

MISSION – VISION AND PHILOSOPHY

MISSION

Ednas School is committed to the formation of the entire man by the progressive and harmonious development of his moral, spiritual, intellectual, social, aesthetic, and physical faculties.

VISION

A God-centered Filipino school with a global outlook committed to the goals of nation-building and dedicated to the attainment of excellence in all facets of human life that lead to the advancement of knowledge and life-long learning skills enhanced with generosity, faith, and life integration.

A school that gives light to the North and spreads the flame of prayer, ambition, and excellence to the country devoted to a standard quality of service for all learners of the country and members of community of nations.

PHILOSOPHY

Ednas School, as an institution in a democracy, is concerned with creating learning opportunities to permit and encourage each person to realize his or her fullest potential. This encompasses the complete formation of the entire man by the progressive and harmonious development of his moral, spiritual, intellectual, social, aesthetic, and physical faculties.

As an educational community, we commit ourselves to:

1. Developing in each student knowledge and love of God through an application to studies and the formation of character.
2. Developing in each student a social conscience in which there is a need to educate individuals to be creative, imaginative and flexible in order to cope with problems not yet fully recognized or understood. The emphasis must be upon the enhancement of the range and quality of individual and collective participation in dealing with the rapid changes of technological and social conditions in our environment. Thus, there is a need to develop each student to become a productive and versatile citizen.
3. Establishing for each student the highest possible standard of education within the scope of the facilities available to provide an educational program, which assists each individual in developing the best intellectual and functional skills based on new development and discoveries in the various academic disciplines. Thus, to develop life-long learners is of central importance.
4. Emphasizing the cultural traditions and values of our social system, and seeking to communicate the wisdom, which our society has judged to be significant.

Invariably, these commitments are interrelated, but sometimes they are in conflict. When conflicts occur and a choice of emphasis is necessary, we support those educational arrangements which envision the future relevant to the significant issues mankind faces or anticipates, and which treat each student as our most important trust and responsibility.

GOALS AND OBJECTIVES

The faculty and administration, with student help, hope to continue to make Ednas School the most effective, exciting school experience around. With this goal, we hope to produce students who meet the following profile:

THE GRADE SCHOOL PUPIL AND HIGH SCHOOL STUDENT PROFILE:

A CHRISTIAN WHO...

- prays daily.
- attends religious services of their faith regularly.
- respects others beliefs.
- greets religious leaders politely.
- reads the Holy Bible regularly.
- is decent in thoughts, works, and actions
- exercises Christian values like mercy, compassion, service, love, etc. to others

A CITIZEN WHO...

- observes the rules and regulations, laws and ordinances of the school and the community
- segregates and disposes wastes properly.
- greets elders and public officials politely and respectfully.
- enjoys and appreciates his/her rights as a child while exercising inner discipline
- exercises good Filipino values: ex. “mano po”, etc.

A FILIPINO WHO...

- sings the national anthem with deep respect and pride.
- recites the “Pangatang Makabayan” with mastery and sincerity.
- practices hospitality, respectfulness, and politeness.
- follows the good examples of our national heroes.
- patronizes products made in the Philippines.
- strengthens the “Bayanihan Spirit” and having strong family ties.
- appreciates and preserves the national heritage of our country.
- exercises good Filipino values.

AN INDIVIDUAL WHO...

- comes to school on time and regularly.
- studies lessons and does school work and assignments regularly.
- submits projects on time.
- spends time reading/studying in school regularly.
- visits museums and other educational places.
- acquires skills in computer literacy.
- speaks both English and Filipino fluently.
- greets teachers, school staff, and peers courteously and respectfully.
- offers help to carry extra load of teachers.
- is simple and sincere in friendship without discrimination.
- loves to acquire more knowledge and develops multiple intelligences in preparation for higher learning.
- listens and keep his/her elders who serve as guide toward goodness and authentic freedom.

THE HIGH SCHOOL STUDENT PROFILE:

A CHRISTIAN WHO...

- prays fervently.
- attends and participates actively in religious services of their faith regularly.
- spends reflective reading of the Holy Bible.
- practices charity to the poor, the sick and the needy and respect for other’s beliefs and faith.
- is decent in thoughts and in words and is refined in manners and action.
- exercises Christian values like mercy, compassion, service, love, etc. to others.

A CITIZEN WHO...

- observes the traffic and other public and private rules and the city ordinances.
- maintains orderliness and cleanliness anytime and anywhere.
- respects the rights of others.
- greets elders and public officials politely and respectfully.

A FILIPINO WHO...

- sings the national anthem with deep respect and pride.
- recites the “Pangatang Makabayan” with mastery and sincerity.
- practices hospitality, respectfulness and politeness.
- follows the good examples of our national heroes.
- patronizes products made in the Philippines.
- strengthens the “Bayanihan Spirit” and having strong family ties.
- appreciates and preserves the national heritage of our country.
- exercises good Filipino values: ex. “mano po”, etc.



AN INDIVIDUAL WHO...

- studies and does research work independently .
- prioritizes academic activities and balances them with co-curricular activities, e.g.- sports, music, arts, student government/clubs, etc.
- abides/follows the school rules and regulations.
- is simple and sincere in friendship and service without discrimination.
- practices compassion towards elders and peers.
- leads others to do good.
- channels potential and interest along career plans contributing to self-fulfillment and national and global building.
- confronts the challenges of life in the light of faith.
- appreciates the importance of a well-balanced education and is highly motivated to reach new heights in higher learning and in life.

SCHOOL COLORS

- BLUE** – The color of nobility, stability, and integrity
GREEN – The color of prosperity and progress
GOLD – The color of luck, achievement, and excellence

SCHOOL SEAL

- THE TORCH** – symbolizes the eternal flame of ambition, excellence, and prayer.
THE PEN AND SCROLL – symbolize the tradition of the highest standard of discipline and education.
THE LAUREL – symbolizes the wisdom and knowledge born of perseverance and achievement.
THE STALLIONS – symbolize the growth of excellent breed, toil, courage, and noble integrity.

Discipline in education is also specifically mandated by the Constitution:

“(All educational institutions) x x x shall teach the rights and duties of citizenship, strengthen ethical and spiritual values, develop moral character and personal discipline x x x.”

The Constitution requires all schools to be responsible for shaping the behavior of young people under their care. (Education Law and the Private Schools p.465)

THE SCHOOL AND THE PARENTS

Traditionally, the schools hold an “in loco parentis” relationship with the students they serve. The adults in the school act in place of parents during school hours. This emphasizes the close relationship that must exist between the school and parents. It is a two-way street. The faculty and administration shoulder the responsibility of parenting during the school hours in much the same way, as parents must provide educational support and growth during non-school time.

We ask that the parents maintain concern about the student’s total daily schedule. A combination of academic load, co-curricular activities, non-school pursuits, and home responsibilities could prove to be too much. Extreme care and concern must be taken to guide students to appropriate daily schedules.

The school will provide each student’s parents with communications ranging from quarterly report cards to other information channels. Parents should carefully read all communications and respond to the contents in a constructive manner. Prompt contacts with teachers or other school officials when improvement seems necessary are strongly recommended.

Supportive home supervision concerning all aspects of behavior assists in a positive learning experience for all students. The school by itself cannot instill self-discipline or self-respect. However, when home and school work together on these areas, gains can be achieved. It is therefore, imperative that wholistic formation of each child.

At times students become unhappy with school or with portions of their school experience. Parents are encouraged to report such feelings to the respective teacher, the counselor, or an administrator so that help can

be provided. This is anchored in good faith and in turn, the school should inform the home of similar feelings and situations that would merit immediate attention.

Finally, we feel that the parent's support of the faculty and administration in achieving their educational goal and objectives is essential for the academic and personal well-being of all students. Once they enroll their children in Ednas School, an implied contract has been entered and agreed upon by the parents and the school.

