



STUDENT DIARY

SCHOOL YEAR 2024-2025

Blessed Trinity School of Las Piñas, Inc.

SILVER COR. SILICON ROADS, PILAR VILLAGE, LAS PIÑAS CITY

Contact us at 8804.0733 | 8990.6630

E-MAIL ADD : info@blessedtrinityschoolp.edu.ph | biz@blessedtrinityschoolp.edu.ph



FB Account: Blessed Trinity

You Tube Channel: Blessedtrinityschool LP

WELCOME TO BLESSED TRINITY SCHOOL OF LAS PIÑAS, INC.

This is your Student Handbook-Diary. This will serve as your guide in your day-to-day experiences in school. This handbook will also help you know more about the different policies, rules, and regulations of our school. It contains useful information that should make your stay in this school more fruitful and meaningful. At the same time, it serves as a venue for communication between your parents and teachers. It can also be used for recording daily assignments. We are happy to be part of your formation during this most critical stage of your growth and development. Together with your parents, we hope to help you become academically prepared, good values and service-oriented sons and daughters of God.

OUR HISTORY

Blessed Trinity School was founded by Dr. Josefina Abunda-Beltran, as a response to the clamor for quality schools in the neighborhood. Initially conceived to be a preschool, it was originally called Joy Preschool and Learning Center. The word Preschool was dropped in 1984 when Grade I of the elementary course was offered. On the celebration of its 10th year, the name Joy Learning Center was changed to Blessed Trinity School of Las Piñas. This change was done to honor the BLESSED TRINITY-God the father, God the Son, and God the Holy Spirit-to whom Dr. Beltran has a strong devotion.

Blessed Trinity School opened its door for the first time in June 1982 to 22 preschoolers and two teachers - Mrs. Emily Barredo and Miss Ellie Torrejos. The years that followed showed a remarkable growth in student population, in the number of faculty members, and course offerings. The school facilities at #15 Iron Road were transferred in 1984 to the school complex at Silicon corner Silver Road. In 1988, a structure was built to house more classrooms and some offices. In 1991, the high school building was built to accommodate high school students and the computer laboratory.

What was once a vision has become a reality. We owe this to the unrelenting efforts of men and women who have shared their time, knowledge, and effort to the noble task of educating the young, and also to the unwavering faith and trust of parents who have entrusted their children's education to the school.

FOUNDATIONS OF BLESSED TRINITY

Why Blessed Trinity School?

Our School Philosophy

We believe that the Child:

As a CHRISTIAN

- is a creature of God created into the image and likeness of God.
- is a finite creature with a weakened will and intellect needing salvation, redemption and re-education.
- has been redeemed by Jesus Christ and has Jesus as his model.
- has a vocation to know and love God and serve his fellowmen.
- is also a child of Mary.

As a FILIPINO

- is an integral part of the Philippine society, is aware of the Filipino culture, heritage, government, conditions of the community, and is imbued with the desire to respond to the needs of his fellow Filipinos and to help build a better society.
- is aware of the severe problems of poverty, corruption, injustices and violence and as such is committed to work for the promotion of peace and unity, honesty and integrity, love, and goodwill among men and the whole of creation.

Our Vision

We envision a BTS graduate to be an integrated Christ-like citizen who is an embodiment of a Blessed Child of God, committed to live a life of service to God and humanity.

Our Mission

Guided by our philosophy and by our vision, we members of *Blessed Trinity School* community, commit ourselves to the mission of providing a Catholic-Filipino Basic Formation for young children and adolescents.

Our Goals

Specifically, we envision the Blessed Trinity School's basic formation graduate as

- a graduate equipped with academic and technological skills.
- a graduate who is growing in wholeness, holiness and integration.
- a graduate who is prepared for a life of service to God, his family, community, society and the world.

What is our School Seal?



The seal reveals the school's focus on the total formation of the individual. The three figures represent the Blessed Trinity. The cross at the background shows the school's emphasis on Christian values. The book represents the BIBLE, the source of all knowledge and the school's emphasis on academic excellence. The flag represents the school's emphasis on love for country and nationalism. 1982 is the year BTS was founded.

What is our School's Pious Invocation

"Blessing and Glory, wisdom and thanksgiving, honor and power and might be to our God, forever and ever." Amen.

What are our School Colors?

Royal blue symbolizes excellence in academics.

Gold stands for excellence in virtue.

Green stands for service and charity.

What is our Motto?

Be blest and be a blessing to others

What are our Core Values?

Becoming Christ-like citizens through the deepening of one's love for God, love for self, love for others, love for country and the world

Truth and honesty in words and deeds

Service with dedication, discipline and sense of responsibility

What is our Thrust?

