

STUDENT HANDBOOK

ALL ABOUT TIFTCI!



REVISED 2023



" Connection to your Dreams "

AN INSTITUTIONAL OVERVIEW

TIFTCI VISION

The TIFTCI is an educational institution committed to train and produce quality and competent graduates with positive work values necessary to improve their quality of lives.

TIFTCI MISSION

The TIFTCI shall achieve its vision by providing an academically comprehensive program anchored on educational research and instilled with a relevant and responsive corporate social responsibility, and ensuring that learners achieve their career success in a technologically-oriented society in preparation for global competitiveness within a culture that "build values".

OBJECTIVES

The school aims to develop its students to become well-rounded individuals, as well as to train them to be productive and responsible by:

- Providing a good general education foundation enriched with practical exercises and theoretical knowledge.
- Promoting intellectual and cultural values in the school environment.
- Developing student occupational proficiency in business and science, and
- Encouraging active involvement in extra-curricular activities for community development.

HISTORY OF TIFTCI

TRENT INFORMATION FIRST TECHNICAL CAREER INSTITUTE, INC. (TIFTCI) was established in January 2007 and registered as a stock entity with the Securities and Exchange Commission as per SEC No. CS200706357 dated April 30, 2007. It is located at RLC Bldg., National Road, Barangay San Juan, Taytay, Rizal. The Technical Education and Skills Development Authority (TESDA) approved its application as Technical Vocational (TECH VOC) School on its

initial operation on June 16, 2008, the school started with 490 students with an increase of twelve percent (12%) of enrollees on its second trimester of the same school year. In its second year of operation, the enrollment doubled to 1,064 students.

TIFTCI offers Technical-Vocational (Tech-Voc) Courses, which include the following: Information Technology and Hotel and Restaurant Services. It continues to design programs for the benefit of the students which is why it became an Assessment Center for different competencies.

With the full implementation of the Enhanced Basic Education Program of the Department of Education, TIFTCI applied to be one of the Stand Alone Senior High Schools in the province of Rizal. These are the following strands that were approved by the Department of Education (DepEd) with Government Permit (R-IVA) Nos. SHS588, S. 2015 and SGS-001, S. 2016:

- ❖ Academic Track
 - o Accountancy, Business, and Management (ABM) Strand
- ❖ Technical-Vocational-Livelihood Track UTORA
 - o Home Economics Strand in Hotel and Restaurant Services
 - Food and Beverage NCII
 - Cookery NCII
- ❖ Technical-Vocational-Livelihood Track
 - o Home Economics Strand in Tourism
 - Front Office Services NCI
 - Tourism Promotion NCII
 - Travel Services NCII
- ❖ Technical-Vocational-Livelihood Track
 - o Information and Communication Technology Strand
 - Computer System Servicing NCII
- ❖ Technical-Vocational-Livelihood Track and Industrial Arts Strand

After successfully offering the Senior High School Program in its first year, TIFTCI was then approved to offer (3) three additional tracks for the school year 2017-2018

- ❖ General Academic Strand (GAS)
- ❖ Humanities and Social Sciences (HUMSS)
- ❖ Science, Technology and Engineering and Mathematics (STEM)

By the year 2021, TIFTCI applied for the following bachelor's degree programs that were approved by the Commission on Higher Education (CHED)

- ❖ Bachelor of Science in Information Systems (BSIS)
- ❖ Bachelor of Science in Entrepreneurship (BSEN)
- ❖ Bachelor of Science in Tourism Management (BSTM)

ORGANIZATION

A. School Officials

Board of Directors

The highest governing body in the school is responsible for the formulation of policies and guidelines for the conduct of the affairs of the school in accordance with its mission and vision.

School Officials

The central administration of the School is vested in the President, the Vice President, the School Principal/Administrator, and the School Registrar.

B. OFFICES, FACILITIES, AND STUDENT SERVICES

- The **Class Adviser** is responsible for the management of the activities of his/her class and the conduct and behavior of his/her students, inside and outside the classroom.
- The **Subject Teacher** is responsible for imparting knowledge and skills to the students in the different subject areas. She/he assists the class adviser in discipline and order during class activities.
- The **Finance Officer** maintains the financial records of the school including billing and collection.
- The **Security Officer** oversees the safety and security of the students and the school at large.
- **Cashier's Office** processes payments and handles the financial records of the students.
- **Guidance and Counseling Office** provides individual counseling, psychological testing, personality inventory service, career orientation programs, and parent- BIOS teacher-counselor consultation.
- **Library Department** consists of a wide assortment of materials such as periodicals, reference books, textbooks, and literary materials including bestseller fiction and non-fiction books. It has wide tables and comfortable chairs for enjoyable reading and study.
- **The clinic** is equipped with the necessary medicines also for student health
- 915w ritam needs.
- **Computer Laboratories** are equipped with updated hardware units and installed with the operating system for classroom instruction.
- **Science Laboratory** is well equipped and has adequate space and provisions for demonstrations, exhibits, and experiments.
- **TLE Laboratories** are provided for skills development for all students. o School Canteen offers nutritious food.
- **Building and Ground Maintenance Office** is responsible for the cleanliness and upkeep of school facilities.

- **Security Service** maintains peace and order inside the campus. They safeguard school facilities and protect the students and school personnel.
- **Registrar's Office** maintains student records. Its Admissions Section accepts and processes documents for admission and enrollment of students.

GENERAL PROVISION

GENERAL DIRECTIVES

1. All students are required to comply with the provisions of the Student Handbook. They should be familiar with its contents; ignorance of any provision in the Student Handbook does not excuse any student from being sanctioned for noncompliance.
2. The School recognizes the hazards of smoking to health and declares the School premises a non-smoking area.
3. Assessment for respective courses/track and strands are mandatory.
4. All students should respect Catholic and other religious practices and beliefs on campus such as praying before and after class. The Angelus, a Catholic devotion recited at 12 noon, and 6 p.m., should also be properly observed by Catholics and respected non-Catholics. Everyone should cause the performance of activities for some moment of silent reflection during the recitation of the Angelus.
5. Students should be courteous towards all persons within the school premises and at all times.
6. Upon enrollment, students will be issued an original identification (ID) card with a student number. Students are required to present their ID upon entry and visibly wear it while inside the campus or any of its premises at all times. The IDs are valid as long as the student is enrolled at the school and must present the same when asked by the school personnel and authorities.
7. Students are liable for false information on their ID, registration forms, and other school documents. Students who have transferred a residence or have changed their address should inform the Office of the

Registrar through the staff at the Sue Desk. Any written communication sent to the last recorded address of students should be considered delivered even if returned.

