



**SOUTHPOINT
SCHOOL**

Student Handbook

2024
SERIES



SOUTHPOINT SCHOOL

Official Student Handbook series of 2024-2025

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SOUTHPOINT SCHOOL

“Raising up Academically Excellent Servant Leaders”

Our Vision

Ours is a vision of a brave new Philippines. We see Davao City, Mindanao, and the rest of the nation transforming into a righteous, joyful, peaceful, and prosperous community of families—men and women who are whole and skillful, wisely managing their personal and civic affairs.

Mission Statement

We seek to establish an educational institution and system that will train and mentor students to be servant leaders who will embody the character of Christ:

- The passion to excel
- A heart to serve
- An obligation to lead
- A willingness to cooperate

Our Core Values

Spirit	As inside so outside, each one shares in the nature of God
Trust	Confidence in the infinite goodness of God
Respect	With prejudice towards none, as each one is a spiritual being
Excellence	In personal standards, knowledge, and competency
Creativity	Releasing the wondrous potential of the Universe and the self/spirit within
Leadership	Life of the quiet example—inspiring both the quick and the slow
Integrity	Consistent responsibility for one’s free personal choices
Grace	Constant awareness of personal frailty and kindness to the broken
Humility	Living the present moment from the True Self—not ego
Service	Joyfully and unconditionally regarding the well-being of others first
Dedication	Passionate pursuit and achievement of worthy and noble goals
Community	Awareness and care for the spiritual bonds uniting all people and creation

Goals and Objectives

1. To provide quality education

- a. Qualified and committed teaching and support staff
- b. A proven, effective learning system

2. To provide appropriate facilities

- a. Conducive to learning
- b. Space for physical activities
- c. Safe for all ages

3. To establish academic parameters of excellence

- a. Students must submit full admission requirements
- b. Students must fulfill and maintain educational requirements
- c. SPS encourages supportive participation of parents and guardians

4. To provide a well-integrated curriculum

- a. Critical and creative thinking; ability to dialogue and reason
- b. Mastery in Math
- c. Effective communication
- d. Love of God, country, and care for creation

5. To provide for skills development

- a. Visual Arts
- b. Music and Theater
- c. Sports
- d. Information and Communications Technology
- e. Speech and Communication

6. To ground all education on firm character building

- a. Universal Principles: love, joy, peace, etc.
- b. Learn from the life and teachings of Christ Jesus and other Spiritual teachers.
- c. Provide family support system; seminars, trainings, etc.
- d. Wisdom and traditions of the great religions
- e. Personal Mastery
- f. Mindfulness Practice

Our Values

1. We value the spirit

We believe all persons, regardless of age, are spiritual beings capable of receiving and manifesting the Spirit of God and living out the Truth: Love for God and love for fellowmen as brethren. This is the cornerstone of our way of teaching—we perceive our pupils as spirit, soul, and body, and therefore capable of fully integrating and living out the Truth.

While we respect other religions, we do not propagate any. We value the God-given gift of the human spirit in each person. Above all, we appreciate the Spirit of Christ as a gift to all human beings.

2. We value academic and non-academic excellence

We place great value on the ability to think critically, communicate clearly, and use mathematics, science and technology effectively. We value well-considered resourcefulness, mature intuition, and the wise application of information.

We likewise value excellence in sports, arts, literature, and entrepreneurship. Lastly, we value healthy interpersonal relationships, where the truth is spoken and received in love.

3. We value servant leaders and servant citizens

We value “serving” as a way of life. We raise up our students to lead in their chosen fields, but to do so by putting their gifts and skills at the service of others so that they, too, will find their true calling in life.

We encourage our learners to eventually do their part in the establishment of a nation of righteousness, justice, and peace—by active, critical, and influential participation in civil life and civil society.

4. We value the education of the whole person

We do not just educate the mind, but also the emotions, the will, and the body. We believe that students can manifest the Spirit of God by the way they think, the way they feel, the way they decide, and the way they live day by day.

We believe the end results are persons who have wisdom, integrity, and commitment—who appreciate honest work, practice good stewardship, have a wholesome lifestyle, and take full advantage of God-given opportunities.

1. ENROLLMENT

- 1.1** Enrollment at Southpoint School is by school year and is on a first-come, first-served basis. "It is understood that the enrolling party enrolls for the entire school year...." and subscribes to the corresponding fees of the level he/she enrolls in (Sec.119.a MRPS s. 2011).
- 1.2** Standard fees for Southpoint School are tuition, miscellaneous, and textbook/module fees. Tuition and miscellaneous fees may be paid in full or installments over the school year; however, miscellaneous fees are to be paid in full and are non-refundable if the student withdraws or drops out of school for the year. Textbooks/modules shall be paid in cash separately.
- 1.3** Other fees include tutorials, club and reading program fees, Souvenir Program for graduating students, subject portfolios, and other departmental accountabilities. Full payment of these fees shall be a requirement for students to be cleared to take final examinations and join academic rites and in cases of transfer of enrollment, before school documents will be released.
- 1.4** Enrollment Fee - An enrollment fee of Php 5,000.00, payable upon enrollment, is required. The remaining balance for the year's matriculations will be paid monthly in nine (9) equal amortizations. Full payment of the school year fees entitles a three percent (3%) discount on tuition only, if paid by May 15 of the current year. All payments must be in cash or via bank transfer.
- 1.5** Enrollment must be done by parent/s or authorized legal guardians.
- 1.6** Withdrawal from enrollment is allowed provided the Principal or Registrar is notified in writing by the parent or authorized guardian. If no notice of withdrawal from the parent or authorized guardian is received, the student/pupil is considered dropped, and will be charged in full for the entire school year regardless of actual attendance.
 - 1.6.1** If a student withdraws from enrollment before the official opening of classes, the registration fee will be deducted from the enrollment fee paid. Other advance fees made will be refunded.
 - 1.6.2** If withdrawal from enrollment is made after the official start of classes, full payment of the whole year's fees will be required.
 - 1.6.3** In the absence of a written notice of withdrawal, item 1.10 of this document will apply.
- 1.7** A pupil or student is deemed officially enrolled after he/she has submitted his/her appropriate admission or transfer credentials, has made an initial payment of his school fees, which has been accepted by the school, and has been authorized to attend classes in the school. (Sec. 119.e Rules for Registration 2011 MRPS).
- 1.8** Students who are accepted for enrollment under provisional status due to the following grounds must comply with the provisions stipulated below:
 - 1.8.1** Students with academic deficiencies must take enrichment classes during the school year or summer and shall shoulder the cost for such

classes and processes. In cases where the student is advised to transfer to another school due to noncompliance of the requirements, full payment of all unpaid scholastic fees must be done before transfer credentials will be released.

1.8.2 Old students who have committed major infractions of the school rules in the previous school year shall be under probationary status. However, should the student continue to violate the school rules, he/she shall be recommended for immediate transfer to another school, for which full payment of the school fees for the school year must be paid before transfer credentials will be released.

1.8.3 Transferees lacking documentary requirements enrolled during the school year. Section 129 of the revised MRPS s.2011 provides that “a student without any appropriate admission or transfer credentials upon enrollment may be provisionally enrolled, conditioned on the submission of his valid admission or transfer credentials on or before the last day of the school year. A provisionally enrolled student shall not be enrolled for the next higher grade, course, or level for the next succeeding school term if he/she cannot submit his/her valid admission or transfer credentials on or before the period specified herein, and whatever credits for the subject/s he/she may have passed shall not be recognized,” without prejudice to the school for the fees paid for the entire school year.

1.9 Special discounts on tuition fees will be given to the following:

1.9.1 Academic Scholars – High school students who are in the top three ranks (out of at least 20 learners per class and with a GWA of 98%) in the previous school year (Rank 1 – 100%, Rank 2 – 50%, Rank 3 – 25%)

1.9.2 Family Discount - Families who enroll more than two (2) siblings shall likewise enjoy a special discount on tuition fees for the third sibling (5%) enrolled. Succeeding siblings will enjoy an 8% discount.

