

BMA Senior High School
Handbook

FOREWORD

This Senior High School Handbook serves as a guide for you and your parents. It will provide you the necessary information about the Baliwag Maritime Academy.

When you enrolled you are willing to commit yourself to abide by the policies and regulations set by this institution. We ask you therefore to read and understand what is stated on this handbook. Every student must adhere to the policies prescribed in this handbook throughout the school year.

The policies and procedures contained in this handbook are subject to revision at any time.

CONFORME

This is to acknowledge that the undersigned have read and understood the rules and regulations set by Baliwag Maritime Academy Senior High School Department. We agree to assist in whatever way we can to acknowledge our son to comply with these policies. If they fail to comply in any of the aforementioned rules and regulations, policies and guidelines, we shall abide by the decision of the schools authorities to the corrective measure that will be meted out as stated in this Handbook.

The administration of Baliwag Maritime Academy reserves the right to add, amend, and apply the policies, which they will deem necessary without further notice.

Signature Over Printed Name
(Student)

Signature Over Printed Name
(Father)

Signature Over Printed Name
(Mother)

Introduction

Brief History of the Baliwag Maritime Academy

The Baliwag Maritime Academy was established to meet the needs of the times. It was founded in the light of upgrading the quality of seafarers in the country today.

In 1992, the Baliwag Maritime Foundation, Inc. (BMFI), a non-profit organization dedicated to the development of maritime education in the Philippines, began to study the feasibility of establishing a new maritime school which would embody the core of professional seamanship knowledge, discipline and camaraderie. It proffered to foreign friends and associates an opportunity to participate in attaining this worthy objective.

The Baliwag Maritime Academy started operations in School Year 1994-1995 under permit from the Commission on Higher Education (CHED). The Baliwag Maritime Academy is affiliated with Baliwag Navigation, Inc., one of the leading overseas shipping, ship management and crewing companies in the Philippines. One of the requirements for CHED accreditation is a Quality Management System (QMS) that is duly certified by a recognized international certifying body, in accordance with the ISO 9001:2008 Standard. The Academy's QMS is currently certified by Anglo-Japanese-American (AJA) Registrars through its local office in Manila.

ISO 9001:2008 is an international standard prescribed by the International Organization for Standardization to ensure quality products and services that meet the customers' requirements as well as national and international regulations. By observing this standard, the Academy is obliged to provide quality maritime education that conforms with CHED's requirements which in turn follow the requirements of IMO.

The Baliwag Maritime Academy is entirely owned and operated by the Baliwag Maritime Foundation, Inc.

In June 2017, Baliwag Maritime Academy opens her door to offer Senior High School Program under permit from Department of Education to Grades 11 and 12 students who aspire to become- a seafarer and merchant marine officers someday.

The BMA Logo



Article 1

Section 1 Vision

The Academy shall be a leading producer of highly competent seafarers who excel in the practice of the seafaring profession and who will become the maritime leaders in both the government and business sectors.

Section 2 Mission

The Academy shall offer its students and trainees a maritime education and training program, which aims to produce seafarers who will have adequate knowledge, attitudes, and skills for pursuing their respective professional career, and which complies with internationally accepted standards, especially International Maritime Organization (IMO) standards.

Section 3 Quality Policy / Objectives

As the name implies, Baliwag Maritime Academy (hereinafter referred to as the “Academy”) is an institution that provides maritime education at the collegiate level – specifically leading to BS Marine Transportation and BS Marine Engineering- and in the Senior High School Level. Moreover, the Academy through the Baliwag Maritime Foundation Inc. Training Center provides extension services and continuing education to its graduates, Filipino seafarers and maritime executives.

To attain this Quality Policy, the Academy has adopted the following corporate quality objectives:

3.1 The Academy shall maintain an efficient organization, in particular, a faculty staffed with experienced and competent educators and instructors. Within the organization, the lines of responsibility and authority shall be clearly defined.

3.2 Only deserving students who comply with the Academy’s admission requirements, academic standards and rules and regulations shall be admitted, retained/promoted, allowed to graduate, and entitled to scholarships. In the same manner, only trainees who comply with the prescribed entry standards shall be admitted and only those who comply with the course requirements shall be issued certificates of completion.

3.3 The Academy shall provide the necessary equipment and facilities prescribed by the government, including training/laboratory equipment, textbooks and references.

3.4 Provide effective management and administrative support to attain quality maritime education services and to protect the welfare of customers and academy personnel.

Section 4 Objectives of the Senior High School

Upon graduation from Senior High School, students are expected to process:

4.1 Strong marine educational foundation.

4.2 Education and training appropriate for support-level competencies.

4.3 Education and training as merchant marine officers someday.

4.4 Learning opportunities that will promote academic excellence, physical fitness and emotional stability.

Article 11 Administrative Policies

Section 1 Admission Policy

- a. Academic Track and Strand to offer:
 - Pre-Baccalaureate
Final Subject grade in English, Math, & Science must be at least 85% and above.
- b. Technical/Vocational/Livelihood (TVL) in maritime specialization
 - No Grade Requirements

1.1 Admission Test

All students-applicants for the Senior High School Program are required to take the Academy's Admission Test. This examination covers Language Skills, Analytical Ability, Mathematics and Sciences which is being done for two (2) hours.

1.2 Admission Test Requirements

- Photocopy of Report Cards (Grade 10 or 4th Year Level)
- Photocopy of NSO Birth Certificate (must not be over 19 years old)
- Certificate of Good Moral Conduct issued by the school
- NCAE Result
- 2 recent 2x2 colored picture with applicants name tag

Reminder: Please bring original documents for verification. All submitted documents in compliance with the entrance examination requirements shall become property of Baliwag Maritime Academy and are not to be returned to the applicant.

1.3 Admission Qualifications

1. High School Graduate/ Grade 10 completer
2. ALS (Alternative Learning Skills) / PEPT Passer (Philippine Educational Placement Test)
3. College student who did not finish his studies at least two semester

1.4 Admission Process

1. Applicants are required to submit to the Registrar's Office the required documents prior to scheduled date of examination.
2. Secure the examination schedule and permit from the Registrar's Office.
3. Proceed to the Testing Area on the given date and time.
4. Qualified student-applicants must undergo briefing/orientation prior to enrollment.
5. Student-applicant who fall under the TVL strand but wish to enroll to Pre-Baccalaureate should undergo a panel interview by the Academic Body to assess if he will qualify to the said track.

6. Student-applicant can proceed to the Registrar's Office for Reservation of Enrollment and shall pay a non-refundable Reservation Fee to the Accounting Office amounting to Php 1,000.00.

1.5 ***Enrollment Process***

To have a smooth enrollment, qualified student-applicant can proceed to the Audio Visual Room for assessment of admission requirement on the prescribed date announced by the Registrar.

1. Submit admission requirement to the Senior High School Registrar.
 - a. Original copy of **Report Card** (Grade 10 or 4th Year Level)
 - b. Certified True Copy of Junior High School Certificate of Completion with Learner Reference Number (for Grade 10 completers only)
 - c. Original copy of Certificate of Good Moral Conduct
 - d. Photocopy of NSO Birth Certificate (must not be over 19 years old)
 - e. Original NCAE Result
 - f. Original copy of QVR (Qualified Voucher Recipient) Certificate or ESC (Certificate of Education Service Contracting) Certificate
 - g. 4 pcs. 1x1 colored picture
2. Secure and fill-up the Registration Form to be assisted by the person-in-charge at the AVR. Proceed to the School Nurse to fill-up medical form.
3. Proceed to the Librarian for application of Library Card
4. Submit the filled-up registration form together with the requirements to the REGISTRAR OFFICE.
5. Proceed to ACCOUNTING OFFICE for assessment and payment of fees.
6. Proceed to EXECUTIVE OFFICE for measurement of uniform.
7. Submit the Registration Form at the Registrar's Office for final validation and get a copy of your Registration Form.

Section 2 Dropping

A student may drop from the school any time during the school year:

- 2.1 Inform the Registrar's Office of the intent to drop from the school.
- 2.2 Secure and fill-up Dropping Form from the same office.
- 2.3 Have the filled-up form signed by the SHS Administrator, Class Adviser, Librarian, Coordinator for Discipline, and the SHS Registrar.
- 2.4 Settle the following accounts:
 - a. All unpaid school accounts
 - b. Other financial obligations
- 2.5 Present Official Receipt (OR) to the Registrar who will release Form 138 (Report Card).
- 2.6 The Cashier will affix her signature after all accounts have been settled.

However, if a student failed to comply on the above guidelines he is considered unofficially dropped/AWOL.

Section 3 Refunds

A student who transfers or withdraws after the beginning of classes and who has already paid pertinent tuition and other school fees will be charged of the following.