Parents Responsibilities to Follow School Rules, Regulations, and Directives

Compliance with school rules and regulations is not the sole responsibility of the student but also of his parents. The Supreme Court stated that the right of the school to establish and enforce reasonable rules and regulations for admission, discipline and the promotion of students "extends as well to parents and parent-teacher associations, as parents are under a social and moral (if not legal) obligation, individually and collectively, to assist and cooperate with the schools." (Education Law and the Private Schools p. 414)

It is generally felt that schools may likewise impose fines on third parties who violate school regulations while on the campus. The basis of its authority would be its right of ownership over private property. Furthermore, this authority must be recognized to protect the members of the school community from infractions committed by outsiders or non-members. (Education Law and the Private Schools p. 472)

THE PARENTS HAVE A RIGHT TO EXPECT FROM THE SCHOOL

- a businesslike, friendly operation, which is responsive to the needs and desires of students and parents.
- courteous, prompt replies to inquiries, visits, and complaints that reflect the best interests of the educational progress of the youth.
- honest, impartial evaluation of student's academic assignments and progress based on written marking policies distributed by teachers to each student.
- a reasonable amount of homework is given to students consistent with the academic goals of each course.
- teacher's assistance to each student commensurate with the student's needs and academic ability while emphasizing the needs to allow the student to advance as well.
- an academic atmosphere that is wholesome and supportive of the educational goals of each class and the entire school.
- a secure learning environment that nurtures not only trust and confidence and disciplinary academic formation but values morals, and character development, self-discipline and self-respect.

THE SCHOOL HAS A RIGHT TO EXPECT FROM PARENTS

- a positive attitude toward school, studies, and programs that at home supports the school's goals and objectives.
- provisions at home where each student can study with appropriate facilities and proper supervision of planned and organized schedule so that he or she will complete home assignments as scheduled.
- a disciplined home-environment wherein a healthy and balanced lifestyle is met to develop fully each child's body, mind, heart, and spirit.
- that inquiries concerning classroom activities and behavior be first directed to the teacher in question before being elevated to the administration and that general concerns about the school be brought to the school administration before being voiced to any non-school entity like the Department of Education (DepEd) or other agencies or groups.
- their continued efforts to assure that the student's attendance is regular and punctual, the same as if the student was employed.
- daily concern that their students are in complete uniform with proper grooming and personal hygiene and that proper care is taken of school property assigned to the students' care.
- their support and cooperation by way of informing the school on time about the true condition of their students' physical, emotional, moral aspects and the like.
- their cooperation in following the contents of rules and regulations, procedures and measures, school policies, directives, and educational laws under the Philippine Constitution, The Manual of Regulation of Private Schools and the Ednas School Student-Parent Handbook.
- their compliance with the School's Technology Code of Conduct and Internet Use Agreement as well as their assistance in the regulation and promotion of the school's Social Media Policies.

VALUES CODE

The Ednas School student internalizes Christian and universal values and principles to help him/her face the challenges of everyday life and the future. He or she abides by the following objectives of this code:

1. Develop in each student a critical attitude in the treatment of media and other social forces - e.g. peer pressure, television shows, films, books, comic magazines, and other advertised media articles and pop culture, technology, and social media networks.
2. Identify areas of conflict and congruence between standard/universal values and personal values and with wisdom and prudence is able to judge and act on what is true and good.
3. Foster unity, brotherhood, discipline, cooperation, collaboration, respect, and sharing with each other without discrimination of religion, race, creed, social standing, gender, ethnicity, age, physical or mental abilities, and sexual orientation as long as it is for the good.

CODE OF RESPECT

The Ednas School student is respectful of his or her superiors, classmates, and others. He or she:

1. is obedient to the policies, directives, rules, and regulations of the school, and laws of the land.
2. follows elders and superiors cheerfully and willingly.
3. greets courteously and sincerely the administrators, teachers, other school staff, and elders of the community in and out of the school.
4. gives way when superiors pass by.
5. does not interrupt when superiors are talking but listens with respect.
6. willingly offers help when teacher is seen carrying many things.
7. offers a teacher, persons of authority, or elders a seat during school activities or other gatherings.
8. knocks before entering a classroom.
9. takes good care of school properties.
10. respects his or her teacher's privacy.
11. respects other property of his or her classmates. Borrowing other belongings without permission is equivalent to stealing.
12. gives due respect to official documents like report cards, letters to parents, notices posted, and the like.
13. extends and upholds this code of respect with classmates and even outside the school environment- e.g. at home, in public places, etc.
14. respects the digital world/social media accounts of the School.

DISCIPLINE CODE

Students come to school to learn. Learning occurs best in a safe and orderly environment. To promote learning, we believe that firm discipline is essential. The highest form of discipline is the backbone of TRUE excellence and achievement.

Discipline starts not only with the faculty, the children, and school but with the parents, guardians, and visitors too.

On Campus Security (Section 159 of the 2010 Revised Manual)

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.



DECS ORDER
No. 70, s. 1999

PROHIBITING STUDENTS OF ELEMENTARY AND SECONDARY SCHOOLS FROM USING
CELLPHONES AND OTHER GADGETS DURING CLASS HOURS

1. Reports have reached this Office that some students have been using their cellular phones inside the classrooms. The use of cellular phones specifically text messaging and pagers have diverted the attention of students from their studies. Worse, reports show that text messaging and pagers are causing disturbance to classes and are being used to cheat during examinations.
2. In view of this the use of cellular phones and other gadgets should be prohibited inside the classrooms particularly during examinations to prevent these high-tech gadgets from disrupting classes and being used in cheating.
3. School officials are hereby directed to ensure that text messaging and paging during class hours and within school premises should be immediately stopped, at the very least closely monitored and regulated.
4. Immediate and wide dissemination of and compliance of this order is hereby directed.

DepEd ORDER
No. 83, s. 2003

REITERATION TO DECS ORDERS NOS. 70, S. 1999 AND 26, S. 2000
(Prohibiting Students of Elementary and Secondary Schools from Using Cellular Phones and Other Gadgets During Class Hours)

1. It has been noted that cell phones have been proliferated with lewd and obscene picture messages particularly those capable of Multi-Media Services (MMS). In view of this, the following policies regarding the prohibition on the use of cell phones are hereby reiterated:
 - a. The Department of Education (DepEd) strictly imposes a ban on the use of cellphones by the students during class hours; and
 - b. Teachers and parents should devise ways to educate students on the responsible use of cell phones to prevent them from engaging in misguided and immoral activities.
2. Immediate dissemination of and compliance with this order is hereby directed.

Our basic policy concerning behavioral problems (depending on the gravity of the offense/s) will be dealt with in this sequence:

- STEP 1:** Teacher and student deal with problem. Depending on the gravity/quantity of offense, STEP 2 will be taken.
- STEP 2:** Teacher, student, and administrator deal with problem. Depending on the gravity/quantity of offense, Step 3 will be taken.
- STEP 3:** Teacher, student, administrator, and parents deal with problem.

For serious and grave offenses like bullying, Step 3 can be immediately taken.

In cases concerning behavioral problems, parents/guardians should follow the protocol as stated in the Student-Parent Handbook before taking any legal actions.

Policy on Anti Bullying

- a. “Act” refers to Republic Act No. 10627, otherwise known as the “Anti-bullying Act of 2013”;
- b. “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 the use of 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. "*Cyber-bullying*" or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats as defined in DepEd Order No. 40, s. 2012; and
5. Any other form of bullying as may be provided in the school's child protection or anti-bullying policy, consistent with the Act and the IRR.

b.1 The term "bullying" shall also include:

1. "*Social bullying*" – refers to any deliberate, repetitive, and aggressive social behavior intended to hurt others or to 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).
- c. "*Bully*" – refers to any student who commits acts of bullying as defined by the Act or this IRR.
- d. "*Bullied*" or "*Victim*" – refers to any student who experiences the acts of bullying or retaliation as defined by the Act or this IRR.
- e. "*Bystanders*" – refers to any person who witnesses or has personal knowledge of any actual or perceived acts or incidents of bullying or retaliation as defined by this IRR.

DepEd order No. 40, s. 2012 Policy and Guidelines on Protecting Children in School from Abuse, Violence, Exploitation, Discrimination, Bullying, and other Forms of Abuse

DepEd Child Protection Policy mandates:

- a zero tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying, and other forms of abuse;
- private schools to promulgate a school child protection policy, including a policy on bullying, a protocol for reporting and procedures for handling and management of cases.