1.10 A student’s long consecutive absences from school that exceed the maximum number of allowable days without any parental notice shall be grounds for the student to be dropped from the enrollment roster. All corresponding school fees must be paid in full before any credentials are released.

1.11 If payment is not possible due to valid reasons, the student may take the examinations provided that a promissory note with attached necessary certificate on the disadvantaged status of the students due to calamities, emergencies, *force majeure*, and other justifiable reasons issued by the Department of Social Welfare and Development (DSWD) is presented.

1.12 Special examinations shall be taken by students who fail to take any of the examinations for any reason other than sickness with medical certification and other fortuitous events, with fees of P50.00 for each subject.

1.13 School fees which remain past due for one (1) month must be paid in full before the student is allowed to take the scheduled examinations.

- 1.14** The school shall withhold the credentials of a student in view of unsettled school obligations.

2. MEDIUM OF INSTRUCTION

- 2.1** English shall be the medium of instruction in the following subjects:

- English
- Technology and Livelihood Education (TLE)
- Science
- Mathematics
- GMRC (Grade 1)
- Reading and Literacy (Grade 1)
- Language Arts (Grade 1)
- Music, Arts, PE, and Health (MAPEH)
- Social Studies (for High School only)

- 2.2** Filipino shall be used as the medium of instruction in the following subjects:

- Filipino
- Araling Panlipunan (except in High School)
- Makabansa (Grade 1)

3. ACADEMIC PROGRAM

- 3.1** Southpoint School offerings are the following:

- Preschool (Pre-K1, Pre-K2, and Kindergarten)
- Elementary (Grades 1-6)
- Junior High School (Grades 7-10)
- Senior High School (Grades 11-12)

- 3.2** Academic Subjects are composed of the following:

- | | |
|------------------------|--------------------|
| - English | - Math |
| - Science | - Filipino |
| - Social Studies | - Values Education |
| - TLE | - MAPEH |
| - Reading and Literacy | - Makabansa |
| - Language Arts | |

The components in **MAPEH** are as follows:

- Music
- Arts
- Physical Education (P.E.)
- Health

3.3 Enrichment and Advanced Academic Programs

Clubs are offered as electives, and corresponding grades have a bearing on students' P.E. grades, which therefore affect their General Average. This is part of their co-curricular activity.

Wednesday afternoons are geared towards the development of the students' other intelligences, such as music, body kinesthetics, and nature. Club time starts at 2:00 PM until 4:00 PM for elementary and 5:00 PM (or beyond) for High School, depending on the need for additional practice, especially before upcoming events.

The first Friday of each month is Convocation day.

3.4 Excursion and Field Trips

The school recognizes that field trips and excursions are components of students' development. It is the policy of Southpoint School that Senior High School students go on an exposure trip (in or out of the country) to complete their high school experience before graduation.

With reference to field trips and other forms of outings, the following guidelines are being issued in addition to those contained in **DECS Order No. 56, s 2001, and DepEd Order No. 51, s 2002.**

- a. No field trip shall be undertaken without the written consent of the parents, or students' guardians. Parents are usually (with the guidance from the school) the ones who decide for their children's educational trip destinations, specifically the ones outside the country, as they are the ones who shoulder the expenses and/or tap other resources for the said trip.
- b. Where a majority joins the field trip, there should be no punitive measures or activities—such as tests related to the trip—that will put the students who could not join the field trip at a disadvantage. They

should be given activities in school to compensate for their inability to join the field trip.

- c. The field trip should be well planned ahead of time with the students, so that they know exactly what to look for in the field trip. Safety measures should be discussed before the field trip. Guidelines are set by the adviser/accompanying adult.
- d. The places to visit should be educational places, such as cultural and historical sites or science exhibits in museums that complement or supplement classroom lessons.
- e. Attention is called to the other provisions of the previous DepEd Orders on field trips, which still hold true. Please refer to DepEd Order No. 66, s. 2017.

3.5 The following are the different clubs per level:

Club	Preschool	Lower School	Middle School	High School
Arts & Crafts		✓		✓
Badminton			✓	✓
Ballet	✓	✓		
Basketball			✓	✓
Chess			✓	✓
Dance			✓	✓
Painting			✓	✓
Soccer	✓	✓	✓	✓
Taekwondo		✓	✓	✓
Volleyball			✓	✓
Table Tennis			✓	✓

4. ASSESSMENT OF LEARNING AND RATING OUTCOMES

To ensure that there is standardization in teaching and learning, assessment will be standard-based.

4.1 Kindergarten

The policy guidelines on classroom assessment issued in DepEd Order No. 8,

s.2015 provides the basic direction on how assessment in kindergarten should be done. It prescribes the use of qualitative or non-numerical grading in measuring the performance and tracking how a five year old child learns vis-a-vis the expected learning outcomes.

4.2 Grading System

4.2.A. Grade 1 (MATATAG Curriculum)

Subjects: Filipino, Language Arts, Reading and Literacy, Mathematics, Makabansa, and GMRC

	Written Works	Performance Task	Quarterly Assessment
Filipino, Language Arts, Reading & Literacy, Makabansa, and GMRC	30%	50%	20%
Mathematics	40%	40%	20%

4.2.B. Grades 2 & 3

Subjects: Filipino, English, Math, Science, Araling Panlipunan, MAPEH, and Values Education

	Written Works	Performance Task	Quarterly Assessment
Filipino, English, Math, Science, and Araling Panlipunan	25%	50%	25%
MAPEH and Values Ed	20%	60%	20%

4.2.B. Middle School (Grades 5 & 6) and High School (Grades 8 to 10)

Subjects: Filipino, English, Math, Science, Social Studies, TLE, MAPEH, and Values Education

	Written Works	Performance Task	Quarterly Assessment
Filipino, English, Math, Science, and Social Studies	25%	50%	25%
TLE, MAPEH, and Values Ed	20%	60%	20%

MAPEH grade is the average of **Music, Arts, PE & Health**
PE grade is **60% PE subject & 40% Club grade**

4.2.C. Grades 4 & 7 (MATATAG Curriculum)

Subjects: Filipino, English, Math, Science, Social Studies, TLE, MAPEH, and Values Education

	Written Works	Performance Task	Quarterly Assessment
Filipino, English, Social Studies, and Values Ed	30%	50%	20%
Science and Math	40%	40%	20%
MAPEH and TLE	20%	60%	20%

MAPEH grade is the average of **Music & Arts** and **PE & Health**

PE grade is **60% PE subject** & **40% Club grade**

4.2.D. Senior High School (Grades 11-12)

	CORE SUBJECTS	Academic Track		Technical-Vocational and Livelihood (TVL) / Sports / Arts and Design Track	
		All Other Subjects	Work Immersion / Research / Business Enterprise Simulation / Exhibit / Performance	All Other Subjects	Work Immersion / Research / Exhibit / Performance
Written Work	25%	25%	35%	20%	
Performance Task	50%	45%	40%	60%	
Quarterly Assessment	25%	30%	25%	20%	

4.3 At the end of the four quarters, the Final grade for each learning area shall be reported as the average of the four quarterly ratings, expressed in terms of the levels of proficiency. The general average shall be the average of the final grades of the different learning areas. Grading system used is modified BASE 60. Senior High School final grade for each learning area is computed per semester.

5. PROMOTION AND RETENTION

This section provides the bases for promoting a learner to the next grade level or for retaining a learner in the same grade level. These decisions must be applied based on judicious evidence.

A Final grade of 75 or higher in all learning areas allows the student to be promoted to the next grade level. Table below specifies the guidelines to be followed for learner’s promotion and retention.

