

Mary Immaculate Parish Special School Student Handbook

# Mary Immaculate Parish Special School Inc.

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## Student Handbook

SY 2022 – 2025

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Name of Pupil/Student

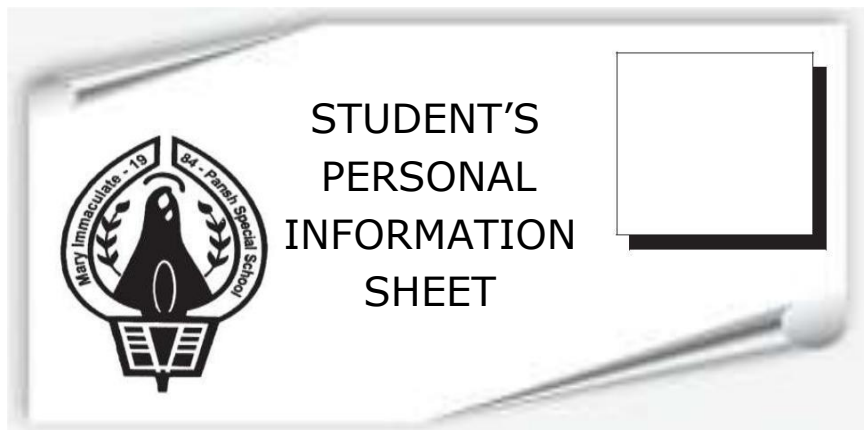
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Grade & Section

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Class Adviser

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 **STUDENT'S  
PERSONAL  
INFORMATION  
SHEET** 

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TEL. NO.: \_\_\_\_\_

CELL NO.: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_ AGE: \_\_\_\_\_

FATHER'S NAME: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

MOTHER'S NAME: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

GUARDIAN: \_\_\_\_\_

RELATIONSHIP (to student): \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

**COVID-19 VACCINATION RECORD**

FIRST VACCINE: \_\_\_\_\_

SECOND VACCINE: \_\_\_\_\_

BOOSTER 1: \_\_\_\_\_

BOOSTER 2: \_\_\_\_\_

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**MORNING OFFERING**

O Jesus, through the Immaculate Heart of Mary,  
I offer you all my prayers, works, joys  
and sufferings of this day.

In union with the Holy Sacrifice of the Mass,  
offered throughout the world,  
I offer them for the intention of  
Your most Sacred Heart,  
for the salvation of souls,  
reparation for all our sins and  
the reunion of all Christians.

I offer them for the intention of our bishop,  
for the spiritual, and intellectual growth  
of all members of the apostleship of prayers  
in particular for the intention  
of our Holy Father for this month.

Amen.

Mary Immaculate unite us with your Son,  
*That All May Be One!*

Holy Spirit, *enlighten us!*

That in all things, *God may be adored and glorified.*

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## OFFICE OF THE DIRECTOR



### **CATHOLIC EDUCATION MEANS EXCELLENCE**

Catholic Education is tantamount to excellence and Excellence means Discipline. Now Discipline is an art and science and that is best expressed in the language of the MIND, i.e., to think what TRUE is; in the language of the HEART, i.e., to desire what is GOOD, and the HAND i.e., to DO what is NOBLE. It is both an art and science because of its innate beauty, simplicity, and accuracy.

Mary Immaculate Parish Special School Inc. is a Catholic School that espouses excellence in its curriculum and co-curricular programs, in the service of the church and its fellowmen. It envisions to develop a God-centered, academically excellent, and socially responsible community of formators and learners.

### **EXCELLENCE IS DISCIPLINE**

As a Catholic School MIPSS purposefully develop among the students a sense of self-discipline, a character that sees Jesus in others, respecting their dignity, their rights, and uniqueness. By loving others first and all inclusively, "that all may be one" Jn 17:21

### **DISCIPLINE IS WITNESSING**

Discipline is a way of life. It begins with a habit of doing good and doing it repeatedly until it becomes a virtue. So, Marian students not only are trained to be disciplined but to become humble missionaries in their homes, community, and country as a whole.

Therefore, our dear students, to aid and guide you through the process of becoming excellent, God-fearing, and socially responsible citizens, I am happy to present to you this updated Student Handbook for the period of three school years, SY 2022-2023, SY 2023-2024, & SY 2024-2025.

The handbook is crafted for a better understanding of our school policies and procedures. Policies that serve as a guide on how to behave as excellent Marians. For what is knowledge without good works?

As your School Director, I expect both the faculty and students to:

1. read and familiarize yourselves with the provisions stated in this manual
2. implement the provisions firmly and correct the errors objectively
3. counsel and pray for the erring person

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## **DISCIPLINE IS A COLLABORATIVE EFFORT**

On the other hand, cooperation between home and school is vitally important to a successful school experience and the formation of the students. That is why our dear Parents, I enjoin you to please review this handbook and discuss its contents with your child. We, at Mary Immaculate Parish Special School Inc., consider it a privilege to work with parents in the education of their children because we believe that parents are the primary educators of their children, as the saying goes "Charity begins at home and your first child's first school is your home" Therefore, MIPSS recognizes your right and duty to become the primary role models for the development of your child's life – spiritually, physically, mentally, emotionally, and psychologically. Your choice of Mary Immaculate Parish Special School Inc. involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

*For the purpose of clarity and consistency in policy, the provisions stipulated in this manual shall also hold true to all Senior High School students except for the following policies:*

- *Uniform*
- *Entry and Dismissal time*
- *Grading system and*
- *other analogous provisions but not limited to new and ensuing rules that may be promulgated by the DepEd-SHS.*

Together, let us welcome this year of "changing normal" with an optimistic attitude, and as committed partners in promoting peace and social justice within our community. May God bless you always!

That all may be one!

One with Christ,



**Rev. Fr. Augusto C. Pulido**  
School Director

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## SECTION 1 – THE SCHOOL

### VISION

Mary Immaculate Parish Special School, guided by the Charism of Unity, envisions the development of a God-centered, academically excellent, and socially responsible community of learners with Mary as model.

### MISSION

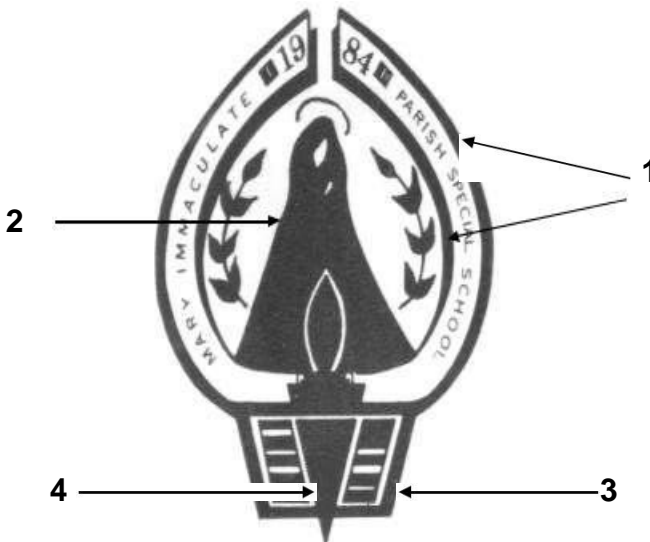
With the inspiration of the Holy Spirit, MIPSS commits itself to:

- Instill among the students the values of the Gospel and the virtues of Mama Mary geared towards their holistic development to be real evangelizers.
- Awaken their sensitivity to the needs of society, country, and environment.
- Inculcate in them that education is a life-long process by providing them with quality education.
- Facilitate integration and mainstreaming program for learners with special needs to tap their highest potentials and enjoy an independent, productive, and happy life.

### SCHOOL MOTTO and LOGO

***"That all may be one."***

(Jn. 17:21)



The logo consists of two concentric circles representing the world (1), the center of which



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is the image of Mother Mary (2) that symbolizes purity, simplicity, humility, and other virtues that should be the model of every pupil/student. Underneath the image is a book (3), which symbolizes knowledge and a torch (4) being the light, which illumines the virtues of Mary to every pupil/student. The Marian colors, blue and white, symbolize purity and peace.

### **SCHOOL'S PHILOSOPHY**

Catholic education is an expression of the mission entrusted by Christ to the Church He founded. Through education, the Church seeks to enable its members to proclaim and translate the Good News into action.

The school is founded on the idea that education should contribute to the development of sound moral and spiritual values necessary for becoming God-loving individuals and worthy citizens of our nation.

Mary Immaculate Parish Special School Inc. (MIPSS) believes and follows the Marian virtues, as well as the Second Plenary Council of the Philippines (PCP II) regarding love and preferential option for the poor.

The school caters to both regular children and those with special needs who desire for holistic Christian education in the Parish and in the neighboring communities.

It is in this context that Mary Immaculate Parish Special School Inc. envisions to develop a:

- God-Centered individual. Everything has a center of which it revolves and keeps its balance. Take away that center and everything will crumble and fall apart. A person's life is centered on something. For some, what matters in life is personal happiness and the pursuit of worldly pleasures. For others, the accumulation of wealth, power, and influence. But a God-Centered person has found that the pursuit of God is life's highest calling where the ultimate fulfillment is achieved.

God-centeredness is the virtue that MIPSS envisions to instill among its students. This is made possible by the programs it offers to Marian learners and employees. In MIPSS, God is encountered in all disciplines as the school utilizes Religion as the Core of the Curriculum (RCC). God is also encountered through spiritual formations, retreats and recollections, institutional masses as well as first Friday and Sunday masses participated by Marian students and teachers. In the classroom, different values are instilled to the students on a regular basis. Additional programs also include the Passa Parola, the Art of Loving, and the Word of Life, among others. A God-centered life is manifested by the Fruit of the Holy Spirit. As a fruit tree naturally produces fruit, a life that is fully centered on God naturally produces holiness.

- Academically Excellent students. Academic excellence is the ability to perform, achieve and excel in scholastic activities. In school settings, it is generally measured by achieving high grades and numerous awards. But in MIPSS, excellence is more than just making good grades. We measure excellence by how a student makes use of his knowledge, talents, and skills in service of humanity.

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To hone our students' cognitive abilities, MIPSS utilizes a combination of different learning systems and approaches such as Understanding by Design (UBD), Religion as the Core of the Curriculum (RCC), Whole Brain Learning System (WBLS), and adopted the new K-12 Curriculum, all for the purpose of holistic development.