- 20% of the total amount paid in the tuition fee if he withdraws within first week of classes.
- 30% of the total amount paid in the tuition fee if he withdraws within second week of classes.
- No refund of the total amount paid if he withdraws within third and fourth week of classes.
- The student is charged in full of the total amount due if he withdraws after the second week of classes.

However, if the transfer or withdrawal is due to justifiable cause, he shall be charged the fees applicable until his last month of attendance (Sec. 100, ELPS Rev. Ed. 2009).

Article III Academic Policies

Section 1 Senior High School Curriculum and its Grading System

There shall be (4) grading periods using the averaging method. This means that there are no limits given to the grades so that a student gets the mark he deserves for that quarter depending on his performance.

Grade 11 and Grade 12 (Senior High School)

Senior High School (SHS) covers the last two years of the K to 12 Program. In Grade 11 and 12, students will go through a 5-6 core curriculum, 1-2 applied subjects and 2 specialized subjects. Each subject has a corresponding four (4) Units except for Physical Education and Health with One (1) equivalent unit.

BMA Senior High School, is offering a specialized maritime courses, namely:

1. Pre- Baccalaureate Maritime Specialization (Pre-Bacc)

It is a modified program of the Science, Technology, Engineering and Mathematics (STEM) strand under the Academic Track. The goal of the Pre-Baccalaureate Maritime Specialization is to encourage SHS Graduates to pursue maritime higher education.

	Grade 11	
	1st Semester	2nd Semester
Core Subjects	Oral Communication in Contexts Komunikasyon at Pananaliksik sa Wika at Kulturang Filipino General Mathematics Earth Science Physical Education & Health	Reading & Writing Skills Pagbasa at Pagsusuri ng Iba't-Ibang Teksto Tungo sa Pananaliksik Statistics and Probability Disaster Readiness and Risk Reduction Physical Education and Health
Applied Subjects	English for Academic & Professional Purposes	Practical Research 1 Filipino sa Piling Larangan
Specialized Subjects	Pre-Calculus Introduction to Maritime Career	Basic Calculus Introduction to Marine Transportation & Marine Engineering
Total Subjects	8	9

2. Technical-Vocational-Livelihood (TVL) Maritime Specialization

It will produce a job ready or ratings ready graduate who provides a technical approach in the development of Ratings Forming Part of a Watch (Deck & Engine). This will allow them to qualify for career opportunities in the maritime industry upon graduation and evaluation.

The Grading System: Averaging

Grade 11 and Grade 12

A. For Academics

- There are two (2) semesters in a school year.
- The grade per semester is computed based on the grade allocation per subject. Hence, a semestral grade is independent from another.
- TWO QUARTERS determine the FINAL GRADE in a semester.
- The averaging method is used in obtaining the final marks.

Example:

$$\begin{array}{rcl} \text{First Semester} & & \\ \text{First Quarter} & = & 86 \\ \text{Second Quarter} & = & \underline{88} \\ \text{The final grade is} & = & 87 \end{array}$$

- Quarterly Grades per subject is expressed in whole number. Final grade per subject is expressed up to the last two decimal places.
- Two major exams per quarter is given. MONTHLY/PERIODICAL

The periodical in each learning area is based on certain criteria weighted accordingly as follows:

Criteria	Core Subjects	All Other Subjects	Work Immersion
Written Works (long test, Quizzes,theme/Creative Writng. Assignment)	25%	25%	35%
Performance Task (Group Activities, Quarterly Projects, Oral Test, Recitation, Conduct)	50%	45%	40%
Quarterly Assessment (Unit Test/Periodical Test)	25%	30%	25%
TOTAL	100%	100%	100%

Transmutation Scheme

Initial Grade	Transmuted Grade	Initial Grade	Transmuted Grade
100	100	66.40-67.99	79
98.40-99.99	99	64.80-66.39	78
96.80-98.39	98	63.20-64.79	77
95.20-96.79	97	61.60-63.19	76
93.60-95.19	96	60.00-61.59	75
92.00-93.59	95	56.00-59.99	74
90.40-91.99	94	52.00-55.99	73
88.80-90.39	93	48.00-51.99	72
87.20-88.79	92	44.00-47.99	71
85.60-87.19	91	40.00-43.99	70
84.00-85.59	90	36.00-39.99	69
82.40-83.99	89	32.00-35.99	68
80.80-82.39	88	28.00-31.99	67
79.20-80.79	87	24.00-27.99	66
77.60-79.19	86	20.00-23.99	65
76.00-77.59	85	16.00-19.99	64
74.40-75.99	84	12.00-15.99	63
72.80-74.39	83	8.00-11.99	62
71.20-72.79	82	4.00-7.99	61
69.60-71.19	81	0-3.99	60
68.00-69.59	80		

Section 2 Character and Conduct Grade

The character grade checklist uses the following rating scale:

- AO** Always Observed
- SO** Sometimes Observed
- RO** Rarely Observed
- NO** Not Observed

Values in checklist for Grade 11-12:

1. **Nationalism.** Trait that champions/supports in many possible ways devotion and loyalty to the nation and the best of all that is Filipino.
2. **Justice.** Rightfulness or lawfulness guided by the truth and reason; treating all peoples equally, fairly, and objectively regardless of who they are and what they have in life.
3. **Integrity.** A mark of moral or ethical uprightness, of unquestionable character and adherence to ethical principles and honor.
4. **Discipline.** A quality of self-control in thoughts, words, and actions anywhere all the time, alone, or with others; behaviour in accord with rules of conduct maintained by training and control.
5. **Humility.** Modesty and the practice of simplicity in everything about the person despite one's achievement.

6. **Courage.** Bold/brave act to make something happen for the good of self and others despite hardships or difficulties.

Section 3 Honors, Awards & Recognition

1. The Academy supports the holistic development of students by valuing their Academic performances as well as Co-Curricular and Extra-Curricular achievements. Awards and recognition shall be given to deserving students in line with the DEPED's awards and policy aimed at acknowledging and promoting student excellence in various areas and to provide formal recognition of student achievements that can motivate them to strive for excellence in Academic, Leadership and Social responsibility. The awards shall be categorized as follows:

- CLASSROOM AWARD* – Merit Award on a classroom basis and shall be given at the end of each quarter/semester by teacher/adviser in recognition of student's outstanding performance in class.
- GRADE LEVEL AWARD* – Award given at the end of the school year which is subject to deliberation by the School's designated Award Committee.
- SPECIAL RECOGNITION* - Award given by the Academy to students who give honor to the School in various competitions.

The List of Awards shall include:

- a. **Academic Excellence Award** – at least 90% GWA with no grades lower than 85%
- b. **Outstanding Performance in Specific Discipline** – At least 90% in grade.
- c. **Leadership** – outstanding motivational, planning, and organization skills.
- d. **Conduct** – outstanding adherence to core values of DepEd per section VI of DepEd Order No.8 series of 2015. Conduct award shall be given at the end of the school year.
- e. **Other Special Awards** – research, clubs, immersion, etc.

2. Graduation and Recognition

1.1 Academic Excellence Award

a. At the end of the school year, the Academic Excellence is given to students from Grades 11 & 12 who met the following requirements:

- General Average of at least 90
- Conduct Grade not lower than 85% in any grading period.
- No grade lower than 85% in any subject, in any grading period.

b. Honor students shall be awarded with Highest Honors, with High Honors, and with Honors. The table below specify the required grade per category.

Academic Excellence Awards	Average per Quarter	Medal
With Highest Honors	98-100	Gold
With High Honors	95-97	Silver
With Honors	90-94	Bronze

General Excellence Award

a. To determine the top 3 honor students, top ten academic excellence awardees shall be ranked using the 7-2-1 point scheme system: (7) – academic performance, (2) – character and conduct, (1) – co-curricular activities.

Section 4 Promotion & Retention

A final grade of 80 or higher in all learning areas allows the student to be promoted to the next level.

	Requirements	Decision
For Grades 11 to 12 Learners	1. Final Grade of at least 80 in all learning areas in semester	Can proceed to the next semester
	2. Did not Meet Expectations in a prerequisite subject in a learning area	Must pass remedial classes for failed competencies in the subject before being allowed to enrol in the higher-level subject.
	3. Did not Meet Expectations in a prerequisite subject in a learning area	Must pass remedial classes for failed competencies in the subject or learning areas to be allowed to enrol in the next semester. Otherwise the learner must retake the subject failed.
	4. Must pass all subjects or learning areas in Senior High School	Earn the Senior High School Certificate.

Section 5 Academic Probation

The Senior High School Administrator issues an Academic Probation notice to a student and his parents to the fact that his academic performance falls short of the standard of achievement set for his year level.

A student on Academic Probation status is encouraged to perform better given all the help at a given period of time, otherwise he will be advised to transfer to another school at the end of the school year.