	Requirements	Decision
For Grades 1 to 10 Learners	1. Final Grade of at least 75 in all learning areas	Promotion to the next grade level
	2. Did Not Meet Expectations in not more than two learning areas	Must pass remedial classes for learning areas with failing mark to be promoted to the next grade level. Otherwise the learner is retained in the same grade level
	3. Did Not Meet Expectations in three or more learning areas	Retained in the same grade level
	4. Must pass all learning areas in Elementary	1) Earn the Elementary Certificate 2) Promoted to Junior High School
	5. Must pass all learning areas in the Junior High School	1) Earn the Junior High School Certificate 2) Promoted to Senior High School
For Grades 11 to 12 Learners	1. Final Grade of at least 75 in all learning areas in a 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 enroll in the higher-level subject
	3. Did Not Meet Expectations in any subject or learning area at the end of the semester	Must pass remedial classes for failed competencies in the subjects or learning areas to be allowed to enroll in the next semester. Otherwise the learner must retake the subjects failed
	4. Must pass all subjects or learning areas in Senior High School	Earn the Senior High School Certificate

(Reference: DepEd Order No. 8, S. of 2015)

6. AWARDS AND RECOGNITION GUIDELINES

- 6.1 Class honors are awarded periodically.
- 6.2 Annual recognition is given at the end of the school year.
- 6.3 Honor students shall be drawn from among those who have performed at the Advanced Level (90% and above). Candidates for honors shall have no grade below 85% in any subject and shall have an average of 90% and above.
- 6.4 At the end of the school year, the Academic Excellence Award is given to learners from grades 1 to 12 who have attained a general average of at least 90 and a passing Final Grade in all learning areas. The general average is reported as a whole number following DepEd Order No. 8, s. 2015.

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

- 6.5 The student’s grades from the previous curriculum level shall not be considered in the ranking of honors for the graduating students.
- 6.6 In case of a tie, candidates may both be declared for the honor ranking.
- 6.7 Students who transfer some time during the year shall not be eligible for honors for that curriculum year.
- 6.8 All the awards will be given quarterly based on students’ performance across the different domains of learning.
- 6.9 Special awards shall be given to students who exhibit excellence in other fields of intelligences.
- 6.10 All financial obligations must be complied with before the announcement of honors.

7. ATTENDANCE

- 7.1 Punctuality and regularity in class attendance and school-sponsored activities are required of every student.
- 7.2 Classes missed due to late enrollment are considered absences.
- 7.3 A student, if absent due to illness, must present a medical certificate signed by a doctor, otherwise, parents/guardians must call the office personally before the student can be admitted back to class.

- 7.4** A student who leaves class after the roll call and returns at the end of the period, or does not return at all, shall be considered absent for cutting class. Cutting class is a major offense and has administrative sanctions.
- 7.5** The following are considered valid reasons for excused absences. Any other reason not listed below requires prior approval from the school principal:
- a. Illness or medical emergency
 - b. Bereavement due to the death of an immediate family member
 - c. Official school representation at off-campus events
 - d. Other circumstances deemed equivalent by the school principal
- 7.6** Excused absences do not exempt a student from accomplishing the requirements of the subject. He/she must arrange with the teacher for a make-up test for any quiz missed. Failure to do so will cause him/her to receive a failing mark.
- 7.7** Unexcused absences of twenty percent (20%) of the total number of school days will be considered dropped.

8. DISCIPLINE

8.1 Code of Conduct and Behavior

Southpoint School aims to develop the young into spiritually, morally, intellectually, physically, and socially upright and healthy individuals.

Teachers and mentors are duty-bound to give their love, concern, and attention to the healthy growth of the young. The rules and regulations of Southpoint School are intended to maintain order necessary for an academic environment and to ensure an atmosphere conducive to character formation.

- 1.** All Southpoint School students must show reverence and love toward God, respect and courtesy for elders and those in authority, and love and concern for fellow schoolmates and others.
- 2.** Faculty and staff are the mentors of the school who impart knowledge and life lessons to the students. Therefore, they are worthy of respect and full honor.
- 3.** A Southpoint School student has the responsibility of honoring the name and upholding the reputation and standard of the school, since people tend to identify him/her with the school he/she attends. Therefore, it is expected of every student to behave and conduct one's self properly inside or outside the campus, most especially in public places.
- 4.** All students must be neat and clean in mind, body, speech, and deed.
- 5.** All students must exercise personal responsibility over every aspect of

his/her role as a learner and be accountable for his/her words.

6. All students must be punctual and regular in class attendance and in all school activities. Students who come in late (8:01 - 8:15 A.M.) for class will be given a pink card for TARDINESS.

- **Student and Teacher Assembly** 7:45 A.M. (Mondays)
- **Classroom Assembly** 7:50 A.M. (Tuesdays-Fridays)

Tardy students shall report to the Guidance Office and will be made to work on worthwhile and discipline-instilled activity that shall make them realize the value of responsibility and discipline.

7. Weekend Assembly/Flag Retreat is at 3:30 PM every Friday.
8. All students must strictly observe proper decorum inside the classroom, during general assemblies, devotional periods, prayer, and school programs.
9. All students must conform to all subjects, activities, and requirements offered and specified by the school.
10. All students are expected to help maintain the cleanliness of the classrooms, school grounds, corridors, mini-park, and other facilities and premises.
11. Students should not bring large amounts of money, costly jewelry, expensive gadgets (e.g., Xbox, VR headsets, etc.), or toys to school. Mobile phones will be permitted; provided, they are not used during class hours, unless required by the subject teacher.

All electronic gadgets will be deposited to the adviser at the beginning of classes and returned after class hours. The school, however, shall not be responsible for the loss of undeposited items.

12. Musical instruments and other household equipment are allowed only when required by the subject teachers.
13. Students are not allowed to leave the school campus during class hours to buy materials for their projects or other activities. It is expected of every student to prepare what he/she needs for school before reporting to class.
14. Students are encouraged to eat their lunch at school to save time and be ready for the afternoon session. Parents who want their children to go home during lunchtime need to visit or call the principal's office to arrange a lunch schedule for their child/ren. Students are likewise encouraged to bring their own packed meals or to buy food and drinks available at the school canteen. We discourage the bringing and ordering of junk food, candies, and other synthetic food considered unhealthy.

15. Students are not allowed to stay beyond on campus/at the field beyond 6:00 P.M. unless it is a school program and/or practice/s duly required and/or authorized by the adviser, teacher, or principal.
16. Practices or other activities scheduled on Saturdays, holidays, or beyond the regular class hours require a written letter from the subject teacher or the club coordinator/coach, approved by the coordinator and/or the principal. The subject teacher or coordinator must be present to oversee the said practices.

9. OFFENSES AND DISCIPLINARY MEASURES

Minor Offenses

1. Loitering during class hours
2. Chewing gum or eating inside the classroom during class hours (unless a student is under medication)
3. Improper or non-wearing of the prescribed school uniform (except for valid reasons with a letter from the parent/guardian)
4. Non-participation in school activities such as flag ceremony, weekend assembly, etc.
5. Non-compliance with homework/assignments given by the teacher
6. Non-compliance with official signboards and ground signs
7. Tardiness (accumulation of 3 pink cards)
8. Boisterous shouting or howling during class hours and break time
9. Littering and spitting in classrooms, hallways, and on campus
10. Disturbance of classes, school programs, or any school activities
11. Operating mobile phones and other electronic gadgets during class hours without teacher's consent
12. Defacing of identification cards (ID)
13. Erasing or rendering announcements unreadable
14. Wearing of earrings for boys
15. Violation of the dress code

Disciplinary Measures – Minor

1. **First offense:** yellow card, verbal reprimand, confiscation of items to be returned after dismissal
2. **Second offense:** yellow card, 1 hour of community service, parents informed through written communication
3. **Third offense or succeeding offenses:** red card, 2 hours of community

service, parent conference.

(Note: If a student accumulates 3 yellow cards, it will be transmuted to 1 red card.)

Major Offenses

1. Violation or non-compliance with library and IMT lab rules and regulations
2. Absence without a parent's or guardian's consent
3. Cutting classes
4. Forgery and/or tampering of official documents
5. Cheating during examinations – including quizzes, research works, other assignments, national, government, or diagnostic examinations
6. Stealing
7. Dishonoring the school in any manner
8. Insubordination to school authorities
9. Gambling
10. Smoking, drinking liquor, and/or possession of alcohol or cigarette/e-cigarette inside, outside, or near the vicinity of the school while in school uniform
11. Fighting inside, outside, or near the vicinity of the school while in uniform.
12. Vandalism*
13. Intentionally destroying school properties*
14. Destroying plants in the garden, campus, or mini park.
15. Possession of dirty/obscene literature and/or deadly weapons**
16. Possession or use of prohibited drugs **
17. Possession and/or use of playing cards** (unless required for academic purposes.)
18. Shouting obscenities and bad-mouthing school personnel and students.
19. Public display of affection (PDA), necking, petting, and other sexual activities inside the classroom, on campus, or near the campus
20. Name-calling, threatening, verbally or physically abusing others, and other forms of bullying (e.g. electronic or printed media).