Protocol for Reporting and Procedures for Bullying Cases

- 1) Accept verbal and written complaint by complainant.
- 2) Separate complainant and offender to avoid further conflict.
- 3) Initial investigation by teachers, administration, or any school personnel, and/or committee on Child Protection/Anti-bullying must be done in five working days.
 - a. Interview pupils/students involved – both complainant and offender
 - b. Interview classmates, friends, possible witnesses – e.g. other bystanders, teachers, school personnel, etc.
- 4) Invite parents of complainant and offender for initial conference regarding the case and to accompany their children while they write their behavioral narrative of the case whereby they affix the date of conference and their signature.
- 5) Further investigation, study, and deliberation on the case will be made by investigating committee headed by the school head and consulted with the committee on Child Protection/Anti-bullying in five working days.
- 6) Depending on the results of the careful investigation and deliberation, and the gravity of the offense, immediate disciplinary measures will be imposed that would include but not limited to:
 1. Suspension - detained in school for school community service. Report of attendance will be administered by the School Principal. School community service includes:
 - a) Library and/or office chores – cleaning, organizing, filing, and the like.



- b) Reflective reading and/or viewing – after which reaction papers will be submitted to the office of the Principal and Academic Director. Non-attendance in school and missed school work on this day will merit no credit.
- 2. Formative and Corrective Measures/Program (Section 7 Intervention Program IRR RA 10627) in school which includes but not limited to:
 - a) Character based consequences –
 - a1. writing a sincere letter of apology to the person offended.
 - a2. writing a behavior contract
 - a3. daily self-assessment and goal-setting regarding kindness and respect
 - b) Good deeds journal –
 - b1. writing an entry in a journal about a good deed they did the day before
 - b2. writing an entry reflecting on good deed performed by someone in the news or by a character in a story.
 - c) Empathy through literature or film – reading or viewing good stories to show suffering caused by cruelty and the compassion and courage of persons who try to stop it.
- 7) Formal clarification on disciplinary measures may only be considered before their implementation.
- 8) Formal appeals raised to the Department of Education or seeking legal advice outside may be undertaken if the school has NOT acted on the case.
- 9) In cases of marital separation, the administration should be properly informed regarding the status of the child/children for proper guidance.

FOR GRADES 1, 2, & 3

TARDINESS: (within a quarter)

- 3 unexcused tardies – teacher will inform parents in writing;
- 4 unexcused tardies – pupil will be benched in the library for the duration of 3 periods;
- 5 unexcused tardies - pupil will be benched in the library the whole morning or afternoon session;
- 6 unexcused tardies – parents will be invited in writing to come to school and have a dialogue with the administration (School Director/Principal)

INCOMPLETE UNIFORM: DEMERIT.... Points minus from the proper area in the Character Development. (Report Card)

- 2 times incomplete uniform.....1 point
- 4 times incomplete uniform.....2 points
- 6 times incomplete uniform.....3 points (common denominator is 2)

FOR GRADES IV, V & VI:

| OFFENSE | FREQUENCY | DISCIPLINE | REMARKS |
|-----------|--------------------------------------|---------------------|--|
| Tardiness | 3rd tardy per class during a quarter | Detention (Library) | May increase to suspension with frequent offense |

For All Grade Levels:

ABSENCES: (Within a quarter)

- 3rd unexcused absence – pupil will be benched in the library and will copy all notes missed;
- 4th unexcused absence – parents will be invited in writing to come to school and have a dialogue with the School Director/ Principal.

Note: **EXCUSED ABSENCES**...Personal illness, travel abroad, family emergencies (death and accident in the immediate family), school sponsored activities, medical appointments when they cannot be scheduled after school. All necessary certificates or excuse letters must be made and approved by the school director/principal.

UNEXCUSED ABSENCES.... Truancy, suspension, oversleeping, missing transportation, no medical certificate, and non-school activities.



FOR HIGH SCHOOL AND GRADES IV - VI:

| OFFENSE | FREQUENCY | DISCIPLINE | REMARKS |
|---|--------------------------------------|----------------------------|---|
| Tardiness | 3rd tardy per class (Library) | Detention | may increase during a quarter to suspension with frequent offense |
| Unexcused | 1 st Offense | No Admission | Student must Absences present an excuse letter with parent's or guardian's signature to the Principal's office to be admitted in his/her class. |
| Incomplete uniform Defiance/ Vulgarity/ Class or school Disruption offenses. | 1st Offense | Detention * | may increase to suspension with frequent offenses. |
| Driving any kind of motor vehicle inside school campus/ (when it becomes playful and disruptive) | | | |
| Fighting Vandalism/ Smoking/ Possession or Use of drug or alcohol/ Truancy/Cutting classes/ Stealing/Gross disrespect/ Act that will harm others (moral or physical)/bullying | 1st Offense | Suspension ** Expulsion | Parents notified (Depending on the gravity of the offense/s) |
| Membership to any organization, fraternity or sorority not duly recognized by the school/Possession of deadly weapons/Tampering or forgery of documents/Gambling/Cheating/ Possession and/or Passing of prohibited materials - e.g. pornographic materials,(pornographic materials saved in mobile/cell phones/ and/or any forms of technology and/or any icons) | | | |
| A. HELD AT SCHOOL. The student is notified at least one day in advance so as to plan appropriately. (Note: It is the student's responsibility to notify his or her parents.) Detention may be a one-time situation or lengthened over a period of time. | | | |
| B. TIME OF NON-ATTENDANCE. Credit is not given for class assignments. Parents are expected to keep close supervision over the child during the period of suspension. Non-school days and holidays (foreseen or not) are not counted as part of an offender's period of suspension. Suspension means to | | | |



render community in-campus service and/or disciplinary measures mentioned in protocol and procedures for bullying cases.

- C. **EXPULSION.** Expulsion is an extreme penalty on an erring pupil or student consisting of his exclusion from admission to any public or private school in the Philippines and which requires the prior approval of the Secretary. This is in the form of non-readmission as per manual of the Department of Education. (Education Law and the Private Schools p. 495) Extreme cases requiring such drastic action will be submitted to the school administration and the Department of Education for proper evaluation and appropriate action.

The school takes no pleasure in disciplining students, yet we recognize our responsibility to assist students in this area of development. Effective discipline is a three-way job: parents-school-students. When we contact you by phone, note, or conference about behavior, we are really seeking your support and follow-up in helping the student realize that certain actions and/or attitudes are not appropriate in school because they make learning difficult or impossible or may create hazards to self or others or does not meet the standards of the school’s Vision and Mission, its personality and culture, its traditions, rules, and regulations, and the Education Law and Constitution of the Philippine Republic. The recognition and the exercise of the value of discipline become the backbone of excellence. Students rapidly adopt socially acceptable behavior when they realize that the home and school share the same standards.

- D. **JUNIOR-SENIOR HIGH SCHOOL PROM AND BALL DRESS CODE.** Students not following the proper dress code will be suspended the following regular recitation day after the students and their parents are notified.

Prom Dresses

One of the most memorable events in a girl’s life is the prom night. It is the night when every girl and boy wants to look her/his best. Prom dresses and accessories play a very important role for this event. Usually, this event has a dress code or a theme according to which boys and girls dress-up. Boys usually wear Barong Tagalog or a formal tuxedo or suit and girls are seen in formal gowns or dresses.

Prom dresses are made of various materials like silk, satin, chiffon, georgette, etc. They are available in various colors like rich black, wine red, pearl white, lemon yellow and many more. Body types play a significant role while purchasing prom dresses. It determines a proper fit and comfort when worn. Girls with apple-shaped body type could choose A-line type of gowns that take the emphasis away from the mid-section. Girls with an hourglass figure could try a sheath dress that emphasizes on the curves and accentuates the posterior of their body. Pear shaped bodies could be adorned with either A-line, empire or ball gown dresses that would flatter the upper portion of the body.