Who is placed under Probation Status?

- a.* A student who incurs a grade of 74 and below in any subject.
- b.* A student who is retained in the same grade level.
- c.* A student who is admitted in BMA, but whose admission or mental ability test results and quarterly grades shows an academic deficiency.

Remedial Proceeding for Students on Academic Probation Status:

- a.* Regular follow-up
- b.* Regular parent-teacher conference/dialogue.
- c.* Required attendance to academic assistance
- d.* Withdrawal from all co-curricular and extra-curricular activities.

Grade 11-12. The following are important points to note regarding failures for Grade 11 to 12 students:

- a.* Marks lower than 75% are failing.
- b.* A student who fails in a prerequisite subject in a learning area must pass remedial classes for failed competencies in the subject before being allowed to enrol in the higher-level subject.
- c.* Any student who fails in any subject must pass remedial classes for failed competencies in the subjects to be allowed to enrol in the next semester. Otherwise, the learner must retake the subjects failed.
- d.* A student must pass ALL SUBJECTS in Senior High School to earn the Senior High School Certificate.
- e.* Students who fail in Conduct in the final grading period may be denied admission the following year.

Section 6 Examination Guidelines

The school conducts four scheduled unit tests and periodical tests per school year.

Only students who are seriously ill and/or cases of death of immediate relative on examination days will be given special tests upon presentation of a medical certificate and only if parents have made arrangements prior to the test schedule. Special tests are scheduled 3 days after original schedule of the examination.

Unsettled accounts are to be paid 3 days before the scheduled unit test and periodical test.

Schedules for the test are followed strictly. Unit tests and periodical tests are scheduled on specified time in a week.

The following procedures are to be observed during the quarterly examinations:

- Students come in complete uniform with their ID's.
- Only needed materials are brought to the examination room. There are:
 - ✓ 1pc. clean long folder
 - ✓ 2pcs. black ballpen
 - ✓ Bring extra pencil, eraser and sharpener
- Cheating is seriously dealt with. A student who cheats in quizzes, unit tests, project, themes and experiments shall be given 0% grade in the component where he cheated and a grade of 70% in Conduct in the card. In cases where a student cheats in quarter test, he will receive a grade of 70% in Conduct and in the subject he cheated in the card.

In case where a student arrives late for his exam:

- A student who arrives late may opt to take his exam, with no time extension.
- A student who opts not to take his exam because he has arrived late may be allowed to take a make-up exam if he was late for a valid reason. The school reserves the right to deny the student an exam if he presents an unsatisfactory excuse.

Section 7 Graduation / Completion Requirements

- 7.1 Graduating students are required to submit all academic requirements and settle all accounts before graduation
- 7.2 Graduating students/with failing grade will not be allowed to join the graduation exercises.
- 7.3 All graduating student who is found guilty of any grave misconduct may not be allowed to join the graduation exercises.

Section 8 Issuance of Report Cards

Report Card serves as the official communication and information of the student's academic standing and performance in school. The Report Card is issued at the end of each quarter.

When the student raw scores are consistently below expectations in Written Work & Performance Tasks, the student's parents or guardians must be informed not later than the 5th week of last quarter.

A student who receives a grade below 75 in any subject in a quarter must be given remediation and extra lesson from the teacher of that subject.

The following guidelines are given pertaining Report Card Issuance:

- 8.1 Parents are required to get their son's card for signature and dialogue with the adviser.
- 8.2 In some unavoidable circumstances that the parent/s cannot come to school to get the Report Card, any authorized representative may claim the document as long as s/he presents valid identification and authorization letter coming from the parent/s.

- 8.3 At the end of the school year a Report Card will be issued only to a student with clearance.

Article IV Student Activities

The school gives emphasis on the participation of students in co-curricular activities which complement classroom instruction, develop their originality and creativity, and redirect their energy to more productive activities that intensify the development of learning skills. These activities also provide venues for students to develop leadership and exhibit their innate talents and abilities, and allow them to grow in confidence and camaraderie.

Section 1 Students Activity Program

The BMA Senior High School is designed for the total development of the students as they engage in a selected co-curricular and extracurricular activities offered throughout the school year. These activities are under the supervision of club advisers, teachers, advisers, and the SHS Administrator. These activities are aimed to promote and develop the psycho-spiritual, cultural, and physical aspects of the students as well as to hone their innate talents and interests so that they may become productive, responsible, and creative leaders and members of the school, their family, and the society. Students are required to join these clubs/organizations.

1.1 Academy Policies on Student Activities

The following are specific policies of Student Activities:

- a. Student is required to join an organization/club of his interest.
- b. Club meetings are held once a week during class days. Activities and meetings done after class hours or during weekends and non-school days must be approved by the Administrator and School Director. Student Activity Permit issued by the Club Adviser should be signed by the parents/guardians. All activities are supervised by the teacher-in-charge or club moderator.
- c. Students participating in academic contests or other activities outside of the school campus must be accompanied by Subject Area Head, a club moderator and/or a subject teacher.

1.2 Guidelines on Club Activities

Each club/organization shall have an Annual Program Plan approved by the Senior High School Administrator and noted by the School Director.

- a. Each club shall have an adviser who is appointed by the School Director upon the recommendation of the SHS Administrator. The Board of Trustees approves the appointment.
- b. Each club adviser must submit an Activity Plan at least three (3) days before the club meeting.
- c. Club activities promote the psycho-spiritual, intellectual, cultural, social, and physical development of the students.

- d. Club campaign/promotion will be held at the start of the school year.
- e. No major club activity is to take place at least three (3) days before examination days.

1.3 Guidelines on Officership / Membership

- a. All students are members/contributors to *The Dolphin*, the official school paper.
- b. Each student is a member of Student Government and a member of a club/organization.
- c. A student can only be accepted to 1-2 clubs according to his interest. The student undergoes audition or try-out to be able to join the club.
- d. Regular attendance and punctuality to meetings and activities is required to all members.
- e. **Election of Officers.** Election of Student Government officers is done towards the end of the school year preceding their year of service. Election of class/club officers is done at the start of the school year. A student can only be elected or appointed to only one (1) position either in the SG or in a club/organization.
- f. **Student Government (SG).** The SG is composed of the President, Vice President, Secretary, Treasurer, Public Information Officer (PIO), and Representatives (from each grade level).
- g. **Class Officers.** Class officers are composed of President, Vice President, Secretary, Treasurer, Auditor, Sergeant-at-Arms, and PIO.
- h. The following are the qualities of Officership. The student must:
 - ✓ be a good moral character
 - ✓ have **no** disciplinary record especially on the previous school year
 - ✓ have great interest, dedication, and skills (related to the club)
 - ✓ show loyalty to the school
 - ✓ possess leadership qualities and characteristics.

1.4 Club Grade

Club performance determine the giving of awards to outstanding members.

1. Punctuality/Attendance	30%
2. Interest/Participation	20%
3. Discipline/Orderliness	20%
4. Resourcefulness/Creativity	15%
5. Skills	<u>15%</u>
Total	100%

Descriptive Ratings and their numerical equivalent

A+	98-100	B-	83-85
A	95-97	C+	80-82
A-	92-94	C	77-79
B+	89-91	C-	75-76
B-	86-88		

1.5 School Clubs/Organizations

- a. **STUDENT GOVERNMENT (SG).** The Student Government (SG) is the highest governing student body. It is the official representative of the students on matters where its right and responsibilities are concerned. The Student Government officers are elected by the student body.
- b. The SG represents the students in the policy-making body of the school concerning student's welfare. They are exposed to varied activities aimed to develop their leadership potentials, strengthen their values, and raise their level of self-awareness and social consciousness.
- c. **THE DOLPHIN (School Paper).** The Dolphin is the official school's publication which expresses the aspirations and dreams of the student-writers in their own unique styles and writing techniques. Further, The Dolphin disseminates news which concerns the school and the community. It is published on a yearly basis. Students interested in campus journalism are encouraged to submit written contributions to the said publication.
- d. **THE CAMPUS MINISTRY GROUP (CMG).** Through the office of SHS Administrator, the school offers our students varied programs and services that develop their deeper faith-life commitment in and outside of BMA Community.

CMG Choir. The club serves and praises the Lord through Gospel songs and relevant service-oriented activities.
- e. **SPECIAL INTERESTS CLUB.** BMA has;
 - ***BMA Dancers.*** The Dance Troupe provides opportunities for self-expression through dance and rhythmic body movements. It serves as a means to enhance self-confidence, grace, endurance and discipline.

Article V General Policies

Section 1 Routine Procedure and Policies

1.1 *School Uniform*

All students should be in complete uniform with the ID worn properly inside the campus during class days, unless exempted by the SHS Administrator.

