issuing it. Any person staying in the library premises is expected to produce the identification card when asked to identify himself. Loss of this card should be reported to the Chief Librarian and to the Registrar. A duplicate card will be issued thereof and upon payment of fifty (50.00) pesos. The identification card will be forfeited if any alteration, addition, erasure is made thereon. The identification card is not transferable and if it is presented by anyone other than its true owner, the same will be confiscated and the person presenting it will be held for investigation by the properly constituted authorities. Students who lend their personal identification cards, or their personal library cards, or the book borrowed on them forfeit their own privileges. Student who use personal identification cards or library cards of others or who borrow books on those cards are subject to disciplinary action by the School authorities, and may be suspended or expelled from the School, for the offense of misrepresentation or falsification of public records and forgery of signatures.

**IMPORTANT RULES**:

* The library is open during school hours.
* The library is for quiet study and those using them are enjoined to refrain from all unnecessary conversation and from studying with each other.
* All students are required to sign for all books and other publications at the Loan Desk before using them.
* No books belonging to the library of the School may be used by students as a manual or textbook in the classrooms. Dictionaries and other sources of brief information are not for continuous use by a single student.
* The utmost caution against scaling, disfiguring, or mutilating books and other library materials is hereby enjoined. Mutilation, destruction or misappropriation of any library property is penalized by the School rules and regulations and, in extreme cases, by the Penal Code. Persons observing any accidental defect in a library book or other publication issued to them are requested to report it immediately to the Librarian or assistant in charge before using them. Failure to do so may make them liable for mutilation of public property.

**CLUBS AND ORGANIZATIONS**

**SUPREME STUDENT GOVERNMENT**

The Supreme Student Government (SSG) is a coordinating body composed of the President, Vice-President, Secretary, Treasurer, Auditor, Senators, Representatives, Sgt. At Arms and P.I.O. from Grades 4 to 12. The SSG assists as well as proposes and implements projects that will be beneficial to the student body. The SSG aims to foster friendship, unity, camaraderie, loyalty and mutual support among the student population thereby creating a family that is close-knit bonded by love and respect.

**KAMAFIL**

The KAMAFIL is an organization that develops and enhances the lessons in Sibika at Kultura and Araling Panlipunan focusing on local, national and international issues, understanding of the economic, political, social and cultural interdependence of people and nations, as well as customs, traditions and folk culture of Filipino people.

**MATHLETES**

The Mathematics Club or Mathletes serves as an extension of the Math subject. This club aims to enhance the student’s skills in mathematical concepts, reasoning and critical thinking. Main activity of this club is an annual “Mathlethon” to challenge students in their mathematical skills and concepts application.

**THE BOOK RIOTERS**

The Book Rioters Club aims to develop the love of reading by holding group discussions of the classics, the topseller books and books written by Filipino authors. The members of the Book Rioters will also assist in the library.

**THE CREATIVE POD**

The Creative Pod Club aims to develop the artistic talents and cultivate the skills through activities that will challenge and encourage the members to channel their creativity through promotion of worthy causes such as love for environment, socio-political awareness and to showcase God’s wonderful creations.

**THE BODY BENDERS DANCE CLUB**

The Body Benders Dance Club aims to provide training and development to students interested in dance whether local or foreign, modern, hiphop as well as creative dance interpretation.

**ESTENIAS CHORALE**

The Estenias Chorale will provide students with God given talent in the field of music an avenue to showcase the same as well as provide training in playing musical instruments.

**ESTENIAS TIGERS**

The Estenias Tigers will represent the school in all sports activities. This club aims to foster camaraderie, sportsmanship and unity among Estenians. The Tigers will also be provided with the proper training and facility.

**ESTENIAS MARCHING TIGERS**

The Estenias Marching Tigers or the Drum and Lyre Corps that will develop teamwork, discipline, self-confidence, sportsmanship, mastery and unity. The Estenias Marching Tigers will represent the school in all DLC competitions.

**THE ESTENIAN**

The Estenian is the official publication of the school. It aims to develop the talent in creative writing, journalism, visual arts as well as inculcate the values and integrity is responsible reporting and publication.

**GIRL/BOY SCOUT OF THE PHILIPPINES**

Scouting is established to provide meaningful outlet for the youth to serve as an avenue for creativity, resourcefulness, innovativeness, leadership and self-expression developed through the key principles of duty to God, country, others and to self.

**OTHER SERVICES**

1. Guidance and Counseling Services:

Guidance and Career Coaching Services are provided to students to assist them.

1. Food and Services Laboratory:

Estenias manages the food and Services laboratory. Meals and snacks are served at reasonable prices.