Prom Dress Code

| Girls | Boys |
|---|--|
| Formal long gowns: | Barong Tagalog (any color, except black) |
| Pink for Juniors | Undershirt (any color, except black) |
| White for Seniors | Black Slacks, Black Leather Shoes, |
| No cleavage exposure | Black Socks |
| No exposed midriiffs | No hats |
| No exposed backs | No canes |
| No see-through | No earrings |
| No tube | No sneakers or casual shoes |
| No cocktail dress | |
| Shawls must be worn with sleeveless dresses | |

- No prominent or offensive tattoos (to be determined by monitors)
- In case of doubt, faculty/staff monitors will determine whether or not dress is appropriate.

Students who violate the dress code will not be allowed to dance the Rigodon De Honor or the Special Number; and also not allowed to join the Parade of Beauties.

Parents and Guests are required to wear formal dresses (not necessarily gowns) appropriate for the occasion. Maong Pants/Jean/T-Shirts/Rubber Shoes/Slippers are not allowed since it is a formal occasion.

No children or babies allowed inside the hall to maintain the formality of the occasion.



Alcohol / Intoxicating Substances

Any student in possession of alcohol or other intoxicating substances will be asked to leave the premises. If the substances are illegal, law enforcement officers will intervene. Any student or guest who arrives under the influence of intoxicating substances will not be allowed to enter the Prom and will be required to leave the premises. Any student who is reprimanded for infractions related to intoxicating substances will be subject to all Handbook penalties governing said infractions.

General Behavior

Students and their guests are expected to conduct themselves as ladies and gentlemen at all times. Any disrespectful, defiant, obscene, or obnoxious behavior by a student or his guest during the occasion, or connected in any way with the Prom will subject the student to all Handbook regulations governing inappropriate behavior.

No refunds will be given for students who are asked to leave the Prom for Dress Code or Disciplinary violations.

Administrative Policy on Student Re-admission and the denial thereof

1. Admission in Ednas School as a private school is a privilege and not a right and is discretionary upon the school administration, which is not charged with legal responsibility of providing education to those who do not satisfy its standard. Therefore, the school holds the legal right to refuse re-admission to students with the following grounds;
 - a. Academic deficiency
 - b. Physical and Emotional handicap
 - c. Moral and/or character deficiency
 - d. Serious and grave violations of the school rules and regulations, frequent and serious disciplinary cases
 - e. Financial handicap
 - f. Failure to meet the retention policy of the school
 - g. Non-cooperation of students (parents, etc.) on implementing of educational laws, school policies, directives, rules, and regulations.
 - h. Offenses committed online against fellow students, teachers, and the school

ACADEMIC CODE

Ednas School has continually updated its curriculum and methods of instruction to meet new developments in the field of education, technology, and the needs of society. In its continuing search for excellence, it constantly raises the bar of academic standards. It strives to innovate the classical-traditional learning it utilizes in this competitive and highly demanding world.

The Multiple Intelligences framework and its differentiated classroom strategies are modern international educational trends and structures, which the Ednas School, have integrated within its existing curriculum and instruction and which aim to celebrate giftedness in each of our students.

The Multiple Intelligences framework recognizes the multi-faceted profile of the students. The theory is that they learn better through their dominant intelligences, which are the following: Linguistic-Verbal, Logical-Mathematical, Musical, Visual-Spatial, Bodily Kinesthetic, Interpersonal, Intrapersonal and Naturalist. The Differentiated Classroom Instruction is used within the MI and classical-traditional framework which exemplifies a teacher's response to learners' needs by offering different routes to what and how a student learns, demonstrates understanding by taking into account a student's interests, readiness, and learning styles.

The Ednas School administration and faculty are enthusiastic and have full support of the internalization of the vision, mission, school curriculum, and goal of the school through student-centered activities in all subject areas and different clubs.

The Ednas School student is expected to show a conscientious eagerness in all his or her studies. He or she must do all his or her best throughout the year. Thus, the Ednas School student is a scholar in the true sense of the word because he is developed wholistically.



HOMEWORK. Success in school depends upon outside or home study. Each student must spend 1-3 hours a day in home study and perhaps more as the need may be. Students are preparing for a high school and/or a college education therefore; they must be attentive and must participate actively in all class activities. Furthermore, students who have difficulty in their studies will have to do more than others. Advanced work will be given to students who will travel abroad approved by the Principal/Director. A letter must be given to the Principal/School Director and a letter of approval is secured by pupils/students who are absent. Pupils/Students who miss a quiz without a valid reason will be given a score of zero.

QUIZZES. Teachers prepare daily quizzes for their pupils/students. Therefore, they must come to school always prepared. Pupils/Students who miss the quizzes due to educational travel with the approval of the office of the Principal or Supervisor and sickness with medical certificate will be given **SPECIAL QUIZZES**. Advanced quizzes will also be given upon request to pupils/students who will travel abroad and approved by the Principal/Director. Notice to the school should be given at least two weeks before the traveling date. Pupils/Students who are absent and miss quizzes without a valid reason will be given a score of zero.

MID-QUARTER AND QUARTERLY EXAMINATIONS.

Examinations must be taken on the scheduled dates. However, a student who asked for permission to be absent on the scheduled exams and was approved by the Principal/Director will take his/her exams in advance. Students who fail to take the exams other than sickness will be given the score of zero in all subjects he/she missed. If sick, the grade for his/her quarterly exams will be based from his/her grade in the quiz. Advanced quiz will also be given upon request to pupils/students who will travel abroad and approved by the Principal/Director. Notice to the school should be given at least two weeks before the traveling date. In addition, students are required to wear the prescribed school uniform during examinations and **NOT** the PE uniform for grade school and high school and Friday outfit for the pre-school.

SPECIAL/MAKE-UP EXAMINATIONS. Special/make-up exams can be taken by those who get sick during exam dates only within three class days after the last exam date. The moment the pupil/student reports, he/she must take the exams immediately. If he/she is still sick beyond the three regular recitation days after the last exam date, the pupil/student must take the exam before the final grades are submitted and honors are announced and posted.

- A. Pupils/Students with unpaid tuition fees or incomplete requirements in any quarter should take the exams two (2) days after the last exams date. However, pupils/students who failed to pay their financial obligation will be dropped from the rolls after 3 months of non-payment. (Education Law, page 418)
- B. Cross-enrollees (pupils who are enrolled in other schools in the afternoon.)
 - 1. Pupils should give the main school an excuse letter two (2) weeks or ten working days before in anything that they have something to do with the other school like program, field trips, etc.
 - 2. Pupils will be given make-up/advanced school work that will compensate for any lesson/quiz that they will miss in the event of any activity with the other school.
- C. **Co-Curricular activity – all authorized competitions**
 - 1. All officially authorized competitions are considered part of co-curricular activities. e.g. Press Conference, MTAP, etc...
 - a) **For School, Interschool, and Division Levels:** Co-Curricular Additional Points (Bonus Points) above the Highest Possible Score (HPS)

Co-Curricular Additional Points (Bonus Points)
above the Highest Possible Score (HPS)
Academic Excellence Quiz Bee, MTAP, Presscon, Robotics

| Level | 1 st Place | 2 nd Place | 3 rd Place | Participant |
|-------------|-----------------------|-----------------------|-----------------------|-------------|
| School | 5 | 4 | 3 | 2 |
| Interschool | 10 | 9 | 8 | 7 |
| Division | 10 | 9 | 8 | 7 |



- b) **For Regional, National, and International Levels:** Additional Points will be given to the particular subjects:
- **Presscon – English and Filipino**
 - **MTAP, PMO – Math**
 - **Biocamp – Science**
 - **Robotics – Computer, Robotics, Science**

| Level | 1 st Place | 2 nd Place | 3 rd Place | Participant |
|---------------|-----------------------|-----------------------|-----------------------|-------------|
| Regional | 15 | 14 | 13 | 12 |
| National | 20 | 18 | 16 | 14 |
| International | 25 | 23 | 21 | 19 |

2. All participants will be given advanced school work and quizzes 5 – 10 working days before pull-out from classes for coaching.
3. Other co-curricular activities will be graded based on a rubric and will receive a final letter grade under co-curricular activities.

PROGRESS REPORT. The purpose of the progress report is to inform you of your son’s or daughter’s school performance. This progress report indicates reason(s) for the level of progress identified and recommendation that must be followed to help your son or daughter improve if the level of performance is less than satisfactory. Experience shows that the greatest amount of achievement by students is made when there is close cooperation between students, teachers, and parents.