A. Daily Uniform (Senior High School)



B. Undershirt Uniform



C. PE Uniform



1.2 *Good Grooming*

The school uniform should be worn tidily and correctly both at school and between home and school. Students should come to school well-groomed. The following are strictly prescribed by the school:

- a. neatly trimmed and unpolished fingernails.
- b. proper haircut without hair dye
- c. non-wearing of the following:
 - fashion accessories/jewelries

PROPER HAIRCUT. Part of decent dressing is the haircut. Students are required to observe the following:

- Barber's Cut is the only haircut allowed to the boys. Maximum tolerable haircut is approximately 2x3 above the ears and one one (1) inch above the collar.
- Mohawk, Undercut, Mushroom hairstyles, skin-head or semi-bald or any trendy hairstyles are **NOT ALLOWED**.
- Males are not allowed to have facial hair (Beard or moustache)

Note: Checking of hair is *every first Tuesday of the month*. Students with improper haircut will be sanctioned.

1.3 *School Identification*

- a. The School ID card should be worn and displayed at all times on campus and during school-sanctioned days or off-campus activities.
- b. In case of loss, the student should secure ID card by the following the procedures:
 - Fill out the application form from the SHS Administrator signed by parents/guardians.
 - Pay ID card free at the Accounting office.
 - Present the receipt and claim the ID card from the Registrar's office.
- c. IDs should be kept free from trimmings (stickers, drawings) or tampering.
- d. The ID card is non-transferrable. Swapping or lending ID cards to other students is strictly prohibited. Any misuse, alterations or fabrication of the card will subject the holder to disciplinary action by the school.
- e. The school ID issued to all students is good for one (1) school year only.
- f. ID cards will be issued under the student's assigned number. An ID card may be changed for valid reasons only (e.g. wrong spelled name or wrong information).

Section 2 *Attendance*

Class attendance shall be recorded by teacher's daily and reflected in the report card at the end of each quarter.

2.1 *Absences*

- Regular attendance and punctuality are required to all SHS students. A student who has been absent from class is readmitted upon presentation of a formal excuse letter

signed by parent or guardian to the Coordinator for Discipline. ***The adviser must see to it that this is done by the students.***

- Students who are absent in the morning should be in school before the first period in the afternoon.
- If a student has incurred three (3) or more consecutive absences, he is admitted to class ***only if accompanied by his parents or guardian.*** A medical certificate duly signed by the attending physician must be presented to the Coordinator for Discipline. An admission slip is issued to the student which will be presented to his adviser or subject teacher.
- Letters duly prepared and signed by the parent or guardian shall be honored. Letters written by students, even if signed by the parents, will not be honored.
- Absences do not excuse a student from missed homeworks, lessons, or class works like performance tasks, projects, experiment, book reports, term paper, or any other school requirement. However, quizzes missed due to prolonged sickness will not be computed against the absent student.
- Following the DepEd policy, every student is required to attend classes not less than 80% of the total number of school days. However, if the absence was due to medical condition or any other permissible reason, the School Administrator may give the student a chance to fulfil his academic requirements.
- Absenteeism is a serious offense that requires the presence of a parent before a student is readmitted to class. A truant student will be given 70% in conduct and shall be placed under disciplinary probation.

2.2 ***Excused Absences***

An absence caused by illness, death in the family, school-sponsored activities, religious holidays, appointment with legal court appointments (signed note from the court required) are some examples of excused student absences. Other reasons beyond these are considered unexcused.

Section 3 *Guidelines on Suspension of Classes due to Typhoon and other Calamities (per DepEd Order No. 43, s. 2012)*

All concerned personnel are directed to observe the weather bulletins of the *Philippine Atmospheric Geophysical and Astronomical Services Administration* (PAGASA) announced through various media outlets:

- 3.1 When Signal No. 2 is raised by PAGASA, Pre-school, kindergarten, elementary and secondary classes in the affected areas shall be automatically cancelled or suspended
- 3.2 When Signal No. 3 is raised by the PAGASA, work in all offices in the affected areas shall be automatically cancelled or suspended.
- 3.3 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.

- 3.4 In the absence of typhoon signal warnings from PAGASA, localized cancellation/suspension of classes in private schools may be implemented by local chief executives in their capacity as chairpersons of the Local Disaster Risk Reduction and Management Council (LDRRMC). Any decision to cancel or suspend classes must come from the local government. The School Administrator may only cancel or suspend classes in cases where urgent action is needed to prevent loss of life or bodily harm.
- 3.5 Decisions on and subsequent announcement of cancellation/suspension of classes in private schools in areas affected by disasters and calamities other than typhoons, such as but not limited to floods, earthquakes, tsunamis and conflagration shall be made by the local government executive as chairperson of LDRRMC, in coordination with the National Disaster Risk Reduction Management Council (NDRRMC), through all forms of mass media available under the circumstances.
- 3.6 The DepEd still maintains that parents have the ultimate responsibility for determining whether their children should go to school, even if no other cancellation/suspension of classes has been issued, if they feel that travelling to and from school will place their children at risks.
- 3.7 Parents are advised to check for media advisories coming from PAGASA, NDRRMC, RDRRMC, LDRRMC, the Office of the Senior High School Administrator.

Section 4 Tardiness

4.1 The ***FIRST BELL is at 7:35 a.m.***; and the ***SECOND BELL is at exactly 7:40 a.m.*** which signals the start of the morning ceremony. A student who enters the campus after the final bell is considered late. He cannot enter the classroom without securing a Tardy Slip from Coordinator for Discipline.

4.2 *Sanctions for Accumulated Tardiness*

- First three (3) Tardiness
 - Conference with the student and parents/guardians and class adviser
 - Issuance of case slip
 - 1st Violation Report
- Second three (3) Tardiness
 - Conference with the student and parents/guardians and class adviser
 - 2nd Violation Report
- Third three (3) Tardiness
 - Conference with the student and the parents/guardians and class adviser
 - 3rd Violation Report

- 4.3 A student who has accumulated two (2) cases of tardiness in any class after the following: recess, lunch break, P.E., Computer, and classes in the laboratories,

shall be given an oral reprimand. Subsequent violations will warrant an issuance of a case slip.

Note: Absences and tardiness are considered excused if the reason for his absence is sickness or death of immediate family member. Tardiness is considered excused if the reason given is beyond the student's control (e.g., flat tire, engine trouble, accident)

Section 5 Passes

5.1 Exit Passes

An Exit Pass is issued to a student who has to leave the Academy due to emergency or valid reason (e.g. appointment with lawyer, Court appearance, and funeral of a member of the immediate family member). The parent/guardian should secure and accomplish a gate pass signed by the Coordinator for Discipline, and with the approval of the SHS Administrator. The student will be allowed to leave the school only if he is fetched by his parent or guardian.

When a student needs an early dismissal, parents/guardians must:

- a. Prepare a written request for the early dismissal. A parent/guardian should appear in person to request an early dismissal from the Principal; however, the school reserves the right to ask for proper identification.
- b. Write a note explaining the absence and have their son bring it to the Prefect of Discipline when he returns to school.

Section 6 Slips

6.1 Admission Slip

An Admission Slip is issued by the Coordinator for Discipline to a student who was absent after submitting a written explanation signed by the parent or guardian.

6.2 Tardy Slip

A Tardy Slip is issued by the Coordinator for Discipline to a student who came to school late. A student needs to explain verbally or in writing the reason/s of his tardiness.

6.3 Clinic Slip

A Clinic Slip is issued to a student who is indisposed and needs to go to the clinic during class hours. Student should follow the procedure in going to the clinic.

- Inform the teacher concern.
- Secure and fill out a clinic slip and sign in the logbook from the office of the Coordinator for Discipline before going to the clinic.
- Present the clinic slip to the subject teacher/adviser for record upon returning to the classroom.
- If advised to go home, the school nurse in coordination with the Coordinator for Discipline informs the parent or guardian of the student.

6.4 Case Slip

A Case Slip is issued by the Coordinator for Discipline to a student who has committed any minor or major offense.

Section 7 School Curfew

The Curfew time in the classroom is at 4:30 p.m. Students may stay in the school grounds until 5:00 p.m only. If they need to stay beyond 5:00 p.m. they should have a permit duly signed by the Teacher-in-Charge of the activity and the SHS Administrator must give her approval of the request to stay beyond the curfew hour.

Article VI Policies & Rules on Discipline

During school days, the Academy is responsible for the students' whereabouts. In this regard, all students are not allowed to leave the campus from the time they arrived until the last class in the afternoon. Students are expected to show respect and courtesy all the time in all areas of the Academy.

A. General Conduct

Students are representatives of BMA from leaving home until they return and are thus expected to set themselves a high standard of behaviour both inside and outside the school.