8. Students are responsible for the submission and completion of required document form by the concerned officials. Noncompliance or non-submission of documents forms would constrain the offices to regulate the student's ID or place his/her clearance or enrolment status on hold.
9. The School regards its students as responsible individuals from the time they are admitted. Consequently, it is the responsibility of students to keep their parents or guardians informed or updated on their academic standing the status of their attendance, and the status of their disciplinary record, including the consequences of their failures, absences, and discipline infractions. Notices regarding these matters are sent by the school only by way of courtesy and do not relieve the students of their responsibility. Ignorance on the part of the parent or guardian of the academic standing or discipline record of the student may not be imputed to the School.
10. As a general rule, unless there is an announcement to the contrary, classes will proceed as scheduled.
11. Classes are automatically suspended, without the need for an announcement from the school, under the following conditions:
 - 11.1. All levels
 - 11.1.1. During regular holidays or when declared as a special non-working holiday by the Office of the President of the Philippines or, in the case of local holidays, by the local government of the Province/Municipality having political jurisdiction over the campus.

- 11.12 When specifically declared as "all levels and for private schools by national government agencies, such as the Office of the President or the National Disaster Risk Reduction and Management Council (NDRRMC);
or
- 11.13 When specifically declared as "all levels" and for private schools by the local government for classes held in campuses covered by its jurisdiction;
or
- 11.1.4. When Typhoon Signal No. 2 or above is raised.
- 11.1.5. When announced by the Department of Health or Inter-Agency Task Force for the Management of Emerging Infectious Diseases for Alert Level Status.

12. The President or Principal decides on the suspension of classes under the following conditions:

- 12.1. In cases when the decision on the suspension of classes, for whatever reason,
is left by the government to the discretion of the school.
- 12.2. In all other cases when the school, on its own, intends to suspend classes.

13. In cases when an announcement of the suspension of classes by the government is made when classes for the day have already begun, the President or Principal shall, only for purposes of standardizing the cut-off time for the suspension of classes, determine the time of the suspension

14. When left to the School, the decision to suspend classes takes into account my such as the safety of all students, the academic calendar, government regulations on contact hours, and many others. The School shall exert all efforts to decide on the suspension of classes at the earliest practicable time

15. The decision of the President or Principal will be communicated to the respective coordinators for dissemination. The official announcement of the suspension of classes will be made through the following Official facebook (<http://www.facebook.com/trentinfofist>)

16. The TIFTCI is officially open from 7:00 a.m. to 6:00 pm only. Only those with permits will be allowed to enter earlier than and stay beyond these hours.
17. All official business with any office of the school, or with any administrative personnel should be transacted in writing following the standard letter format. The student should provide two (2) copies: one copy for the office concerned and the other one noted by the recipient for the student as a receiving copy. Oral arrangements or agreements should be supported afterward by a written document.
18. All members of the School community are expected to observe the values of politeness, etiquette, and courtesy in dealing with the other members and guests, in the school times. They are expected to show respect to persons with exceptionalities and for differences in religion, race, sexual orientation and gender identity, and political. Upon admission to the School, a student is regarded as a mature individual with the rights and responsibilities of a citizen to foster an environment that is conducive to academic, social, and moral development. All of these contribute to the goal of achieving a good education and upholding values for the common good within and outside the School.
19. The students are required to wear their respective uniforms all the time. When there is a time that the School doesn't require the student to wear the school uniform. They are encouraged to use attire that would consider the educational character of the school and the sensibility of other members of the academic community. Dressing appropriately is a virtue that the School would like to cultivate among students; thus, the School reserves the right to call the attention of students.
20. Students should follow the standard classroom policies and procedures.

- 20.1. Appropriate and proper use of electronic devices as defined by faculty support instruction (e.g., cellular phones and other communication devices, laptops,

etc.) should be observed to promote a classroom environment that is conducive to learning.

20.2. Use of instructional equipment and materials in classrooms for academic and related purposes, following the guidelines on venue and equipment reservation.

20.3. Proper care and responsible use of all classroom equipment, furniture, and other gadgets of the School.

21. Faculty members are also allowed to set additional policies and procedures provided that these are reasonable and mutually agreed upon by the faculty and students. Any student who violates these policies and procedures may be asked to report to the Administrator's Office (AO) for investigation. The student must proceed immediately to the AO to obtain a Re-admission Slip, without which the respondent may neither be readmitted to class, allowed to take his/her examination, nor enroll. The student shall be marked "absent" for every session missed from the date he or she is sent out up to the time of re-admission. The AO shall inform the student of whatever actions it may have taken on the case.

21.1. Students should observe proper decorum and attire during academic and non-academic events held in auditoriums and theaters on and off campus.

21.2. Noisy and disruptive behaviors, which distract ongoing classes and activities like the Angelus, are not tolerated. In addition, everyone is expected to remain where they are during the recitation of the Angelus, regardless of his/her religious affiliation.

21.3. Posted directions should be carefully observed in classrooms, on the School bulletin board, in the canteens, in restrooms, and in other buildings or places within the School's jurisdiction. Areas exclusive for men or women (eg, ladies

and men's rooms), which are marked accordingly, are off-limits to the opposite sex.

22. The School encourages healthy interaction among students. However, acts or gestures that tend to offend the sensibilities of other members of the community, including public displays of physical intimacy, are not tolerated. In line with this, they should comply with the implementing guidelines set by the School.

23. Activities that inflict physical, or psychological harm or demean the dignity of an individual (e.g, hazing, initiation, etc.) are not allowed. The School is, however, not responsible for the actions of students who on their own, without regard to the existing law, and despite awareness of possible grave punitive sanctions, will engage in such activities, either actively or passively.

ADMISSION , ENROLLMENT, AND TRANSFER

ADMISSION POLICIES

No student shall be discriminated against and denied admission to the school because of sex, nationality, religion, political affiliation, or physical disability (RA 10919, Section 47) However, TIFTCI reserves the right to admit, re-admit or refuse to admit students based on academic and conduct performances.