As the world faces a new normal way in education, MIPSS adapted the MARIAN FLEx, a new mode of learning that combines Modular, Active, Responsive, Inclusive, Attainable, and Network-based approaches to give each Marian a Flexible Learning Experience.

- **Socially Responsible Citizens.** A socially responsible person is the one that has experienced the immense love of God and a wisdom to see the need to share the same to the society and environment. At MIPSS, we inculcate to the minds of every Marian that one has a duty to act in manner that is beneficial not only to oneself but to the society. This is made possible by the programs and activities we offer through different clubs and organizations such as the Supreme Student Government (SSG), Supreme Student Council (SSC), the Red Cross Youth (RCY), the Boy Scouts and Girl Scouts of the Philippines (BSP/GSP), and other clubs and organizations under the Center for Christian Formation and Integral Evangelization (CCFIE).

## **INSTITUTIONAL GOALS**

To actualize our vision and mission, we engage with our students in the MIPSS community to:

1. Provide an educational program that develops students with 21<sup>st</sup> century learning skills.
2. Provide a curriculum that is centered on Religion (RCC) based on the 3 Pillars of the school; God-centered, Academically Excellent and Socially Responsible.
3. Promote a strong, supportive partnership between home and the school and the wider community.

## **CORE VALUES**

As a Catholic School institution committed to the Sacred Scripture and Magisterium, given by God and the Church as our final authority for faith and life, we hold ourselves accountable to it and to each other with regard to these values as we cultivate God-centered, academically excellent, and socially responsible community of learners with the Blessed Mother Mary, as our Patroness.

### **1. Model of Excellence**

*"So be perfect, just as your heavenly Father is perfect." Matthew 5:48 (NAB)*

- We Marians believe that excellence is about doing your best. We strive for the highest personal achievement in all aspects of schooling, community outreach program, work, and life-long learning.

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- We give recognition to students and employees who achieve high standards, and we encourage Marians to strive for excellence and perfection for the community's successes.

### 2. **Integrity**

*"Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence and if there is anything worthy of praise, think about these things." Philippians 4:8 (NAB)*

- As a Catholic school institution, we do what is right. We, Marians, maintain the highest ethical and moral standards of the community. As a vital measure of integrity, we, Marians consistently honest and trustworthy, open, and transparent in decision-making processes, and consistent in school policies and actions.

### 3. **Prayerfulness**

*"Have no anxiety at all, but in everything, by prayer and petition, with thanksgiving, make your requests known to God." Philippians 4:8 (NAB)*

- We, Marians, believe that each created being, by nature, is called to worship, and to value a prayerful and reverential attitude toward God, one another, and all creation. We also believe that we are all called to be contemplative, "to see with God's eyes."

### 4. **Simplicity**

*"For our boast is this, the testimony of our conscience that we have conducted ourselves in the world, and especially toward you, with the simplicity and sincerity of God, and not by human wisdom but by the grace of God." 2 Corinthians 1:12 (NAB)*

- The best things in life are easy, simple, and free. Simplicity calls upon us, Marians, to rethink our values. It helps us to concentrate on what's important and necessary in life. It also teaches us to live with a lack of pretense, difficulty, and drama. The value of simplicity allows us to appreciate the little things and people that make a huge difference in our lives.

### 5. **Service to the Church and the Community**

*"Tend the flock of God in your midst, overseeing not by constraint but willingly, as God would have it, not for shameful profit but eagerly." 1 Peter 5:2 (NAB)*

- We value service to the Church because we believe that the Church is God's central vehicle to accomplish His work in the world. Our vision for serving the Church is a global vision, just as God's vision for His Church is global.
- We value the unique contributions and gifts that each person brings to service in our community. We believe that social responsibility and

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devotion to service, particularly to the Church and the community, are cornerstones of our mission.

- The way we treat people should be consistent with the morals, justice, compassion, humility, and love of our Lord. Our interaction with one another should reflect an attitude of service to them as individuals and take advantage of opportunities for mentoring, modeling, and personal development.

## **SECTION 2 – EDUCATION PROGRAM**

### **Objectives of Special Education**

- Provide equal opportunities to all learners with special needs.
- Integrate learners with special needs and learn side by side with other students under the general curriculum.
- Encourage parents' active involvement in the holistic development and progress of their child/children.
- Equip the learners with special needs with skills necessary to sustain an independent adult life.

### **Objectives of Pre-school Education**

- Present models worthy of emulation that will make the child see God as Father and all people and things around him/her as gifts.
- Employ learning experiences that will allow him/her to think and do things independently within the level of his/her maturity.
- Provide opportunities that will inspire him/her to practice desirable social behavior in his/her relationship with other children as well as adults.
- Use Developmentally Appropriate Practices (DAP) which will help him/her manifest psychomotor coordination for effective performance befitting his/her age.

### **Objectives of Elementary Education**

- Use experiential learning approaches which will enable the child to acknowledge God as the Father and Creator, Jesus as Brother and Redeemer, the Holy Spirit as Sanctifier, with Mary as Mother, and other persons as brothers and sisters in the Lord.
- Provide basic knowledge and develop the foundation skills, attitudes, and values, including moral and spiritual dimensions essential to the child's personal development necessary for living in and contributing to a developing and changing social milieu.
- Provide learning experiences which will enhance the child's awareness and responsiveness to the changes in society and prepare him/her for constructive and effective involvement.
- Inculcate a sense of national identity as a Filipino and develop love of country and its people.
- Provide activities which develop and enrich the child's creativity and appreciation for dignity of work.

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### **Objectives of Secondary Education**

- Use experiential approaches that will allow the student to witness in his/her daily life a dynamic love of God, a sense of personal worth and respect for others with preferential option for the poor.
- Demonstrate academic excellence and manifest intellectual curiosity, skills, habits, and desirable values to meet the demands of a changing society.
- Discover and enhance the different aptitudes and interests that will equip him/her with skills for vocational and higher education and prepare him for work in the real world.
- Develop an appreciation of the rich Filipino culture and heritage.
- Inculcate love and respect for God's creation and be responsible stewards.

### **Objectives of Adult Night High School (ANHS)**

- Provide equal opportunities in promoting literacy skills to adult learners (18 years old and above) especially to persons belonging to the economically and socially deprived members of the society.
- Use experiential approaches in creating awareness that will help the learners overcome their helplessness, achieve self-reliance, and develop a sense of self-worthiness.
- Reignite students' interest in learning and enhance their functional capabilities, various aptitudes, and skills essential for vocational and higher education to make them adaptive to the demands of the ever-changing world.
- Awaken students' innate human desire to be closer to God, to excel in their chosen path, and to be responsible members of the society in which they live.

## **SECTION 3 – GENERAL GUIDELINES**





In order to ensure the security of all the pupils and students at Mary Immaculate Parish Special School Inc., the following guidelines will be strictly implemented:



### **School Uniform**

The prescribed school uniform must be worn completely and properly every school day. The school uniform, together with the school ID, serves to identify all bona fide pupils/students of the school. A pupil/student who fails to wear the complete official uniform must obtain an out-of-uniform permit from the Prefect of Students upon presentation of a valid explanatory/excuse letter signed by the Parent/Guardian.

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The uniform specifications are as follows:

GRADE LEVEL	BOYS	GIRLS
<p style="text-align: center;"><b>PRESCHOOL</b></p>	<ul style="list-style-type: none"> <li>• Navy blue shorts</li> <li>• White polo jacket with MIPSS patch sewn on the left chest pocket</li> <li>• White socks</li> <li>• Black leather shoes</li> </ul> 	<ul style="list-style-type: none"> <li>• Gray and white checkered jumper skirt</li> <li>• White blouse with MIPSS patch sewn on the left collar</li> <li>• White socks worn slightly above the ankle</li> <li>• Black leather shoes</li> </ul> 
<p style="text-align: center;"><b>PRIMARY (GRADE 1-3)</b></p>	<ul style="list-style-type: none"> <li>• Navy blue shorts</li> <li>• White polo jacket with MIPSS patch sewn on the left chest pocket</li> <li>• White socks</li> <li>• Black leather shoes</li> </ul> 	<ul style="list-style-type: none"> <li>• Gray and white checkered skirt with blue and yellow stripes</li> <li>• White blouse with MIPSS patch sewn on its upper left side</li> <li>• Checkered bow tie</li> <li>• Short white socks</li> <li>• Black leather shoes</li> </ul> 

<p>INTERMEDIATE (Grade 4-6)</p>	<ul style="list-style-type: none"> <li>• Navy blue pants</li> <li>• White polo jacket with MIPSS patch sewn on the left chest pocket</li> <li>• Plain white undershirt, tucked in</li> <li>• White socks</li> <li>• Black leather shoes</li> </ul> 	<ul style="list-style-type: none"> <li>• Gray and white checkered skirt with blue and yellow stripes worn 3 inches below the knee</li> <li>• White blouse with MIPSS patch sewn on its upper left side</li> <li>• Checkered butterfly ribbon</li> <li>• Plain white chemise/ladies' sando</li> <li>• Short white socks</li> <li>• Black leather shoes</li> </ul> 
<p>JUNIOR HIGH SCHOOL (Grade 7-10)</p>	<ul style="list-style-type: none"> <li>• Navy blue pants</li> <li>• White polo barong with MIPSS patch sewn on the left chest pocket</li> <li>• Plain white undershirt, tucked in</li> <li>• White or black socks</li> <li>• Black leather shoes</li> </ul>	<ul style="list-style-type: none"> <li>• Gray and white checkered skirt with blue and yellow stripes worn 3 inches below the knee</li> <li>• White blouse with MIPSS patch sewn on its upper left side</li> <li>• Checkered necktie</li> <li>• Plain white chemise/ladies' sando</li> <li>• Short white socks</li> <li>• Black leather shoes</li> </ul>

		
SENIOR HIGH SCHOOL (Grade 11-12)	<ul style="list-style-type: none"><li>• Polo Shirt: Navy blue with white collar and sleeves (with slit breast pocket – left side) *Sports Collar</li><li>• Navy Blue pants – Slim Fit</li><li>• With MIPSS embroidered patch sewn on the left side</li><li>• Black leather shoes</li><li>• Plain black socks</li></ul> 	<ul style="list-style-type: none"><li>• Blouse: Combination of white and navy blue (cut: vest waistcoat) *Sports Collar</li><li>• Navy Blue Skirt – Kick pleat skirt, 1 inch below the kneecap (same material and shade used for the blouse) *with pocket</li><li>• Short tie (cravat): blue Satin with 2 white stripes</li><li>• With MIPSS embroidered patch sewn on the left side</li><li>• Black shoes (slightly heeled)</li></ul> 



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**PHYSICAL EDUCATION (P.E.) UNIFORM**

**Pre-school**



Pre-school students come in their complete P.E uniform during their scheduled P.E. day. The P.E. uniform consists of navy-blue jogging pants printed with MIPSS, white shirt printed with MIPSS logo at the upper left side and MIPSS at the back, plain white rubber shoes, and white socks.