1. Security Services:

Estenias maintains a security force in its campus for the maximum safety and security of the faculty, students and employees. Security guards are on twenty-four hour duty.

1. Office of Alumni Relation and Development (OARD):

Estenias maintains an Officer for Alumni Relations and Development, offering every graduating student personalized job-finding assistance.

The OARD was created to further enhance and promote the human development among alumni for ESFS and help them secure proper employment. Secondary objectives of the OARD:

* To gather statistics as to the employment rate of the graduates of the ESFS.
* To gather statistics as to the inadequacies of graduates in their jobs to serve as guidance in our teaching methodology.
* To monitor the whereabouts of ESFS Alumni for reunions, social gathering and other purposes.

**IDENTIFICATION CARDS**

After fulfilling the registration requirements at the start of the school year, each new student obtained his/her school identification card, signed by the authorized school officials. Each student must have his/her identification card at all times. The ID card is needed both for entering the campus and/or moving within the campus. Students will be required to present or even surrender their IDs when availing of ancillary services or when borrowing items from the Audio-Visual Room, Library or stock room.

In case of loss of the ID card, the fact and circumstances of the loss should re reported immediately in writing to the Registrar’s Office, so that provision for a new ID card may be made, and in order to prevent unauthorized use of the lost ID by another person.

**EXAMINATIONS**

There will be a monthly examination for a total of 10 examinations in a school year. Students who missed taking the examination shall be responsible to make necessary arrangement with their respective teacher. It is up to the discretion and kindness of the teacher to give a make-up test or quizzes.

Only students with the valid admission slips issued by the Accounting Office are allowed to take these said examinations.

Reasonable standards of neatness in the presentation of all examination papers and reports are required, as well as the use of clear and effective English in written or oral work. A deficiency in these matters may be regarded as an adequate reason for refusal of credit in any course, and the student may be required to take suitable subjects selected to remedy such defects.

Cheating during examinations is absolutely prohibited and punishable by dismissal from the School.

**AWARDS**

Estenias shall adopt the prevailing Award System promulgated in the most recent applicable DepEd Order. However, in the ranking of honors, Estenias shall apply the following policies and procedures:

1. Candidates for honors shall be drawn from the top 10 pupils/students of the school. The pupil/student must not have a final grade lower than 80% in any subject.
2. To determine the top 10, pupils/students shall be ranked using the 7 – 3 point scheme (7 points for academic performance and 3 points for co-curricular activities)
3. Estenias shall not only consider the scholastic aptitude of the pupil/student but the overall performance which includes participation in extra-curricular activities.

Deliberation of the ranking of honors shall be held publicly to foster transparency. Any protest, that is in writing, must be filed the day after the posting of the Honors List.

**GRADING SYSTEM**

Estenias shall adopt the prevailing Grading System promulgated in the most recent applicable DepEd Order. The final grade given to a pupil or student shall be based solely on his/her scholastic performance. However, the grade in conduct or deportment shall be incorporated as 10% in every subject.

**REPORT CARDS, PERMANENT RECORDS, CERTIFICATIONS**

* No Report of grades shall be issued at the end of the year to any student whose financial obligations to the school have not been fully settled. Likewise, no permanent record or report card or any information concerning academic or disciplinary records will be issued to any student applying for same unless he is cleared of his obligations to the school.

**GRADUATION REQUIREMENTS**

No pupil/student will be recommended for graduation unless he/she has satisfied all academic requirements and other requirements prescribed by the school as follows:

1. He/She has successfully completed the number of units in all the subjects specified in the curriculum in his particular course.
2. He/She has passed all required examinations and exercises.
3. He/She has been cleared of all financial obligations.
4. He/She has complied with the minimum scholarship requirements of the school.
5. He/She has no pending civil, criminal or administrative case.
6. He/She has completed the requirements of planting tree(s).

**HONORABLE DISMISSAL**

A student in good standing who desires to severe his connection with the school shall present a written petition to this effect signed by the Registrar. If the petition is granted, the pupil or student shall be given honorable dismissal. Without such petition and favorable action, no record of honorable dismissal shall be made.

Honorable dismissal is voluntary withdrawal from the school with the consent of the Registrar of his representative. All indebtedness to the school must be settled before a statement of honorable dismissal is issued. The statement indicates that the student withdrew in good standing as far as character and conduct are concerned. If the student has been dropped from the rolls on account of poor scholarship, a statement to that effect may be added to the honorable dismissal.

A student who leaves the school for reasons of suspension or expulsion due to disciplinary action shall not be entitled to honorable dismissal. Should he be permitted to receive his/her permanent record or certification of his/her academic status in the school, it shall contain a statement of the disciplinary action rendered against him.