ENROLLMENT PROCEDURE

The enrollment period is scheduled per year level with the following procedure:

NEW STUDENTS AND TRANSFEREES:

1. Admission Office-present credentials to the admission officer
2. Registrar Office - register classes to enroll and secure the assessment form

3. Cashier Office-present assessment form and pay the corresponding fees.
4. Registrar Office-present official receipt
5. Uniform & ID Sections-present receipt and order uniform and ID

ENROLLMENT REQUIREMENTS

For Senior High School Students

1. Latest PSA/NSO Birth Certificate
2. Grade 10 Card with Learners Reference Number (LRN)
3. Certificate of Junior High School Completion
4. Certificate of Good Moral Character
5. Education Service Contract (ESC) Certification Letter from Junior High School Principal
format available through the ESC IMS (ESC Grantee only)
6. QVR Certificate **for OVAP voucher applicant
7. 4 pcs 2X2 Picture with white background

Note: All students who fail to submit the required documents for enrollment will be considered temporarily enrolled.

TUITION FEE

Payment of tuition, miscellaneous, and laboratory can be made in full or installment basis.

An additional fifteen percent (15%) of the amount due will be charge for late payments.

Check payments for unpaid balances must first be cleared with the bank before re-enrollment. It also applied to the issuance of documents/credentials. Each dishonored check shall be charged an additional one thousand pesos (P 1,000.00) penalty.

Note. In case of default payment during student registration using DepEd voucher and/or any government/agency voucher, the parent and/or guardian understand and agree to pay the full amount of tuition, miscellaneous, and other fees pertaining to the enrollment.

TABLE OF FEES

FEES	Fees Charged to students		Fund Allocation	Purpose of the Fee	Frequency of Assessment	Student Group Assessed
	TECH-VOC	SHS				
Registration	✓	✓	General Fund	In support of enrollment activities	Every Semester/ Trimester	All Students
I.D Card	✓	✓	Office of the Registrar	ID Supplies	For New Students and replacements of lost ID	All Students
Uniform	✓	✓	General Fund	Uniform Supplies	For New Students	All Students
HRS Top-Up		✓	Depository Fund	Maintenance and upgrade of laboratory equipment	Every Semester	All Students

Seminar/ Workshop	✓	✓	Depository Fund	To defray expenses (venue, food, materials, insurance, transportation, facilitators, honorarium)	As scheduled	All Students
	✓	✓	Depository Fund		As scheduled	All Students
	✓	✓	Office of the Registrar			All Students
	✓	✓	Office of the Registrar			All Students
	✓	✓	Accounting Office			All Students
	✓	✓	Office of the Registrar			All Students
	✓	✓	General Fund		As scheduled	All Students
	✓	✓	Depository Fund			All Students
	✓	✓	Depository Fund		As scheduled	All Students

2. The student has paid the pertinent tuition and other fees in full or for any period longer than one month but voluntarily and in writing withdraws from the school, transfers to another school, or goes on Leave of Absence (LOA), he/she shall be entitled to a refund of tuition fee based on the following schedule.

- | | |
|--|------------|
| a. Within the first (1) week of classes | 50% refund |
| b. Within the second (2) week of classes | 20% refund |
| c. After the second week | no refund |

This schedule will be followed whether or not the student attended classes. Refunds will be processed only after the student has obtained the necessary clearance.

3. If the student withdrawal is after two (2) weeks from the start of the classes, the student is already liable for the whole amount of the school fees for the entire school semester, regardless of whether or not the student has attended classes.
4. The student who has withdrawn needs to file a withdrawal form to make the transaction official
5. No School Receipt, No Refund.

PROCEDURE

The student must be accompanied by the parent in filling his/her application for transfer or withdrawal

Present the accomplished form to the School Principal/Administrator for approval. Allow at least a week for processing and release of any refund if applicable.

ARREARS

If a student has unsettled accounts or arrears from the previous semester, he/she may enroll for the following semester only after these accounts or arrears have been settled.

Reminders: Any late payments will be automatically charged with a penalty.

SUMMER CLASSES

All failed subjects are required to be re-enrolled at TIFTCI in the following summer term with a corresponding fee.

CONDITIONS FOR VOUCHER PROGRAM BENEFICIARIES (VPB)

A VPB shall continue to be a part of the SHS VP if they are promoted to the next grade level and are enrolled in a Non-DepEd SHS Provider. No maintaining grade is required for a continue to participate in the SHS VP.

A VPB shall be disqualified from further participation in the SHS VP for any of the following reasons

- VPB drops out in the middle of the School year;
- VPB does not re-enroll the following School year; VPB is retained in the same grade level;
- VPB transfers to another Senior High School Provider within the School Year
VPB transfer to a DepEd Senior High School Provider
- With Major Offense/s

VPB LEAVERS

VPB that passed Grade 11 but did not enroll in Grade 12 the succeeding School Year considered leavers. Leavers are disqualified from further participation in the SHS VP unless the reason for leaving the school is due to health reasons and provided further that the period of medical leave is not more than one (1) School Year. Leavers due to medical reasons may continue to participate in the SHS VP, however, they are required to submit a med certificate issued by a duly licensed medical doctor.

(Source: DepEd Order 46, S. 2015)

TRACK AND STRAND SHIFTING

VPB is allowed to shift to another track or strand under the following scenarios:

- After the 1st Semester of Grade 11 (within the same school)
- After Grade 11 (whether in the same school or another school)

Note: VPB should meet the required competencies of the track and strand they are to. Any additional fees incurred due to shifting track/strand will not be covered by the voucher program and therefore should be shouldered by the VPB.

IDENTIFICATION (ID) CARD

TFTC issues an official Identification (ID) Card with a corresponding student number to all students for safety and security purposes.

The ID is valid for the whole stay in TIFTCI but should be validated every year and must be worn by the students while inside the school premises and during off-campus activities or events.

TIFTCI strictly implements the "No ID, No Entry policy.

Tampering/borrowing an ID card is not allowed in TIFTCI and has a corresponding sanction (Please see School Policies for more details)

PROCEDURES FOR A STUDENT WHO LEFT HIS/HER ID CARD

A student must do the following procedures:

- Present any documents for identification: Registration form, Official Receipt, or any other card that identifies the student as a TIFTCI student.
- Fill out the Temporary Card Form and sign the logbook at the Blue Desk.