Disciplinary Measures – Major

1. **First offense:** red card, 3 hours of community service, and a written report (think sheet) on file.
2. **Second offense:** red card, 5 hours of community service and replacement of damaged item, parent-teacher-guidance officer-principal conference.
3. **Third offense:** red card, 1-day suspension or advised for transfer to another school depending on the degree of the offense.

- 4. Fourth offense:** red card, 2-day suspension or advised for transfer to another school depending on the degree of the offense.

** Offenders will be asked to erase and remove all of the markings done. In the case of destroying school property, the offender/s shall replace the damaged school property, and in case of repairs, the offender shall shoulder all cost.*

*** Items found in the possession of the offenders will be confiscated.*

10. DRESS CODE FOR STUDENTS

Students of Southpoint School are expected to dress in a manner that is supportive of the vision and mission of the school. Appropriate dress, appearance, proper behavior, and cleanliness are vital to each member of the school community. Developing good tastes in attire, good grooming habits, and good behavior is a part of the educational program. Each student, with the advice and counsel of his/her parents or guardian, should dress in a manner that is appropriate for school and its related activities.

General Rules:

- 1.** Halter tops, tank tops, strapless, and spaghetti straps are not allowed, especially for middle school and high school students.
- 2.** Blouses/shirts which expose any portion of the waist, hips or midriff are not allowed, including those which are low-cut, see-through, skin-tight, or backless.
- 3.** Skirts and dresses must be knee-length or longer. Uniform skirts for girls should be knee-length or extend up to 5 inches below the knee.
- 4.** Mesh, nylon, or informal shorts are not permitted. These types of attire may be worn during P.E. and club time only.
- 5.** Prescribed school shoes must be worn at all times during class days. Black leather or "Easy Soft" formal shoes are allowed. School programs would also require appropriate uniforms/costumes. House/bedroom slippers and flip-flops are not acceptable.
- 6.** Students may not wear hats, caps, bandannas, or sunglasses inside the classrooms during class hours.
- 7.** No earrings for boys as well as large and overly-distracting earrings and accessories for girls.
- 8.** Fingernails must be kept short and well-trimmed. Dark and distracting

manicures are not allowed.

9. Hair must be well-groomed. The standard length for boys is 2 by 3.
10. Colored hair is not allowed, as well as ostentatious haircuts like Mohawks, punk, or spiked styles.
11. Use of makeup or cosmetics is not allowed, except during programs or activities that require its use. Girls are not encouraged to wear makeup for school events like convocation and recognition days.
12. Leggings must be worn with long blouses or shirts (at least thigh-length)
13. Parents/guardians entering the campus must be dressed appropriately. (Refer to General Rules 1-5)

11. STUDENT BIRTHDAY CELEBRATION POLICY AND GUIDELINES

Southpoint recognizes that birthdays are special days for our students and that, on occasion, it is appropriate for our classroom communities to celebrate together as a class to mark a special event or the birthday of a classmate. While these party celebrations provide a social learning opportunity, they do impede upon precious academic learning time.

The following guidelines are designed to allow for classroom parties and birthday recognitions without unnecessarily disrupting academic time or going against nutrition requirements.

1. Parents must notify teachers in advance if they plan to celebrate their child's birthday party in school. A requisition form has to be accomplished to serve as a guide for the parent and the teacher. Birthday celebrations will not be allowed unless there is a duly approved requisition form.
2. Student birthday celebrations can take place only at specified times.
 - a. Recess - 15 minutes only
 - b. Lunch time - 40 minutes

Note: *Specified times must be followed. Delays will not be considered as they will disrupt academic time.*
3. Food must be pre-packed and ready for distribution to save time and minimize possible clean-up. Birthday cakes may be brought in for blowing purposes only. Individual cupcakes are recommended as they are much easier to handle than a cake that would have to be cut and served.
4. Refreshments for class parties should include food items and beverages with an emphasis on healthy choices. Please limit sweet and sugary treats like cupcakes and ice cream to one serving per child. Soft drinks, sodas, junk food, and candies will NOT be allowed. Please bring fruit juices or bottled water instead.

5. The school will not permit bouquets of balloons and other celebratory decorations to be sent to the classrooms as these can be distracting to students' learning.
6. For goodie bags, please give toys and educational materials rather than candies.
7. Provide utensils, napkins, and other materials you may need, as the classroom does not have kitchen facilities.
8. Do take care of the clean-up after the party. Parents and guardians should practice CLAYGO (Clean as You Go). Bring an eco-bag or trash bag, if possible.

12. GENERAL GUIDELINES: Preschool and Lower School Departments

Southpoint School Preschool and Lower School Departments aim to create a favorable and wholesome environment to help the child grow into happy, secure, and well-adjusted learners in school and at home. For this purpose, parents and guardians of Preschool and Lower School students are requested to assist the school in achieving this aim by cooperating in the following matters.

1. Parents/Guardians of Preschool and Lower School pupils are allowed to assist in the orientation of the child during the first two weeks after the start of classes. After this period, parents/guardians or caregivers (yayas) are requested to stay in the waiting area provided by the school.
2. Parents/Guardians are to drop off and pick up their children at the designated area only. They are not allowed to stay outside the classrooms or loiter in the academic areas of the campus.
3. Parents/Guardians of Preschool and Lower School students will be allowed to assist their children during mealtime. However, Preparatory and Kindergarten students as well as Lower School students must learn to take their meals by themselves. Parents/Guardians of nursery students who wish to enter the classroom must coordinate with the teacher in charge.
4. Parents or callers who want to see any student must first present themselves at the Principal's Office and state their purpose before the child can be called. Under no circumstances should they proceed to the classroom to interrupt classes by calling for the child.
5. Conference with teachers should be done before or after class hours. In cases of emergency, teachers may be requested by the Coordinator for a conference at the Coordinator's or Principal's office.
6. Parents/Guardians are encouraged to attend seminars or related activities

sponsored by the school to achieve a harmonious parent-teacher relationship, with the family and school working hand-in-hand to help and mold the children into well-balanced learners.

13. EXAMINATIONS

The school divides the school year into four (4) major grading periods and administers four (4) periodic exams. Between Periodic exams, there will be scheduled long tests that partially measure students' learning before the final grading. The following are the policies regarding examinations.

1. School matriculation for the period must be paid in full during examination periods.
2. Special examinations will be scheduled by the school for those who are not able to take the test on time for any reason. A P50.00 per subject fee will be collected.
3. Monthly financial obligations that have not been paid for two (2) months must be settled.
4. Refer to the Enrollment Policy regarding promissory notes.

Final Examinations

Before taking the final examination for the school year, a clearance is issued to the student for signature by their respective teachers and school heads where he/she is accountable. A signed clearance does not mean that the student has already passed the subject. It just signifies that the student is cleared from all his/her accountability.

Mode of Payment

All payment for matriculation must be in cash or via bank transfer, at least one day before the scheduled examination.

Payment by check may be accepted with adherence to the following rules:

1. Payments by check must be issued 10 working days before the scheduled examination. An exam permit will be issued upon the clearing of the check.
2. Returned check/s must be redeemed by cash, and only after such redemption can the student be issued an examination permit to take the test.
3. Post-dated checks (PDCs) and out-of-town checks will not be honored.

Non-Payment

In cases where payment cannot be made on time due to some delays/valid

reasons, parents may secure a promissory note; however, it must be applied for at least three (3) days before the examination date, provided the applicant has no outstanding promissory note. Promissory note applications will not be honored during final examinations.

Important:

Parents and guardians are requested to direct all queries regarding financial matters—tuition and other fees—to the finance office. Teachers will not entertain queries regarding financial matters.