**DISCIPLINE PROGRAM**

Estenias believes that a school’s climate should promote open expression of beliefs, mutual respect, and trust, as well as personal, caring relationships. However, when that climate is violated by inappropriate or illegal student conduct, the Board recognizes its responsibility to establish disciplinary policies and procedures that deal with such conduct in a fair and responsible manner.

In all matters related to student conduct and discipline, the Board and Faculty assumes the supervisory role of parent/guardian. This relationship extends to all activities connected to with the school program whether in campus or outside of campus.

**PROHIBITED STUDENT CONDUCT**

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco products;
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalias. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.
4. Using, possessing, distributing, purchasing, or selling explosives, firearms, knives, or any other object that can reasonably be considered a weapon, or used as a weapon, or that looks like a weapon.
5. Using or possessing an electronic device that disrupts the educational environment or violates the rights of others, including using the device to take photographs, cheat or otherwise violate student conduct rules. Unless otherwise provided, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the teacher grants permission; (b) it is needed in an emergency that threatens the safety of students or other individuals.
6. Disobeying directives from staff members or school officials.
7. Engaging in aggressive behavior such as violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
8. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property at school.
9. Unexcused absenteeism.
10. Being a member of, joining, promising or pledging to join, or soliciting any other person to become a member of any fraternity, sorority or secret society.
11. Involvement in gangs or gang-related activities, including but not limited to soliciting others for membership, requesting payment of dues, insurance or other forms of protection from any individual, intimidating or threatening any individual, and/or inciting others to participate in any form of physical violence involving persons or property.
12. Harassment of any type, including sexual harassment and or bullying.

**DISCIPLINARY MEASURES**

Disciplinary Measures include, but may not be limited to, the following:

1. Personal counselling;
2. Withholding of privileges;
3. Seizure of contraband;
4. Suspension from school and all activities for the corresponding number of days depending on the gravity of the offense;
5. Expulsion from school;
6. Notification of authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol or weapons;
7. Notification of parents/guardians;
8. In-school suspension; or
9. Detention, provided the student’s parents/guardians have been notified and proper supervision is ensured.

**DUE PROCESS**

Before receiving disciplinary action under this policy, the student shall be notified of the wrongful nature of the alleged conduct, and given the opportunity to deny or explain his or her conduct.

In taking any disciplinary action under this policy, including the expulsion of students, the board shall follow procedures provided in the Grievance Mechanism or the law.

**GRIEVANCE MECHANISM**

If a concern deals with another student:

* The pupil/student should speak with a teacher who may be able to address the situation with the students.
* If the problem persists, the pupil/student should report the problem to the Guidance Counselor.

If a concern deals with a teacher:

* Pupil/Student and parent should try to resolve the situation with the teacher.
* If the situation is still not resolved to the pupil’s/student’s satisfaction, the pupil/student and/or parent may request a conference with the Principal who will set up a conference with all those concerned.

If a concern deals with the Principal:

* The pupil/student and/or parent/guardian should meet with the Principal to attempt to clarify the issue.
* If the situation is not resolved, the matter will be referred to the Chief Executive Officer.

**RULES, REGULATIONS AND VIOLATIONS**

**General Rules and Regulations:**

1. Prompt, exact, and courteous obedience is expected of you at all times.
2. English and Filipino are the language of instruction at ESFS. You should strive to speak both languages well.
3. You should maintain silence in the library, classrooms, and corridors at all times.
4. You are not allowed to collect contributions in or out of classes for any purpose whatsoever without the recommendation of the proper authorities.
5. Do not leave your money or other valuables in the classrooms, canteen, or elsewhere. The School is not responsible for lost articles. “Lost and Found” articles should be returned to the Office of the CEO”.
6. You are not allowed to erase or deface what is written or posted on the Bulletin Boards.
7. You should take good care of any part of the school building or any of its properties. Should you violate this rule, it is expected that you pay for any damages.
8. You are bound to conduct yourself with dignity and deportment within and outside the campus especially when you use the name of the Estenias or you are in uniform.
9. Estenias has nothing to do with the social gathering like parties held outside the school premises unless otherwise authorized by it.
10. The use of vulgar, abusive or disrespectful languages does not befit an Estenian and is therefore discouraged. Likewise, you are not allowed to pass or bring indecent literature.
11. If after proper investigation you have been found guilty of theft, you will be subjected to major disciplinary sanction and the article must be replaced or paid.
12. You are not allowed to smoke in the campus.

The list of rules, regulations, and violations herein listed is not limited to this list.

**LEVELS OF MISCONDUCT**

Category I Violations – Misconduct

Category II Violations – Serious Misconduct

Category III Violations – Intolerable and/or Illegal Conduct

**CATEGORY I VIOLATIONS - MISCONDUCT**

Category I violations include behavior that disrupts or interferes with the orderly educational process of oneself and/or other students. These violations include the following:

I.a. Disruptive Behavior – displaying any behavior that is disruptive to the orderly process of classroom instruction.