PROCEDURES FOR LOST AND DAMAGED ID CARD

- For a lost ID card, the student must submit a Notarized Affidavit of Loss to the Registrar's Office. A corresponding fee must be paid for the replacement of the lost ID Card.

- For a damaged ID card, the student must surrender the damaged ID card to the Registrar's Office and must pay a corresponding fee for the replacement of the ID card.

ISSUANCE OF CREDENTIALS

REQUEST FOR DOCUMENTS

Reminders before you request documents:

- Clear all financial or academic holds on your records.

ISSUANCE OF TRANSCRIPT OF RECORDS

The Transcript of Records is an inventory of all the subjects taken and grades earned by a student throughout his stay in TIFTCL, including transferred credits from other schools. The Transcript of Records may be official (with school seal and signature of the School Registrar) or unofficial.

The Transcript of Records may be issued as requested, regardless of frequency and number of copies.

ISSUANCE OF TRANSFER CREDENTIALS

The "Transfer Credentials" (formerly referred to as "Honorable Dismissal") is a document certifying that a student has no pending accountabilities with the school and is eligible for transfer to another educational institution.

As such, the Transfer Credentials is a permanent termination of studies at Trent Information First Technical Career Institute, Inc.

Policies

- A student enrolled in one school is entitled to transfer to another school, provided he has no unsettled obligations with the school he was enrolled in.
- Every student who applied for and is eligible to transfer should be provided by the school he is enrolled in with appropriate transfer credentials which will entitle him to admission in another school of his choice, subject to the latter's policies and regulations on the admission of transfer students.
- A transfer credential signed by the school registrar shall be issued not later than four (4) weeks after the filing of the application for transfer, provided that, in the case of a student who is a transferee from another school, his records from his previous school have been received, are complete, and in order.

ISSUANCE OF DIPLOMA

The Diploma is a legal document that certifies the completion of a program. The President and the School Principal/Administrator sign the Diploma.

REPLACEMENT DIPLOMA

The ORIGINAL DIPLOMA is issued only once. However, the school entertains requests for the issuance of a DUPLICATE DIPLOMA, subject to the following:

- that the DUPLICATE DIPLOMA will be in the nature of a certified true copy of the original copy, to be signed by the School Registrar, on behalf of the original signatories; that the words "Duplicate Copy" are printed on the DUPLICATE DIPLOMA;
- that the ORIGINAL DIPLOMA shall be rendered null and void in the records of TIFTCI and shall be considered as such when presented for verification/authentication and other purposes;
- that the DUPLICATE DIPLOMA may be issued only once and should the same be damaged or lost thereafter, no request for this document may be further entertained, without prejudice to the issuance of a certification of graduation by TIFTCI, upon request;
- that, the acceptance of the application for DUPLICATE DIPLOMA does not bind nor obligate TIFTCI into issuing the same when its records show that a DUPLICATE DIPLOMA has been previously issued, and, as a consequence of which, the requesting party converts this request to that of issuance of a Certification of Graduation, without recourse to any refund;
- that, in case of lost ORIGINAL DIPLOMA, a duly-notarized Affidavit of Loss must be submitted; and
- That, in case of damaged ORIGINAL DIPLOMA, the same must be surrendered to the Office of the School Registrar for appropriate disposition.

PROCEDURES

Documents may be requested through the following steps:

- Accomplish Request Form (Form No.5), available at the Blue Desk (BD).
- Secure the required signatures.
- Submit the form to the BD Staff for assessment of fees.
- Pay the assessed amount to the Cashier and have the form validated.

- Return the form to the BD Staff and present the Official Receipt.
- On the scheduled date of release indicated on the Official Receipt, claim all the documents requested at the BD.

PROCESSING PERIOD

The Transcript of Records may be processed as Regular or as Express.

Regular Processing The document is available after thirty (30) working days from the date of submission of the request

Express Processing The document is available after seven (7) working days from the date of submission of the request.

The cut-off for express processing shall be 12 noon. Requests submitted after the cut-off shall be deemed submitted the following working day.

Note: Saturday is not counted as a working day for determining the due date of request

STUDENT ACTIVITIES

TIFTCI aims to provide for the needs of a well-rounded person. Students are encouraged join these organizations, get involved and participate in these activities to develop their skills, leadership, and public service in preparation for his/her life outside the walls of the school:

1. STUDENT LEADERSHIP

A. High School Assembly

President

Vice President

Secretary

Treasurer

Auditor

Public Relation Officer Grade Level Representatives Peace Officer

2. CO-CURRICULAR ACTIVITIES

These activities are held by the school to complement and validate the learning experience of the students inside the classroom

A. Quiz bee Contest

B. Literary Contest

C. Musical Contest

D. Art Contest

E. Sports Festival

F. Convocation and Seminar

3. EXTRA-CURRICULAR ACTIVITIES

These activities are conducted to focus on the particular field of interest, sports, and develop skills.

a. Field Trip

b. Workshop

c. Basketball, Volleyball, and Badminton

All enrolled students are required to join/ attend the school activities and pay the corresponding activity fee.

COLLECTION OF FEES

No collections of fees are allowed unless authorized by the School Principal/Administrator following the guidelines set by the School.

ACADEMIC POLICIES AND STANDARDS

ACADEMIC CURRICULUM

Every school year, the School prepares and implements an academic program that subscribes to the Senior High School and Technical-Vocational Curriculum prescribed by the DepEd and based on the Training Regulation of TESDA.

CLASS ATTENDANCE

All students are required to attend his/her classes regularly and punctually. Class attendance shall be checked to start on the first day of classes and not on the date of enrolment of the student. No absences can be officially excused. However, for illness and other legitimate emergencies or valid reasons that are clearly beyond the control of the students, he/she is allowed to be absent for not more than twenty percent (20%) of the required total number of class and laboratory hours in a given term.

TEST AND EXAMINATIONS

1. For SHS

- 1.1 Periodic examinations are given four (4) times during the semester. No student shall be exempted from taking any of the periodic written examinations. The corrected

periodical examination booklet is sent to the parents for their signature and returned to the teachers.

1.2 Quizzes are given on a specific topic at any time during a class hour. Quizzes constitute a certain percentage of the class standing. Missed quizzes during a valid absence are not included in the computation of the quizzes for the quarter. If the absence is unexcused, the student gets a failing grade for the missed quizzes.