14. SCHOOL SECURITY MEASURES

14.1 The school implements the provision of Section 159 in the Manual of Operations for Private Schools s.2011 on Campus Security, which states:

Section 159. Campus Security. *Only bona fide students of the school shall be allowed inside the school campus.*

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

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

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

14.1.A As stated, only bona fide students shall be allowed inside the school campus during school hours. While the “school campus” is understood to mean the entire school premises, in this case, we shall refer to the “academic area” only, comprising all areas where the academic buildings are located, including the school canteen. In this regard, parents and guardians are advised to stay at the waiting area provided by the school during academic hours while waiting for their students’ break or dismissal time.

14.2 School Safety Procedures

- No ID – NO ENTRY
- Dress code violation – NO ENTRY

- Media, photographers, and other unauthorized persons are not allowed on school premises. Always seek proper authorization from the school administration before taking pictures or any form of documentation.
- Checking of bags and belongings, logging in and out of employees, vehicles, and equipment is security standard operation procedure (SOP).
- Delivery of items owned by outsiders must be checked by the security personnel.
- The Security Office is not responsible for any losses of any kind, such as items that can be pocketed and or bagged-in.
- For police and military visitors, submit firearms to security personnel before entering the campus.
- No cigarette smoking, vaping, drinking of any alcoholic beverage, and viewing of pornographic material are allowed within the entire school premises. Gambling and other acts prohibited and punishable by law are likewise not allowed.
- Riding and practice driving in the campus is prohibited.
- Observe traffic signs, symbols, and rules of the campus.
- In case of fire, unplug all electrical equipment and use the fire exit.
- In case of bomb threats, don't touch or move any suspicious object. Move away from the object immediately.
- Don't leave your things unattended, and be aware of those people who don't seem to have legitimate business.
- In case of injury, remain calm and gain control of the situation. Call the school clinic and/or the medical team stationed near you.
- At any time, call for security personnel assistance.

15. USE OF SCHOOL EQUIPMENT AND FACILITIES

- 15.1** The users of school facilities must be responsible for the cleanliness of the area; therefore, users must clean the area after every use. A 10-minute cooling down time and cleaning of the facility must be allotted before leaving the facility. The faculty supervising the activity must take personal responsibility in reminding the students of this concern.
- 15.2** Any materials or equipment brought into the facility during practices must be returned accordingly. Under no circumstances shall any sports equipment owned by the school be left in the field or facility after use. All equipment must be returned to the stock room for safe keeping.
- 15.3** Students should not be left on their own while using the facilities after practices without teachers'/sports coordinators' supervision.
- a. Official use of the school facilities is up to 5:00 P.M. only.
 - b. Should there be any extension of practice time, the club coordinator

must inform the principal's office and must stay with the players/students until the practice is finished.

15.4 Saturday practices that require the use of the gym, field, or any facility shall be covered by item 15.1. The guard-on-duty must be informed by the principal/coordinator of the schedule of use during Saturdays; otherwise, the use of such facility shall not be allowed.

15.5 For non-school use, all requests must be coursed through the Administration Office for confirmation and booking.

16. CODE OF CONDUCT FOR PARENTS, GUARDIANS, AND VISITORS

This Code of Conduct is the schools' policy governing the behavior and proper decorum of Parent, Guardians, and Visitors in Southpoint School

At Southpoint School, we are proud to have a very dedicated and supportive school community that recognizes the partnership we share in the education of our children—the school being the second home of the children as well as the teachers being the second parents.

We expect our school community to respect our school values and culture, keep our school tidy, and set a good example of their own behavior both in school premises and out.

As partners, we are all aware of the importance of good working relationships and recognize the importance of these relationships in equipping our children with the necessary skills for their education. For these reasons, we will continue to welcome and encourage parents and guardians to participate fully in the life of our school.

The purpose of this code of conduct is to provide the expectations regarding the conduct of all parents, guardians, and visitors connected to our school. It aims to clarify the types of behavior that will not be tolerated and seeks parental agreement to these expectations.

We are committed to resolving difficulties in a constructive manner through an open and positive dialogue. However, we understand that everyday misunderstandings can cause frustrations and negatively impact our relationships. When issues arise or misconceptions take place, your child's teacher or the Department head will be available, by appointment, to meet with you and go through the issue, and hopefully resolve it.

The code of conduct also sets out the actions the school can take should this code be ignored or breaches occur.

Behaviors that will not be tolerated:

- Disruptive behavior that interferes with or threatens to interfere with any of the school's normal operations or activities anywhere on the school premises;
- Any inappropriate behavior on the school premises;
- Non-compliance with the school's parking rules during morning and afternoon student drop-off and pick-up periods;
- Abusive treatment of parents toward their erring student inside the school premises;
- Ignoring instructions on school signage;
- Using loud or offensive language or displaying temper;
- Threatening, in any way, a member of staff, visitor, fellow parent, or child;
- Damaging or destroying school property;
- Sending abusive or threatening emails, text/voicemail/phone messages, or other written communications (including social media) to anyone within the school community;
- Making defamatory, offensive, or derogatory comments regarding the school or any of the students/parents/staff at the school on Facebook or other sites;
- The use of physical, verbal, or written aggression toward another adult or child, including the physical punishment of your own child on school premises;
- Approaching someone else's child in order to discuss or chastise them because of their actions toward your own child (such actions may be perceived as assault on the child and could have legal consequences);
- Smoking, taking illegal drugs, or consuming alcohol on school premises or inside private vehicles parked on the school campus;
- Any form of bribery in exchange for personal favors; and,
- Bringing dogs and other pets onto school premises (except for guide dogs for persons with disabilities).

Should **any** of the above occur on school premises or in connection with the school, the school will take action by contacting the appropriate authorities or consider banning the offending adult from entering the school premises.

It is important for parents and guardians to make sure any persons collecting their children are aware of this policy.

In cases where the unacceptable behavior is considered serious and potentially criminal in nature, the concerns will, in the first instance, be referred to the Police. This will include any or all cases of threats or violence and actual violence to any child, staff, or parent in the school. This will also include anything that could be

seen as a sign of harassment of any member of the school community, such as any form of insulting social media posts or any form of social media cyberbullying.

In cases where evidence suggests that behavior would be tantamount to libel or slander, then the school will refer the matter to the Schools' Legal Counsel for further action. In cases where the code of conduct has been broken but the breach was not libelous, slanderous, or criminal in nature, then the school will send out a formal letter to the parent/guardian with an invite to a meeting.

If the parent/guardian refuses to attend the meeting then the school will write to the parent/guardian and ask them to stop the behavior causing the concern and warn that if they do not, they may be banned from the school premises.

Issues of Conduct with the Use of Social Media

Most people engage in online activities and social media, which can be fun, interesting, and a great way to stay connected.

A school Facebook page has been created to allow parents to receive and respond to messages about school events. We encourage you to POSITIVELY participate, if you wish.

However, use of these spaces is covered by the school policy on website usage. We ask all involved to engage with decency.

'Think before you post' - We ask that social media, whether public or private, should not be used to fuel campaigns and voice complaints against the school, school staff, parents, or children.

We take very seriously any inappropriate use of social media by a parent to publicly humiliate or criticize another parent, faculty, staff, or child.

If parents have any concerns about their child in relation to the school, as we have said above, they should contact the class adviser directly.

They should not use social media as a platform to air any concerns or grievances.

Online activity which we consider inappropriate:

- Posting defamatory or libelous comments against the school and its employees
- Sending emails, circulated or sent directly, containing abusive or personal comments about the school personnel or school children
- Using social media to publicly challenge school policies or discuss issues about individual children or members of the school faculty and staff

Southpoint School takes its safeguarding responsibilities seriously and will deal with any reported incidents appropriately, in line with the actions outlined above.

17. ANTI-BULLYING POLICY

Prefatory Statement

Southpoint School values respect with prejudice towards none, as each one is a spiritual being. As such, any act that causes harm to the well-being of others is a form of disrespect to the dignity of the person as co-spiritual being. Bullying in all its forms is an act of disrespect and must not be tolerated nor condoned.