I.b. Disruptive dress or appearance/Inappropriate advertisement – dressing in a manner that is dangerous to health or safety or in a way that interferes with one’s own learning or the learning of other students. Also, includes the possession of an item which advertises or promotes drugs, alcohol, sex, profanity or obscenity.

I.c. Failure to make required effort to do class work

I.d. Failure to serve detention

I.e. Improper building conduct – gum chewing, running, excessive noise and/or horseplay

I.f. Improper outdoor conduct – excessive noise and/or horseplay

I.g. Inappropriate, abusive, or profane language – any vulgar behavior written or directed toward other students.

I.h. Littering – throwing paper or other trash on school grounds or even outside of school premises

I.i. Lying/Cheating - the intentional telling of stories that are not true, copying another’s work on assignments or tests, or allowing another to copy one’s work.

I.j. Misuse of item brought to school – radio, toys, balls, etc.

I.k. Tardiness – persistent tardiness to class or school. Tardiness can be considered truancy.

I.l. Throwing of objects – throwing of any object at any time to include rocks, dirt, etc. May be classified as a Category II or III violation based on seriousness of the incident.

**CATEGORY II VIOLATIONS – SERIOUS MISCONDUCT**

Category II violations include behavior that disrupts or interferes with the education of oneself and/or other students and is more serious in nature. These acts are ore likely to result in harming the well-being of other people or damaging property. Some violations in this category may be unlawful. These violations include the following:

II.a. Assault – threatening to harm another student

II.b. Fighting – physical contact, no injuries

II.c. Forgery – the unauthorized signing of the name of another person, or altering times. Grades, passes or permits.

II.d. Gambling – playing any game of chance or skill involving the exchange of anything of value and/or participating in any games on the internet that requires bets or wages or entails charges or fees such as Mobile Legend or any other similar games.

II.e. Gang Related Activities – use of graffiti, hand signals, colors, jewelry, dress, etc. that communicate gang membership.

II.f. Harassment

II.g. Hazing – forcing someone to do something humiliating or painful as an initiation.

II.h. Inappropriate items brought to school – knives, weapons, etc.

II.i. Insubordination/Disrespect to adult or school personnel – failure to obey reasonable, fair, and proper instructions or directions of any school personnel. This includes any vulgar behavior written or directed toward any adult school personnel.

II.j. Leaving School Building or Property – students are not permitted to leave the property unless excused by school personnel or permitted by parent(s)/guardian(s).

II.k. Misbehavior with Substitute Teachers

II.l. Pornography – in an electronic device such as pornographic photos or videos, posting of immoral or indecent pictures of themselves or others in any social media outlets.

II.m. Possession of tobacco products and/or drug paraphernalia or posting of a picture of student in possession of the same on any social media outlets.

II.n. Sexual Harassment – verbal, written or gesturing conduct of a sexual or sex-based nature imposed on the basis of sex or any inappropriate comment on any social media platforms.

II.o. Stealing – taking something that belongs to the school or another without permission. Students accused of stealing personal items or school

II.p. Trespassing – being in the hospital side of the campus without written permission of the principal or authorized school personnel

II.q. Truancy

II.r. Vandalism – damaging/misusing school property or any property that belongs to another.

II.s. Hitchhiking – is strictly prohibited since it puts the safety and security of a student in peril.

**CATEGORY III VIOLATIONS – INTOLERABLE AND/OR ILLEGAL CONDUCT**

Category II violations include intolerable behavior that not only breaks the school rules, but may be against the law. These violations may pose a direct threat to the safety of others and seriously disrupt the orderly educational process in the classroom or in campus as well as within the community.

III.a. Arson – setting fire in school or in school property

III.b. Assault – threatening to physically harm any student or school personnel, and/or threatening to bring a weapon to school or threatening to use any weapon against students or school personnel.

III.c. Battery – physically touching another person either directly or with a weapon or dangerous object and causing injury. This includes any physical attack on any person or any fight involving two or more people.

III.d. Disrupting School or School Related Functions While Under the Influence of Drugs or Alcohol – attending school by students, regardless of age, who are under the influence of drugs other than prescribed by a doctor and/or alcohol or who have used or consumed drugs and/or alcohol which can alter their behavior.

III.e. Drug/Look Alike Drug/Alcohol Violations – having, using, selling, buying, or giving away any drugs, look alike drugs or alcohol. If a student has a drug prescribed by a doctor, it must be kept in the nurse’s office or main office.