1.3 Students who cheat during quizzes or long tests will automatically get a grade of Zero (raw score) for that particular activity. Repetition of the offense will merit dropping from the rolls.

1.4 Special Examination is given for missed periodic and/or long tests for justifiable reasons like sickness of the student (with medical certificate), death in the immediate family, or calamities. The schedule is arranged with the academic Coordinator who administers the test. A maximum of four (4) tests may be immediate family, or calamities. The schedule is arranged with the Academic administered in one (1) day.

1.5 Missed periodical examinations are given within the week following the regular schedule of the periodic examination, and for long tests, on the first day, the students report to school.

1.6 Advanced or take-home periodic or long examinations are not allowed.

GRADING SYSTEM

- A. The grading system is averaging. The final grade for each subject area and the general average are expressed in whole numbers.
- B. The numerical system of grades is used and grades are expressed in multiples of the one (1) in each subject
- C. The maximum grade for any grading period is 100 or its equivalent.
- D. The lowest passing grade is 75 or its equivalent.
- E. The lowest grade that appears on the card is 60 or its equivalent.

PROMOTION AND RETENTION STANDARDS

Requirements	Decisions
Final Grade of at least 75.	can proceed to the next semester in all learning areas in a semester/trimester.
did not meet expectations in pre-requisite subjects in a learning subject.	Must pass remedial classes for failed competences in the subjects before being allowed to enroll in the higher level subject.
did not meet expectations in any subjects or learning area at the end of the semester	Must pass remedial classes and failed competences in the subjects or learning areas to be allowed to enroll in the next semester, otherwise, the learner must retake the subjects that failed.
Must pass all subjects or learning areas.	Earn certificate/Diploma

ISSUANCE OF REPORT CARDS FOR SENIOR HIGH SCHOOL

Report Cards are issued on the performance evaluation of the students in his/her academic subjects and department every grading period. Parents/guardians should personally claim the report cards and affix their signatures thereto.

The signature of the parent/guardian shall mean acceptance of the content of the report card. During the Parents & Teachers Conference (PTC), parents/guardians shall consult the teacher/s on issues regarding grades and conduct. After the PTC no complaint on the report card shall be entertained. An unclaimed report card will be obtained in the School Administrator's Office after the PTC.

A Report card is an official document and should not be altered nor bear any signs or erasure. Any tampering/alteration is considered a serious offense.

Lost report cards may be replaced only upon submission of a notarized affidavit of loss.

Note: All parents/guardians are required to attend the PTC/meeting.

PROBATION POLICIES

A. Academic Probation. A student is placed under academic probation for the current school year when:

- o He/She failed in two (2) subjects in the previous school year
- o He/She is retained in the same grade level.

B. The probation is lifted at the end of the school year only after the reason for the probation has ceased to exist.

HONORS AND AWARDS

TIFTC recognizes the exemplary academic performance of students. The list of Honors is posted on the bulletin board at the end of each quarter/semester.

The following criteria are observed to determine student eligibility excellence honor at the end of each school year.

Academic Excellence Award	General Average
with Highest honors / May Pinakamataas na karangalan	98-100%
With High Honors / May Mataas na Karangalan	95-97%
With Honor / May karangalan	90-94%

In addition, the following condition has to be met:

- ☐ The student must not have committed any major offense during the school year
- ☐ The student must not have a Final General Average lower than 90 and a grade not lower than 80 in any quarter.

SCHOOL POLICIES

PUNCTUALITY AND TARDINESS

Every student is required to attend classes regularly and punctually.

A student who comes to class five (5) minutes after the start of the class hour is considered late.

He/she must get an admission slip from the Disciplinary Coordinator and present it to the class adviser. The next day, he should present a letter from his parents explaining his tardiness.

In the case of absences, the student is required to present an excuse letter signed by her parent/guardian. If the reason is due to illness, the excuse letter should be accompanied by a

medical certificate that the student is fit to return to school. A phone calls is not a substitute for an excuse letter.

LOST AND FOUND ITEMS

Lost articles shall be brought to the Office of the Discipline Coordinator. If still unclaimed after one (1) month from the time it was received, it will be given away through the school outreach program.

LETTER AND CIRCULARS TO PARENTS/GUARDIANS

The school communicates important information through letters.

Reply slips and written communication to parents/guardians must be answered or acknowledged with the parent's signature and returned within two (2) days from the date of receipt by the student.

VISITORS

Students can not bring visitors to school unless authorized by the School Administrator.

PARENTS AND GUARDIANS

Except to confer with the School Principal/Administrator and teachers, parents/guardians are not allowed to wait for the students on school premises.

Parents/guardians who wish to confer with the School Administrator or Teacher should make an appointment at least a day before the conference. All conferences are done in the presence of the School Administrator. However, no conference may be set on examination days.

BIRTHDAY CELEBRATIONS

This is allowed only during break time provided a permit is secured from the Disciplinary Coordinator at least three (3) days before the activity.

SELLING INSIDE CAMPUS

Parents, students, teachers, and staff are prohibited from selling food or any item on school premises. For SHS Buying food from outside the school premises is strictly prohibited for hygiene and health reasons.

LEAVING SCHOOL DURING CLASS HOURS

Written authorization from parents or guardians named in the emergency release or enrollment form is required for any student leaving school before normal dismissal time. The person picking up the student shall go to the School Administrator's office, not the classroom, to sign out the student after presenting the authorization letter and photocopy of valid ID. Students who return must sign in to the School Administrator's Office before back to the classroom.

DELIVERY OF ITEMS

Delivery of the articles or things left at home is discouraged. Students should be trained to be responsible for the things they need to bring to school. The school is not liable for any loss or damage.

PARTICIPATION IN PHYSICAL ACTIVITIES

A student may be excused from engaging in physical activities upon presentation and verification of a medical certificate justifying the such exemption.

REQUIREMENTS FOR GRADUATION

1. No student will be allowed to graduate or join the graduation ceremonies if he/she has not passed all subjects offered by the TIFTCI curricula.

2. Assessment for every qualification taken.
3. Certificate of the On-the-job training or Immersion must be submitted two (2) weeks before graduation.
4. Settlement of all accounts.