**Elementary – Junior High School**



The P.E uniform consists of MIPSS jogging pants and collared blue and white shirt with the school logo, rubber shoes, and white socks. (Multi-colored foot socks are not allowed.) The pupils/students come in their complete P.E. uniform only during their scheduled P.E. day. If there is a need to change their P.E. shirt after P.E. class, only plain white T-shirt is allowed.

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**Senior High School**



The Senior High School students are required to be in complete P.E. uniform only during scheduled P.E. classes. The uniform is a combination of white jersey shirt paired with navy blue jersey shorts. Furthermore, part of the uniform is the wearing of white sneakers and white socks. Even during P.E. classes, students are expected to come to school in their regular uniform and change into their P.E uniform during P.E. time.

**Note:** Using of imported or expensive rubber shoes is strongly discouraged.

**Policies on School Uniform for Adult Nigh High school:**

BOYS	GIRLS
<ul style="list-style-type: none"><li>• White polo shirt printed with ANHS at the back and MIPSS’ logo in the left chest pocket</li><li>• Black pants</li><li>• Black leather shoes</li><li>• Black or white socks</li></ul>	<ul style="list-style-type: none"><li>• White polo shirt printed with ANHS at the back and MIPSS’ logo on the left chest pocket</li><li>• Black pants</li><li>• Black leather shoes</li><li>• Short black or white socks</li></ul>



**Note:** Students may purchase a ready-made polo shirt at the Accounting Office, or they may provide their own plain white polo shirt and have them printed with ANHS and MIPSS’ logo at the ANHS Office.

P.E. uniform for both boys and girls consists of jogging pants, plain white tee shirt, and rubber shoes with black or white socks. The P.E uniform must be worn only during their scheduled P.E activities.

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### **Student Identification Card (I.D.)**

In MIPSS, school ID is part of the school uniform and must be visibly worn inside the school at all times and during official school functions/activities outside the school. The school ID is non-transferable, and it cannot be confiscated.

Guidelines in using the school ID:

1. Students must wear the ID upon entry to the school premise.
2. Leaving of IDs at home or non-wearing of ID is considered a Minor Offense (See Section 7, No. 4, a. Minor Offense).
3. Students who fail to bring their IDs must fill out the LEFT ID slip/ Student's Logbook available from the Guard. The slip will be given by the students to the Prefect of Students (POS).
4. For lost IDs, the following must be accomplished to get a replacement:
  - Report the loss at once to the Registrar's Office to secure a temporary ID which will be valid for three (3) days.
  - Pay the needed amount at the Accounting Office and secure the receipt.
  - Present the receipt to the Registrar's Office and surrender the Temporary ID to claim the new one.
  - Request for a replacement of lost temporary Identification cards will be charged as that of the regular ID.
5. Losing an ID for the second time shall be considered Minor Offense.
6. The student is given two (2) days to find the missing ID before considering it lost. However, if the student is able to find the missing ID within two (2) days, the number of days that the ID is declared missing shall be then counted as left ID.
7. Tampering of ID, lending ID to another, or using someone else's ID considered a major offense.

### **Grooming**

1. The prescribed haircut for Grades 1-12 boys is 2 x 3 inches. Haircut for boys undergoing CAT training is 3 x 4 inches. Clean cut/Barber's cut is highly encouraged. The hair of the boys should not touch the eyebrows, ears, or shirt collar. Sideburns, beard, moustache, and goatee are not allowed.

**Boys who do not comply with the prescribed haircut during the haircut inspection on the first Monday of the month will be automatically issued a Disciplinary Notification Form (DNF) by their Class Adviser.**

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The following steps shall be undertaken for boys who fail to comply with the haircut policy:

Day		
Monday	Haircut inspection by the Class Adviser/POS	Anecdotal/Discipline Folder  DNF  Parents are notified thru phone, email, or messenger
Tuesday	Follow up on students' haircut by the Class Adviser	
Wednesday		
Thursday	Final warning from the POS	Disciplinary Warning Form (DWF) for Haircut

2. Receiving DNF four times for improper haircut is considered as First (1<sup>st</sup>) Major A offense
3. Girls with long hair are advised to wear their hair in a bun or ponytail. The use of headband and hairclips is highly recommended. Bangs must be worn short and neatly combed.
4. Fancy hairstyle (skinhead, spiked, dyed or with highlights) is prohibited in school.
5. Make-up, long nails, polished nails (long or short), jewelry and other accessories (e.g., anklets, chokers, baller, friendship band), nose/ear studs, tattoos, body piercings, sandals, slippers, tight fitting/body hugging outfit, shorts, mini-skirts, backless, strapless, or spaghetti-strapped and hanging blouses/shirts are not allowed in school.

**PROPER HAIR CUT FOR BOYS - PRESCHOOL  
AND GRADES 1-10, SHS and ANHS**



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### **Behavior During Programs and Assemblies**

Observance of proper decorum and discipline during programs and assemblies is expected of all pupils/students to understand thoroughly important announcements/ vital information being disseminated and to create a harmonious and cooperative atmosphere during school activities.

### **ASSEMBLY RULES**

- a. Pupils/Students show their appreciation during assemblies by cheering and clapping. Booing, hooting, and shouting/yelling are not allowed.
- b. The Class Adviser/Teacher brings his/her class to the venue of assemblies (MIP Church, MIP Hall, AVR, MIPSS Quadrangle, or Gym) and assigns the pupils/students their respective places/seats.
- c. The Class Secretary checks and records the attendance.
- d. The Class Adviser/Teacher stays with the class during the entire duration of the activity/program.
- e. Pupils/Students are encouraged to use the restrooms before the start of the assembly. Unnecessary noise and movement must be avoided.
- f. Eating during assemblies is strictly prohibited.
- g. As soon as the activity/program begins, all pupils/students keep quiet and give their utmost attention and cooperation.
- h. During Eucharistic Celebrations, the pupils/students are expected to participate actively by saying the appropriate responses and singing hymns.
- i. At the conclusion of the assembly, the Class Adviser/Teacher directs the students to leave one row at a time beginning with the students at the back row.
- j. Students return to the classroom with the Class Adviser/Teacher.
- k. Whenever there are school programs, pupils/students must come to school in their prescribed school uniform unless they are given permission to wear civilian clothes/costume/club shirt. After the program, they must change into their school uniform before entering the classroom. They are only allowed to go home in their civilian clothes if there are no more classes after the program.

### **Attendance and Punctuality**

#### **1. Revised Manual Regulation for Private School 2011. Section 157.1. Absences.**

A pupil/student who incurs absences of more than twenty percent (20%) of the prescribed number of class or laboratory periods during the school year or term should be given a failing grade or no credit for the course/subject. Furthermore, the Principal may, at his/her discretion and in the individual case, exempt a pupil/student who exceeds the twenty percent (20%) limit for reasons considered valid and acceptable to the school. Such discretion shall not excuse the pupil/student concerned from responsibility of keeping up with lesson assignments and taking examinations when indicated. The discretionary authority is vested in the principal and may not be availed of by a student nor granted by a faculty member without the consent of the principal.

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2. A pupil/student who has been absent from his/her class needs to present an excuse letter stating the reason for his/her absence and signed by the Parent/Guardian when he/she returns to school.
3. After prolonged absence due to illness, the student/pupil must present a medical certificate to the Class Adviser. Without medical certificate, the pupil/student should secure a medical clearance from the school clinic for confirmation of his/her fitness to attend classes.
4. A one-day grace period is given to a pupil/student to present an excuse letter. Failure to present a justifiable reason for an absence is considered unexcused.
5. Any prolonged absence (3 days and more) from school must be reported by the Parent/Guardian to the Class Adviser who in turn should inform the Prefect of Students and Principal. Habitual absence is considered a major offense. If for whatever reason, the Parent/Guardian has failed to inform the school of the pupil's/student's absence, the Class Adviser shall call for the Parent/Guardian of the student concerned and if necessary, shall visit him/her at home.
6. Absentees are held responsible for any lesson or class work given during their absence. In the case of prolonged absences due to sickness, the pupil/student will be given a list of missed lessons, assignments, written exams, and performance tasks. The pupils/students will coordinate with their respective subject teachers for the schedule of make-up activities.

**Policies on Tardiness:**

1. Punctuality is a fundamental virtue and therefore demanded from all pupils/students. Hence, they are expected to be on time for classes, assemblies, and other school activities. Pupils/Students who are not in the class line during the morning routine shall be considered late.
2. Official time for pupils/students is 7:30 a.m. The first bell rings at 7:25 a.m. to signal the pupils/students to form their lines along the corridors or in their designated areas and prepare for the flag ceremony which begins at exactly 7:30 am. The CAT Officers/ Boy Scouts conduct the flag raising ceremony daily.
3. All pupils/students who arrive after the second bell which is at 7:30 a.m. will be considered late and will be ushered in the holding area where they will fill out two (2) copies of the Tardy Admission Slip. One copy will be given to the Student Patrol of the Day who collates all TARDY SLIPS and submits to the Prefect of Students and the duplicate copy will be given to the Class Secretary. The Class Secretary records the name/s of tardy pupil/s or student/s and prepares the Daily Attendance Report to be signed by each subject teacher.
4. Pupils/Students who are not in the classroom after recess, lunch, or in-between periods will be considered LATE and therefore, should be marked LATE.
5. A pupil/student who comes after 8:30 a.m. secures an Admission Slip from the POS office and will be marked "VERY LATE." Two (2) counts of this kind of tardiness without any valid reason will be considered as 3rd Minor Offense and the Parent/Guardian will be called by the POS for a conference.