III.f. Explosives/Fireworks – having, using, selling or giving away any explosives or fireworks.

III.g. Extortion – forcing a person to give up money, projects, assignments, or anything of value by threats, intimidation, or force.

III.h. False Alarm/bomb Threats – making a report of a fire or bomb, or attempting to pull an alarm when neither exits.

III.i. Possession of Stolen Property – having property that the student knows was stolen by another person.

III.j. Possession of Tobacco Products and/or Drug Paraphernalia

III.k. Possession of a Weapon – having, using, selling or giving to any other student any weapon or look alike weapon. This includes sticks, pipes, bottles, or even a pencil, if it is used as a weapon.

III.l. Sexual Misconduct/Harassment – touching others in ways that would be considered sexually offensive.

III.m. Stalking – of another student or school personnel

III.n. Stealing – taking of another’s personal items or school’s property

III.o. Use of Tobacco Products – in the building, or within school campus as well as outside the campus

III.p. Willful Exposure – showing or revealing parts of the human body in such a manner that embarrasses or offends other people or causes disruption to others in the school.

III.q. Illegal Concerted Activities that Disrupts Classes or any School-Related Activity

Note: Category I, II and III may include other offenses not specifically listed which are similar in severity to the above.

**DISCIPLINARY ACTIONS**

The Board and Faculty Staff may choose an appropriate disciplinary action that may include any one or a combination of the following:

* Activity Restriction
* In-School Counselling
* Loss of Privileges
* Mediation
* Parental Conference
* Referral to Principal
* Removal from Class
* Detention
* Seizure of Item
* Verbal Reprimand
* Work Assignments
* In-School Suspension
* Referral to Law Enforcement Agency
* Expulsion

**SUSPENSION/EXPULSION DUE PROCESS**

1. Prior to the suspension, the student shall be provided oral or written notice of the charges. If the charges are denied, the student shall be given an explanation of the evidence against him/her and an opportunity to present his/her version of the incident.
2. Prior notice and hearing as stated above may not be required and the student immediately suspended, when the student’s presence poses a danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the parents/guardians of the student. Such report shall contain a full statement of the reasons for the suspension and a notice to the parents or guardians of their right to review.
4. Upon request of the parents or guardians, a hearing shall be conducted by the Board or the legal officer of the school to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board or legal officer. The legal officer shall report to the Board a written summary of the evidence heard at the meeting. After the hearing or upon receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.

**ANTI-SEXUAL HARASSMENT POLICY**

In compliance with Republic Act 7877, “An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment, and for Other Purposes”, Estenias adopts the provisions in the said law en toto. The procedure provided in the Discipline Program shall be adopted in handling cases of sexual harassment.

Sexual harassment of students is prohibited on school property, at school events, or in any other place where a school-related activity is being held. Sexual harassment is defined as follows:

**LIGHT OFFENSES**

(a) persistently telling sexist/smutty jokes causing embarrassment or offense, told or carried out after the joker has been advised that they are offensive or embarrassing or are by their nature clearly embarrassing, offensive or vulgar;

(b) leering or ogling which is an unwelcome, suggestive, flirtatious, knowing or malicious look at another;

(c) voyeurism which is sexual stimulation derived through visual means;

(d) the display of sexually offensive pictures, materials or graffiti;

(e) unwelcome inquiries or comments about a person's sex life;

(f) unwelcome sexual flirtation, advances, propositions;

(g) making offensive hand or body gestures at an employee; or

(h) persistent unwanted contact or attention after the end of a romantic relationship.

**LESS GRAVE OFFENSES**

(a) requesting for dates to public places or sexual favors in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments or grant of benefits;

(b) pinching not falling under grave offenses;

(c) unnecessary touching or brushing against a victim's body;

(d) derogatory or degrading remarks or innuendos directed toward members of one sex or one sexual orientation or used to describe a person; or (e) verbal abuse or threats

**GRAVE OFFENSES**

(a) unnecessary touching or brushing against a victim's body;

(b) derogatory or degrading remarks or innuendos directed toward members of one sex or one sexual orientation or used to describe a person; or

(c) verbal abuse or threats.

\*Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall also be held liable under this Act.\*

\*Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.\*

**Liability of the Employer, Head of Office, Educational or Training Institution**

The employer or head of office, educational or training institution shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken.

**Independent Action for Damages**

Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

**ANTI-BULLYING POLICY**

In compliance with Republic Act 10627, “An Act Requiring All Elementary and Secondary Schools to Adopt Policies to Prevent and Address the Acts of Bullying in Their Instiution” also known as Anti-Bullying Act of 2013”. Estenias adopts the provisions in the said law en toto. The procedure provided in the Discipline Program shall be adopted in handling cases of sexual harassment.