1. Moral norms, politeness and etiquette must be observed in dealing with faculty members and administrative officials.
2. Students must show respect to all visitors and guests of the Academy.
3. Silence must always be observed. Noise, loitering or any action which tends to distract normal campus or school activities is strictly prohibited.
4. Sexual harassment, in any form is strictly prohibited under Republic Act 7877, otherwise known as the "Anti-Sexual Harassment is committed by an ...teacher, instructor, professor, coach, trainor, or any person who, having any authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favour from the other regardless of whether the demand, request, or requirement for submission is accepted by the object of said act.
5. Moral misdemeanour and other serious sexual display of intimacy are strictly prohibited.
6. Classrooms, laboratories, mess hall, corridors, comfort rooms, and the machine shop must be kept neat and orderly. Chairs, tables, furniture, and other equipments, instruments and apparatuses must be handled with care and must be properly stowed after use.
7. Brawls within or outside the Academy must be avoided at all times.
8. Unauthorized collection of money and personal properties is strictly prohibited.
9. Stealing whether attempted, frustrated, or consummated will be sanctioned accordingly.
10. Any form of dishonest deed (i.e.: lying, cheating, plagiarism) shall be avoided by students at all times.
11. All confiscated items shall be surrendered to the SHS Administrator. Claiming procedures may vary depending on the confiscated item.

Section 1 Proper Behavior

1.1 In the Classroom and Corridors

- a. Students should stand at attention and participate properly during morning colors and assemblies.
- b. Students must maintain cleanliness and orderliness inside and outside of the classroom and along the corridors at all times.
- c. Class disturbances such as dragging of feet, howling, shouting, laughing, boisterously, yelling, stamping, whistling, running, horseplaying, and other unnecessary noise should be avoided.
- d. The “KEEP RIGHT RULE” should be observed in passing along the corridors and staircases.
- e. Students are not allowed to go out after each subject. However, permission to leave may be asked first from the next period teacher.
- f. Students who leave the classroom during class hours without permission from the subject teacher are considered to be cutting classes.
- g. Students should be out of the classroom on the set curfew time.
- h. Lights and electric fans are to be put off and doors are kept closed whenever the class leaves the room.
- i. Students are not allowed to stay in the classroom not assigned to them any time of the day.
- j. Parent Teacher Conferences are done on appointment basis. For students discipline purposes, the office of the Coordinator for Discipline is made available. The Office of the Senior High School Administrator are open for Parent Teacher Conference involving academic matters.

1.2 In the Campus

- a. School property should be used with care. Any damage resulting from negligence and carelessness is paid by the student concerned.
- b. Any print materials for posting needs to be approved and signed by the School Administrator. Violation of this rule means confiscation of said materials.
- c. The Faculty Room is exclusive for faculty members. Students may see their teacher or may have conference with them in the Designated Area.

1.3 Canteen House Rules

- a. Observe proper line formation when buying meals at the food counter. NO jumping line will be done; everyone must wait for his term.
- b. Students shall throw their garbage in the trash can. Proper waste segregation must be observed.
- c. Vandalism and other acts meant to cause damage to the utensils, fixtures, and anything in the canteen and its premises will be sanctioned.

1.4 In the Comfort Rooms

- a. Use the comfort rooms assigned to them.
- b. Refrain from writing on walls and doors.
- c. Dispose solid waste properly to avoid clogging.
- d. Turn off the lights and close the faucet after use.

1.5 During Activities

- a. Each student is required to attend all school activities in and off campus.
- b. Activities held outside BMA required a written approval of the SHS Administrator and School Director.
- c. Results, awards, and prizes received by the student or group of students representing the school should be presented to the School Director as soon as they return to school.

1.6 For Student Leaders

A student may express his desire to run as a student council, class or club officer. Once elected or appointed, he should be aware of his duties and obligations as an officer. He is expected to follow and help implement existing Academy rules and regulations.

In the event that any officer commits any offense that may affect his credibility as a leader, the following measures will be applied;

- a. *First offense*: Oral warning and Parent Conference
- b. *Second offense*: Removal from Office

Section 2 Lunch Break

2. 1 All students shall take their lunch at the Messhall/Canteen.

For students who have packed lunch, they are obliged to buy mineral water/drinks in minimal cost.

2.2 Students must be in their respective classroom at least 10 minutes before the first period in the afternoon.

Section 3 Announcement & Policies

Important and urgent announcements and notices are posted on designated bulletin boards. Everybody must **READ** all notices and announcements for proper dissemination and observance of pertinent matters affecting the school and its operation.

Section 4 Lost & Found Articles

All lost and found articles must be reported and turned over to the Coordinator for Discipline. To claim, the owners must be able to identify their lost articles properly before they can claim it.

Section 5 Off – Limits Areas

There are places in school which are declared to be off – limits where students are not allowed to enter. Such as,

- ☒ Faculty Room Barracks
- ☒ Registrar Office
- ☒ Accounting Office

Transactions are done **ONLY** on designated areas/windows.

SHS students are not allowed to loiter in the 2nd Floor and 3rd Floor of the Main Building Area.

Section 6 Prohibited Substances and Articles.

The following are not to be brought inside the Academy:

- ☒ Alcohol or drugs in any form
- ☒ Chemicals
- ☒ Cigarettes or tobacco
- ☒ Knives or other weapons
- ☒ Matches/lighters/explosive or dangerous material
- ☒ Pornographic or any other offensive material
- ☒ Cameras
- ☒ Skateboards or scooters or similar
- ☒ Expensive bicycles or bicycle accessories or other costly equipment
- ☒ Mobile/Cellular phones/Watch phones

Section 7 (Laptops/Notebooks/Tablets)

- Students may be able to use them in class as learning devices with a written permission from the teacher.
- Students will not be permitted to use devices in the school grounds during Interval and Lunch.

If a student uses a device inappropriately, or in violation of the school's policy, he will be sanctioned accordingly. Devices may be confiscated especially in circumstances where a faculty member or Guidance Coordinator for Discipline considers the device to be a harmful or disruptive. The security and protection, within reason, of the device will be the responsibility of the student.

Section 8 Vacant Periods

It is recommended that students shall stay in their respective classrooms or in the library to accomplish home works and other academic requirements.

Section 9 Behavioural Conduct

- a. ***Student-Parent Relationship.*** Parents are partners of the school in the education of their children. Students must:
- keep their parents constantly informed about their academic performance and activities;
 - give to them any written communication from the school;
 - seek their advice and help if necessary in dealing with academic or non-academic problems and make them feel free to confer with school authorities regarding these matters;
- b. ***Student-Administration Relationship.*** The student-administration relationship should be bound by mutual respect and cooperation. the students are expected to:
- be sincere in their dealings with the administration and heed duly constituted authorities;
 - develop an attitude of self-reliance and openness in the pursuit of learning in the belief that the administration is exerting all efforts for their welfare;
 - have no hesitation to share suggestion for the improvement of the school through proper channels;
 - live up to the good name and expectations of the school by making the most of all opportunities given them.
- c. ***Student-Teacher Relationship.*** The student-teacher relationship should also be based on mutual respect and cooperation. The students are expected to:
- respect their teachers as the teachers respect them.
 - feel free to discuss with their teachers, academic matters;
 - show thoughtfulness to their teachers by extending needed help;
 - avoid over familiarity in their dealing with their teachers;
 - abstain from expecting undue favors or considerations from their teachers, especially in matters of grades;
 - respect the privacy of teachers, especially during inconvenient hours.
- d. ***Student-student Relationship.*** SHS students should treat each other like brothers. They are expected to:
- give due respect for the rights of their fellow students;
 - extend help willingly and for the good purpose;
 - speak moderately and gently because it is a sign of fine breeding;
 - respect the property of their fellow students;
 - avoid quarrels and misunderstanding by being more considerate and tactful.
- e. ***Student-Personnel Relationship.*** The various personnel of the school perform services, which make student learning easier and more convenient. Hence, the student can show

appreciation by according them due respect, courtesy and consideration. The students are expected to:

- maintain a cheerful disposition in dealing with the school personnel;
- help them in their work by maintaining cleanliness and orderliness on campus;
- say polite expressions like “Thank You!” and “Please.” to any assistance given them;
- ask permission from the school authorities regarding the borrowing or using of school property and facilities;
- avoid idle talks with them so as not get in the way of their work;

Section 10 Offenses and Penalties

OFFENSES under CLASS A

1st Offense: Oral Warning (to be recorded in the Individual Record)

2nd Offense: 1st NC Report

3rd Offense: 2nd NC Report with written promise

4th Offense: 3rd NC Report and 1-day suspension

5th Offense: 4th NC Report and 2-day suspension

1. Tardy slip when late or absent.
2. Habitual tardiness (which includes after recess, lunch break, and between periods) and absences.
3. Failure to bring and present an excuse letter after being absent from the class.
4. Improper wearing of daily and PE uniforms.
 - Wearing of upper garment without undershirt
 - Incorrect cut/style of pants
 - Wearing of non-black and non-leather shoes/Non-wearing of white rubber shoes
 - Wearing of earrings, multiple earrings, wrist band, knitted bracelet, necklace and excessive jewelry
 - Non-wearing of prescribed PE assigned to their grade level
 - No ID
 - Non-wearing of white socks
5. Non-observance of the dress code during the wearing of civilian clothes.
6. Improper manner of sitting anywhere in/or outside the campus while in uniform (sitting with feet up or knees wide apart, sitting on teacher’s table, laboratory tables, dining tables, staircase, handrail, and ledge).
7. Unauthorized hair cut
8. Chewing gum
9. Sleeping in class
10. Curfew violation

11. Littering in the canteen and corridor.
13. Staying inside the classroom during the morning ceremony.
14. Non-observance of deadlines for submissions of reply slips, contracts, violation report and other official communication.
15. Other similar offenses.