ILLNESSES OR ACCIDENTS

Student accidents and illnesses during the school day must be reported to the school administrator. Emergency first aid assistance is provided by the Clinic. If it is necessary for the student to go home or be seen by a doctor, the school administrator will inform the parent/guardian and the student will be released from school.

MEMBERSHIP IN UNRECOGNIZED ORGANIZATIONS

Membership in any organizations/fraternities not recognized by the school is a ground for being dropped from the student rolls.

EXAMINATION PERMIT

No student shall be allowed to take the periodic test without an examination permit. A week before the schedule of a periodic examination, the student may secure examination permits from the Finance Office. Those who have outstanding accounts, should report to the School Administrator at least one (1) week before the examination date.

CONDUCT AND BEHAVIOR

A. SCHOOL UNIFORM AND GROOMING

Wearing the prescribed school uniform, school ID, and black leather shoes is compulsory unless the student has a written excuse from the School Administrator.

Teachers, staff/employees, and security officers may call the attention of the students who do not uphold the uniform and good grooming set by the School. These students will be reported to the School Principal/Administrator for disciplinary intervention.

The official school uniform that must be worn on the campus during class days or on occasions required by the teacher adviser consists of the following:

FEMALE

Blouse, Skirts, Vest, and Leather Black Shoes

PE -Jogging pants, T-shirt, and Rubber Shoes

MALE

Polo Barong & Sando or t-shirt as an undershirt, Black Slacks, and Leather

Black Shoes

PE - Jogging pants, T-shirt, and Rubber Shoes

NOTE:

- Chef jackets (if needed) during laboratory classes.
 - No alteration of uniform/s will be made without permission and approval of the School Principal/Administrator.
1. Students should practice proper hygiene and come to school clean and well- groomed at all times.

2. No cross-dressing on school premises and school-initiated programs and activities.
3. Fancy haircuts/hairstyles such as shaven head, Mohawk or mushroom, Korean cut, and faddish hair cut are prohibited. Excessive use of gels is not allowed.
3. Hair length for boys should not reach the collar fold of the polo. Bangs should not reach eyebrows nor do sideburns go beyond the tip of the earlobe. The haircut inspection is every first Monday of the month.
4. Hair coloring and body piercing are not allowed.
5. Body tattoos should be covered accordingly.
6. Expensive body and hair accessories are not to be worn on campus.
7. Male students are not allowed to wear earrings, chokers, and inappropriate at all times.
8. Female students should only wear light day make-up inside the campus except on occasions. Only one set of simple earrings or bracelets is allowed. Double earrings on 1 ear are not allowed. The use of colored nail polish is also prohibited.

B. CLASSROOM DECORUM

1. The student is expected to act with proper decorum and respect inside the classroom.
 2. Recite the opening and closing prayers with reverence.
 3. Ask permission from the teacher to go out of the room.
 4. Sit only on his/her assigned chair unless permitted by the teacher.
 5. The teacher's desk is off-limit to students and students are not to touch anything on it unless allowed by the teacher.
6. Avoid touching or getting bags or things without permission from the owner.
7. Keep the classroom clean and orderly at all times.
8. No bringing/wearing of expensive accessories and jewelry to school.
9. **Use of Cellphone.** The use of mobile phones and related gadgets while in cassis strictly prohibited. When caught, it will be confiscated and only parents will be allowed to claim from the School Administrator.

NOTE: Students are expected to take care of their personal belongings. The school shall not be held responsible for the loss of students' personal belongings while on school premises.

10. Internet Access. Access is a privilege and entails responsibility. It is provided for the research work of students and requires good behavior and appropriate language skills like in a classroom setting. Illegal, defamatory, inaccurate, or offensive language should not be used.
11. TV set inside the classroom must not be operated by the students without any authorization from the teachers.
12. Charging of any electronic gadgets inside the school premises is prohibited

C. NORMS OF CONDUCT WHILE ON CAMPUS

1. Every student should always be orderly, respectful, and courteous. She/he should not use language or commit acts that are vulgar, indecent, or which in any way may be offensive to any student, teacher, employee, or school official
2. During assemblies or school gatherings, maintain silence and pay attention to the speech and performance. Maintain order and line formation while entering/exiting the program venue.
3. Participate, show respect and stand in attention accordingly during the flag raising and flag retreat.
4. The last 5 minutes of the class schedule will be utilized for cleaning the classroom and arranging the tables and chairs.
5. Inappropriate public display of intimacy is prohibited in the school and any school activity such as holding hands affectionately, resting one's head on another student's shoulder or lap, embracing another affectionately, or sitting on the lap of another student.

6. Eat only in designed areas, keeping it clean and orderly. In the canteen, be orderly, and wait for your turn to be served. Return canteen utensils after use. All students should observe "Clean as you go" or CLAYGO and dispose of the trash properly.
7. Do not litter. Throw trash in the garbage cans.
8. Do not be unruly boisterous and eager to pick fights.
9. Smoking in school is prohibited and punishable by law. (RA 9211)
10. Use of School Facilities and Equipment
 - 10.1 Use school facilities and equipment properly and with care.
 - 10.2 Do not vandalize school property or deface, or tamper posters and bulletin boards.
 - 10.3 Comply with the rules and regulations being issued in the use and care of these facilities and equipment.

NOTE: Students who damage/lose school property are required to pay or replace the damaged/lost object.

13. A student should walk through corridors and stairways quietly so as not to disturb the classes going on. No one is allowed to wait for schoolmates outside the classroom or along the corridors. Jumping, talking aloud, and making unnecessary noise is prohibited.
14. Students are expected to keep their comfort rooms clean and presentable at all times. They are expected to flush the toilet every after use. Leave the sink clean and faucets turned off and wrap sanitary napkins and place them inside designated trash bins.

STUDENT DISCIPLINE

The rules and regulations promulgated by the school are meant to instill, among others, the importance of conformity to norms of behavior and discipline, submission to legitimate authority, and the value of strength in character. These rules and regulations are necessary to maintain peace and order in the school and to provide an atmosphere conducive to learning, violation of which, carry corresponding sanction/s.