Parents must be informed immediately after 3 to 5 failed quizzes for proper monitoring.

Each student’s effort during each quarter is given a mark or grade in the report card. Report cards are issued at the end of each quarter. Parents are required to get the cards and confer with the teachers regarding their children’s progress. Parents of students with failing grades will be duly notified. Report Card must be returned to the class adviser three to four days after getting the card duly signed by the parents or guardians.

EXEMPTION IN THE FOURTH QUARTER EXAMINATIONS (Grades 7 – 10 only). To be exempted in any major subject, a student must consider the following:

- | | |
|---|------------------------|
| | General Average |
| 1. In the First, Second, and Third Quarters | 95.00 or higher |
| 2. Total standing of the Written Work, Performance Tasks, and Quarterly Assessments of the Fourth Quarter | 95.00 or higher |

Administrative Policy Attendant to the Academic Policy on Tutoring in Pre-School, Grade School, and Science High School:

A. The Academic Policy on Tutoring in Pre-School, Grade School, and High School:

1. As the school recognizes that all children are different and learn at varying levels of achievement, the tutoring of the students as a normal help to the academic growth of a student is not a policy of the school.
2. A remedial program will be recommended only to those who are slow learners or pupils / students with failing marks and when a supervisor upon recommendation by their teacher and guidance counselor has determined that remedial lessons can produce the expected results, the supervisor will advise the parents accordingly.
3. The school expects coaching to be performed under a remedial program according to strict ethical standards; consequently, teachers are **PROHIBITED** to tutor or coach one’s own pupil or student from the same grade level he/she teaches.
4. Parents who desire a coach for their children without recommendation to the effect by a supervisor will have sole responsibility to secure this coach from available sources outside of school.
5. Teachers should submit the names of the pupils being coached.
6. All coaching must be done off campus unless it is under a remedial program of the school.



B. Social Observance:

- 1. Teachers are NOT ALLOWED to attend to any social gathering of parents or students like birthdays, baptism, Christmas Parties, and the like.
- 2. Teachers are prohibited to invite themselves and not accept invitation to ride in the vehicle owned by the parents/students.
- 3. **NO GIFT POLICY:** Teachers, Office Personnel, Maintenance Personnel, Canteen Personnel are prohibited to accept gifts of whatever form.
No teachers are allowed to receive any thing/s from our parents. If parents break the rule, parents will be sanctioned as well.
- 4. Recognition Day: In the Spirit of Thanksgiving, school personnel are allowed to accept food from the parents.
- 5. Graduation: After the Thanksgiving Mass (8:00AM – 9:00AM), the graduating class of the high school department prepares a simple brunch. Parents, teachers and school personnel are allowed to partake on this occasion.
- 6. Recollection/Retreat/First Holy Communion/Confirmation/Masses:
 - a) Ednas School provides recollection to pupils/students from Grade 5 to Grade 9 once a year.
 - b) All the Catholic Grade 3 pupils are prepared for the First Holy Communion.
 - c) The First Communicants, are required to attend the recollection after which the priest will listen to their confession.
 - d) The pupils/students will pay a minimal fee for the recollection.
 - e) The venue for the recollection may be in the school or in other places approved by the administration.
 - f) Ednas School prepares pupils/students for Confirmation. The confirmands are required to attend the recollection after which the priest will listen to their confession. A fee for confirmation and recollection will be collected.
 - g) Ednas School provides retreat to Grades 10, 11, and 12 students once a year.
 - h) Grades 10, 11, and 12 students will pay retreat fee to cover the expenses for the three-day, and two-night accommodation.
 - i) The administration decides and approves the venue of the retreat.
 - j) The pupils/students from Grade 4 to Grade 12 are given the opportunity to participate in the First Friday mass of every month.

HONORS

A. PREPARATORY

For every quarter

To qualify for DIRECTOR’S LIST, a pupil must obtain a general average of 90 and above, with no grade lower than 90 in any subject, not lower than VG in Character Development, and B+ in Co-curricular activities.

For Graduation

Most Outstanding Pupils
Ranks 1 – 5

Outstanding Pupils
Ranks 6 – 10

B. GRADE SCHOOL

1. Grades 1 – 6

For every quarter

To qualify for DIRECTOR’S LIST, a pupil must obtain a general average of 90 or above, with no grade lower than 90 in any subject or A (Advanced), not lower than B+ in Character Development, and Co-curricular activities.



At the end of the school year, the general average of the 1st – 4th quarter grades will be computed.

Honors

Ranks 1 – 5

- #1 - First Honors
- #2 - Second Honors
- #3 - Third Honors
- #4 - Fourth Honors
- #5 - Fifth Honors

Academic Excellence

Ranks 6 - 10

Special Awards will be given.

2. Grade 6 Graduating Class

- Honors in the graduating class are ranked based on the **combined Grade 5 and Grade 6 curriculum years with 60% of the final grade from Grade 6 and 40% coming from Grade 5** and the general weighted average of the Character Development with no grades lower than 90 or A (Advanced) in any subject and not lower than B+ in Character Education and Co-curricular Activities.
- In case of a tie, the Grade 4 residency shall be considered.

Rank

- #1 - Valedictorian
- #2 - Salutatorian
- #3 - 1st Honorable Mention
- #4 - 2nd Honorable Mention
- #5 - 3rd Honorable Mention

Academic Excellence

Ranks 6 - 10

C. JUNIOR HIGH SCHOOL

1. Grades 7 – 10

For every quarter

To qualify for DIRECTOR’S LIST, a pupil must obtain a general average of 90 or above, with no grade lower than 90 in any subject or A (Advanced), not lower than B+ in Character Development, and Co-curricular activities.

Honors will be ranked based on the general weighted average with no grades lower than 90 or A (Advanced) in any subject and not lower than B+ in Character Development and Co-curricular Activities.

Honors

Ranks 1 – 5

- #1 - First Honors
- #2 - Second Honors
- #3 - Third Honors
- #4 - Fourth Honors
- #5 - Fifth Honors

Academic Excellence

Ranks 6 - 10

Special Awards will be given.

C. SENIOR HIGH SCHOOL

1. Grade 11

Honors in this level must be ranked based on the general weighted average of the First Semester and Second Semester with no grades lower than 90% in any subject and not lower than B+ in Character Development and Co-curricular activities.



Honors

Ranks 1 – 5

- #1 - First Honors
- #2 - Second Honors
- #3 - Third Honors
- #4 - Fourth Honors
- #5 - Fifth Honors

Academic Excellence Awardees rank 6-10 with no grade lower than 90% in any subject and not lower than B+ in his character development.

* The highest honors distinction is awarded to a student who obtains the highest grade in a particular strand with no grade lower than 90% in any subject and not lower than B+ in character development and co-curricular activities at the end of each curriculum year.

2. Grade 12 Graduating Class

Honors in the Graduating class must be ranked based on the general weighted average of the four semesters with no grades lower than 90% in any subject and not lower than B+ in character education and co-curricular activities.

Honors

Ranks 1 – 5

- #1 - Valedictorian
- #2 - Salutatorian
- #3 - 1st Honorable Mention
- #4 - 2nd Honorable Mention
- #5 - 3rd Honorable Mention

Academic Excellence

Ranks 6 - 10

Evaluation Code:

- | | |
|--------------------|--------------|
| A+ = 100 and above | C+ = 80-84 |
| A = 95-99 | C = 75-79 |
| B+ = 90-94 | D = below 74 |
| B = 85-89 | |

Scholarship (Revised March 2005)

- Full Scholarship* – The first in the overall ranking per grade level.
- Half Scholarship* – The second in the overall ranking per grade level.

Scholarships are upon the discretion of the school board and administration, therefore, are subject to change.

Diagnostic Test Results (part of Highest Possible Score)

| Descriptors (Mathematics, Science, Math) | Score |
|---|-------|
| Highly Proficient | 10 |
| Proficient | 8 |
| Progressing to Standards | 6 |
| Has not met standards | 4 |

ATTENDANCE

It is required that all students at the Ednas High School attend classes on a daily basis unless they have a valid excuse as determined by the school. Please note the following guidelines as they pertain to attendance. These are by no means all the instances, but are provided for your guidance.