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## 6. Guidelines on Tardiness for the whole year:

<b>Number of Times Tardy</b>	<b>Action to be Taken</b>
1-2	<ul style="list-style-type: none"> <li>Recorded oral reminder by the Class Adviser</li> </ul>
3	<ul style="list-style-type: none"> <li>Issuance of Disciplinary Notification Form (DNF) by the class Adviser</li> <li>Recommended for counselling</li> </ul>
4-5	<ul style="list-style-type: none"> <li>Parent Conference by the Class Adviser with the POS</li> <li>Issuance of Disciplinary Warning Form (DNF) by the POS</li> </ul>
6	<ul style="list-style-type: none"> <li>One day HOME suspension</li> <li>75% Conduct grade</li> <li>Conduct Probation</li> </ul>
7-11	<ul style="list-style-type: none"> <li>Same procedure as 1-5x tardy</li> </ul>
12	<ul style="list-style-type: none"> <li>2 days HOME suspension</li> <li>70% Conduct grade</li> </ul>
13-17	<ul style="list-style-type: none"> <li>Same procedure as 1-5x tardy</li> </ul>
18	<ul style="list-style-type: none"> <li>3 days HOME suspension</li> <li>70% Conduct grade</li> </ul>
19-23	<ul style="list-style-type: none"> <li>Same procedure as 1-5x tardy</li> </ul>
24	<ul style="list-style-type: none"> <li>4 days HOME suspension</li> <li>70% Conduct grade</li> </ul>

**Note:**

When the student goes beyond the number of tardiness stated above, he/she will be recommended for non-admission the following school year, nor will he/she be given good moral certificate.

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### **Suspension of Classes**

1. Classes may be suspended due to the following reasons:
  - a. Inclement weather and/or natural calamities (heavy rain, typhoon, floods, earthquakes)
  - b. Civil/ Political disturbance/s and/or threats thereof (rallies, demonstration, public transport strikes)
  - c. Fire
  - d. Bomb threats
  - e. Required seminars for all teachers
2. The following School officials are authorized to suspend classes or make announcements regarding class suspension:
  - a. School Director
  - b. Principals
  - c. Representative duly authorized by the Administration
3. The guidelines for automatic suspension of classes are as follows:
  - a. When Signal No. 1 is raised by PAG-ASA, classes at the Pre-school level shall be automatically suspended.
  - b. When Signal no. 2 is raised by PAG-ASA, classes at the Pre-school level, Elementary, and High School levels shall be automatically suspended.
  - c. When the Department of Education announces suspension of classes for some other reasons, unless otherwise announced by the school authorities.
  - d. In the absence of storm signals, localized suspension is allowed by the Department of Education. To suspend classes, the decision may be made by the authorized School officials, Division Superintendent, or Local Government Executive.
  - e. Members of the school community are advised to monitor announcements from the mayor through the broadcast media.

### **Scholarships and Fees**

1. Academic Scholarship is offered only for incoming Gr. 1 and Gr. 7 students both from MIPSS and other schools.
  - a. Rank 1/ First Honors shall receive 100% discount in tuition.
  - b. Rank 2/ Second Honors shall receive 50% discount in tuition.
  - c. Rank 3/ Third Honors shall receive 25% discount in tuition.

**Note:** *Pupil/Student on Academic Scholarship has to maintain his/her academic standing consistently throughout his/her stay at MIPSS to enjoy the said privilege/benefit.*

#### **2. ESC – Educational Service Contracting**

This scholarship is allotted to accommodate deserving students from the public schools.

#### **3. Policy on Payment upon Transfer or Withdrawal from the School**

The following policies on refund will be observed once a pupil/student withdraws from MIPSS during the school year:



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- a. Transfer/Withdrawal on the first week of the school year:
  - 80% of the amount paid upon enrolment as prescribed by the school
- b. Transfer/Withdrawal on the second week of the school year:
  - 50% of the amount paid upon enrolment as prescribed by the school
- c. Transfer/Withdrawal on the third week of the school year:
  - No more refund
- d. NO REFUND for payment below Php10,000.00.
- e. Full payment upon enrolment
  - Rules **a** and **b** apply depending on the date of transfer/withdrawal.
  - Tuition for the months prior to the student's transfer/withdrawal will be deducted from the total amount of tuition and only the remaining months will be refunded.
4. All financial transactions/payment on tuition, books, and other services are to be settled at the Accounting Office or through online payment.
5. Payment is done in cash, check, or online bank transfer.

**Note:** *All checks are accepted at the Accounting Office. Official receipt will be issued when checks are cleared. In case of a bouncing check, the payee shall be obliged to shoulder the bank surcharge/penalty.*

Please make all checks payment to:

**MARY IMMACULATE PARISH SPECIAL SCHOOL**

### **Visitors/Parents/Alumni**

1. Only visitors with official business with the school are allowed in the campus. Guests/Parents who will confer with the school administrator/personnel/teacher must leave his/her Identification card with the Guard to secure a Visitor's Pass that must be worn inside the school premises. A Monitoring Slip indicating the name of the person to be visited and the purpose of the visit will be issued by the Guard.
2. Visitation is allowed only during the school personnel's vacant or free time.
3. Visitors are advised to set an appointment first with the school administrator/personnel/teacher before coming to school to ensure that they will be accommodated.
4. After the visit, guests must seek the signature of the school personnel visited before the Monitoring Form is surrendered to the Guard or before leaving the campus in exchange of their I.D.
5. Visitors are not allowed to meet or see any pupil/student during class hours without prior approval from the Prefect of Students or Principal.
6. Staying in the canteen and other areas in the school is strictly prohibited.

### **Note:**

During Health crisis situations, the school will require visitors to fill-out Health declaration form for safety and monitoring purposes.

### **Communication between School and Home**

The school uses various means to communicate with Parents or disseminate information to them. The **Correspondence Notebook** is used in Pre-school to Grades 1-10 while electronic mail is used in SpEd classes. The school website (mipss.edu.ph) also provides up-to-date information on the school's important events and happenings.

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**Highlighted Bulletin** are sent regularly for announcements and update concerning school activities and programs. Pupils/Students are expected to cooperate with the school so that all communications, letters, and bulletins are relayed to Parents/Guardians. Parents/Guardians are encouraged to read these letters and bulletins and return the duly signed Reply Slips to the Class Adviser within three (3) working days upon receipt.

#### **Procedure for students leaving the school earlier than dismissal**

- a. A pupil/student may leave the school earlier than dismissal time if he/she presents a letter signed by his/her Parent/Guardian requesting for an early dismissal. Letter of Request Form is available in the Office of the Prefect of Students. The duly accomplished letter must be submitted two (2) days ahead to the Prefect of Students for approval.
- b. No Parent/Guardian or any other person can take a pupil/student from his/her class or the school without checking with the Principal/Prefect of Students first.
- c. The person who will fetch the pupil/student must sign in at the office of the POS, even if a previous note was sent.
- d. If the fetcher is not the Parent of the pupil/student, the assigned fetcher must present an authorization letter duly signed by the Parent/Guardian of the said student.
- e. A **PERMIT TO LEAVE SCHOOL** is given to the fetcher if requirements *a-d* are met. The permit should be given to the **GUARD** before the student is allowed to leave.

#### **LOST AND FOUND**

- a. Lost and Found articles should be reported as soon as possible to the Class Adviser/Subject teacher when it happened inside the classroom or to the POS.
- b. Lost and Found articles are deposited at the Office of the Prefect of students. Notices concerning lost and found items are posted on the POS bulletin board for two weeks. Unclaimed articles after one month are donated to the school's partner communities during outreach program.

#### **Bringing and/or using of cellular phones and other electronic devices**

##### **Cellular phones**

The school fully supports DepEd Order No. 83, s. 2003; DepEd Order No. 26, s. 2000, and DepEd Order No. 70, s. of 1999 which states that DepEd strictly imposes a ban on the use of cellular phone by students during class hours.

The school strictly imposes the **"NO CELLULAR PHONE POLICY."**

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	<b>Sanction</b>
First Offense	<ul style="list-style-type: none"> <li>• Confiscation of the device which can be claimed by the pupil/student from the POS</li> <li>• Recorded oral reminder by the Class Adviser/Subject Teacher/POS</li> <li>• Issuance of Disciplinary Notification Form (DNF) by the POS</li> <li>• Counseling with the Guidance Counselor</li> </ul>
Second Offense	<ul style="list-style-type: none"> <li>• Confiscation of the device which can be claimed only by the Parent/Guardian from the POS</li> <li>• Parent-Teacher Conference</li> <li>• Disciplinary Warning Form (DWF) to be given by the POS</li> <li>• Counseling with the Guidance Counselor</li> </ul>
Third Offense	<ul style="list-style-type: none"> <li>• Confiscation of the device which can be claimed only by the Parent/Guardian from the POS</li> <li>• Parent-Teacher Conference</li> <li>• Considered as Major Offense</li> <li>• 75% Conduct Grade</li> <li>• One (1) day Productive Home Suspension</li> <li>• Issuance of Disciplinary Probation Form signed by parent/guardian and the student</li> <li>• Counseling with the Guidance Counselor</li> </ul>

**Policies/Guidelines in bringing electronic devices****Definition of an Electronic Device/Gadget:**

- Any hand-held gaming device (Nintendo DS, Sony PSP, etc.)
- Any camera (digital or video cameras)
- Any other device with the capability of creating, storing and/or playing audio or video files electronically (Laptops, Netbooks, iPod, MP3 players, portable sound system, etc.)

The school prohibits the bringing of electronic devices for security and practical reasons. However, on special occasions where such device is required in the performance of a specific task or activity inside the school, the following guidelines are to be followed:

- The pupil/student secures a copy of the Special Permit Form from the Subject Teacher.
- The Special Permit Form must be filled out in duplicate by the pupil/student and signed by the Parent/Guardian and the Teacher in charge of the activity.
- The Prefect of Students/Academic Coordinator/Principal reserves the right to approve or disapprove the special permit.
- Only approved special permits will be honored. The use of approved electronic device must conform to the terms and conditions stated in the special permit.
- Misuse of the approved device would make the validity of the special permit void and would result to the commission of one minor offense. No permit of similar nature will be granted to the student during the school year. (Refer to sanctions for the unauthorized use of electronic devices.)
- The school will take no responsibility for any lost or damaged electronic gadgets brought by the pupils/students.