Commitment to academic excellence and value formation.

What are our School Prayers?

Prayer Before Study

O, Almighty Father, Oh Christ Jesus, Oh Holy Spirit, one God in the Divine Trinity Creator of Heaven and earth and most powerful of all I offer You all that I have. My heart, my soul, and my whole being, Now and forever, Amen.

Prayer After Study

Lord, thank you ever so much for this day that was done; thank you for my teachers dear and all my classmates, too. May all the things I learned this day, edify my life, sanctify my soul, enlighten my mind, and make noble my actions that I may serve my fellowmen for the greater glory of God. Amen.

ACADEMIC PROGRAMS

The BTS Curriculum is based on the Matatag Curriculum (for Kinder, Grades 1, 4 and 7 for the other grade levels) and the MELCs.

A. LEARNING AREAS

KINDER	Grade 1 & Grade 4	Grade 2, 3, 5 & 6	Y1 Y2 JUNIOR HIGH SCHOOL	Senior High School
Language Mathematics Reading and Literacy Science Makabansa Physical and Natural Environment	Makabansa English GMRC/CL Math Computer Filipino	Araling Panlipunan English Filipino Mathematics Science Computer/TLE GMRC and Values Education MAPE/MAPEH	Araling Panlipunan Computer/TLE GMRC and Values Education English Filipino Mathematics PEHH Science	

B. ASSESSMENTS

Assessment is done to keep track of the learner's progress and/or difficulties in learning which he/she may encounter in relation to curriculum standards.

1. TYPES OF ASSESSMENTS

1.a. Formative Assessment

This is given anytime during the teaching-learning process, e.g. paper and pen test, oral test, skills exercises. These assessment results are not graded.

1.b. Summative Assessment

This is given to measure whether learners have met the content and performance standards. These are quarterly assessment, written work, performance tasks.

Please take note that a different schedule of coming to school is followed during assessment days:

Preschool and Primary – on shortened period

Intermediate and Junior High School – half day

2. Assessment Permits

Permits to take exams are issued to students with fully settled tuition fee accounts. Those without permits should coordinate with the accounting office.

3. Special Exams

As a general rule, those who fail to take the quarterly exams during the regular schedule due to reasons of sickness and family emergencies, may take special exams as maybe scheduled by Team Leader.

The following are required:

- a. submission of letter of explanation to adviser from parents or guardians;
- b. presentation of a medical certificate from a doctor in case of sickness.
- c. payment of two hundred pesos (₱200.00) per subject to defray the cost of revised test questions and extra time requirement on the teacher.

Rules and Procedures

Students are expected to observe all examination rules and procedures that are enforced by the proctor which include the following:

- a. Present examination permit to the Adviser or Proctor before taking the examination
- b. Listen carefully to the instructions of the proctor. Refrain from asking the proctor questions especially those that are leading to the correct answer
- c. Exercise honesty during examinations
- d. Be test-smart!

C. GRADING SYSTEM

The Blessed Trinity School grading system follows DepEd Order # 40 s. 2012. The basis for the computation of grades varies for each subject and for certain levels. Weighted averaging system is used in the computation of grades.

COMPONENTS OF COMPUTATION OF GRADES

Components	Math and Science	MAPEH / Computer / TLE	English /Filipino / AP / GMRC and VE
1. Written Work	40%	20%	30%
2. Performance Task	40%	60%	50%
3. Quarterly Assessment (Summative)	20%	20%	20%

Our grading system is based on the Matatag Curriculum (K, G1, G4, and G7) and the K-12 Curriculum which places great weight on student's performance.

D. HONORS, AWARDS AND MEDALS

1. The **Trinitarian Award** is the highest award given by the school to students who are graduating /moving up. Selection of this award follows DepEd Order No.6, Series of 2005.

The following are the guidelines:

- a. All deserving pupils whose graduating/moving up from the regular classes shall be considered in the selection of honor pupils.
 - b. The pupils shall be ranked in each of two criteria namely: Scholarship and to Co-curricular activities.
 - c. The weight of Scholarship and Character is 7 while Co-curricular activities are given a weight of 3. The weighted rank shall be obtained by multiplying the pupil's rank in each criterion by the given weight.
 - d. Co-curricular activities shall be based on the candidate's participation and leadership in activities in pupil government, community development projects, civic activities, in-school and inter-school contests, etc.
 - e. Being on top academically does not automatically make a student first in the over-all-Year-End honors, since co-curricular activities are given a weight of 3.
2. After every quarter, **merit cards** in academic excellence are given to all deserving students.
 - a. **Royal Blue Card** – given to students with an average of 98% and above and with no grade lower than 85% in all subjects and no **NOT OBSERVED**(NO) in character building.
 - b. **Gold Card** – given to students with an average of 95% to 97% and with no grade lower than 85% in all subjects and no **NOT OBSERVED**(NO) in character building.
 - c. **Green Card** – given to students with an average of 90% to 94% with no grade lower than 85% in all subjects and no **NOT OBSERVED**(NO) in character building.
 3. **Medals in Academic Excellence** will be awarded at the **end of the school year to all qualified in academics and conduct in all grading periods.**
 4. **Conduct Department Card** is given quarterly to students with the highest conduct average in his class as long as he/she does not have a failing grade in academics.
 5. **Loyalty Award** is given to students graduating from Grade 10 who studied in BTS from Kinder to Grade 10 inclusively.
 6. **Leadership Award** is given to graduating/moving up students who have exhibited exemplary leadership traits and have taken active roles in school related activities.

E. FAILING MARKS

1. At the Junior High School level, failure in all major subjects automatically retains the student in the same year level.
2. No student may repeat the same year/grade level more than once.
3. A student who consistently fails in GMRC/Values Education will be given a warning. Failure to comply with the condition/s set will mean non-readmission.
4. As a general policy, a student who cheats during assessment shall get a ZERO in the particular assessment, and a failing grade in Conduct. He/She is also disqualified from any scholarship or from the honor roll.
5. When a student fails at the end of the year in one or two subjects, he is given the opportunity to overcome the failing mark during the summer extension class.
6. To be considered passing a student attending summer extension classes due to failing grades should obtain a passing grade of 75% on the particular subject he is enrolled in.

F. REPORT CARD

1. The Report Card is an official document of the school. It gives the students and parents an idea on how well or how poorly the student performed in the different learning areas within a particular quarter.
2. The Report Card is given only to parents or guardians.
3. Since the Report Card is an official document, it must be treated with respect. No tampering should be made on it.
4. At the end of the school year, before the report card or any document can be released a fully accomplished clearance has to be presented.
5. A special fee will be charged for replacement or duplication of the Report Card.

G. FORMATION JOURNAL

Each student has a Formation Journal on which building blocks (positive points) and stumbling blocks (negative points) are recorded. The student will be assisted on these areas. Likewise, merits and demerits will be based on this journal.

H. SUMMER EXTENSION CLASSES

1. The school is allowed to offer summer extension classes upon DepEd approval. However, the school has the option not to accept students from other schools.
2. These classes are held for students needing additional recitation days due to late entry and for students needing remedial help.

DISCIPLINE POLICIES

Our discipline policy is formative rather than punitive. Its objective is to help the student in his/her formation rather than to punish.

A. Attendance and Punctuality:

1. All students are expected to attend classes regularly and punctually.

The official time of all grade levels are as follows:

Junior High School 7:30 a.m. – 3:00 p.m.

Senior High School 8:00 a.m. – 4:00 p.m.

Intermediate 7:30 a.m. – 3:00/4:00 p.m.

Primary 7:30 a.m. – 12:30 nn / 2:00 p.m.

Kinder 1:00 p.m. – 4:00 p.m.

All students are expected to be in school at least 15 minutes before the first class begins. In order that a tardiness or absence from class may be excused, a written letter of excuse from the parents or guardian must be submitted on the day the student reports back to class. Students with 25 or more absences will be dropped from the rolls. Students who have incurred 20 absences and above but not more than 25 will have to attend summer extension classes to offset the absences. In cases of prolonged absences due to illness, a medical certificate is required to be submitted to the adviser.

2. A student who was absent or late, who cut classes, or who is in improper uniform, will only be admitted to class with an admission slip from the Team Leader. Three (3) accumulated tardiness regardless of number of minutes will be given corresponding sanctions.

B. Campus Discipline

1. All students are expected to observe proper decorum in school at all times whether inside the class or in any other places within the campus. Boisterous laughter, cuss words, public display of affection are prohibited.
2. Misbehavior in assemblies, at holy masses, and during student activities are causes for serious disciplinary actions.
3. During lunch break and recess time, only students with appropriate passes are allowed to go out of the school campus following the guidelines stipulated in the application of pass.

BEHAVIORAL EXPECTATIONS OF BTS STUDENTS

The following are reminders to help create a better atmosphere of learning. These expected manifestations of good behavior show the extent to which the student has grown as a Christian, as a worthy member of the Blessed Trinity School Community and as a citizen of the Philippine society.