NOTE: For students who have incurred three (3) repeated Minor Offenses, they will receive the following grades in conduct:

1 st (3) three minor offenses	:	79%
2 nd (3) three minor offenses	:	78%
3 RD (3) three minor offense	:	77%

OFFENSES under CATEGORY B

1st Offense : 1st Violation Report (VR)

2nd Offense: 2nd Violation Report and 1 day suspension

3rd Offense: 2 day suspension & 70% character grade

4th Offense: 3 day suspension & 70% character grade

5th Offense: Exclusion, 70% in character grade

1. Public display of affection (e.g. holding hands, kissing, hugging, and the like) with opposite/same sex (inappropriate behaviour unbecoming of a BMA student).
2. Absenteeism and habitual tardiness.
3. Disrupting classes and other school functions.
4. Using profane and indecent words, expressions, and/or actions.
5. Shouting/yelling, running, and boisterous laughing and any other unruly behaviour in the classrooms, along the corridors or anywhere in the campus during class hours and break time.
6. Habitual curfew violation.
7. Switching, lending or borrowing of ID's, P.E Uniform, Library Borrower's Card and other materials needed in a particular subject.
8. Unauthorized bringing and/or using of mobile phone, video camera, smart watches, and other gadgets without a written permission from school authorities.

When confiscated, these items will be turned over to the Office of SHS Administrator. These can only be redeemed by the parent/guardian of the student.

1st Offense: A written promise by the student and his parent/guardian not to violate this provision must be submitted to the Executive Office.

2nd Offense: *Confiscation of the gadget - to be returned three (3) months after the date of confiscation.*

3rd Offense: *Confiscation of the gadget - to be returned at the end of school year.*

**The students will receive the sanctions under Class B and the specified sanction under provision 8/ unauthorized bringing and/or using of gadget.*

9. Anti-ecology practices such as:
 - littering, improper disposal/segregation of garbage;
 - uprooting plants and trees;
 - wasting of water, electricity, and food
10. Loitering during class hours.
11. Copying an assignments/projects or allowing classmates to copy's one assignment/project.
12. Entering the faculty rooms and other restricted areas.
13. Possession, distribution, borrowing or lending prohibited magazines, indecent pictures, or materials, opening/downloading pornographic sites from the Internet and other computer system files.
14. Bringing to school prohibited items such as cigarettes or vape, liquor like wines or beers.
15. Disrespect to a teacher such as impolite manner of answering or making faces, posting of teacher's funny/candid pictures in social media without permission, and other similar acts.

NOTE: The school has jurisdiction over students even outside the school campus. In cases where their misconduct involves his status as a student or affects the good name or reputation of the school. Compendium of Education Legislation for Private Basic Education, Section 131, page 636).

All offenses and good deeds are recorded in the logbook by the Adviser/ Subject Teachers.

OFFENSES under CLASS C

1st Offense: One (1) day suspension, 70% in Character Grade and will be put under Disciplinary Probation (DP)

2nd Offense: Two (2) day suspension, 70% in Character Grade and will be put under Strict Disciplinary Probation (DP)

3rd Offense: Exclusion, 70% in Character Grade

1. Cutting Classes
2. Truancy. Missing classes and staying elsewhere outside the campus while in school Uniform.

3. Fighting even if no physical injury is caused or inflicting injury upon any member of the school community, visitors or guests.
4. Giving false testimony or statement during school investigations.
5. Grave bullying such as aggressive physical contact (physical bullying) or making threats, teasing or insulting comments (verbal bullying). This includes cyber and text bullying.
6. Damaging of books or any library materials.
7. Minor vandalism (intentionally destroying the property of the school or another person in any form) erasing and tampering announcements and notices.
8. Any other conduct which endangers the good name of the school and its members such as talking, circulating, and publishing derogatory pictures, videos, malicious or libellous information, including publishing pictures without the consent or permission of the person concerned.
9. Disrespect or disobedience to any member of the administration, faculty, staff, maintenance and security personnel or anybody in authority.
10. Extortion. Forced collection of money, food and things for personal purpose.
11. Cheating in any form, copying or allowing someone to copy, looking at a seatmate's paper, talking without permission during a test or quiz, submitting the work of someone's else project, altering of scores/answers, asking or giving leaked test paper, and other similar acts of cheating.

The students caught cheating and allowing another to cheat shall receive a zero in that particular test or graded activity.

12. Smoking cigarettes/vape inside or outside the campus.
13. Gambling in any form inside and outside the school premises.
14. Bringing in and/or drinking alcoholic beverages inside the school campus.
15. Inflicting or attempting to cause injury to self and other students.
16. Falsification, forging or tampering of school records and documents, including one's ID as well as forging the signatures of one's parents/guardians, teachers, and other school officials.
17. Unauthorized use of the name of the school or any school officials, teachers, and personnel to solicit donations, funds, or sponsorship to any activity such as parties, balls, dances and other similar activities.
18. Unauthorized leaving or going out of the school without exit pass.
19. Participation in contests or competitions (pageant, dance, show bands, movies, advertisements, modeling and the like) without a written permit and clearance from the school.

OFFENSES under CLASS D

1st Offense: Exclusion, 70% in Character Grade

No Certificate of Good Moral Character

1. Theft, stealing, malversation of class or school fund, cheating in personal dealings with other members of the school community, not returning found articles, and other forms of dishonesty.
2. Membership in any fraternity or affiliation with organization whose aims are contrary to the vision, mission, goals, objectives, and values of SHS Baliwag Maritime Academy.
3. Hazing and involvement in initiation activities.
4. Possession and/or using of deadly and/or dangerous weapons (including knife, tear gas, and the like) and pyrotechnic exposures inside the campus.
5. Possessing, taking, and pushing dangerous drugs (Dangerous Drugs Act of 2002 Article III Section 26. Authorized Drug Testing).
6. Throwing flammable materials or liquids, materials into trash bins or waste boxes or any fire-hazard places in the school.
7. Bribery and/or extortion.
8. Continued disregard of school's rules and regulations despite warnings and conferences.
9. Major vandalism causing serious destruction to school property.
10. Gross disrespect, disobedience, defiance, assault, or abusive behaviour toward school authorities, including refusal or failure to submit to safety requirements such as search and seizure procedures.
11. Instigating, leading, or participating in concerted activities leading to stoppage of classes.
12. Coming to school and other related activities under the influence of liquor, wine or any intoxicating drinks or prohibited drugs.
13. Indecent acts such as petting, necking, and other acts of lasciviousness.
14. Commission of crime and offenses punishable by law against any person affecting the student and the school personnel.

Important Note: The list/classification of offenses appearing here is not all inclusive. Therefore, students may be meted disciplinary actions for offenses other than those listed herein above or under subsequent amendment or modification of this handbook. Likewise, the school reserves the right to impose lighter or stiffer penalties for offenses depending on the attending circumstances of the case.

Graduating students who have been referred to the SHS Administrator for conference with parents/guardians for very serious and extreme disciplinary actions (offenses under category C and D) shall **NOT** be allowed to join the graduation even if they obtained passing marks in their subjects.

TYPES OF DISCIPLINARY ACTION

1. **Oral Warning (OW).** Oral Warning is a verbal warning or reprimand to the student for violation of minor offenses from the adviser, Executive Office, or any administrative officer.
2. **Violation Report (VR).** A Violation Report is a written violation record of a student that is issued or given to the parents/guardians who in turn should sign and return it to the Executive Office within three (3) days after receipt of the report.

3. **Suspension.** There are two types of suspension – *punitive* and *preventive*.

3.1 **Punitive Suspension (PS)** refers to the school's prevention of the student from attending class or joining any school related activity. The suspended student still comes to school but reports to the Executive Office for community service upon approval of the Administrator. A suspended student is not excused from graded work like quizzes, therefore, he shall be given a failing mark for not having taken these neither will he given special quizzes to make up for these later.