A. Types of Disciplinary Sanctions

1. **Oral reprimand** - The erring student is given an oral directive about the violation he/she has committed.
2. **Written reprimand** - The erring student is given a written directive about the violation he/she has committed.
3. **Written Warning to Parent/Guardian** - The parent/guardian of the erring student is given a written directive about the violation their son/daughter has committed.
4. **Disciplinary probation** - The erring student is on formal notice, and subject to special rules and regulations. The violation of these rules may lead to more severe forms of discipline, such as suspension, dismissal, and expulsion.
5. **Suspension.** The erring student is denied attendance for a specific number of days, depending on the gravity of the offense, but not more than twenty percent (20%) of the prescribed class days for the school year.

The student will automatically be given zero (0) output on the days of his/her suspension in all subjects except for projects due for submission. The student is not allowed to enter the school premises on the days of suspension.

6. **Dismissal.** The erring student is excluded or dropped from the student rolls of the school for being undesirable.

Student credentials are immediately issued upon clearance from financial and property accountability.

7. **Expulsion-** The erring student is removed/banned from the school system or school for an extensive period of time due to a student persistently violating that institution's rules, or for a single offense of appropriate severity in extreme cases.

B. Grounds for Disciplinary Action

1. Minor Offenses

Legend	Sanction
OW	Oral Writing
WW	Written Warning
WP	Written Warning to Parents
DP	Disciplinary Probation

Offenses	Occurrence and Sanction			
	1st	2nd	3rd	4th
1. Not wearing TIFTCI card inside the school premises/Activity/Event.	OW	WW	WP	DP
2. Lending/Borrowing ones's TIFTCI ID card.	WP	DP		
3. Tampering/Editing of TIFTCI ID card.	OW	WW	WP	DP
4. Refusal ID present an ID or temporary campus pass when asked by School authorities.	OW	WW	WP	DP
5. Public display of physical affection	OW	WP	DP	
6. Loitering in the hallway or other areas during class hours.	OW	WW	WP	DP
7. Littering on the School premise	OW	WW	WP	DP
8. Eating and/or drinking inside the classroom, laboratory, and other areas where eating is prohibited.	OW	WW	WP	DP
9. Not wearing the prescribed school uniform / Improper Haircut.	OW	WW	WP	DP
10. Altering of School Uniform	OW	WW	WP	DP
11. Using foul/Abusive language against any person.	OW	WW	WP	DP
12. Cutting classes	OW	WP	DP	
13. Willful disobedience	OW	WW	WP	DP
14. Disturbing a class or any other school activities .	OW	WW	WP	DP
15. Playing electronic, board, and card games inside the school	OW	WW	WP	DP

activities and academic requirements in seminar rooms, classrooms, laboratories, libraries and study areas inside the buildings.				
16. Repetitive non-compliance with rules and regulations	WP	DP		
17. Disobeying classrooms policies and procedures set forth by the instruction	OW	WW	WP	DP
18. Use of classrooms and other school facilities for any purpose without any reservation or proper authorization	OW	WW	WP	DP
19. Unhygienic and improper use of school facilities	OW	WW	WP	DP
20. Entering any restricted area within the school without prior permission or authority. A restricted is one that	OW	WW	WP	DP

2. MAJOR OFFENSES

Legend	Sanction
WP	Written Warning to Parents
DP	Disciplinary Probation w/ 1-day suspension
2DS	2 days suspension
5DS	5 days suspension
DM	Dismissal From TIFTCI
EX	Expulsion

Offenses	Occurrence and Sanction			
	1st	2nd	3rd	4th
<p>1. Cheating in any form during an examination , test, or written report including reaction papers , case analysis, experiments, or assignments required. The act of cheating includes , but also not limited to, the following :</p> <ul style="list-style-type: none"> a. Unauthorized possession of notes or any material relative to the examination or test whether the students uses them or not. b. Copying or allowing another to copy from one's examination papers. in the latter case, both parties are liable. c. Looking at another examination paper or allowing another student to look at his /her examination paper. d. Communicating with another student or any person in any form during an examination or test without permission from the teacher or proctor. this includes leaking examination questions to another or another students. e. having somebody else take an examination or test for one's self or prepare or required report or assignment . if both parties are students, both are liable. f. Plagiarism g. other forms of academic dishonesty. 	WP	DP	5DS	DM
<p>2. Smoking and or vaping inside the School premises or outside the school during an academic function or school activity.</p>	WP	DP	5DS	DM
<p>3. Vandalism or deliberate destruction of property belonging to any</p>	WP	DP	5DS	DM

member of the TIFTCI community including visitors on campus.				
4. Carrying or possessing a deadly weapon inside the School premises or outside the School during an academic function or school activity without securing a permit from the Administrator's Office	DP	5DS	EX	
5. Deliberate disruption of the academic function or school activity that tends to create disorder, tumult, breach of the peace, or serious disturbance not necessarily connected with any academic function or school activity	WP	DS	2DS	5DS
6. Brawls within the School premises or outside the School during an academic function or school activity.	WP	2DS	5DS	DM
7. Direct assault or inflicting physical injuries on any person inside or outside the School during an academic function or school activity.	WP	2DS	5DS	DM
8. Unauthorized bringing in, carrying, possession, or use of prohibited or regulated drugs or chemicals without a proper prescription, inside School premises or outside the School during an academic function or school activity, and any other violation of the provisions of the Republic Act (RA) 9165, otherwise known as the "Comprehensive Dangerous Drugs Act of 2002."	EX			
9. Unauthorized bringing in, possession, or drinking of liquor or alcoholic beverages inside the School premises or outside the School during an academic function or school activity, or entering the School premises or attending academic functions or school	2DS	5DS	EX	

activities under the influence of liquor or alcoholic beverages. A student is considered under the influence of liquor if he/she is found to have had an alcohol intake regardless of the amount.				
10. Gross acts of disrespect in words or indeed that tend to put the School or any administrator, faculty member, co-academic personnel, security guard, maintenance personnel, student, and visitor in ridicule or contempt.	WP	DP	5DS	DM
11. Threatening another with any act amounting to a crime, depict or wrong, or with the infliction of any injury or harm upon his person, honor, or integrity.	5DS	EX		
12. Acts of lewdness or commission of any act of immorality such as but not limited to the following: being inside a cubicle of a comfort room with another person regardless of gender or sex; necking or petting; viewing, reading, display, or distribution of pornographic materials inside the school, including accessing internet sites that do not correlate to any specific subject or course within the School.	2DS	5DS	DM	
13. Acts that bring the name of the School into disrepute such as public and malicious imputation of a crime, or of a vice or defect, real or imaginary, or any act, omission, condition, status or circumstance, tending to cause dishonor, discredit or contempt to the name of the School.	WP	2DS	5DS	DM
14. Unjust enrichment; stealing whether attempted, frustrated, or consummated; or failure to turn over lost and found items to the	2DS	5DS	EX	