All students are urged, therefore, to behave in accordance to the following expectations:

A. Before Classes:

1. Sees to it that he/she is well-groomed and in proper uniform, and has his/her ID card and has all the materials needed for school.
2. Leaves the house early so as to arrive in school on time.
3. Avoids bringing prohibited items to school.

B. Before Going to Class:

1. Enters the campus as soon as he/she arrives and does **NOT** loiter around.
2. Shows respect to the guard on duty.
3. Exhibits allowable behavior on the campus. (see Campus Discipline)
4. Proceeds to this class or to the assembly area immediately.
5. Participates in the flag ceremony, shows respect and patriotism.
6. Joins in the regular warm-up exercises.
7. Pays attention to announcements made.

8. Stays in line and observes silence along the corridors while moving towards assigned classroom.
9. Enters the classroom through the front door towards the designated seats
10. Maintains the cleanliness of all learning areas by arranging chairs in order and picking up litter on the floor and along adjoining hallways.
11. Observes silence and utilizes time wisely while waiting for the teacher.
12. Proceeds to his/her assigned seat to facilitate regular checking of attendance.

C. At the Start of a Class Period:

1. Stands at attention and properly greets the teacher.
2. Begins the class or any activity with a prayer for spiritual guidance.
3. Leads the prayer fervently when assigned.
4. Shows excuse slip for tardiness and/or absence before proceeding to a class.
5. Passes thru the back door of the classroom in case of tardiness, enters only upon signal and greets the teacher and classmates. Shows excuse slip to the teacher in session and surrenders this to the class monitor for recording.

D. During a Class Period:

1. Exhibits respect towards faculty, school staff and personnel, classmates, and all persons connected with the community.
2. Observes discipline when passing materials such as test papers, books, workbooks. Follows routine in passing materials test papers, books, etc.
3. Raises hand properly to recite without uttering “Miss,” “Ma’am,” “Sir,” or “Teacher”
4. Never laughs at mistakes committed by anybody. Similar insults and mockery will not be tolerated
5. Practices honesty at all times.
6. Asks permission to leave the room when the need arises and returns immediately upon completion of task. Uses the “out on pass”

C. At the End of Class Period:

1. Copies assignments and/or lecture notes during the allotted time.
2. Prepares the learning area for the next subject
3. Leaves the class as prompted by the teacher.
4. Thanks and says goodbye to the outgoing teacher after each class.

D. At the Church:

1. Observes silence and respect for God and the liturgy.
2. Participates in the religious service and songs.
3. Avoids talking to seatmates, doing disruptive behavior.
4. Prays fervently.

E. At the Canteen:

1. Waits for turn.
2. Disposes food wrappers and puts these in the garbage can.
3. Leaves the table clean and in order.
4. Returns plates, spoons, forks, etc. to designated places.
5. Returns bottles.
6. Avoids unnecessary noise.
7. Refrains from sitting on the tables and stepping on the benches.
8. Respects the canteen personnel.

F. At the Corridors, Stairs, Open Area:

1. Avoids running
2. Forms line quietly before classes in the morning and in the afternoon.
3. Avoids littering.
4. Refrains from going to off limit areas.
5. Refrains from shouting and loud conversation so as not to disturb classes.

G. At the Comfort Room:

1. Avoids stepping on the toilet bowl.
2. Flushes the bowl after using.
3. Does not write on the walls and doors.
4. Turns off the faucet after use.
5. Turns off the light after use.
6. Disposes soiled sanitary napkin wrapped in paper in the waste bin.
7. Leaves the CR clean for the next user.

H. Respect or Care of School Property:

1. Takes care of the doors, chairs, and other school equipment.
2. Does not write on desks, doors, and walls.

3. Respects the privacy of the teacher's tables.

I. Care of Personal Property:

1. Does not bring expensive jewelries and things.
2. Covers and labels all notebooks, books, extra labels all personal belongings.
3. Submits what he/she finds to the LOST AND FOUND SECTION.

CLASSIFICATION OF OFFENSES

MAJOR OFFENSES

These are the offenses that do the greatest damage to one's person, property, dignity, and honor as a human being. This offense also does damage to the school. After all efforts have been extended to help the child, the penalties for commission of any of these offenses range from:

1. Suspension to non-readmission.
2. Walk through.
3. Failure in Conduct.
4. Dismissal or expulsion.

The following are classified as MAJOR OFFENSES:

1. Possession of bladed/deadly weapon/s or explosive/s.
2. Possession of prohibited drugs and paraphernalia.
3. Coming to classes under the influence of drugs and/or liquor.
4. Cheating of any form:
 - Copying answers from another student
 - Using notes, cellphones or other methods such as "kodigo"
 - Plagiarisms
 - Supplying or providing testing materials to others
5. Extortion of any sort.
6. False alarming or scare.
7. Posting of obscene materials, words in social media.
8. Disrespect for the school and school personnel e.g. attack through social media, threatening.