The school adopts a policy that specifically addresses the issue on bullying in schools as it supports the Republic Act no. 10627, otherwise known as “Anti-Bullying Act of 2013”. Every member of the school community is strongly encouraged to support all school initiatives by adhering to these guidelines and helping promote a peaceful and healthy educational environment where everyone is free to learn and grow without fear and intimidation.

I. Preliminary Provisions

Section 1. Legal Basis. This Policy is adopted in compliance with Republic Act No. 10627, otherwise known as the “Anti-Bullying Act of 2013”.

Section 2. Scope and Coverage. This Policy applies to the Kindergarten, Elementary, and High School programs at Southpoint School, hereafter referred to as the “School”.

Section 3. The following shall be the parties and/or stakeholders in bullying incidents:

1. **Bully** - refers to a student who commits any of the acts of bullying as defined in R.A. No. 10627, its Implementing Rules and Regulations (IRR), and this Policy. This term also includes a student who participates in any of the acts of bullying by supporting or aiding the commission thereof.
2. **Bystander** - refers to any student who witnesses or has personal knowledge of any actual or perceived acts or incidents of bullying or retaliation as defined by R.A. No. 10627, its IRR, and this Policy. Bystanders include the silent majority of students who witness bullying but are unable to do something because of fear; and those who try to stop bullying by defending the victim or reporting the incident.
3. **Bullied or Victim** – refers to any student who experiences the acts of bullying or retaliation as defined by R.A. No. 10627, its IRR, and this Policy.
4. **Parent or Guardian** - refers to the parent or guardian, of either the bully

or victim, or other students involved in the bullying incident, on record with the School.

5. **School** – refers to **Southpoint School**
6. **School Personnel** - refers to all staff and employees of the School; regardless of rank or status; whether classified as academic, academic-support, or non-academic; and whether full-time or part-time; and whether probationary, contractual, or regular.
7. **Service Providers** - refers to outsourced personnel of the school, which includes, but is not necessarily limited to, maintenance and security, coaches, trainers, and drivers and staff of accredited transport or bus services.
8. **Members of the School Community** - refers to all full-time and part-time school personnel, students in all levels, parents, guardians, carpool drivers, and other outsourced service providers.

II. Prohibition on Bullying

Section 4. Statement of Policy. The School as a matter of policy prohibits bullying in all its forms, regardless of the means, place, and time of its commission.

Section 5. Definition of Bullying. The School adheres to the definition of bullying including the different forms, as provided in the IRR of R.A. No. 10627, which provides:

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

- 1) Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting, and using available objects as weapons;
- 2) Any act that causes damage to a victim’s psyche and/or emotional well-being;
- 3) Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting, and commenting negatively on victim’s looks, clothes, and body;
- 4) **“Cyberbullying”** 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, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats, as defined in DepED Order No. 40, s. 2012.

Section 6. Other Forms of Bullying. The term “*bullying*” shall also include:

- 1) “**Social bullying**” – refers to any deliberate, repetitive, and aggressive social behavior intended to hurt others or belittle another individual or group;
- 2) “**Gender-based bullying**” – refers to any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity (SOGI);
- 3) 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; and
- 4) All other forms of bullying analogous to those provided under the Anti-Bullying Law and its IRR.

Section 7. Common Forms of Bullying. The common forms of bullying shall include, but is not necessarily limited to, the following:

- 1) **Calling names** with the express purpose of humiliating, embarrassing a student, or otherwise causing trouble.
- 2) **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.
- 3) **Threats and extortion.** Creating fear and extorting money, food or possessions from other students. Threatening texts or messages via chat rooms and social media sites are included in this form.
- 4) **Malicious gossip and exclusion from the group.** Circulating gossip or damaging stories that tend to discriminate, exclude, and hate another student.

Section 8. Fair and equal treatment of bullying incidents. The School shall address each and every bullying incident fairly and equally. All forms of bullying should be taken seriously and dealt with appropriately.

Section 9. Situs of Bullying. The School has the authority to impose school discipline on its students, including under this Policy. This authority of the School is not confined within the School premises.

The School particularly undertakes to prevent and address bullying committed in the following:

- a) **On Campus**. School Grounds including classrooms, hallways, cafeteria, canteen, faculty rooms, auditorium, gymnasium, computer rooms, laboratories, and all places and facilities within the campus.
- b) **Off-Campus** which covers:
 - 1) Properties immediately adjacent to school grounds, including places or establishments frequented by our students;
 - 2) Any other place where school-sponsored or school-related activities, functions, or programs are conducted;
 - 3) School service, buses, or transport used by the School for activities conducted off-campus; and
 - 4) School buses or school services operated or accredited by the School to transport students to and from the campus.
- c) **On Cyberspace**. Text messages, emails, chat rooms, and other social media, and websites, regardless of the website administrator's permission to use foul or explicit language or content, or absence of any particular standard of use.

III. Prevention Programs

Section 10. The School shall raise the awareness of the anti-social nature of bullying through various programs; assemblies; activities; and integration in the curriculum as it may deem appropriate.

The School undertakes to develop anti-bullying programs that are comprehensive, multi-faceted and shall involve all education stakeholders and personnel. The programs may contain among others:

- 1) School-wide initiatives centered on:
 - a. positive school climate and environment conducive to the attainment of learning objectives, the development of healthy relationships and the understanding of and respect for individual differences;
 - b. periodic assessment and monitoring of the nature, extent, and perceptions of bullying behaviors and attitudes students;
 - c. periodic review and enhancement of the students' and personnel's manual or code of conduct in relation to bullying;
 - d. conduct of activities for students, school personnel, and service providers on how to recognize and respond to bullying.
 - e. continuing personnel development to sustain bullying prevention

- programs; and
 - f. coordination with Local Government Units, barangay, (Barangay Council for the Protection of Children) and other stakeholders.
- 2) Classroom-level initiatives that focus on:
- a. reinforcing school-wide rules pertaining to bullying;
 - b. building a positive sense of self and interpersonal relationships through the development of self-awareness and self-management, interpersonal skills and empathy, and responsible decision-making and problem-solving;
 - c. discussion of issues related to bullying, and strategies for responding to and reporting of incidents of bullying;
 - d. teaching positive online behavior and safety and how to recognize and report cyber-bullying; and
 - e. providing an inclusive and caring learning environment for students.
- 3) Involving parents in bullying prevention activities, such as:
- a. discussions on this Policy, emphasizing bullying prevention during Parents-Teachers Association meetings and seminars; and
 - b. conducting or sponsoring education sessions for parents to learn, teach, model, and reinforce positive social and emotional skills to their children.
- 4) Monitoring students who are vulnerable to committing aggressive acts or who are perpetrators of bullying, or who are possible targets or victims, for the purpose of early intervention. This activity shall be conducted with utmost confidentiality and respect for all parties concerned.

Section 11. Early Detection of Bullying. There are signs indicative that a student is being bullied in school. A change in the student's behavior or actions, change in the student's routines, or the absence or presence of other circumstances, may be a sign that the student is a victim of bullying. The teacher, parents, or guardians shall check and report to School authorities these changes should they become manifest. These changes may include the following:

- 1) Feeling sick in the morning;
- 2) Unwillingness to go to school and leave home;
- 3) Unwillingness to be left alone in the School;
- 4) Crying to sleep at night or has nightmares;
- 5) Bedwetting;

- 6) Doing poorly in class or school work;
- 7) Coming home with torn clothes or damaged belongings;
- 8) Has possessions missing;
- 9) Has unexplained cuts and bruises;
- 10) Being frightened to say what is wrong;
- 11) Being anxious or lacking in self-confidence; and
- 12) Attempting or threatening self-harm.

IV. Intervention Programs

Section 12. The School shall develop intervention programs to promote the continuity of comprehensive anti-bullying policies.

Intervention refers to a series of activities which are designed to address the following:

- a. issues that influence the student to commit bullying;
- b. factors that make a student a target of bullying; and
- c. effects of bullying.