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- Random inspection of bags can be done by the Class Adviser and/or Prefect of Students to know who among the students are violating the rules and regulations regarding mobile phones and other electronic gadgets.

## **SECTION 4 – ACADEMIC POLICIES**

### **Grading System**

#### **DepEd Order No. 8 series 2015**

- The school adopts the K to 12 Basic Education Program that uses a standard- and competency-based grading system.
- All grades will be based on the weighted raw score of the learner's summative assessments.
- The minimum grade needed to pass a specific learning area is 60 which is transmuted to 75% in the report card.
- The lowest mark that can appear on the report card is 60% for Quarterly Grades and Final Grades.
- Interventions in the form of remedial or extra lessons will be conducted by the teachers to assist pupils/students who receive a grade below 75% in any subject in a quarter.
- A Mid-Quarter Standing (MQS) form/notice / Progress Monitoring Report (PMR) is given to a pupil/student who incurs low class standing or whose raw scores in Written Work and Performance Tasks are consistently below expectations not later than the fifth week of the quarter.

### **Summative Assessments**

Summative assessments are based on the following components:

- |                                |   |
|--------------------------------|---|
| a. Written Work (WW) -         | It refers to quizzes, unit and long tests, essays, written reports, and other written output.                       |
| b. Performance Task (PT) -     | It includes skills demonstration, group presentations, oral work, multi-media presentations, and research projects. |
| c. Quarterly Assessment (QA) - | It takes the form of objective tests, performance-based assessment, or a combination of both.                       |

### **Quarterly Grades**

Quarterly grades are computed based on the following steps:

- Grades from all pupil's/student's works are added up producing the total score for each component: Written Work, Performance Tasks, and Quarterly Assessment.
- The sum for each component is converted to the Percentage Score by dividing the raw score by the highest possible score and multiplying the quotient by 100%.
- Percentage Scores are then converted to Weighted Scores (WS) by multiplying the Percentage Score to the weight of the component.

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- The sum of the Weighted Scores in each component is the Initial Grade (IG) which will be transmuted according to the prescribed Transmutation Table by the DepEd to get the Quarterly Grade.
- The Quarterly Grade for each learning area/subject is written in the pupil's/student's report card.
- For MAPE/MAPEH, individual grades are given to each area- Music, Arts, Physical Education, and Health. The quarterly grade for MAPE/MAPEH is the average of the quarterly grades in the three/four areas respectively.
- Weight of the components for Gr. 1-10 is as follows:

COMPONENTS	ENG/FIL/AP/ESP			SCIENCE/MATH			MAPE/MAPEH/EPP/HELE/TLE/COMPUTER		
Written Work (WW)	30%			40%			20%		
Performance Task (PT)	50%	Major PT Mini PT	70% 30%	40%	Major PT Mini PT	70% 30%	60%	Major PT Mini PT	70% 30%
Quarterly Assessment (QA)	20%			20%			20%		
Total	100%			100%			100%		

- Weight Distribution of the Summative Assessment Components for Senior High School (SHS) is as follows:

	Academic Track			Technical-Vocational and Livelihood (TVL)/ Sports/Arts and Design Track	
	Core Subjects	Other Subjects	Work Immersion/ Research/ Business Enterprise Simulation/ Exhibit/Performance	All other subjects	Work Immersion/ Research/ Exhibit Performance
Written Work	25%	25%	35%	20%	
Performance Tasks	50%	45%	40%	60%	
Quarterly Assessment	25%	30%	25%	20%	
Total	100%	100%	100%	100%	

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### **Final Grade**

- The final grade is computed by averaging the four (4) quarterly grades per learning area/subject.
- To be promoted to the next grade level, a pupil/student must have a general average of 75% or higher in all learning areas.
- For SHS (Grades 11-12), the two quarters determine the Final Grade in a semester.

### **General Average**

- The General Average is computed by dividing the sum of all the Final Grades by the total number of learning areas/subjects.
- Each learning area/subject has equal weight.
- Both the Final Grade in each learning area/subject and the General Average are reported as whole numbers.

### **Report Card**

- The summary of the learner's progress reflected on the report card is shown quarterly to parents through a Parent-Teacher Conference. Parent/Guardian could also confer with the subject teacher/s regarding the academic performance of their child/ward on the same day or they could set an appointment with the teacher/s concerned.
- The schedule of report card distribution is announced through the school website, Circular letter / Highlighted Bulletin to Parents/Guardians, and Correspondence Notebook. Parents/Guardians are required to claim their child's/ward's report card.
- Remarks (Passed or Failed) are given at the end of the grade level.
- The grading scale, with its corresponding descriptors, is found below:

### **Learner Promotion and Retention**

Promotion and retention of learners will be based on the following Guidelines:

Grade level	Requirements	Decision
Gr. 1-3	1. Final grade of at least 75% in all learning areas/subjects	Learner is promoted to the next grade level.
	2. Did Not Meet Expectations in not more than two (2) learning areas/subjects	Learner must pass Remedial classes for learning areas/subjects with failing mark to be promoted to the next grade level; otherwise, learner is retained in the same grade level.
	3. Did Not Meet Expectations in three (3) or more learning areas/subjects	Learner is retained in the same grade level.
Gr. 4-10	1. Final Grade of at least 75% in all learning areas/subjects	Learner is promoted to the next grade level.
	2. Did Not Meet Expectations in not more than two (2) learning areas/subjects	Learner must pass Remedial classes for learning areas/subjects with failing mark to be promoted to the next grade level; otherwise, he/she is

		retained in the same grade level.
	3. Did Not Meet Expectations in three (3) or more learning areas/subjects	Learner is retained in the same grade level.
	4. Must pass all learning areas/subjects in the Elementary	Learner earns the Elementary Certificate. Learner is promoted to Junior High School.
	5. Must pass all learning areas/subjects in the Junior High School	Learner earns the Junior High School Certificate. Learner is promoted to Senior High School.
Gr. 11-12	1. Final Grade of at least 75% in all learning areas/subjects in a semester	Learner can proceed to the next semester.
	2. Did Not Meet Expectations in a prerequisite subject in a learning area	Learner must pass Remedial classes for failed competencies in the subject before allowing him/her to enroll in the higher-level subject.
	3. Did Not Meet Expectations in any learning area/subject at the end of the semester	Learner must pass Remedial classes for failed competencies in the learning areas/subjects before allowing him/her to enroll in the next semester; otherwise, he/she takes or enrolls the subjects failed.
	4. Must pass all learning areas/subjects in Senior High School (SHS)	Learner earns the Senior High School Certificate.

### Summer Remedial Classes

- The Summer Remedial Classes are offered by the school to a pupil/student who did not meet expectations in at most two learning areas/subjects or when the Final Grades have been computed. The learner must pass the Remedial classes to be promoted to the next grade level.
- For Gr. 11-12, Summer Remedial Classes are offered to a learner, who despite the remediation measures conducted during a term/semester, still fails a unit/set of competencies. Failure to take the Summer Remedial Classes is tantamount to having a back subject.
- Parents of pupils/students recommended to take summer remedial classes shall be given a written notice by the Class Adviser on or before the distribution of report cards.
- Summative Assessments are also given during the Remedial Classes. These are recorded, computed, weighted, and transmuted in the same way as the Quarterly Grade. The equivalent of the Final Grade for the Summer Remedial Classes is the Remedial Class Mark (RCM).

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### **Recomputed Final Grade**

- The average of the Final Grade at the end of the school year and the Remedial Class Mark produces the Recomputed Final Grade.
- If the Recomputed Final Grade is 75% or higher, the pupil/student is promoted to the next grade level. On the other hand, a pupil/student will be retained in the grade level if the Recomputed Final Grade is below 75%.
- Certificate of Recomputed Final grade will be issued by the Remedial Teacher and noted by the School Principal.
- The learner can enroll in the next grade level for Grades 1-10 and in the next semester for Grades 11-12 upon presentation of the Certificate of Recomputed Final Grade.

### **Academic Deliberation**

- Academic Deliberation is a procedure held at the end of each quarter per grade level to identify the pupils/students who have not met the expectations in any learning area/subject.
- The Academic Deliberation is presided by each Class Adviser with the Principal, Academic Coordinator, and all the subject teachers of the grade level in attendance.

### **Academic Probation**

- Academic Probation (AP) is a restraining measure imposed by the school on a learner to help him/her concentrate more on improving his/her academic performance.
- Academic Probation status is given to the following:
  1. Pupils/Students who did not meet expectations in one or more learning areas/subjects for two (2) consecutive quarters/grading periods
  2. Pupils/Students who took Summer Remedial Classes
  3. All new or returning students.
- **Academic Probation Conditions**
  1. Academic Probation Agreement Form will be issued to the Parent/Guardian of a learner who is placed under Academic Probation. The form is to be returned to the Class Adviser duly signed by both Parent/Guardian and pupil/student three (3) days after its issuance.
  2. Communication between Parent/Guardian – Class Adviser/ Guidance Counselor or vice-versa is imperative to ensure school-home partnership in helping the learner improve his/her learning deficiency.
  3. A pupil/student on Academic Probation will not be allowed to enroll in MIPSS if he/she fails to meet the expectations in two (2) or more learning areas/subjects at the end of the school year.



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4. A pupil/student on Academic Probation shall not be allowed to participate in any sports and other activities unless permitted in writing by the principal.

### **Conduct Deliberation**

- Conduct deliberation is a component of the discipline system aimed at evaluating the deportment of pupils/students every grading period/quarter.
- Present during the Conduct Deliberation are the Class Adviser who presides over his/her class's deliberation, Principal, Academic Coordinator, Prefect of Students, Guidance Counselor, Student Activity Coordinator, Center for Christian Formation Head, and all teachers in the grade level to decide on the conduct performance of the pupils/students.
- Pupils/Students who are assessed with exemplary behavior are given merit card for promoting and upholding the good name of the school at the end of each quarter.