9. Repetitive violation of less serious action/s.
10. Gambling within the school premises with or without bet.
11. Dishonesty.
12. Vandalism.
13. Falsification and tampering of documents.
14. Committing immoral acts.
15. Acts of lewdness such as possession, display, distribution, drawing of immoral and dirty materials, acts of disrespect towards opposite sex (such as playing dirty jokes, touching sensitive body parts, posting offensive pictures on social media and exhibiting or showing gestures with sexual connotation)
16. Bullying/Cyberbullying/Name calling/Offensive memes
17. Body tattoo or body piercing of any form.
18. Possession of pornographic material.
19. Divulging of untrue /damaging information about the school, school personnel and schoolmates.

MINOR OFFENSES

These are behaviors that affect the maintenance of proper teaching – learning atmosphere. Penalty may range from conduct grade deduction and/or community service.

The following are classified as MINOR OFFENSES:

1. Frequent absences from class.
2. Insubordination or disrespect to school personnel.
3. Non-compliance of prescribed uniform.
4. Posting of unauthorized posters or notices.
5. Name calling/tagging.
6. Habitual tardiness.
7. Provoking/Starting anger or fight.
8. Non-compliance of excuse letter, reply/acknowledgement/return slip
9. Wearing earrings of any kind among the boys
10. Possession of other's property without permission
11. Aiding outsiders to enter the campus

12. Defacing school ID
13. Public display of affection
14. Wearing of school uniform to malls, plaza, etc.
15. Littering
16. Disruption of school peace and order

OTHER IMPORTANT POLICIES AND REMINDERS

On School Uniform:

BOYS	Trousers/Pants	Kinder to SHS	<ul style="list-style-type: none"> • Long dark blue pants
	SHIRT	K to G6	<ul style="list-style-type: none"> • White polo-jacket with school emblem on the left pocket, worn loose and untucked
		G7 to G10	<ul style="list-style-type: none"> • White polo barong with patch on left breast, collar, worn loose and untucked • Round neck undershirt
		G11	<ul style="list-style-type: none"> • White shirt with Chinese collar
	Socks	K to G11	<ul style="list-style-type: none"> • Black
	Shoes	K to G11	<ul style="list-style-type: none"> • Black leather shoes • Rubber shoes for P.E.
GIRLS	Dress	Kinder	<ul style="list-style-type: none"> • White blouse with patch checkered jumper
	Blouse	G1 to G6	<ul style="list-style-type: none"> • White with patch on left breast (with ribbon same color as skirt)
		G7 to G10	<ul style="list-style-type: none"> • White with patch on left breast (with large bow)
		G11	<ul style="list-style-type: none"> • Polo type loose blouse with Chinese collar; vest
	Skirt	G1 to G10	<ul style="list-style-type: none"> • Blue with checkered print
		G11	<ul style="list-style-type: none"> • Dark blue pencil cut skirt
	Socks	K to G3	<ul style="list-style-type: none"> • White - knee length
		G4 to G10	<ul style="list-style-type: none"> • White - ankle length
		G11	<ul style="list-style-type: none"> • No socks
	Shoes	K to G10	<ul style="list-style-type: none"> • 1-inch broad heel black closed leather shoes; rubber shoes for P.E.
		G11	<ul style="list-style-type: none"> • Black pump (closed) shoes
P.E. Uniform	Boys/Girls	K – G10	<ul style="list-style-type: none"> • Blue jogging pants with yellow strips • White T-shirt with BTS print

The complete official school uniform must be worn every day except for PE days. However, this may not be worn to shopping centers, village plaza or any other neighboring recreation centers. Students are expected to change to ordinary clothes when going to these places from school.

PE uniform will be worn on PE days.

On Personal Grooming

All students are expected to observe the standards of good grooming.

For the boys, hair should not go beyond the shirt collar nor cover the ears. Skinhead and other outrageous funky hairdo, sideburn, goatee and beard **ARE NOT ALLOWED**. Boys' hairstyle should be Barber's Cut.

Earrings and tattoos are likewise prohibited. For girls, hair should be neatly combed and properly tied, ribboned or pinned in place. Hair bangs should not cover the eyes. Wearing of make-up is not allowed.

Hair dye is not allowed for both boys and girls.

Independence

To train each learner towards greater responsibility and independence, every pupil and student should consider as a personal duty the accomplishment of his schoolwork and the care of his work books and materials.

The stay of parents, yayas and guardians in school, to attend to the student's needs and meals is considered as counterproductive to the development of independence.