- 1. ABSENCE means those times that a student is not in class.
- 2. EXCUSED ABSENCES are those that entitle a student to full privileges for make-up work, except mid-quarter and quarter exams. Examples of excused absences are: personal illness, travel abroad, educational travel, family emergencies (death and accident in the immediate family), school-sponsored activities, and medical appointments when they cannot be scheduled after school. Travel abroad and educational travel requires a letter of excuse addressed to the School Director 20 days before the trip. Upon returning to school, the student/pupil must submit a documentation of the travel in the form of scrap book, video, or journal. Verification of an excused absence is necessary in all cases.
- 3. UNEXCUSED ABSENCES are those that cost a student loss of grade/credit for the period of absence. Examples of unexcused absence are truancy, suspension, oversleeping, missing transportation, and non-school activities.
- 4. Upon returning to school from an absence, each student must report to the principal’s office for a re-admittance slip. The student must have a written note from a parent verifying the absence. Failure to do so will result in an unexcused absence.
- 5. A student who has incurred more than 20 absences of the required number of class and laboratory periods in a given subject will not be given credit. He or she repeats the subject, and/or the entire curriculum, or may no longer be accepted the next school year.
- 6. TARDINESS. Excused if due to typhoon or monsoon rains, heavy floods, or a valid emergency. Teachers will record unexcused tardiness. A tardy slip is required whether excused or unexcused from the principal’s office. On the third unexcused tardy in any one class during a quarter, disciplinary action will be taken. (See Discipline Code). A pupil/student is considered tardy or late if he/she fails to attend the flag ceremony.

ACTIVITIES

Co-curricular activities are an integral part of the total educational program at Ednas School. A student is challenged to be involved in any school activity to contribute to his or her well-balanced development. Each student must adhere to the following rules:

- 1. A student is suspended from activities for the subsequent quarter upon failing any two subjects.
- 2. A student may actively join in any three organizations, clubs, or athletic activities. He or she can assume an organizational head position, a minor officership, and one more membership. No activity excuses such a directive that has been given, unless the principal or director approves the excuse.

The following organizations or clubs complement the school’s academic and hidden curriculum. These are subject to change and/or expansion

Grade School

- 1. Junior Central Board of Students
- 2. The Torch (School paper)
- 3. Math – Science Club
- 4. Theatre Guild/Glee Club
- 5. Sports Club
- 6. Book Club
- 7. H.E. Club
- 8. Forensics Club
- 9. Robotics Club
- 10. Knights of the Altar

High School

- 1. Senior Central Board of Students
- 2. Breakthrough (School paper)
- 3. Math – Science Club
- 4. Theatre/Arts/Glee Club
- 5. Sports Club
- 6. Book Club
- 7. H.E. Club
- 8. Forensics Club
- 9. Robotics Club
- 10. Knights of the Altar
- 11. Steering Committee

All activities sponsored by the school are under the direction of a moderator/s. A project proposal of any organization is subject to approval by the student council and the administration. This includes outings. The school holds no responsibility regarding personal outings of students and teachers.

PRACTICES ON SCHOOL ACTIVITIES

All practices/rehearsals for school activities i.e. Intramurals, Foundation, Washnight, etc. must always be held in the school. Practices outside the school campus and other private homes are strictly not allowed. Parents will be informed with the approved schedule of practices through a circular letter duly signed by the administration. Students are not allowed to conduct practices without the supervision of their respective moderator/adviser/teacher. Only Ednas teachers will direct and choreograph presentations. Seeking help from



hired choreographers is strictly prohibited. Students must always observe proper decorum and decency in the choreography and acting during presentations. The exhibition of indecent and suggestive dance steps and actions are strictly prohibited. Indecent costumes and the use of music with obscene, explicit, and vulgar lyrics are strictly prohibited in their presentations.

GRADUATION

Practices

Graduating pupils/students must attend graduation rites and baccalaureate mass practices in school. They should wear the prescribed school uniform until the vesper of their graduation day.

A pupil/student who fails to attend practices with three (3) consecutive unexcused absences will not be allowed to march but will still graduate. He/She, however must pay the graduation fees.

Parking Space:

The school provides a limited parking space, therefore, only the early ones who arrive with vehicles will be accommodated inside the school premises. However, the school is not responsible to any loss or damage/s. A school sticker must be placed on the wind shield to be identified as an authorized fetcher of the pupil/student.

Attire:

Parents, visitors, and school personnel must strictly observe formal attire during formal school occasions. Proper attire or decorum is an act of giving proper respect and honor to the occasion, the pupils/students, and the school’s vision-mission.

- | | |
|--------------------|--------------------------|
| 1. No maong pants | 6. No sandals |
| 2. No short pants | 7. No plunging necklines |
| 3. No T-Shirts | 8. No micro-minis |
| 4. No slippers | 9. No backless |
| 5. No rubber shoes | 10. No tubes |

Modesty should be observed during the graduation ceremonies at all times. Barong Tagalog or semi-formal, office, business wear, best Sunday/Party Dress.

Diplomas, Medals, Caps and Gowns

The diplomas must be treated with care. The graduates should neither toss nor crumple it. Students who receive medals must wear and maintain them until the end of the ceremony. The rented caps and gowns must be returned to the designated school personnel right after the graduation rites.

During the distribution of Diplomas and Medals:

Photographers/Parents must take pictures of the graduates one at a time. They have to leave the designated spot immediately after taking the shots and must proceed to the other designated places which are both located at the sides of the Covered Court.

During the Singing of Graduation Song and the School Hymn:

Photographers are prohibited to take pictures during the singing of the Graduation Song and the School Hymn. Everybody must take a seat and watch. Photographers will only be allowed to take pictures of the graduates after their performance is over and with proper announcement. The graduates will re-enact their performance/ actions before they will leave the stage one line at a time as instructed.

Parents and guardians may take pictures and videos of their children during their performance while seated or behind the audience so as not to block the people watching from behind. A second performance is normally executed. The audience is required to be seated during stage performances.

Picture Taking after the Graduation Rites

In taking photographs, parents and the graduates must take turns for the use of the stage in order to maintain order and to avoid conflicts.

ASSEMBLIES

A number of assembly programs - e.g. general assemblies, school programs, and the like - are planned for the current school year. Attendance is strictly required. A significant reason for having assemblies is to

develop appropriate behavior patterns for pupils/students and their families who will be members of audiences throughout their lives. Students must observe the following rules:

1. Assemble as a class and line up before entering the assembly area. The class teacher facilitates order and discipline.
2. Take a seat assigned in the appropriate class section. Once seated, members of the audience are not allowed to leave until excused by the class teacher. They should position themselves properly if there are no seats available.
3. At all times refrain from any action that will interfere with those performing, or with fellow members of the audience. These actions include whistling, talking, excessive movement, or other similar distractions. Appropriate expressions of appreciation like clapping or cheering can be done after a performance or during key unforgettable moments in the performances.
4. Students on stage must observe proper decorum while either approaching or leaving the stage.
5. Eating or drinking is not allowed in the assembly area while a program is going in long assembly programs. Depending on the time, the pupils/students may be allowed to drink/eat. However, proper disposal of wastes must be implemented.

STUDENT SERVICES AND FACILITIES

SECURITY. To secure the safety and harmony of the learning environment of the school, each pupil/student and their parents/guardians/fetchers must abide by the school's rules, regulations and/or policies regarding their use of the fetcher's gate pass and visitor's pass and the bringing in of vehicles during dropping off or fetching time, etc... Policies are subject to change with discretion of the school's board and administration.

LIBRARY. Open from 8:00 A.M. to 5:00 P.M. on class days. Each student must abide by the rules of the school library faithfully. Information on library rules is acquired from the school librarian. It is imperative to maintain an atmosphere of SILENCE in the library. Any damage done to any materials borrowed from the library is subject to disciplinary action.