### **Disciplinary Probation**

- Disciplinary Probation (DP) is a disciplinary measure imposed by the school on pupils/students who commit minor repeatedly or major offenses for one academic year. It is also a means to restrain any learner from committing succeeding offenses for the rest of the school year or help him/her develop self-discipline.
- Disciplinary Probation status is given to the following:
  1. Pupils/Students who incur any major offense or accumulation of minor offenses
  2. Pupils/Students who have been found guilty of consistent misbehavior or a single breach of conduct for two (2) consecutive quarters/grading periods
  3. All new and returning students.
- Disciplinary Probation (DP) Conditions
  1. Parent/Guardian of a learner who has been placed under DP status shall be informed through a letter coming from the Prefect of Students (POS). The receiving copy of the letter duly signed by the parent/guardian and pupil/student shall be returned to the POS three (3) days after its issuance.
  2. A pupil/student who commits a minor offense while he/she is on DP status will be recommended for non-admission the following year.
  3. A pupil/student who commits a major offense while he/she is on DP status will be recommended for dismissal from the school and will not receive Good Moral recommendation.
  4. A pupil/student under DP status shall not be allowed to participate in any contests, sports events, or other school-related activities unless permitted in writing by the principal.

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- Following are the conditions for the lifting or extension of the DP status:
  1. The DP status shall be lifted only by the principal if the pupil/learner obtains a grade of 80% in Conduct/Character in any of the two consecutive quarters
  2. The pupil/student has not committed any offense in the two succeeding quarters where he/she is under probation.

#### **Policy Guidelines on Awards and Recognition for K to 12 (DepEd Order No. 36, s. 2016)**

The following Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program shall be observed by the school:

1. Candidates from Grade 1-12 must have no grades lower than 85 in all learning areas and in Conduct in any quarter of the academic year.
2. Candidates must not have committed any minor and/or major offenses within the academic year.
3. All learners, including transferees, who have met the standards, criteria, and guidelines shall be recognized.
4. There can be two or more recipients of any award; however, should there be no qualified learner, the awards shall not be given.

#### **What awards do we give?**

1. **Classroom Awards** are recognition given to learners in each class or section. A simple recognition may be given per quarter, semester, or at the end of the school year. Awardees are given merit by the adviser and/or other subject teachers in recognition of the learners' outstanding performance in class.
2. **Grade-level Awards** are given to qualified learners for every grade level at the end of the school year. Candidates for the awards are deliberated by the Awards Committee (AC) if they have met the given criteria.
3. **Special Recognition** is given by the school to the learners who have represented and/or won in competitions at the district, division, regional, national, or international levels. This is to publicly affirm learners who have brought honor to the school.

#### **A. Classroom Awards**

1. **Performance Awards** for kindergarten Learners can be given for their most evident and most prominent abilities. They can be also recognized for showing significant improvement in a specific area (e.g., from having poor fine-motor skills to being able to draw or write well).

Since kindergarten learners have no numerical grades, they can be recognized for their outstanding achievement based on the different domains and/or learning competencies of the kindergarten curriculum at the end of every quarter. This award may be given to more than one learner.

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- 2. Conduct Awards** are given to learners who have been observed to consistently demonstrate the MIPSS core values (Model of Excellence, Integrity, Prayerfulness, Simplicity, and Service to the Church and the Community).

### **2.1. Character Traits for Kindergarten to Grade 3**

These awards are given to younger learners to affirm their positive traits and attitudes or to recognize significant improvement in their behavior.

- 2.2.** Conduct Awards for Grade 4 to 12 in each class will be given at the end of the school year. This will be based on the evaluation of the adviser and subject teachers using the MIPSS Core Values guidelines. Awardees must have consistently and dutifully carried out the core values of the school as indicated in the report card. They must have obtained a rating of at least 75% "Always Observed" (AO) at the end of the school year (with at least 21 out of 28 AO rating in the report card). They also must have not been sanctioned with offenses punishable by suspension or higher sanction within the school year according to the Student Handbook.

## **3. Academic Excellence Award**

The Award for Academic Excellence within the quarter is given to Grade 1 to 12 learners who have attained an average of at least 90 with no grades lower than 85 and passed all learning areas including Conduct.

The Average Grade per Quarter is reported as a whole number following DepEd Order No. 8, s. 2015.

The class advisers will give to the Academic Coordinator the list of qualified learners to be awarded during a school ceremony.

The Academic Excellence Award given at the end of the school year is broken down as follows:

Academic Excellence Award	General Average
1. With Highest Honors/May Pinakamataas na Karangalan.	98 – 100
2. With High Honors/May Mataas na Karangalan	95 – 97
3. With Honors/May Karangalan	90 – 94

## **4. Recognition for Perfect Attendance**

This award is given at the end of every quarter to encourage learners to attend and actively participate in class. Perfect attendance means that a learner must be present in all of his/her classes and must have no absences for the entire quarter. Learners who are representing the school for various purposes (e.g., in-school or off-campus activities) may also qualify for this award.

**\*\*\*This provision of the Student Handbook is temporarily deactivated during Hybrid Learning (S.Y. 2022-2023) or until further notice by DepEd.**

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## **B. Grade-level Awards**

### **1. Academic Excellence Award**

At the end of the academic year, the Academic Excellence Award is given to Grade 1 -12 learners who have attained a General Average of at least 90 and no grades lower than 85 in all learning areas including Conduct from first to fourth quarter.

The General Average is reported as a whole number following DepEd Order No. 8, s. 2015.

The class advisers will give to the Academic Coordinator the list of qualified learners to be awarded during a school ceremony.

The Academic Excellence Award given at the end of the school year is broken down as follows:

Academic Excellence Award	General Average
1. With Highest Honors/May Pinakamataas na Karangalan.	98 – 100
2. With High Honors/May Mataas na Karangalan	95 – 97
3. With Honors/May Karangalan	90 - 94

### **2. Leadership Award**

The leadership award is given to Grade 6, 10 and 12 learners who have demonstrated exemplary skills in motivating others and organizing projects that have significantly contributed to the betterment of the school and/or community. This award is given during the completion or graduation ceremony.

To qualify for this award, a learner must:

1. have no failing grades in any of the learning areas
2. have not committed any offense punishable by suspension or higher sanction according to the Student Handbook in the current school year.
3. be a class officer or an active member/officer of any recognized school club, team, or organization

## **Quarterly/Periodical Examination and Other Tests**

1. There shall be four periodical/ quarterly examinations in all levels (Gr. 1-10). All the schedules are followed strictly. Quarterly examinations are announced in the Diary/ Correspondence Notebook, Circulars to Parents, school website, or by the Class Adviser. No early examinations are allowed.
2. The NO PERMIT, NO TEST POLICY shall be strictly enforced during quarterly examinations. Payment for tuition fee should be settled at the Accounting Office before the scheduled dates of examination. A Test Permit is required before a pupil/student is allowed to take the periodical/ quarterly examination.

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3. Pupils/Students with unsettled tuition fee accounts will not be allowed to stay in school during periodical/quarterly examination.
4. Pupils/Students who are given Test Permit only on the day of the examination/test will be allowed to take the test scheduled the following day. The schedule of make-up test for the other subjects will be announced by the Principal/Academic Coordinator.
5. A pupil/student who fails to take any test/examination on the scheduled dates due to sickness, hospitalization, death in the family, emergency, or natural calamity should submit to the Principal or Class Adviser an excuse letter and/or medical certificate duly signed by the Parent/Guardian and/or doctor before he/she is allowed to take a make-up test within five (5) school days after reporting to school.  
(*Note: No consideration will be given to any pupil/student if there are no valid reasons for not taking the test.*)
6. Pupils/Students who fail/refuse to take the make-up test on the scheduled date/s will be given a zero (0) in the said test.
7. Pupils/Students should equally treat standardized tests (e.g., LPAG, NCAE, NAT, and the like) seriously. These tests are tools to measure the learners' performance and ability in relation to setting norms.

## **SECTION 5 – STUDENT ACTIVITIES**

1. Membership in clubs/organization is offered to all grade 6 -12 pupils/students.
2. A waiver duly signed by the Parent/Guardian is a pre-requisite for club membership.
3. Prior to the implementation of any activity/project, all clubs/organizations advisers and subject teachers are required to submit a proposed plan of activities that should include objectives, strategies/mechanics/rules, and budget proposal. This should be noted by the Student Activity Coordinator and approved by the principal.
4. No activity shall be held inside or outside the school without the approval or permission from the principal and noted by the Student Activity Coordinator (SAC) and Club Adviser.
5. Students are allowed to participate in any school activities from 4:00 p.m. to 6:00 p.m. except on Saturdays wherein dismissal is set at 4:00 p.m.
6. When activities are held after class hours or on weekends, the student must secure a Parent Permit form duly signed by the Parent/Guardian and Permit to Stay form duly signed by the Teacher-in-charge/SAC/Principal or Academic Coordinator. Both the Parent permit and Permit to Stay Forms must be submitted to the Activity Moderator at least two (2) days before the activity. The NO PERMIT, NO ACTIVITY; NO TEACHER IN- CHARGE/CLUB MODERATOR, NO ENTRY policy shall be strictly implemented.

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7. Participants of activities outside the school will be given additional points. The school reserves the right to evaluate and decide if such activities can be included in the point system as official extra-curricular activities.
8. Students can be elected as president, vice-president, secretary, and treasurer only once.
9. No additional point in any of Academic subjects or even in Report Card.
10. Portfolio/Documentation of each club or subject teachers should be submitted to the SAC every quarter.

### **Different School Clubs/Organizations**

<b>ELEMENTARY DEPARTMENT</b>	<b>HIGH SCHOOL DEPARTMENT</b>
	<b>STUDENT GOVERNANCE</b>
	1. Supreme Student Government
<b>SCHOOL PUBLICATION</b>	<b>SCHOOL PUBLICATION</b>
1. Marian Gleamers	2. Marian Gleamers
	<b>SERVICE</b>
	3. Red Cross Youth
<b>CAMPUS MINISTRY</b>	<b>CAMPUS MINISTRY</b>
2. Ministry of the Word (Lector Commentator Guild) / Marian Catechist	4. Ministry of the Word (Lector Commentator Guild) / Marian Catechist
3. Ministry of Altar Server (Knights of the Altar)	5. Ministry of Altar Server (Knights of the Altar)
	6. Music Ministry (Choir / Music Club)
<b>TALENT/SKILL</b>	<b>TALENT/SKILL</b>
4. Drum and Lyre Corps	7. Sports Club (Varsity)
5. Art Club	8. Art Club
	9. Drum and Lyre Corps
	10. Dance Troupe (Tiyatro Silaw)
	<b>ACADEMIC</b>
	11. Science and Math Club
	12. Book Lovers' Club



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**SECTION 6 – CENTER FOR CHRISTIAN FORMATION AND INTEGRAL  
EVANGELIZATION**

**PROGRAMS**

**1. CAMPUS MINISTRY**

This program provides opportunities to deepen an intimate relationship with Jesus and an experience of being a community with others in the celebration of the Eucharist and the Sacraments.