Personal Safety

No student may leave the school campus during class hours without the written request from his/her parents and approval by the school authorities. An appropriate pass to leave the school premises is issued.

For their safety and the safety of their personal belongings, students are encouraged to observe simplicity of dress and conduct. As such, wearing of expensive jewelry, bringing large amount of money and bringing cell phones, and other expensive toys or gadgets are prohibited.

Failure to follow this rule will result in confiscation.

First Offense – Confiscation plus warning, inform parents. Item to be claimed only by the parents or guardians at the end of the school day.

Second Offense – confiscation. Item to be claimed only by the parents or guardians. Otherwise, this will be returned at the end of the school year.

Correspondence

All letters intended for the child will be sent to the child's official Gmail under the official school domain. Parents may communicate to the teacher through the concerned teachers' Gmail under the school official domain.

Parent-Teacher Consultation

Parent-Teacher consultation maybe held as the need arises. All such conferences, however, must be by appointment through the registrar or to the child's adviser. Teachers are available for conferences after **class hours**.

Parent-Teacher Conference (PTC) are scheduled to coincide with Quarterly Awarding Ceremonies.

Tutoring/ Remediation

1. Tutoring and remedial classes must be arranged with the child's adviser and the team leader.
2. A contract will be prepared and signed; submitted to the Team Leader who keeps a record of all tutorial activities. If in the judgment of the tutor and the subject teacher the tutoring is no longer needed, the said tutoring service should be terminated.
3. Teachers are not allowed to tutor their own students.
4. Parents will receive notes from the Team Leader regarding this matter.
5. The school claims no share of tutorial fees. For Remediation and Gifted programs, a minimal fee is charged.

Suspension of Classes

Suspensions of classes due to either man-made or natural disasters are announced through radio stations, TV, and through the school domain. The early morning broadcast is followed

Gifts

Giving gifts to administrators, teachers or any school personnel is discouraged. Although well-meaning, such gifts render the recipient subject to criticism.

Collection of Fees on Contributions

Any request for payments of fees or contributions unless accompanied by official communication from the Directress should not be honored.

OUR POLICIES ON SCHOOL FEES

1. Upon enrolment, the student and his parents or guardians agree to fully abide by the BTS policies and rules, as well as the DEPED guidelines and regulations on payment of school fees, refunds, and other similar financial matters.
2. Payment of tuition, miscellaneous, and other fees shall follow the mode of payment agreed upon.
3. The mode of payment is structured to coincide with the assessment period for the quarter.
 - a. As per DepEd and school policy, students with unpaid accounts shall not be allowed to take the quarterly examinations on the scheduled dates. Likewise, report cards will not be shown to the parents until payments of accounts due are made.
 - b. Students who fail to take their assessment on time due to inability to pay accounts on their due dates will be charged ₱200.00 per subject for special examinations.
4. Payment of account online or in check shall become valid only after payee bank has cleared the payment.
5. Only cash payments shall be allowed on student accounts with history of bounced checks.
6. In line with provision of Par. 137, Sec. VII of the Manual for Regulations of Private Schools (1970), which states that “when a student registers in a school, it is understood that he is enrolling for the entire school year for elementary and secondary course.” The following regulations regarding transfer and withdrawal are hereby implemented:
 - a. A student who transfers or otherwise withdraws, in writing, before classes start or within the first few weeks after the beginning of classes, and has already paid the pertinent tuition and other school fees in full or for the quarter may be charged 10% of the total amount due for the year. If he withdraws within the second week of classes, 30% of the total amount due for the year will be charged. **NO REFUND WILL BE GIVEN FOR WITHDRAWAL AFTER THE SECOND WEEK.**
 - b. In the event that the school is forced to dismiss a student for acts imputable to him, the entire fees for the whole school year must be paid and shall be forfeited in favor of the school.
7. Education Service Contracting (ESC) grants subsidy to incoming Grade 7 students up to Grade 10 and voucher to Grade 11 and 12 students.

WHO ARE THE PEOPLE WHO HELP THE STUDENT

The Board of Trustees

The Board of Trustees formulates and determines the general policies, objectives, goals, and the development of school programs.

The President

The president has the final responsibility for the successful management of the school. He is the chief administrative officer of the entire educational institution.

The Directress/Principal

She is responsible for the supervision of all academic/nonacademic and activity program. She sees to it that all school policies and procedures are implemented to the fullest.

The Vice Principal

He/She assists the principal in the implementation of the school policies, procedures and programs of the school.

The Treasurer

She is responsible for the sound financial operations of the school.