Bullying of students is prohibited on school property, at school events, or in any other place where a school-related activity is being held. Bullying is defined as follows:

Any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

a. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;

b. Any act that causes damage to a victim’s psyche and/or emotional well-being;

c. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim’s looks, clothes and body; and

d. Cyber-bullying or any bullying done through the use of technology or any electronic means.

**MECHANISMS TO ADDRESS BULLYING**

The school principal or any person who holds a comparable role shall be responsible for the implementation and oversight of policies intended to address bullying.

Any member of the school administration, student, parent or volunteer shall immediately report any instance of bullying or act of retaliation witnessed, or that has come to one’s attention, to the school principal or school officer or person so designated by the principal to handle such issues, or both. Upon receipt of such a report, the school principal or the designated school officer or person shall promptly investigate. If it is determined that bullying or retaliation has occurred, the school principal or the designated school officer or person shall:

(a) Notify the law enforcement agency if the school principal or designee believes that criminal charges under the Revised Penal Code may be pursued against the perpetrator;

(b) Take appropriate disciplinary administrative action;

(c) Notify the parents or guardians of the perpetrator; and

(d) Notify the parents or guardians of the victim regarding the action taken to prevent any further acts of bullying or retaliation.

If an incident of bullying or retaliation involves students from more than one school, the school first informed of the bullying or retaliation shall promptly notify the appropriate administrator of the other school so that both may take appropriate action.

**CHILD PROTECTION POLICY**

**POLICY STATEMENT**

Estenias aims to create, promote, and maintain a respectful, safe, secure, stimulating, and supportive learning environment in order to optimize student learning, safety, and effectiveness.

Estenias upholds discipline as a very essential element of an educative teaching-learning program and, therefore, considers maintenance of good discipline among students as a necessary precondition in establishing a school climate that is conducive to learning.

The school also recognizes that discipline begins at home with parents who are the first and primary educators and formators for their children. Such formation includes responsibility for social development, behavior, and discipline. Hence, partnership by the school with parents in the support of the students’ social, emotional, and academic growth is very much part of the school’s program.

The Child Protection Committee supports the school’s use of a continuum of positive practices that strive to teach, promote, and reinforce productive behaviors while providing predictable and supportive consequences to behaviors that are identified as inappropriate.

The Committee also supports the school’s existing progressive approach to discipline which is incorporated in its Code of Discipline, activities and projects that promote interpersonal and social skills, and programs that enhance and build healthy relationships.

Finally, the Committee strongly supports the Department of Education’s objective of promoting a zero-tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying, and other forms of peer abuse.

**CHILD ABUSE**

Chile Abuse – refers to the maltreatment of a child, whether habitual or not, which includes the following:

1) psychological or physical abuse, neglect, cruelty, sexual abuse, and emotional maltreatment;

2) any act by deeds or words which debases, degrades or demeans the intrinsic worth and dignity of a child as a human being;

3) unreasonable deprivation of the child’s basic needs for survival such as food and shelter; or

4) failure to immediately give medical treatment to an injured child resulting in serious impairment of his or her growth and development or in the child’s permanent incapacity or death (Sec. 3 [b], RA 7610).

**DISCRIMINATION**

Discrimination against children – refers to an act of exclusion, distinction, restriction or preference which is based on any ground such as age, ethnicity, sex, sexual orientation and gender, identity, language, religion, political or other opinion, national or social origin, property, birth, being infected or affected by Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome (AIDS), being pregnant, being a child in conflict with the law, being a child with disability or other status or condition, and which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise by all persons, on an equal footing, of all rights and freedoms.

**CHILD EXPLOITATION**

**Child exploitation** – refers to the use of children for someone else’s advantage, gratification or profit often resulting in an unjust, cruel, and harmful treatment of the child. These activities disrupt the child’s normal physical and mental health, education, moral or social emotional development. It covers situations of manipulation, misuse, abuse, victimization, oppression, or ill-treatment.

There are two (2) main forms of child exploitation that are recognized:

a. **Sexual exploitation** – refers to the abuse of a position of vulnerability, differential power, or trust for sexual purposes. It includes, but is not limited to forcing a child to participate in prostitution or the production of pornographic materials, as a result of being subjected to a threat, deception, coercion, abduction, force, abuse of authority, debt bondage, fraud or through abuse of a victim’s vulnerability.

b. **Economic exploitation** – refers to the use of a child in work or other activities for the benefit of others. Economic exploitation involves a certain gain or profit through the production, distribution, and consumption of good and services. This includes, but is not limited to illegal child labor as defined in RA 9231.

c. **Psychological violence** – refers to acts or omissions causing or likely to cause mental or emotional suffering of the child, such as but not limited to intimidation, harassment, stalking, damage to property, public ridicule or humiliation, deduction or threat of deduction from grade or merit as a form of punishment, and repeated verbal abuse.

d. Other acts of violence of a physical, sexual or psychological nature that are prejudicial to the best interest of the child.