**A. Sacramental Program**

The sacraments of Holy Eucharist, Reconciliation and Confirmation are given to students.

1. Institutional Mass – the entire community participate in the celebration.
2. Friday Mass – the pupils and students celebrate the Eucharist by Grade Level.
3. First Friday Mass – the pupils and students celebrate the Eucharist by Department.
4. First Sunday Mass – the pupils and students are required to participate in the Mass together with their respective Class Adviser and with the Parishioners in their School Uniform. For Non-Catholics, they are not obliged to attend the celebration in leeway to their worship or service in their own Churches.
5. The Sacrament of Reconciliation is given to the students at least twice a year.
6. The Sacrament of Confirmation is offered to Junior and Senior High School Students (from Grade 9-12) in coordination with Mary Immaculate Parish.
7. First Holy Communion is given primarily to Grade 3 pupils, however, pupils and students who have not yet received the First Holy Communion are invited to receive the Sacrament.

First communicants will undergo preparation such as instruction in their Christian Living Education (CLE) class, Recollection and Reception of the Sacrament of Reconciliation. Parents of the communicants are as well required to attend a Recollection.

**B. Retreat and Recollection**

This program provides spiritual formation for students. It aims to deepen their personal relationship with God and other members of the community.

All students are required to participate in the activity including the non-Catholics.

**C. Marian Celebrations**

This program provides opportunities to venerate the Blessed Virgin Mary through various activities such as praying the Holy Rosary, participation in the Feast of the Immaculate Conception and on her Birthday, and other Marian devotions.



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### D. Vocation Discernment

This program gives opportunities for students to discern God's will for the service in the community through priesthood, religious life, single blessedness, or married life. The school conducts vocation talks to students.

### E. Spiritual Direction

This provides an avenue for the students to share his or her thoughts, experiences and eventually seek guidance and direction in life.

## 2. **CHRISTIAN INSTRUCTION FORMATION**

This provides Christian Instruction and strengthens faith formation for students through their Christian Living and Values Education/Theology classes. Non-Catholics are obliged to conform to the requirements of their CLVE/Theology classes.

## 3. **PASTORAL AND OUTREACH PROGRAMS**

This program gives the students the opportunity to get involved in community service, to be socially responsible and exercise the works of mercy.

### A. Outreach Program

This program caters the less fortunate within our community in the Parish. As part of the parish, we are celebrating the communities of communion which means that we have to go back to our roots and that is the **Mary Immaculate Parish**. However, the Pastoral minister is the center point for all the MIPSS outreach program of the different clubs. It is therefore logical that the moderators of the different clubs and the Pastoral minister will collaborate with each other.

### B. Bottle of Unity (Communion of Goods)

#### **Rationale**

Engages the whole Marian Community to live the life of humble stewardship for the poor through little but regular acts of goodness exemplified by the "crumbs" as little as 25 centavo coins. Regular sharing a small portion from their baon – with the view that taken together, these 25 centavos will make a significant change in people's lives.

#### **Three strategies/programs that enable the mission of the Bottle of Unity:**

#### **The Three Pillars of the Bottle of Unity:**

##### **1. Sensitivity to the needs of others:**

*"Each one must do just as he has decided in his heart, not reluctantly or under compulsion, for God loves a cheerful giver." - 2 Corinthians 9:7*

- It is God's nature to give and bless us, and these are part of the likeness He has kept in us. Marians are encouraged to be a giver and a blessing to others. Both, "givers" and "receivers" are transformed by their habit of love and goodness.

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**2. Consistency:**

*"Therefore, my dear brothers and sisters, stand firm. Let nothing move you. Always give yourselves fully to the work of the Lord, because you know that your labor in the Lord is not in vain." - 1 Corinthians 15:58*

- Marians' little gestures of kindness are exercised with regularity that forms virtue and builds their personal character. It is our way of letting people know that we love them unconditionally.

**3. Rooted in the love of God and Neighbor**

*"Teacher, which is the great commandment in the Law?" And He said to him, "'You shall love the Lord your God with all your heart, and with all your soul, and with all your mind.' This is the great and [b]foremost commandment. The second is like it, 'You shall love your neighbor as yourself.' Upon these two commandments change the whole Law and the Prophets." - Matthew 22:36-40*

- Love of God poured generously into Marians' hearts which serves as the primary motive for action to love back and the commitment to be people for others. Our actions towards our neighbor are an expression of our love for God as we are invited to see Christ present in the other.

**The Mission of Evangelization and Key to Sustain Stewardship**

The CCFIE informs the community of the different programs of the said office including the Bottle of Unity. Students are given catechesis about the Bottle of Unity by their CLVE teacher. This catechesis aims to educate and form Marians into joyful givers' consciousness of Marians' social responsibility to the poor.

**Distribution and Collection**

The Bottle of Unity is distributed every Monday from Grades 4 – 12. The assigned class treasurer will collect every day 25 centavos during the homeroom period.

Bottles will be collected every Friday for counting and for safekeeping in the Accounting Office before depositing to the CCFIE Bank Account for Pastoral projects and activities.

**C. Catechesis and Feeding Program**

The students in coordination with the School Clubs and organization conduct these activities for the benefit of the adopted communities.

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### **SECTION 7 – GENERAL NORMS OF CONDUCT**

The school, an indispensable institution in shaping not only the minds, but also the behavior of the students, employs certain measures in order to correct erring pupils and students to help them in their growth and development, to continue their formation in becoming good Christians, and to safeguard the name of the school and its members.

#### **1. Discipline and Orderliness**

##### **a. Inside the Classroom**

Discipline inside the classroom provides the necessary atmosphere conducive to the teaching-learning process; therefore, students are expected to follow classroom rules and regulations. Classroom routine and procedure are discussed with the students during the Students' Orientation and these rules have to be observed consistently. (See Appendix A - Procedures...)

##### **b. Inside the Church**

Discipline within the church premises is needed to show respect to our Creator and to the other people as well. Pupils/Students are expected to observe proper decorum while inside the church and participate actively during liturgical celebrations

##### **c. Inside the School Campus**

Discipline inside the school campus creates an atmosphere of mutual respect and brotherly love, peace and order, and promotes self-discipline among students and school personnel as well. In line with this, pupils/students are expected to:

- 1) Observe the rules and regulations of the school at all times
- 2) Show courtesy and respect to all school personnel, visitors, and other students.
- 3) Keep the school premises clean and orderly and protect school property at all times.
- 4) Seek the approval of the Student Activity Coordinator and Principal before posting any announcement/information/material. Posting of these materials can only be done on designated bulletin boards.

##### **d. During Online Distance Learning**

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your classmates and your teachers. These guidelines for online behavior and interaction are known as netiquette.

### **SECURITY**

Remember that your password is the only thing protecting you from pranks or more serious harm.

- Don't share your password with anyone.
- Change your password if you think someone else might know it.
- Always log out when you are finished using the system.

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### **GENERAL GUIDELINES**

When communicating online, you should always:

- Treat your teachers and classmates with respect in email or any other communication.
- Always use your teachers' proper title: Teacher, Miss, or Sir
- Use clear and concise language.
- Remember that all communication should have correct spelling and grammar (this includes discussion boards).
- Avoid slang terms such as "Wass up?" and texting abbreviations such as "u" instead of "you."
- Use standard fonts such as Arial, Calibri, or Times new Roman and use a size 10 or 12 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
- Limit and possibly avoid the use of emoticons like :) or ☐
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and other's).
- Do not send confidential information via e-mail.

### **EMAIL NETIQUETTE**

When you send an email to your teacher, or classmates, you should:

- Use a descriptive subject line.
- Be brief.
- Avoid attachments unless you are sure your recipients can open them.
- Avoid HTML in favor of plain text.
- Sign your message with your name and return e-mail address.
- Think before you send the e-mail to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, "reply all."
- Be sure that the message author intended for the information to be passed along before you click the "forward" button.

### **MESSAGE BOARD NETIQUETTE AND GUIDELINES**

When posting on the Discussion Board in your online class, you should:

- Make posts that are on topic and within the scope of the course material.
- Take your posts seriously and review and edit your posts before sending.
- Be as brief as possible while still making a thorough comment.
- Always give proper credit when referencing or quoting another source.
- Be sure to read all messages in a thread before replying.
- Don't repeat someone else's post without adding something of your own to it.
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point.
- Always be respectful of others' opinions even when they differ from your own.
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way.
- Do not make personal or insulting remarks.
- Be open-minded.

## Mary Immaculate Parish Special School Student Handbook

### **Guidelines for Online Distance Learning**

#### **1. Be on time.**

Punctuality is especially important for online classes because we are working in the absence of normal checks to ensure that everyone can be gathered to start classes on time.

When teacher and students are in the same room together, the teacher can call everyone to attention or beckon someone in from the canteen easily. This is not the case with online meetings, so students will need to be extra responsible to schedule their day effectively.

Some helpful tips for being on time include using a calendar app of some kind and scheduling reminders 15 minutes ahead of time or some other increment of time that will best help you.

Find a system that works for you that enables you to join the meeting the minute it begins, so you don't miss out on those crucial first minutes of instruction.

#### **2. Wear proper attire.**

Learning from the comfort of your home can make it feel desirable to dress down, but we want to make sure we are looking presentable and professional for each other, just like we do at school. While Students may not be required to wear the uniform, they did to school to online meetings, but it is our expectation that students dress in a way that is modest, clean, and avoids any unnecessary distraction.

Unless you are ill, you will be expected to share your screen through video in order to engage in discussion, so please dress well. Sleepwear and anything that could be perceived as immodest should be avoided. If you have any questions about proper clothing, have a conversation with your parents. It's always better to be overdressed.