The Registrar

She is responsible for student records, and procedures that involve the Department of Education (DepEd) and for the enforcement of DepEd policies and regulations.

The Guidance Administrator/Counselor

She is responsible for the planning, implementation, and evaluation of the operation of the Guidance Services. She attends to the various social, emotional, and psychological matters of the students.

She administers the testing program and works with the Registrar or Admission matters.

The Librarian

She administers the operation of the library together with the library staff. She coordinates with the SACs in the updating and acquiring of library materials.

The Team Leaders

They undertake the supervision of teachers and are responsible for the development and enrichment of the activities and behavior programs of the students in each team.

The Subject Area Coordinators

They are responsible for the planning, coordinating, implementing and evaluating of all matters pertaining to the instructional programs as well as cocurricular activities for a specific subject area.

The Faculty

Considered to be at the forefront of the school undertaking, the teachers are the facilitators of the learning process that redound to the well-rounded growth and development of the students.

The Homeroom Adviser

He/She is the teacher-in-charge who facilitates the total growth of the members of his/her class. She provides guidance and growth activities that helps facilitates the growth of his/her class into a Christian community.

The Club Moderators

They are the teachers responsible for the planning and implementation of the activity program of their respective club or organizations.

The School Doctor

The school has arranged with CASA MEDICA for any of our student's medical needs. The school doctor conducts medical examinations during the year.

The School Nurse

She attends to the health needs of the students in school. If a student needs a doctor, the school brings the student to nearby hospital upon the consent of parents or guardians.

The School Dentist

The school dentist conducts dental exams during the year. He/she gives recommendations on dental care and treatment.

THE SCHOOL BOARDS, COMMITTEES AND COUNCILS

The Board of Admission

It is composed of the administrators and faculty members who formulates and implements the policies and procedures for the admission, promotion, and non-readmission of students.

The Board of Discipline

It is the highest body for disciplinary cases. It is composed of the directress/principal, team leaders, guidance counselor, and a faculty member. A priest, parent, or student representative may be asked to sit with the board whenever needed. It reviews and decides on all disciplinary cases of students that merit dismissal and/or expulsion. The decision of the board in such cases, is final.

The Homeroom Officers

They are the students elected by the members of the class. They who will look after the discipline of the class in the absence of their teacher. They help in the planning and implementation of program activities such as recording the absences, tardiness, no IDs, improper uniforms, no assignments, and other deficiencies of their classmates. They see to it that a student who has been absent, late, or has committed other deficiencies should present an admission slip before he/she enters the classroom. If the teacher is late or absent from class, they immediately inform the Team Leader and render daily report monitoring to the homeroom adviser.

Club/Organization Officers

They are the students elected by the members of the different clubs and organizations, they are responsible to their members in planning, implementing and evaluating their programs, and activities subject to the approval of the administration. They also provide discipline during class activities.

The Child Protection Committee

In order to be pro-active in protecting children from various and countless hazards confronting them, BTS formed child protection committee as follows:

Chairman: Ms. Grace A. Talosig
 Members: Ms. Marigrace S. Mabazza
 Ms. Elizabeth A. Lusanta
 Ms. Ma. Isabel C. Gozo
 Representative from Barangay
 Student Representative (Student Council President)

The Risk Management Committee

In consonance with DepEd Order No. 37 s. 2015 namely, The Comprehensive Disaster Risk and Management in Education Framework, BTS formed the Risk Management Committee.

Chairman: Ms. Anna Liza P. Santos
 Members: Ms. Lucrecia B. Magsayo
 Ms. Loly S. Macasinag
 Mr. Arnel Valisno
 Mr. Rodolfo de Asis

OUR SCHOOL FACILITIES AND STUDENT SERVICES

The Blessed Trinity School of Las Piñas has the following facilities for use of the academic community:

- Library
- Prayer Room
- Guidance Room
- Computer Room
- Science Laboratory
- Canteen
- Home Economics
- Clinic
- Physical Education/Sports Facilities

OUR STUDENT'S DEVELOPMENT PROGRAM

1. Religious Formation Program

Retreats, recollections, masses, confessions, rosaries, and other religious activities are provided to help students acquire a deeper and closer relationship with God and fellowmen.

2. Activity Program

Complements and supplements learning in the classroom. This include scouting, clubs and community work.

3. **Guidance Program**

Counseling, testing, research, student inventory, and career guidance are some of the services rendered by the Guidance Office.

4. **Advisory Program**

Students are under a homeroom adviser for moral and character formation.

5. **Physical Fitness Program**

In-school and Out-school athletic activities are provided to promote physical development among the students. Sports Intramurals are held yearly.