Section 13. Forms of Intervention. Interventions may include programs such as counseling, life skills training, education, and other activities that will enhance the psychological, emotional, and psycho-social well-being of both the victim and the bully.

Such programs may:

- a. involve activities that will address acts of bullying;
- b. emphasize formative and corrective measures rather than punishment;
- c. conform to principles of child protection, as well as positive and non-violent discipline;
- d. help the victim, the bully, and the bystanders understand the bullying incident and its negative consequences; and
- e. provide opportunities to practice pro-social behavior.

Section 14. The School shall develop intervention strategies involving all parties, such as bullies, victims, bystanders, parents, school personnel, service providers, and all other persons who may be affected by the bullying incident.

V. Responsibilities in Bullying Incidents

Section 15. The following are the responsibilities of stakeholders in bullying incidents:

1) Bully

The “Bully” shall:

- a. Comply with the intervention and prevention programs of the school;

- b. Submit to the due process of the school as part of disciplinary action whenever necessary.

2) Bullied or Victim

The Bullied or Victim shall:

- a. Avoid retaliation;
- b. Report his/her experience to the teacher, Principal or Office of the Guidance Counsellor, or other persons or school authorities; and
- c. Be circumspect in his/her claims against the alleged bully.

3) Bystander

The bystander shall:

- a. Promptly report cases of bullying, that which he or she witnessed or has personal knowledge of, to the teacher, Office of the Principal or Office of the Guidance Counsellor, or any person or school authorities;
- b. Not join in the bullying;
- c. Secure the safety of the victim whenever possible without causing harm to himself or herself.

4) School

The School through the Office of the Principal or Office of the Guidance Counselor, teachers, and other school administrators shall:

- a. Implement the provisions of this Policy;
- b. Provide all students and their parents or guardians with a copy of this Policy. This policy shall likewise be included in the School's student and/or employee handbook and shall be conspicuously posted on the School walls and website;
- c. Educate students on the dynamics of bullying, the anti-bullying policies of the school, as well as the mechanisms for reporting of acts of bullying or retaliation;
- d. Educate parents and guardians about the dynamics of bullying, the child protection or anti-bullying policy of the school, and how parents and guardians can provide support and reinforce this Policy at home;
- e. Devise prevention, intervention, protective, and remedial measures to address bullying;
- f. Conduct the capacity building activities for guidance counselors/teachers and the members of the Child Protection Committee;
- g. Ensure effective implementation of the anti-bullying policy and monitor compliance therewith;
- h. Ensure the safety of the victim of bullying, the bully, and the bystander and determine the students' needs for protection;

- i. Ensure that the rights of the victim, the bully, and the bystander are protected and upheld during the conduct of the investigation;
- j. Maintain a record or statistics of incidents of bullying and retaliation;
- k. Coordinate with appropriate offices and other agencies or instrumentalities for appropriate assistance and intervention, as required by the circumstances.

5) Teachers and Other School Personnel

Teachers and other School personnel shall:

- a. Participate and cooperate in all prevention, intervention, and other measures related to bullying by the School;
 - b. Report incidents of bullying;
 - c. Update himself/herself on detection and proper handling of bullying incidents;
 - d. Be objective and handle incidents with due consideration of confidentiality and tender age of students involved;
 - e. Coordinate closely with the Child Protection Committee of the school; and
 - f. Observe due diligence in the prevention of bullying cases during classes or other student activities he/she is directly in charge of.
- a. any incident of bullying.

6) Parents

Parents shall:

- a. Participate in bullying prevention activities of the school, which include:
 - Education on relevant policies;
 - Sharing of best practices on how to reinforce positive social and emotional skills to the children.
- b. Cooperate with the school authorities in bullying incidents involving their child/children; and
- c. Not take matters into their own hands in resolving bullying incidents.

VI. The Anti-Bullying Committee

Section 16. The Anti-Bullying Committee. The School's existing Child Protection Committee (CPC) shall also be designated as the School's Anti-Bullying Committee as required under DepEd Order No. 40, series of 2012.

Section 17. Composition. The Committee shall be composed of the following:

- a. Principal – Chairperson

- b. Guidance Counselor – Vice Chairperson
- c. Representative of the Teachers
- d. Representative of the Parents
- e. Representative of Students; and
- f. Representative from the Community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC). (*ad hoc*)

2024 CHILDREN’S PROTECTION COMMITTEE

School Head	- HERNANI JESSE L. ABRIGO, JR., MBA
Guidance Counselor	- JOZELLE T. ABRIGO
Representative of the teachers	- EMILY B. QUIMPO
Representative of the parents	- HONEYMAE P. DONAIRE
Representative Student Council	- ALTHEA KATE A. PARAGAS
Representative of Community BCPC	- ARCHIE VAL PLANILLA MATA- TAN
	<i>Brgy. Ma-a BCPC Desk Staff, VAWC Member</i>

Section 18. Functions. The Anti-Bullying Committee shall perform the following tasks:

- a. Conduct awareness-raising programs with school stakeholders in preventing and addressing bullying;
- b. Ensure that the anti-bullying policy adopted by the school is implemented;
- c. Monitor all cases or incidents related to bullying reported or referred by the teacher, guidance counselor or coordinator, or any person designated to handle prevention and intervention measures mentioned by the preceding sections of this Policy; and
- d. Make the necessary referrals to appropriate agencies, offices, or persons, as may be required by the circumstances.

VII. Handling Bullying Incidents in the School

Section 19. Exclusive Jurisdiction. Complaints of bullying and other acts under this Policy shall be within the exclusive jurisdiction of this School or jointly by Schools whenever the incident involves students from different schools. Bullying incidents shall not be brought for amicable settlement before the Barangay, subject to existing laws, rules and regulations. Complaints for acts covered by other laws shall be referred to the appropriate authorities.

Section 20. Effect of Institution of Criminal Action. The filing of criminal complaint by either or both the bully and the bullied before the law enforcement agencies, prosecutor’s office, or courts of law shall not operate

to divest this School of its authority to conduct its own investigation, fact finding, and/or disciplinary proceeding on the students involved.

Section 21. Immediate Responses. The victim or anyone who witnesses or has personal knowledge of a bullying incident or retaliation shall immediately call the attention of any school personnel. The school personnel who was notified of a bullying incident or retaliation shall intervene, by:

- a. Stopping the bullying or retaliation immediately;
- b. Separating the students involved;
- c. Removing the victim or, in appropriate cases, the bully or offending student, from the site;
- d. Ensuring the victim's safety, by:
 1. Determining and addressing the victim's immediate safety needs; and
 2. Ensuring medical attention, if needed, and securing a medical certificate, in cases of physical injury.
- e. Bringing the bully to the office of the Principal or Guidance Counselor.

Section 22. Reporting the Bullying Incident or Retaliation

1. A victim or a bystander, or any school personnel who receives information of a bullying incident or retaliation, or any person, who witnesses or has personal knowledge of any incident of bullying or retaliation, shall report the same to the teacher in charge, or any school personnel who shall immediately report the matter to the Principal.
2. The School shall inform the parents or guardian of the victim and the bully about the incident.
3. If an incident of bullying or retaliation involves students from another school during a school authorized or school-sponsored activity on or off-campus, this School shall promptly notify the appropriate administrator or school head of the other school so that appropriate action may be taken.
4. Reports of incidents of bullying or retaliation initiated by persons who prefer anonymity shall be entertained, and the person who reported the incident shall be afforded protection from possible retaliation; provided, however, that no disciplinary administrative action shall be taken against an alleged bully or offending student solely on the basis of an anonymous report and without any other evidence.
5. Teachers shall make sure that no bullying incident should be kept unreported or unnoticed. For this purpose, a Record of Bullying Incidents Form is designed and developed where teachers in charge may keep track of bullying incidents or indications in the classroom or off-campus activities. The same shall be kept in strictest confidence in a central file with the Guidance Office.