3.2 **Preventive Suspension.** A student under investigation of a case involving the penalty of expulsion may be preventively suspended from entering the school premises if the evidence of guilt is strong and the School Head is morally convinced that the continued stay of said student during the period of investigation constitutes a distraction to the normal operation of the school or poses a risk danger in the life or persons and property in the school.

Important Note: In all cases of suspension, a written promise of future exemplary conduct signed by his/her parents/guardians shall be required as a condition for readmission and must be required in the case of suspension for more than three (3) days.

A student who has been suspended for the third time within the school year shall be given a conduct grade of 70% for the quarter.

4. **Exclusion.** Is a penalty involving the removal of an undesirable student from the school's list of enrolment.
5. **Expulsion.** Is an extreme administrative sanction debarring an offending student from all public or private schools in the Philippines. It is the most severe penalty available to schools and may not be imposed without the approval of the Secretary of the Department of Education (DepEd).

(See DECS Manual of Regulation for Private School Article IX. Sec. 145 page.37)

PROCEDURE FOR DISCIPLINARY ACTION

The following procedures are strictly observed to effectively implement and enforce the Code of Discipline:

1. No sanctions or penalties shall be imposed on any student until after his parents have been informed. Every student has the right to due process which consists of:
 - 1.1 the right to be informed of the nature or causes of the accusation against him;
 - 1.2 the right to answer the accusation against him;
 - 1.3 the right to confront his accuser and adverse witness/es;
 - 1.4 the right to present his own evidences;
 - 1.5 the right to a fair investigation.
2. All offenses committed under Category C and D must be reported in writing and signed by the teacher concerned.
3. The student is called by the Guidance coordinator for Discipline to establish reasons for the alleged misconduct. The student is made aware of the violation/s he committed.
4. Investigation on the case will be conducted by the Committee on Discipline after which, they will prepare the written account of the investigation and invite the parents for a conference.
5. The Discipline Committee will deliberate on the case and decide on the best possible action. The Discipline Committee includes the School Director, SHS Administrator, Executive Officer, Subject Area Head and the Adviser/Subject Teacher.
6. The decision or recommendation of the Committee will be endorsed by the Executive Office to the SHS Administrator for finalization. The SHS Admin relays this to the School Director.
7. The SHS Administrator calls for the parents and the corresponding sanction is presented to them.
8. An agreement letter or a contract is signed by the parents/guardians, student concerned, Class Adviser, Executive Officer, SHS Administrator and School Director.

Section 11 Policies, Rules, and Regulations on Child Protection (**RA 10627 and DepEd Order No. 40, s. 2012**), Anti-Bullying and Anti-Sexual Harassment Act (**of 1995: RA 7877**)

Baliwag Maritime Academy is committed to provide a caring, friendly, safe, and healthy learning environment. Accordingly, the school has a zero-tolerance policy for bullying and sexual harassment that infringes the safety and health of any student.

All members of the school community which includes the teachers, support service personnel, parents, guardians, students, and all other community members collaboratively work to make the school a happy and secured place.

The school supports the provisions of the *Convention on the Rights of the Child (CRC)* which aims to protect children from all forms of physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment and exploitation, including sexual abuse. It is likewise mandated by CRC that all appropriate measures be undertaken to ensure that school discipline is administered

in a manner consistent with the child human's dignity and in conformity with the CRC. In pursuance to *Child Protection Policy and Republic Act No. 10627* also known as the *Anti- Bullying Act of 2013*, and the *Anti-Sexual Harassment Act of 1995 (RA 7877)*, the school has established the Child Protection Committee which covers the Anti-Bullying and Anti-Sexual Harassment policies.

A. **BULLYING** shall be referred to:

- as 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 her/his property.
- creating a hostile environment at school for the other student;
- infringing on the rights of the other students 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 stress like directing, foul language or profanity at the target, name-calling, tormenting, and commenting negatively on victim's look clothes and body, and
 - d. Cyber-bullying or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as, but not limited to texting, social media, online games, or other platforms of formats as defined in *DepEd Order No. 40, s. 2012*.
- Other forms of bullying include:
 - a. **"Social bullying"**. This refers to any deliberate, repetitive and aggressive social behaviour intended to hurt others or to belittle another individual or group.
 - b. **"Gender-based bullying"**. This refers to any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity (SOGI).
 - c. Retaliation against a student who reports bullying who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying;
 - d. All other forms of bullying analogous to those provided under the **Anti-Bullying Law and its IRR**.

- e. ***Name calling*** with the express purpose of humiliating, embarrassing a student, or otherwise cause trouble.
- f. ***Rudeness and intimidation.*** These may be done through unwanted physical acts but may also be carried through non-verbal means. A mean look or stare is an example of a non-verbal bullying.
- g. ***Threats and extortion.*** Creating fear and extorting money, food or possessions from other students. Threatening texts or messages in chat rooms or social.
- h. ***Malicious gossip and exclusion from the group.*** Circulating gossip or damaging stories that tends to discriminate, exclude, and hate another students.

B. SEXUAL HARASSMENT shall be referred to but not limited to the following (adapted from ***HAU, Section 1 of Anti-Sexual Harassment Policy***):

- unwelcome sexual advances;
- repeated sexually oriented kidding, teasing, joking, or flirting;
- verbal abuse of a sexual nature;
- graphic commentary about an individual's body, sexual prowess or sexual deficiencies;
- leering, whistling, touching, pinching or brushing against another's body;
- displaying objects which are sexual in nature that would create a hostile or offensive environment;
- serious physical abuses such as sexual assault and rape;
- persistent and unwanted attempts to change an educational or professional relationship to a personal or intimate one.

BALIWAG MARITIME ACADEMY (BMA) recognizes that bullying and sexual harassment has many forms and can be done in and out of school premises. Accordingly, BMA prohibits:

1. bullying and sexual harassment on school grounds; property immediately adjacent to school grounds; at school-sponsored or school-related activities, functions or programs whether on or off school grounds; at school grounds; at school bus stops; on school buses or other vehicles owned, leased or used by a school; or through the use of technology or an electronic device owned, leased or used by a school;
2. bullying and sexual harassment at a location, activity, function or program that is not a school-related and through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or the orderly operation of a school; and
3. retaliation against a person who reports bullying or sexual harassment and who provides information during an investigation of bullying or sexual harassment, or who is a witness to or has reliable information about these acts;

OBJECTIVES OF THE POLICY

1. Educate students on the dynamics of bullying and sexual harassment, the anti-bullying and anti-sexual harassment policies of the school as well as the mechanism of the school for the reporting of acts of bullying or retaliation;
2. Educate parents and guardians about the dynamics of bullying and sexual harassment, the anti-bullying and anti-sexual harassment policies of the school and how parents and guardians can provide support and reinforce such policies at home; and
3. Develop and implement a school-based monitoring and referral, sexual harassment, and other forms of abuse.

Article VII Student Services

Section 1 Spiritual Services (Campus Ministry)

The Academy has Campus Ministry Group wherein regular celebrations of the mass are held every first Friday of the month or as scheduled during special occasions.

Section 2 Instructional Media Center

2.1 Computer Lab/Library

The SHS Library is equipped with adequate books, magazines, periodicals, and other materials, as well as selected current newspapers. Students are encouraged to use the facilities for their own intellectual growth and development. Internet-connected computer units are also provided for research purposes. Likewise, they are required to abide by the Library rules and regulations and Computer Laboratory rules.

Library Hours

Monday to Friday - Vacant Hours/whenever necessary as per teacher's advise

2.2 Audio Visual Room

Our Academy has an equipped audio visual room. The main purpose of having this facility for students is the fact that whatever is seen by our eyes is retained by the brain more effectively than just reading or listening to it.

Students get a live multimedia experience based on the topics they study in the theory classroom.

Section 3 Health Services (Sickbay)

The School maintains a clinic, which provides emergency, first aid and routine medications for common ailments. The School Nurse is primarily responsible for safeguarding the health of the students and the personnel in the school.

Section 4 Guidance & Counselling Services

The counselling program is directed toward providing each student with the Guidance required to resolve problems relating to their academic and non-academic experiences.

Counselling is handled by assigned committee/s/

Section 5 Food Services (Canteen)

There is a Messhall that takes charge of providing carefully planned meals to consider the health and nutrition of midshipmen. Special menus that are adequate and affordable are also provided.

Section 6 Registrar

This office organizes the academic data of the pupils so as to provide necessary information for admission, course requirements, transfer and graduation, Form 137/138, diplomas and certificates and certifications pertaining to academic records.