CANTEEN. Open from 8:00 A.M. to 5:00 P.M. on class days. Each student must observe proper order, courtesy, and decorum when buying and eating at the canteen. Proper waste management must be observed in the canteen and elsewhere in the school. No one is allowed to eat along the hallways and inside the classrooms during recess time except during rainy days, or in any area not specified by the teacher. Softdrink bottles are to be returned to designated places. Only pupils/faculty are allowed to eat in the canteen. Parents and fetchers may buy food only during dismissal times – especially for the lower grades but should eat in designated areas only.

FIELD TRIPS. From Nursery to Grade 12, one fieldtrip may be undertaken. Fieldtrips are highly recommended for pupils/students for their distinct educational, cultural, and historical values and as a part of their co-curricular activity.

MOBILE/CELL PHONES. It has been noted that mobile/cell phones have been proliferated with lewd and obscene picture messages particularly those capable of multi-media services (MMS). Also mobile/cell phones are being used to cheat during examinations and notably distracting and diverting the attention of students from their studies. Thus in compliance to the DepEd Order no. 83, s. 2003, the use of mobile/cell phones (simply on high tech) is strictly banned during class hours; and particularly during examinations. Text messaging and paging by students during class hours within the school premises will be subjected to disciplinary actions and their mobile/cell phones will be confiscated and submitted to the principal's office.

The school office phone may be used during emergencies by the pupils/students. Mobile phones/cellular phones may be used when required by the teacher for educational learning.

HOMEROOM PERIOD/R.H.G.P. This period is used for the following:

1. Development of values, attitudes, character, and leadership of students through meaningful and relevant discussions.
2. Discussion of student marks.
3. Discussion of forthcoming activities
4. Distribution of circulars, collections of return slips, etc.



BULLETIN BOARDS/DIGITAL BULLETIN BOARDS. These are used for official notices, inspirational remarks or thoughts to ponder on. All are subject to administrative approval.

CLASSROOMS. These must be kept tidy and clean. Each student is expected to do his or her share for the classroom's maintenance.

Each student is expected to come to school prepared with classroom materials. High School students with packed-lunch may eat inside their respective classrooms during lunch break. However, cleanliness and orderliness must be strictly observed. Leftovers must be disposed properly. Only scratch papers are allowed to be thrown into the trashcans of the classrooms. Electric fans must be turned off during lunch break. Air conditions may be turned on at 8:00 AM and must be turned off during break and at dismissal time. In cool or rainy weather, air conditions may be turned on at mid-morning when temperature rises.

SCHOOL HOURS

Grade School: Late pupils must not enter the building after the flag ceremony or assembly without securing a tardy slip from the principal. After school, pupils must leave the building unless they are involved in an organized school activity with a teacher or moderator.

High School: Students who arrive late during flag ceremony must stay outside the gate and wait for the flag ceremony to finish before they could enter. Central Board of Students will record the names of the late students and will be submitted directly to the respective advisers.

- **Time schedule is subject to change.**

FLAG CEREMONY

The school bell is rung 5 minutes before the designated time of Flag Ceremony. Flag Ceremony takes 5 – 10 minutes.

GUIDANCE CENTER. Its aims are to help and guide students, and to make them aware of their individual traits, personality, capabilities, and responsibilities. It engages in a fully integrated testing program to assist each student in his or her studies and to guide him or her in preparing for future goals. Availability of the center is upon request or referral.

HALLWAYS OR CORRIDORS. No student is allowed to talk loudly, do any activity, run, or the like along the hallways while classes are going on. Each student is asked to take care of office or personal business before school, during lunch or recess, or after school. Emergencies depend on the teacher's discretion.

HEALTH SERVICES. The clinic is available for first-aid emergencies. For more serious emergencies, the pupil/student will be taken to the hospital. Every attempt will be made to contact the parents. No student is allowed to lounge in the clinic during the passing period between classes. Failure to do so is subject to disciplinary action. Student accident insurance is available. Contact the school office for more information.

FIRE, EARTHQUAKE, and TSUNAMI DRILLS. The continuous ringing of the bell or siren signals a fire or an earthquake drill. When the bell is heard, students under the direction of the teacher are to proceed in an orderly manner, without unnecessary noise to the designated area. Guidelines from the teacher are instructed to students in case of an earthquake. They will return to class upon the direction of the teacher. It is each student's responsibility to know the direction(s) of exits. Drills are held at least once every semester or twice a year.

A. Earthquake Drill Procedures

- Once the drill is announced, all teachers and students will conduct the DROP Procedure (duck, cover and hold). This procedure consists of everyone dropping to their knees, taking cover under a table or desk, protecting their head with arms if not under a table or desk, and face away from windows or mirrors.

(Note: In an actual earthquake, teachers shall immediately instruct students to the DROP Procedure (duck, cover, and hold) until the earth movement stops, and then evacuate the building immediately).

- All students, teachers, and other employees shall quickly leave the building in an orderly manner.
- Teachers shall take with them to the evacuation area the student roster.



- Teachers shall ascertain that no student remains in the classroom by placing the red or green laminated sheet found in the Red Crisis Folder (i.e. green meaning all clear in the classroom and red meaning there is a problem in the classroom).
- Teachers shall leave the doors open as they are leaving the room – as to not have the doors jam/shift in an actual earthquake.
- Teachers shall be prepared to select alternate exits and shall direct their classes to these exits whenever the designated escape route is blocked.
- All students, teachers, and other employees shall not walk directly under the corridors. They shall walk away from the building then onto the escape route.
- Custodians shall secure the main valve shut offs (1) Gas, (2) Electric, (3) Water – in this order based on the situation (i.e. go to the location of all valves).
- Staff shall wheel out to the evacuation area the Disaster Cart (i.e. black trash can on wheels).
- Staff shall take with them out to the evacuation area the list of students needing medication, the medication, and the list of handicapped students.
- The school administrator shall make sure that all classrooms are accounted for by having in place a check-in system for each classroom (i.e. having a runner from each classroom coming up to the school administrator indicating “Room ____ all present”).
- Assemble and identify the Student Release Team.
- Assemble and identify the Disaster Medical Team.
- Assemble and identify the Search and Rescue Team Station.
- The school administrator shall keep a record of each Earthquake/Disaster Drill and mail it to Business, Risk Management and Benefits Department when required.

B. Fire Drill Procedures

SIGNAL: 5 SHORT BELLS RUNG IN A CONTINUOUS CYCLE

PROCEDURE DURING CLASS TIME

1. Students exit classroom via both doors and WALK in orderly lines.
2. Students evacuate the building by designated routes to the assembly area (see map).
3. NO TALKING IS PERMITTED!!
4. Teachers:
 - a. Take your EMERGENCY FOLDER and attendance cards with you.
 - b. Check that all students are out of the classroom.
 - c. Check that all exits are clear.
 - d. Close classroom door. DO NOT LOCK. (Later entry may be required.)
5. In assembly area, teacher takes roll and accounts for each child.
6. Students in classrooms other than their own are to remain with that class until given permission to rejoin their class by both teachers.
7. Students remain in orderly and silent lines until all clear signal is given (one long bell).

PROCEDURE WHEN NOT IN YOUR OWN CLASSROOM

- A. Teachers should be familiar with assembly area and evacuation route designated for that classroom or area.
- B. The EMERGENCY FOLDER should accompany the class and be used by the teacher, or supervising adult, to account for all students.

ALL SCHOOL PERSONNEL, CERTIFICATED AND CLASSIFIED ARE TO PARTICIPATE IN ALL FIRE DRILLS

Parents, guests and community people on the grounds during a drill must participate.
Adults are reminded that no talking is allowed. Please be good role models for the children.

C. Some important precautionary measures during a possible tsunami-generating earthquake:

1. If you live in the coastal area and you felt a strong earthquake, take this as a natural tsunami warning. Do not stay in low-lying coastal areas after a local earthquake. Quickly move inland or to higher ground.