Section 23. Fact-Finding and Documentation

The Guidance Office shall:

1. Separately interview in private the bully or offending student and the victim.
2. Determine the levels of threats and develop intervention strategies. If the bullying incident or retaliation or the situation requires immediate attention or intervention, or the level of threat is high, appropriate action shall be taken by the school within twenty-four hours (24) from the time of the incident.
3. Inform the victim and the parents or guardians of the steps to be taken to prevent any further acts of bullying or retaliation; and
4. Make appropriate recommendations to the Child Protection Committee on proper interventions, referrals, and monitoring.

Section 24. Referral to Experts Outside of the School. The School may, upon evaluation, refer the victim and the bully to trained professionals outside the school, such as social workers, guidance counselors, psychologists, or child protection specialists, for further assessment and appropriate intervention measures, as may be necessary. The School also undertakes to notify the Women and Children's Protection Desk (WPCD) of the local Philippine National Police, in appropriate cases involving the bully or offending student.

VIII. Disciplinary Measures

Section 25. Where students resist or refuse to respond to intervention or preventative strategies to address bullying, the School will resort to stringent actions to deal with persistent and violent bullying. Disciplinary actions may or may not be resorted to by the School depending on the circumstances of each case with due consideration to the age of the students or pupils involved.

Section 26. Due Process

- A. Bullying cases may be initiated either through:
 - 1) a Complaint; or
 - 2) a *motu proprio* Charge from the Office of the Principal, Guidance Counselor on the basis of a report of the teacher, school personnel, or bystanders.
- B. The Complaint should be duly executed by:
 - 1) the complaining student with the assistance of his or her parents;
 - 2) or solely by the parents on the basis of their child's statements.
- C. In both instances, the Complaint must be duly sworn to by the executing student and/or parent stating clearly how the act/s of bullying was/were committed and other attendant circumstances. The complaining party

may attach sworn statements of witnesses and other proofs to substantiate the Complaint.

- D. The Complaint or Charge for Bullying shall be filed with the Office of the Guidance Counselor.
- E. The Office of the Guidance Counsellor shall furnish the parents of the respondent student/s a copy of the Complaint or Charge and direct the student/s concerned with the assistance of the parents to file a Sworn Answer within a period of forty-eight (48) hours or within a reasonable period from receipt of the Complaint or Charge as may be allowed under the circumstances.
- F. Upon receipt of the Sworn Answer, the Office of the Guidance Counselor may schedule a conference with the Complainant and/or the Respondent separately to clarify the allegations in the Complaint and the Sworn Answer. The Office of the Guidance Counsellor may also interview witnesses, bystanders, and others who may have knowledge of the circumstances surrounding the incident.
- G. The Office of the Guidance Counselor shall then issue a resolution on the Complaint or Charge stating clearly its basis. A resolution finding the commission of bullying shall state the appropriate sanction. The resolution shall be deemed a recommendation to the Principal, which the latter may either disapprove or modify. The decision of the Principal may be subject to reconsideration, or appeal to the Schools Division, within a period of ten (10) calendar days from receipt of the decision.

Section 27. Sanctions

- 1) If the act of bullying committed does not fall under any offense defined in the Student Manual, the following sanctions shall apply:

First Offense: Reprimand and Summon of Parents

Second Offense: Suspension from Classes for three (3) to five (5) school days, or Community Service for three (3) to five (5) school days, or both. The duration of the suspension and/or community service may be further reduced or lengthened by the School depending on the nature, gravity, or severity of the bullying act.

Third or Subsequent Offense: Non-Readmission or Exclusion.

- 2) If the act of bullying committed falls under an offense already defined and prohibited in the Student Manual, the higher penalty or sanction shall apply.
- 3) Depending on the seriousness or gravity of the offense committed and/or the extent of injuries suffered by the victim, the School reserves the right to impose the extreme penalty of expulsion subject to approval of the Department of Education.
- 4) In addition to the disciplinary sanction imposed, the School may, after careful evaluation, likewise refer the alleged bully and/or the alleged

victim for counselling of School's Guidance Counsellor or to a private counselor of their choice, or to other intervention programs of the School should it become necessary.

Section 28. Preventive suspension. The School may at its discretion and during the pendency of the investigation, put any student on preventive suspension for a period not longer than three (3) school days, if there is reason to believe that the presence of said student might put him/her at risk of more harm, or will jeopardize the general peace and order of the campus. Such preventive suspension may extend to the parents or guardians of the students involved in the incident. In such case, the parents are barred from entering the School's premises or attend School activities during the said suspension.

Section 29. False Accusation of Bullying. If a student, after an investigation, is found to have knowingly made a false accusation of bullying, the said student shall be subjected to the same disciplinary actions or to appropriate interventions for "bullies" under this Policy.

Section 30. Confidentiality. Any information relating to the identity and personal circumstances of the bully, victim, or bystander shall be treated with utmost confidentiality by the Anti-Bullying Committee, teacher concerned, the Office of the school Principal, and the Guidance Counselor, provided that the names may be made available to the parents or guardians of students who are or have been victims of bullying or retaliation.

Any school personnel who commit a breach of confidentiality shall be subject to appropriate sanctions including termination of employment as may be provided in the School's Employee's Handbook.

Section 31. Effectivity. This Policy shall take effect immediately upon the date of its approval and shall not be modified, altered, amended or repealed unless otherwise resolved through a valid Resolution of the Board of Trustees/Directors of the School.

18. SIGNAGE AND NOTICES

The following signages and notices are strictly observed inside Southpoint School campus.

DEPARTMENT OF EDUCATION ORDER
Manual of Regulations for Private Schools, 2011

Section 159. Campus Security. Only bonafide students of the school shall be allowed inside the school campus.

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

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

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

SOUTHPPOINT SCHOOL DRESS CODE

Southpoint School adopts a Dress Code Policy that reflects the culture of the school. Students, parents and guests are expected to dress and groom themselves in a way that reflects the standards of neatness, modesty, and appropriateness when inside the school campus at all times.

The images below describe the appropriate clothing and footwear that are allowed to be worn inside the Southpoint School campus during school days and special school functions. Please observe the prescribed dress code when entering the campus. The school reserves the right to deny entry to anyone who does not follow the prescribed dress code. Thank you.

ALLOWED		NOT ALLOWED
<p>SCHOOL UNIFORM</p>	<p>CIVILIAN ATTIRE</p>	
<p>PRESCRIBED HAIRCUT</p>	<p>GALA ATTIRE</p>	

SPECTATORS' CODE OF CONDUCT FOR ALL GAMES HOSTED BY SOUTHPOINT SCHOOL

SPECTATORS ARE TO:

1. Encourage good sportsmanship and positive support for all players, parents, coaches, umpires, and staff by upholding the rules of the games being conducted.
2. Accord full authority and trust to the game officials and coaches to raise issues that may occur to the proper authority/ies governing the games.
3. Avoid drinking liquor and/or smoking within the venue or inside parked vehicles as it is strictly prohibited to help create a healthy environment for the students and all stake holders of the game.
4. Observe all signages installed within the school campus.
5. Maintain the cleanliness of the game venue by not littering, disposing of all garbage on the proper bins provided and respecting the plants around the area at all times.
6. Exercise control over their temper and reactions to any circumstances in the game that may trigger anger, retaliation or anything of this sort and remember that the league is for the team and coaches to handle.
7. Uphold Southpoint Schools' **zero tolerance policy** on treating players, parents, coaches, umpires, board members, and spectators with disrespect: regardless of race, sex, sexual orientation, religion, creed or ability.
8. Refrain from using any and all vulgar words, lewd or obscene and offending language or gestures while participating in or watching any school sponsored event or league.
9. Expected to conduct themselves in a calm, civilized and orderly manner at all times when being inside the school campus and or attending/watching school sponsored ball games.
10. Exert all effort to ensure that the event remains safe, clean and fun for all involved.

Violation of these rules, shall result in disciplinary action up to and including permanent dismissal from the game being held or conducted.

Southpoint School Management





WAIVER

I have read and understood the contents of this student handbook. I promise to observe the rules, regulations, policies and requirements stated herein.

I submit myself willingly to the full implementation of the provisions in this handbook.

Student’s Signature over Printed Name

Date

Grade/Year Level

Parent’s Signature over Printed Name

Date



SOUTHPOINT SCHOOL

2024
SERIES