Section 7 Accounting Office

This office facilitates the collection of the financial obligations of pupils, which is a necessity for the effective operations of the institution. The flow of work is established to ensure its smooth functioning in meeting the demands of the students, parents, personnel and other interested parties.

APPENDICES

A. BMA Loyalty Hymn Flag

O hail, to thee beloved BMA
We had sailed for the glory of thy name
With thy torch ever bright with day
And thy stars that guide us on our way.

And cast from her, adorned with gold
These sails of life we unfold
For thy faithful souls of the sea
Brought anew, the wondrous fleet of thee.

And hail to thee beloved BMA
Led thy loyal sons along the way
And proclaim with boundless loyalty
BMA shall live forever be.

B. School & Home Communication Forms

Correspondence

To: _____

Signed

Date

Reply

Signed

Date

Signed

Date

END

THE CHILD PROTECTION COMMITTEE

The **Child Protection Committee's** general function is to promote zero-tolerance policy to any act of child abuse, exploitation, violence, discrimination, bullying, sexual harassment, and other forms of abuse.

The Committee is composed of the following:

1. School Director
2. SHS Administrator
3. Classroom Adviser
4. Subject Area Head/s
5. Student Representative
6. Executive Officer
7. Parent Representative
8. Representative from DSWD*

**whenever applicable*

The function of the committee is to:

1. Draft a school-child protection policy of conduct and a plan to ensure child protection and safety which shall be reviewed every three (3) years.
2. Initiate information dissemination programs and organize activities for the protection of children from abuse, exploitation, violence, discrimination, bullying, sexual harassment, and other forms of abuse.
3. Develop and implement a school-based referral and monitoring system.
4. Establish a system for identifying students who may be suffering from significant harm based on any physical, emotional or behavioural signs.
5. Identify, refer and if needed, report to the appropriate offices cases involving child abuse, exploitation, violence, discrimination, bullying and sexual harassment.
6. Give assistance to parents or guardians, whenever necessary in securing expert guidance counseling from the appropriate offices or institutions.
7. Coordinate closely with the Women and Child Protection Desks of the Philippine National Police (PNP), the local Social Welfare and Development (LSWDO), other government agencies and non-governmental organizations as may be appropriate.
8. Monitor the implementation of positive measures and effective procedures in providing necessary support for the child and for those who care for the child.
9. Ensure that the children's right to be heard are respected and upheld in all matters and procedures affecting their welfare.

PROCEDURES FOR DISCIPLINARY ACTION

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 President through the Principal to handle such issues.

Upon receipt of such a report, the Principal shall promptly investigate. If it has been determined that bullying, sexual harassment, or retaliation has occurred, the Principal shall:

- a. notify the law enforcement agency if s/he or designee believes that criminal charges under the Revised Penal Code may be pursued against the perpetrator;
- b. take appropriate disciplinary administrative action by elevating the matter to the School Head;
- c. notify the parents or guardians of the perpetrator;
- d. notify the parents or guardians of the victim regarding the action taken to prevent any further acts of bullying or retaliation; and
- e. adopt reasonable means to protect the victim(s) from the offender(s) including physical separation during regular class hours.

In all cases where a penalty the bully or offending student, the following minimum requirements of due process shall be complied with:

- a. the students and the parents or guardians shall be informed of the complaint in writing by the School Head;
- b. the student shall be given the opportunity to answer the complaint in writing, with the assistance of the parents or guardian;
- c. if the student denies the charges, an ad hoc fact-finding committee shall be formed by the School Head to conduct a hearing on the charges and submit a report and recommendation to the School Head;
- d. the decision of the School Head shall be in writing, stating the facts and the reasons for the decision; and
- e. the decision of the School Head may be appealed to the Department of Education (DepEd) Division Office. In cases where the penalty imposed is a written reprimand or community service, the School Head may impose these penalties based on the documents submitted before her office and without having to create an ad hoc fact-finding committee.

In the event the bullying or sexual harassment incident or retaliation resulted in serious physical injuries or death, the case shall be dealt with in accordance with the provisions of ***Republic Act 9344 or the "Juvenile Justice and Welfare Act"***, as amended, and its Implementing Rules and Regulations, in connection with other applicable laws, as may be warranted by the circumstances attendant to the bullying incident.

The School Head, considering the nature, gravity or severity, previous incidents of bullying or retaliation and attendant circumstances, may impose reasonable disciplinary measures on the bully or offending student that is proportionate to the act committed. Written reprimand, community service, suspension, exclusion or expulsion may be imposed, if the circumstances warrant the imposition of such penalty, provided that the requirements of due process are complied with. In addition to the disciplinary sanction, the bully shall be also required to undergo an intervention

program which shall be administered or supervised by the school's Child Protection Committee. The parents of the bully shall be encouraged to join the intervention program.

If a student, after an investigation, is found to have knowingly made a false accusation of bullying, the said student shall be subjected to disciplinary actions or to appropriate intervention in accordance with the existing rules and regulations of the Department of Education or school.

Any information relating to the identity and personal circumstances of the bully, victim, or bystander shall be treated with utmost confidentiality. The names of the bully, victim, or bystander may only be available to the School Head or administrator, teacher, or guidance counselor designated by the School Head, and parents or guardians of students who are or have been victims of bullying, sexual harassment or retaliation. Any school personnel who commit a breach of confidentiality shall be subject to appropriate administrative disciplinary action in accordance with the existing rules and regulations of the Department of Education or the school, without prejudice to any civil or criminal action.

Procedure that *BALIWAG MARITIME ACADEMY* has set out to deal with occurrences of bullying and sexual harassment.

These steps are designed to deal with incidence of bullying on various levels. We aim to initially deal with these occurrences at a pastoral level by encouraging honest dialogue and positive outcomes for all involved. We recognized that these procedures may not always be successful, and we have outlined further disciplinary action that will be taken if there is a recurrence of bullying.

Step 1. Incident Register. The staff member witnessing the incident should write a short report as soon as possible, stating:

- Date/ Time /Place
- Names of those involved
- Any witnesses
- Nature of Incident

The request will then be passed on the class adviser as a matter of urgency.

Step 2. Reports. Each person involved in the incident, and witnesses, will complete the set pro-forma which seeks the following information:

- The names of those involved in the incident;
- Particulars relating to the date, time and place of the incident;
- A description of the events which took place;
- The names of witnesses to the incident; and
- A list of the consequences resulting from the incident.

At this point, it is recommended that all concerned meet to work on a mutually acceptable resolution to the problem. This is to be done in conjunction with their class advisers.

Step 3. Follow Up. Any of the following may need to be implemented:

- a. **Those affected by bullying or sexual harassment:**
 - may need to express her/his feelings;

- may need to be helped with strategies/skills to handle the problem and avoid future recurrences;
- may require professional counseling.

b. The Bully or the Harasser

- will discuss bullying and sexual harassment in general (feelings of victim, the bully, and the harasser);
- it is expected to acknowledge and express regret for the personal hurt resulting from his/her actions;
- will be expected to pay for any damage to property caused by her/his behaviour;
- may be asked to take responsibility to assist in preventing further bullying or sexually harassing anyone;
- may require professional counseling.

c. They may need to be followed-up with a wider community, e.g., class, grade level, whole school. Selected students and teachers should pay close attention to the situation. Review with victim and the bully if further incidences have occurred.

As part of the resolution of the case, the children will undergo psycho-spiritual session which will be facilitated by the Guidance Office and in coordination with the Campus Ministry Office.

Series of follow up and monitoring will be made by the Guidance Office in close coordination with the parent/guardian of the children to see improvement and development. A report will be made for the class adviser and the Discipline Committee for possible follow-up.

Step 4. Recurrence of Bullying or Sexual Harassment. Once it has been established that the bully or the harasser has re-offended, the written warning is presented and explained to the bully(ies) or harasser who read and complete it in the presence of the appropriate member of staff.

Step 5. Breach of Document Warning. At the first breach of the warning, there will be an interview with parents and the student. The consequence for this continued bullying and harassing is at the discretion of the class adviser in coordination with the Discipline Committee.

Step 6. Recording. All written materials will be filed in Office of the Prefect Of Discipline in case there are further incidents.

MISCELLANEOUS PROVISION: Reporting Requirements. Submit to the Division Office within the first week of each school year a report on relevant information and statistics on bullying and retaliation from the preceding school year. (*IRR OF REP. Act No.10627 Rule VII Reporting*)

REINTEGRATION PROGRAM

BALIWAG MARITIME ACADEMY believes that bullies need understanding, love, and support, thus a program to lead them back to the circle of friends they have is of great importance. To

help them grow up learning to interrelate with others without manipulation, harassment and abuse, they will undergo the following:

1. Counseling sessions
2. Conference with parents
3. Change in section
4. Monitoring their behavioural performance
5. Celebrating their coming back to the mainstream