**BULLYING or PEER ABUSE**

**Bullying or Peer Abuse** – refers to willful aggressive behavior that is directed towards a particular victim who may be outnumbered, younger, weak, with disability, less confident, or otherwise vulnerable. More particularly:

a. **Bullying** – is committed when a student commits an act or a series of acts directed towards another student, or a series of single acts directed towards several students in a school setting or a place of learning, which results in physical and mental abuse, harassment, intimidation, or humiliation. Such acts may consist of one or more of the following:

(1) Threats to inflict a wrong upon a person, honor or property of the person or on his or her family;

(2) Stalking or constantly following or pursuing a person in his or her daily activities with unwanted and obsessive attention;

(3) Taking of property;

(4) Public humiliation, or public and malicious imputation of a crime or of a vice or defect, whether real or imaginary, or any act, omission, condition, status, or circumstance tending to cause dishonor, discredit, or expose a person to contempt.

(5) Deliberate destruction or defacement of, or damage to the child’s property;

(6) Physical violence committed upon a student, which may or may not result to harm or injury, with or without the aid of a weapon. Such violence may be in form of mauling, hitting, punching, kicking, throwing things at the student, pinching, spanking, or other similar acts;

(7) Demanding or requiring sexual or monetary favors, or exacting money or property, from a pupil or student; and

(8) Restraining liberty and freedom from a pupil or student.

b. **Cyber-bullying** – is any conduct defined in the preceding paragraph, as resulting in harassment, intimidation, or humiliation, through electronic means or other technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social networking websites or other platforms or formats.

**PREVENTIVE MEASURES** to address child abuse, exploitation, violence, discrimination, bullying, and other acts of abuse

**Capacity Building Activities**

1. Professional leadership

2. Focus on teaching and learning

3. Purposeful teaching

4. Shared vision and goals

5. Whole-school programs

6. Collaboration and partnerships

7. Accountability

8. School-wide positive behavior support

9. Promoting cyber safety and preventing cyber bullying

10. Parenting orientation and seminars on effective parenting

11. In-service training and Fellowship meetings for school administrators, teachers and nonacademic personnel

**Training Topics:**

- Values Integration

- Discipline with Dignity (Positive discipline versus corporal punishment)

- Conducting positive parent-teacher conferences and family counseling

- Classroom Management

- Anger and Stress Management

**PROTECTIVE AND REMEDIAL MEASURES**

1. Assertiveness training

2. Bystander training

3. Restorative practices

4. Friendly schools and families program

**PROTOCOL FOR REPORTING**

A. Reporting acts of child abuse, exploitation, violence, discrimination, bullying, other acts of abuse, or any violation of the Code of Discipline

NOTE: When any report/complaint is raised, the complainant is immediately attended to.

Assessment is made if the complainant is fully aware of the circumstances that warrant validation of his/her accusation. He/she is informed of the requirements of a formal complaint and the consequences of such. ***Policy and Procedure on Discipline shall be adopted in the resolution of the complaint.***

**CHILD PROTECTION COMMITTEE**

CHAIRPERSON: ATTY. ANNALYN SHERRY F. HIBO-GAMBOA

VICE CHAIRPERSONS: MS. REBECCA A. GREFALDEO

REPRESENTATIVE OF TEACHERS: MR. RYAN HITA

REPRESENTATIVE OF PARENTS: President of the PTCA

REPRESENTATIVE OF PUPILS: President of the Student Government

REPRESENTATIVE OF THE COMMUNITY: Barangay Chairman of Tulay

**DATA PRIVACY POLICY**

ESTENIAS believes in the sanctity of personal information and the rights of individuals to Data Privacy per Republic Act 10173 (Data Privacy Act of 2012). Thus, ESTENIAS is committed to the protection and responsible use of such information. ESTENIAS will only collect, use, and disclose personal information with the student’s or if applicable, guardian’s or parent‘s knowledge and consent.

ESTENIAS collects or acquires personal data through various means. The information collected may entail the following:

* written records;
* photographic;
* video images; and/or
* digital material.

When a student applies to take the Placement Exam or enrolls and once accepted, ESTENIAS requires the following data:

Name;

Email Address;

Cellphone number and other contact details;

Family background;

Previous schools you have attended;

Name of the person responsible for the student’s account;

Name of the person to contact in case of an emergency.