Lost and Found Section.				
15. Unauthorized collection or extraction of money, checks, or other instruments as an equivalent of money, which includes but is not limited to, matters pertaining to the School.	WP	5DS	DM	
16. Forging, falsifying, or tampering with academic or official records or documents of any kind; intentionally making a false statement of any material fact, or practicing fraud or deception in connection with anything that pertains to the School.	5DS	EX		
17. Gambling in any form inside the School or outside the School during an academic function or school activity.	WP	5DS	DM	
18. Conviction before any court for a criminal offense involving moral turpitude, against a person or property other than through reckless imprudence.	DM			
19. Membership in a fraternity or sorority. This also includes membership in any unrecognized organization that subscribes or participate in any violent act.	WP	2DS	5DS	DM
20. Encouraging students to violate their Non-Fraternity Contracts by inviting them to join a fraternity, sorority, or any organization not recognized by the School.	WP	2DS	5DS	DM
21. Any kind of provocation that results in a heated verbal or physical confrontation between students and groups of students.	WP	2DS	5DS	DM
22. Willful failure to comply with summonses or notices issued for purposes of an investigation conducted in connection with	2DS	5DS	DM	

discipline-related offenses.				
<p>23. Hazing or physical injuries committed as a result of an Initiation rite or practice as a pre-requisite for admission into a membership in a fraternity, sorority, or organization by placing the recruit neophyte or applicant in some embarrassing or humiliating situations, such as forcing him to do menial, silly, foolish, and similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury (Republic Act No. 8049). For this purpose, the members who were present shall be liable whether they participated or not. The officers of the organizations, society, or group, shall also be liable, whether or not they are present during the hazing incident.</p>	2DS	5DS	DM	
<p>24. Computer security breach: Accessing a School computer or computer network without authority or beyond authorized access and consent. Acts that constitute computer security breach include but are not limited to the following:</p> <ul style="list-style-type: none"> a. Altering information, (e.g., changing the password of someone else's account and changing data in files beyond one's authorized access, etc.) damaging or destroying information (eg. deleting someone else's file, etc.); b. Introducing false information (e.g., using someone else's account and sending offensive mail, etc.); c. Preventing authorized use of information; or d. Preventing normal operation (e.g., changing the configuration or CMOS set-up of a PC, introducing computer virus, etc.) of computers or computer networks of the School. 	DP	5DS	DM	

25. Perjury, is defined as testifying falsely in any administrative proceeding, or knowingly making untruthful statements on documents under oath when such oath is required.	DP	5DS	DM	
26. Possession or causing the explosion of firecrackers inside the School or outside the School during academic functions or school activities, unless authorized by the Administrator's Office for Campus Development.	WP	2DS	5DS	
27. Making sexual advances in words or deeds to another student or any member of the academic community.	WP	2DS	5DS	DM
28. legal or unauthorized reproduction of school materials.	WP	2DS	5DS	DM
29. Habitual disregard or willful violation of established policies, rules, or regulations consisting in the commission of three (3) minor offenses of the same kind or nature, or five (5) minor offenses of different kinds of nature.	2DS	5DS	DM	
30. Bullying another in any form or violation of any of the provisions of the Republic Act (R.A.) No. 10627 or Anti- Bullying Act of 2013.	WP	DP	2DS	5DS
31. Displaying any other act that is analogous to the aforementioned enumeration depends on the seriousness of the offense	WP	DP	2DS	5DS

C. Procedure in investigation

1. Every student shall be informed of his/her violation and investigated such infraction by the School Principal/Administrator. The erring student shall be allowed to explain his/her side.

2. During the investigation, a student may be given a preventive suspension, or a precautionary, if in the judgment of the School Administrator the student's presence in the school.
 - 2.1 Endangers his/her safety
 - 2.2 Poses a threat to the safety of other students
 - 2.3 Is a security risk
 - 2.4 May cause disruption to the educational process
3. The School Principal/Administrator shall inform the parents by phone or written letter of the complaint against their child and the impossible penalty.
 - 3.1. If the recommended penalty is a warning, reprimand, or suspension for not more than four (4) days, the School Principal/Administrator may immediately impose the penalty, putting what has been relayed in writing in the Student Journal of the erring student.

Penalties of warning, reprimand, and conduct demerit, suspension for not more than 4 days are final.
 - 3.2. If the recommended penalty of the School Administrator is conducting probation, or suspension for more than seven [7] class days up to immediate dismissal, the case file shall be endorsed to the Committee on Student Discipline which will evaluate and render its decision.

The Committee decision shall be final.

Note: Three (3) major offenses of any kind are equivalent to Dismissal (DM) from TIFTCL.

GUIDELINES ON EMERGENCIES

Section 1: DURING FIRE

1. If a fire occurs during class hours, do not race towards the doors. Remain seated and wait for instructions from your teacher.

2. If there is a need to vacate the room, walk out singly and briskly.
3. In any situation, go to the nearest exits, stairways, or fire escapes. Never attempt to jump out of the windows.
4. Once out of the building, go to an open space far enough from the burning building.

Section 2: DURING EARTHQUAKE

1. If you are inside the classroom, Drop, Cover and Hold on after the initial shock or tremor. Drop to your knees and keep your head/body under or below the arm of the armchair or table with your back to the windows. Cover your head and neck and wait for instructions from your teacher.
2. If you are instructed to leave the room, do so calmly and briskly.
3. Never push others on your way down the stairway nor run as this may result in a stampede which may cause injuries to many.
4. Proceed to an open space and stay at a safe distance from buildings, electric posts and wires, signboards, and the like. Watch out for falling objects.

TIFTCI HYMN

We will sing to you Our beloved TIF

We will honor you

With this hymn of love and praise

For the wisdom, you have shared

For the mission, you have made

For your dreams in us that will never fade

You train us to be worthy

To reap success and glory

You bring out the best that we could be

We pledge to you our loyalty Proud indeed we shall
always be Our beloved school, Alma Mater TIF

Our Beloved school

TRENT INFORMATION FIRST!