2. After the strong ground shaking, the sea level may retreat and reveal interesting sights (such as stranded fishes on dry land, sandbars and coral flats). This is another natural sign of an impending tsunami. If there is a sudden change of sea level observed, it is best to immediately move to higher ground; never attempt to go down the exposed seabed no matter how attractive and tempting the sight is. Waves might rush back within minutes. The increase in casualties during tsunami events is due to the inherent curiosity of people to observe this unusual phenomenon.
3. For far-field tsunamis of those far distant sources, take heed of tsunami warnings from warning organizations. These are issued to protect you from the waves generated either by a distant earthquake. Respond to the tsunami warning even in your area since the source may be a distant earthquake.
4. Should tsunami is suspected, never go to the shore to watch a tsunami. Anybody who can see the waves is usually too close to escape and survive their devastating effects.

STUDY HALLS. High School Students are provided with vacant time inside their respective classrooms and/or library for group study purposes to be monitored by the adviser or an assigned teacher.

LOST AND FOUND. The school cannot accept legal responsibility for items that are lost or found at school. Found items are to be returned to the principal's or school office. We will make every attempt to help you recover your lost item. The school is not responsible for any stolen personal valuables in school. Do not bring or store valuables at school.

TELEPHONE. The school phone is for the use of staff members for school business only. Only during emergency that the school phones can be used by the pupils/students.

GYM/COVERED COURT. Entrance to the gym is through the back door of the mini-field. The gym is used only during P.E. classes with proper adviser, Pre-school flag ceremonies, High School flag ceremonies (when raining), general assemblies, symposium, line formations of high school students after lunch break and other school activities/rehearsals. Students working on required class activities with silence and proper decorum observed can use the back portion of the gym. Students are allowed to use the gym during lunch break. Basketball and other sport practices should be scheduled after dismissal time. Weekend use of the gym is allowed **ONLY** with the adviser present for proper guidance.

RULES AND REGULATIONS

1. The language of instruction at Ednas School is English. Each student must strive for excellence in English. A conscious effort to use English by students, pupils, teachers, and staff on campus is laudable.
2. Students are not allowed to leave the school premises during school hours without the permission of the principal/supervisor. A permission slip is issued upon request to the student who asked permission to leave the campus. This slip must be presented to the school guard on duty. Students who leave the campus during school hours without permission will be subject to disciplinary action.
3. **DO NOT** bring valuables to school! Large amounts of money, expensive jewelry, and technology tools (unless needed in class) must be left for safety at home. Teachers for classroom activities sometimes request audio- visual materials. This is subject to approval. The school is **NOT** responsible for any stolen items.
*Students may bring their cell phones but should be turned off before entering the school campus. Students who are caught bringing out or using the cell phones inside the school campus will be asked to surrender their cell phones to the Principal or the teacher who caught them. These students will lose the privilege of bringing the cell phones inside the school campus. Only the parents can get the confiscated cell phones from the office of the school director. Cell phones can be used only as soon as the students step out of the school gate.
4. No student may be called for visitors without permission of the principal or school director.
5. Parents/Fetchers are **NOT ALLOWED** to leave anything from food, project, paper, money, and the like at the guardhouse for pick-up by pupil/student. Pupils/Students are expected to bring all they need to school. In case of emergency, parents/fetchers may leave what they need to give the pupil/student at the office of the principal or coordinator for pick-up by the student. The school is not liable to any loss that may occur.
6. Parents are allowed to leave **ONLY** hot food cooked at home in the guard house. In addition, fast food deliveries are prohibited.
7. No food or drink must be taken to the classroom at any time except during supervised meal breaks.
8. No student may go to any non-school function in uniform without permission.

9. If a student is interviewed by a paper or magazine or radio/television network, or does any writing as a hobby or joining a non-school unofficial competition, he or she must remember the parameters set for compliance. Failure in this regard is subject to disciplinary action.
10. No student is allowed to loiter in hallways or stairways; going, passing, or staying in off-limit areas.
11. The site of any official school activity is an extension of the school and therefore, school regulations apply.
10. Proper attention and participation in flag ceremonies are required. Strict attendance is imperative.
11. At any competition, students are expected to cheer for their school or team. They are forbidden to cheer against the opposing school or team. The school shall not be liable or be responsible for any accident or personal injury sustained or suffered by the student, or for any damage or loss of personal belongings at practices or during tournaments that take place outside of Ednas School.
12. Each student is under the supervision of his or her classroom teacher at all times. A student is not permitted to leave class at his or her own discretion. No student will be released from a classroom without proper permission from the teacher.
13. Grade School and Pre-School pupils arriving for their afternoon classes should wait at the front quadrangle, waiting shed or along the driveway while waiting for their class to start. Strict silence should be observed.
14. The school upholds its standard of uniform established. Each student must come to school in the prescribed uniform. P.E. uniforms and plain white rubber shoes are worn during P.E. days. The daily uniform for boys consists of a white polo shirt with the Ednas School badge on the left breast pocket (Nursery-Grade 10), light blue polo shirt with the Ednas School badge on the left breast pocket (SHS), a pair of bottle green pants (long pants for Grade 4- High School boys) plain white socks (no print, colored marker, logo, or signature on socks), and a pair of black leather shoes. The daily uniform for girls consists of the pleated blue-green checkered skirt, white blouse and the Ednas School badge on the left breast (Nursery-Grade 10), light blue blouse (SHS); plain white socks (no print, colored marker, logo, or signature on socks), and a pair of black leather shoes. High cut black boots, and brown or olive topsiders or moccasins are not allowed. Wearing of earrings (boys), glaring nail polish, hair color dye, make-up, and tattoos are not allowed. ID must be worn at all times. Each student is required to maintain a decent haircut. Non-adherence to the uniform rule is subject to disciplinary action.
15. The school uniform is a symbol of Ednas School as an educational institution. Each time it is worn by EDNAS students, they represent and reflect what is excellent and true of their school and of themselves, in and out of the school premises. Therefore, no student is allowed to leisurely gallivant the malls, and other public places wearing the school uniform. If so, proper decorum should be strictly observed whether as an individual, a group/"barkada", or as a "couple". Couples in dating relationships should observe proper and decent behavior in and out of the school premises. All students must remember the parameters set for compliance.
16. Any teacher or administrator will confiscate prohibited materials such as pornographic materials, cigarette, liquor, deadly weapons and the like. Possession of such materials is subject to disciplinary action. (See Discipline Code)
17. During Lunch Break, high school students are not allowed to leave the school campus. Students are required to bring their packed-lunch and will eat in the designated areas inside the school campus.
18. Only pre-schoolers are allowed to hold a simple "salo-salo" birthday celebration in their classroom during their recess time. A letter of intent should be given to the office at least 10 working days before the said event.
19. **ON GATE PASS AND/OR FETCHERS PASS:**
As one of our school's commitment in achieving not only the academic but personal well-being of all our students, we are reminding all parents, guardians and fetchers to wear the Prescribed Official EDNAS SCHOOL FETCHERS PASS I.D. whenever inside the school campus. This discipline is fully enforced and implemented effective 15 June 2009. Please fill up the pass completely.
A visitor's pass will be given to guests of the school. Identification will be asked by security in exchange for this pass which should be worn in campus during visit.
20. **ON U-TURN PASS:**
Our security personnel are mobilized to follow orders and implement school policy, serve and have all students' best interest at heart; they deserve the proper respect and appropriate collaboration from all of us. In conjunction with this, we require all types of vehicle to secure an OFFICIAL U-TURN PASS from the School Office.
Only vehicles with a U-TURN PASS are allowed to enter the school campus and maneuver a U-turn to exit especially during heavy rainy days. The U-TURN PASS does not give the drivers the privilege to park their vehicles in the school campus. Full implementation of this discipline is on 15 June 2009. (all campuses)
20. **ON DISMISSAL TIMES**
Fetchers may get inside the campus to fetch their wards only when the bell rings for dismissal time and after the afternoon flag retreat.



NOTICE

Basic to this handbook is the concept of mutual respect between faculty and students. The administration, faculty, staff, parents and the students have the opportunity for cooperating with each other so that all students have the opportunity to develop their fullest potential. Students have the responsibility of enjoying their learning opportunities at the Ednas School/Ednas School of San Carlos/Ednas School of Alaminos if the standards set in this handbook are observed.

The school reserves and can assert its right to accept or refuse a child’s re-admission due to gross violation of the rules and regulations contained in this handbook or failure to have met the school’s standards.