To the maximum extent allowed by law, ESTENIAS may use personal data to pursue its objectives as an educational institution. This may include a variety of academic, administrative, research, historical, and statistical purposes. For example, ESTENIAS may use the information to:

* assess applications for admissions and to process confirmation

of acceptance of incoming students and transfer students;

* gather and maintain records of the student’s work, such as homework, seatwork, exams, research paper, essays, and/or presentations;
* gather and maintain records, manually, electronically, or through other methods, of class attendance and participation in curricular, co-curricular, and extra-curricular activities;
* exchange information with regards to grades and class performance between and among faculty members, and other individuals with legitimate official need, for academic deliberations;
* process applications for scholarships, grants, and other forms of assistance;
* probe into reports of misbehavior and to disciplinary sanctions if necessary;
* compile information for directories and alumni records;
* generate data for statistical and research purposes;
* offer advice and/or assistance regarding your physical health, emotional, and/or psychological welfare;
* provide assistance to student’s needs in relation to information technology and library services;
* provide assistance to student’s needs in relation to sports/recreation development;
* provide assistance to student’s needs in relation to transportation, parking, campus mobility, safety, and security services;
* announce official school communications;
* make information available to market and advertise ESTENIAS-related functions, events, projects, and activities;
* engage student’s participation in academic and non-commercial studies and surveys;
* keep parents informed of student’s class performance through correspondence, online newsletters, and infoboard system;
* encourage donations and support for ESTENIAS; and
* fulfill ESTENIAS’s legal obligations and duty.

In the event where ESTENIAS requests personal information about a student or parent, and if the information requested is not provided, ESTENIAS has the right to refuse to enroll the student or permit the student to take part in a particular activity.

By requirement of the law, ESTENIAS may also share, disclose, or transfer personal data to other persons or organizations in order to uphold student’s interests and/or pursue the School’s legitimate interests as an educational institution. ESTENIAS may share, disclose, or transfer student’s personal data to:

* notify concerned regarding admission to the School;
* award financial aid and scholarship grants;
* post class lists, class schedules, online or on school bulletin boards or other places within the campus;
* communicate information to parents, guardians, or next of kin, as prescribed by law, on a need-to-know basis, or as determined by the School, in order to best serve your interests and to ensure your health, safety, and security, or that of others;
* disseminate information to donors, funders, or benefactors to encourage contributions for scholarships, grants, and other forms of assistance;
* publish scholars’ graduation brochure for distribution to donors, funders, or benefactors;
* publish list of graduates and awardees in preparation for and during commencement exercises;
* inform the National Privacy Corporation (NPC) and other government bodies or agencies, such as the Commission on Higher Education (CHED), Department of Education (DepEd), Bureau of Immigration(BI), Department of Foreign Affairs (DFA), Civil Service Commission, Bureau of Internal Revenue (BIR), Professional Regulation Commission (PRC), Legal Education Board (LEB), Supreme Court (SC), and others when prescribed or allowed by law;
* release information to individuals or organizations, such as OPSAS, Inc., PRISAA and other similar associations, to determine your eligibility to participate in academic, sports competitions, and other similar events;
* adhere to court orders, subpoenas, and/or other legal obligations;
* generate data through research or surveys for the development of the School;
* circulate academic, co-curricular, and extra-curricular achievements and success, including honors lists and names of awardees on school bulletin boards, website, social media sites, and publications;
* publish academic accomplishments or honors and co-curricular or extra-curricular achievements with schools you graduated from or were previously enrolled in upon their request;
* feature photos, videos, and other information in order to advertise the School, its activities and events, through promotional materials, such as brochures, website posts, newspaper advertisements, physical and electronic bulletin boards, and other media;
* stream live affairs and events of/in the School;
* publish information through news or feature articles in School publications and social media sites;
* disseminate information such as class lists and photos to partner hospitals, local health centers, and other similar organizations.

ESTENIAS will retain personal data until the fulfillment of its purpose. In cases where a retention period is required by law, all records after such period will be duly and securely disposed of.

Students’ personal data are stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between ESTENIAS’s different units or offices. Access to student’s personal data is limited to School personnel who have a legitimate interest in them for the purpose of carrying out their contractual duties. Rest assured that the school will not allow excessive use of the student’s personal data.

Any data security incident or breach that comes to the knowledge of ESTENIAS will be recorded and reported as required by law. ESTENIAS will take all necessary and reasonable steps to address such incident or breach and mitigate any negative effect of such incident or breach. If there is strong suspicion that an incident affects a student’s personal information, ESTENIAS will notify the concerned student and/or parent of such incident in an appropriate manner.

ESTENIAS may, from time to time, make changes to this Policy. On such occasions, this will be disseminated through the School’s website and, when permissible, other means of communication. Any modification is effective immediately upon posting on the website.