6. **Library and Media Services**

School maintains a library and Audio-visual equipment for instructional purposes.

7. **Health Services**

Tie-up with Casa Medica was done to ensure that medical care is available when needed.

8. **Community and Outreach program**

Activities to serve and get to know the community are held to give the student a sense of responsibility to one's neighbors especially the needy and the elderly.

9. **Student Formation**

Group guidance, career sessions, leadership training, etc. are held to help the students in their personal formation.

10. **Scouting Movement**

Membership in Girl Scouting or Boy Scouting is encouraged for character formation and nationalism.

11. **E-mail and Internet**

Recognizing the importance of networking, BTS has gone on-line. Our e-mail address: info@blessedtrinityschoolp.edu.ph | biz@blessedtrinityschoolp.edu.ph

OUR ADMISSION REQUIREMENTS

AGES

- ✓ Kinder - 5 years old by August 1
- ✓ Grade 1 - 6 years old by August 1
- ✓ Grade 2 to Grade 11 - as per DepEd requirements

CREDENTIALS TO BE SUBMITTED BY NEW STUDENTS

- ✓ Photocopy of PSA Birth Certificate
- ✓ Report Card/Form 138
- ✓ Good Moral Certificate (Grades 7 to 10)

FOR REGULAR STUDENTS

- ✓ Report Card (Form 138) of previous grade level
- ✓ Clearance
- ✓ Agreement signed by both parents/guardians

CODE OF CONDUCT FOR PARENTS

Blessed Trinity School believes in the importance and merit of a close home-school partnership. Committed to serving the best education to all Trinitarians, it is foremost that the school and home share a commitment of collaboration and mutual respect.

Blessed Trinity School further believes that it is the best interest of our students if expectations are clear and well-defined in order to ensure an orderly, respectful and secure learning environment.

Due to the foregoing and our desire for an orderly, respectful and secure learning environment that makes possible AUTHENTIC learning among children, the school enlists your cooperation on the following Conduct Expectations for Parents.

1. Acknowledge that the education of each child is a joint responsibility of the home and the school.
2. Understand that the best interest of the child is foremost in all school programs, policies and procedures.
3. Support the school's objective in training the child to be an independent learner.
4. Give the child adequate supervision and assistance but to refrain from DOING and ANSWERING the lesson-based activity/ies for the child.
5. Seek a successful resolution and assistance to any misunderstanding or dispute by seeking clarification from the concerned school personnel or official rather than through social media or public criticism.
6. Misunderstanding or conflicts involving two or more students should be forwarded to the class adviser for resolution. No face-to-face confrontation with the erring students without the presence of the adviser.
7. Ensure that children attend school regularly and in required uniform.

AGREEMENT

I, together with my parents, have read and understood the contents of the Blessed Trinity School Student Handbook. I solemnly pledge to abide by the school rules, regulations, and policies stipulated in this handbook.

We, hereby affix our signatures in conformity with the aforementioned guidelines.

Student's Signature over Printed Name

Date

Parent's Signature over Printed Name

Date

Important: Please submit the printed Agreement Page with the needed signature to your child's adviser on or before the first day of classes.

AGREEMENT ABOUT BRINGING OF GADGETS

I, together with my parents, have read and understood the contents stated under PERSONAL SAFETY specifying the bringing of gadgets especially that of cellphones. I will not hold the school responsible in the event that such gadget is lost.

Student's Signature over Printed Name

Date

Parent's Signature over Printed Name

Date

PERSONAL INFORMATION

Student Information:

Last Name:	
First Name:	
Middle Name:	

Grade:		Section:	
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Home Address:		Child's Email Address:	
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Phone No.:		Cellphone No.:	
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Birthday: (mm/dd/yyyy)		Age:	
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Parent's/Guardian's Information:

Father

Last Name:		Birthday:	
First Name:		Age:	
Email Address:			

Mother's Maiden Name:

Maiden Name:		Birthday:	
First Name:		Age:	
Email Address:			

Guardian's Name:

Last Name:		Birthday:	
First Name:		Age:	

Blessed Trinity School Hymn

All Hail! Blessed Trinity School
All Hail! School of our youth
Cradle of our childhood dreams
Our Alma Mater Dear

In blue and gold our flag waves high
Raised up by triumphs won
Thy teachings in our hearts are etched
That Christ – like we may be

All Hail! Blessed Trinity School
All Hail! Our second home
Our faith in God and love for men
Our loyalty proclaim

All Hail! All Hail!
Blessed Trinity School
Our Alma Mater dear

Lyrics by: Dr. Josefina A. Beltran

Music by: Roy Vincent del Valle

Be Blest and Be a Blessing to Others