#### **3. Choose a good location.**

As parents and students plan for online lessons, it will be important to think through an ideal location. The most important thing is to have a clean and non-distracting background. If a student must work in their bedroom, make sure the bed or decorations are not prominent in the background. If possible, set up a desk with materials ready and a neutral background.

Another factor is the possibility of background noise. If siblings are at all likely to be loud in the room, try to isolate yourself. If your parents have a headset that you can borrow, this will make your situation much more flexible. As much as possible try to make sure nothing from your location becomes a distraction to others in the class.

#### **4. Mute yourself if you experience unavoidable background noise.**

If for reasons beyond your control noise becomes a problem in what you thought was a quiet space, please click the icon on the bottom left that will mute your audio. Try to do this sooner rather than later, and either ask family members to move or else move yourself.

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If it's impossible to find a quiet place in your current family scenario, it's still important for you to attend the meeting. Just mute yourself for the whole time, except when called on, and let your teacher know by a private chat message what the situation is.

### **5. Be ready to take notes.**

While teachers may have different instructions in different subjects and scenarios, online meetings aim to condense the time that everyone is present together. So, in many cases it will be beneficial for you to be able to jot down a note on the instructions the teacher is giving or important information he or she is sharing with you. While you can always ask later by email or another means of communication, or check the recording of the video, this can be time consuming. It will often be helpful to be on the look-out during the meeting for what you need to know to complete the next assignment well.

### **6. Give your full, focused attention.**

It goes without saying that giving your focused attention is one of the best things you can do to learn efficiently. However, when on an online meeting it may be tempting to use another device or engage with someone or something else in your surroundings rather than the meeting that you are a participant in.

Giving eye contact to the screen is a good way to show your instructor that you are attending, unless of course you are taking notes. Side conversations with other students via another means of communication are definitely off limits. Show respect to the important learning process that you are engaged in during the Zoom meeting, just as you would if you were present in person with your whole class.

### **7. Keep up with all assignments.**

One of the challenges posed by online learning is the increased level of responsibility that students will have for their own learning. It can be tempting to put off assignments with multiple days before their due date. However, doing this once can have a spiral effect, where, because you are rushing to make up yesterday's assignments, you now have less time to work on today's assignments, meaning you are likely to get behind on what's due tomorrow as well.

Avoid the panic and the feeling of constantly being behind the ball by setting up routines for yourself that ensure you are always on top of your assignments. Adopt a mindset that each day you will put in a solid day's work on school and learning. Give yourself little breaks and set micro-goals to ensure that you keep up the motivation. Studies show that for most people it's more effective to regularly switch between subjects or types of work (at time increments between 30 min and 1 hour), rather than to try to power through doing the same thing for a long period of time.

Online learning provides you with more flexibility in the structure of your school day, but you and your parent should actively design a school day for yourself. If you constantly have the temptation of video games or Netflix calling you away from your schoolwork and the burden of decision to stay the course, you will find it much harder to be productive. On the other hand, if you set up bright lines and rules for yourself to get work done before play time, you will likely find online learning an enjoyable experience.

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### **8. Check your email regularly.**

There are a few reasons that checking your email regularly will be important. First, your teachers will be emailing you assignments, instructions, and links to online meetings.

While they will try to keep the schedule they have announced, it is always possible that a teacher could experience a disruption of some kind that requires them to reschedule. Checking your email ensures that you will receive these notices in a timely manner and be able to adjust your schedule for the day.

It is also possible that a teacher will have to clarify something that was misunderstood or said incorrectly in an online meeting by email afterward. If you go merrily on your way with the assignment, without checking your email, you may encounter difficulties that could have been avoided.

#### **e. Outside the School Campus**

A MIPSS pupil/student remains a member of the MIPSS community even outside the school or even during vacation time; thus, he/she should always embody the ideals of the school and should behave accordingly.

### **2. Disciplinary Measures Employed by the School**

The school employs the following disciplinary measures when students misbehave or do not adhere to school rules and regulations:

#### **a. Oral Reminder**

School personnel who have witnessed any minor offense or violation committed by a pupil/student gives an oral reminder or warning to the said pupil/student. The Class Adviser of the pupil/student should be notified immediately about the incident.

#### **b. Issuance of Disciplinary Notification Form (DNF)**

Disciplinary Notification Form (DNF) is issued to students to inform their parents of the minor offenses or violations committed by their child. The DNF can be issued by the Principal, Prefect of Students, or Class Adviser. The duly signed DNF should be returned to the Prefect of Students within three (3) days after the date of issuance.

#### **c. Issuance of Disciplinary Warning Form (DWF)**

The Disciplinary Warning Form (DWF) is issued by the Prefect of Students. It serves as a written agreement between the school and the Parent/Guardian of a pupil/student who shall be sanctioned by suspension (Productive Home Suspension) once a minor or major offense is committed within the school year.

#### **d. Productive Home Suspension**

Productive Home Suspension/Off-campus suspension is a disciplinary measure which prohibits the presence of a pupil/student in the school campus. The Prefect of Students will give a take homework which will make the student reflect and gain new insights with the resolve not to repeat the offense, but rather improve oneself and do better. He/she must do the assigned activities in the duration of the suspension.

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Guidelines for Students who will undergo Productive Home Suspension

- Parent/Guardian and the student will affix their signature on the Disciplinary Agreement Form.
- POS will inform the Class Adviser, together with the Subject Teachers, the day/s the student will be suspended through a Suspension Activity Form.
- It is the responsibility of student on Productive Home Suspension to gather from his/her Subject Teachers the list of topics/activities he/she will miss on the day/s of his/her suspension.

### **e. Disciplinary Probation**

Disciplinary Probation is a disciplinary measure that is imposed on pupils or students who commit offenses repeatedly for one academic year – be it a minor or major offense. This measure aims to restrain a pupil/student from committing succeeding offenses for the rest of the school year. Commission of another minor offense would entail a recommendation for non-admission the following school year while a commission of another major offense would entail dismissal and will not receive Good Moral recommendation.

### **f. Transfer / Dismissal/ Exclusion**

Transfer, Dismissal and Exclusion are penalties which allow the school to exclude or drop from the school roster the erring pupil/ student for being incorrigible. Transfer credentials will be issued once the student has settled all his/her financial obligations with MIPSS.

The above-mentioned penalty is handed down by the school if the pupil/student clearly does not improve after having been extended all the necessary remediation, intervention, and disciplinary measures; or due to the conspicuously uncooperative or damaging behavior of the Parent/Guardian that is unbecoming and undeserving of what MIPSS stands for as a Catholic educational institution.

## **3. Procedure for Disciplinary Action**

### **a. For Elementary Pupils**

- 1) Class Adviser/Subject Teacher gives the erring pupil/student an oral warning/reminder.
- 2) Class Adviser/Subject Teacher keeps a record of the pupil's misbehavior by filling out the class's Anecdotal Record or Discipline Folder.
- 3) Repeated commission of any misbehavior or offense shall be reported by the Class Adviser to the Parent/Guardian through the Disciplinary Notification Form (DNF) or Correspondence notebook. The pupil/student shall be sent to the Guidance Counselor for counseling.
- 4) The Class Adviser calls the Parent/Guardian of the pupil/student for a conference.
- 5) When a major infraction/offense is committed, the disciplinary measures for major offenses stipulated under Section \_\_ Nos. \_\_ Category A/B/C shall apply after considering the aggravating or mitigating circumstances of the offense committed.



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### **b. For High School Students**

#### **• Minor Offenses:**

- 1) The Class Adviser gives an oral reminder and counseling to the student who is asked to write an incident report.
- 2) When the infraction is repeatedly done, the Class Adviser issues a Disciplinary Notification Form (DNF) and sends the student to the Guidance Counselor for counselling.
- 3) Should the offense be committed repeatedly after counseling, the Class Adviser sends the student to the Prefect of Students and gives him/her the Disciplinary Warning Form (DWF) to be signed by the Parent/Guardian. The form will be returned to the Prefect of Students three (3) days after its issuance. This shall be followed by a conference between the Parent/Guardian and the Prefect of Students.

#### **• For Major Offenses:**

- 1) Any school personnel who witnessed commission of any major offense by a student shall inform the Prefect of Students of the incident. An Incident Report shall be required from the school personnel and student/s involved.
- 2) The Class Adviser shall be informed of the offense committed by his/her student.
- 3) The erring student shall undergo conference with the Guidance Counselor.
- 4) Student shall be summoned by the Prefect of Students for initial investigation. Other persons involved shall also be called to give their side/account of the incident.
- 5) Parent/Guardian shall be informed of the offense committed by the child and called for a conference.
- 6) The Prefect of Students shall call for a meeting with the Committee on Discipline who shall investigate and decide on the sanction/s of the offense committed based on the Student Handbook. The decision of the committee shall be forwarded to the principal.
- 7) The Parent/Guardian shall be summoned by the Prefect of Students to be informed of the findings of the investigation and the disciplinary measures that shall be given to the student.
- 8) Should the Parent/Guardian fail to respond to the communication due him/her, the school reserves the right to implement the sanction/s to an erring student a week after.

### **4. Classification of Offenses and the Corresponding Sanctions**

The different offenses listed below are classified according to gravity with their corresponding sanctions and penalties.

#### **a. Minor Offenses**

- 1) Incomplete/Improper use of school uniform including P.E. attire
  - Unbuttoned polo; folded sleeves
  - Untucked/colored undershirts; no undershirts
  - Non-wearing of I.D. on campus
  - Use of the P.E./C.A.T. uniform on days not required for it.

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- 2) Improper/No haircut (See grooming/prescribed haircut and hairstyle)
- 3) Wearing caps and "bandanas" inside the school campus.
- 4) Wearing earrings for boys and double earrings for girls when inside school campus.
- 5) Indecent and inappropriate attire (See General Guidelines re school uniform)
- 6) Tardiness in class even after recess/lunch break or in-between periods and any school activities including Assembly (See Policies on Tardiness)
- 7) Non-submission of letter of excuse required from absence/s or tardiness
- 8) Non-observance of deadlines for submission of Reply Slips, Parent-Teacher Communication Forms, and other official letters/communication
- 9) Non-participation in school activities, general assemblies, and programs due to sheer indifference and disinterest
- 10) Inattention, eating, chewing gum, possession of or playing game cards, boisterous laughter, shouting, talking, teasing running, horse/harsh playing or howling in the classroom/auditorium, or along the corridors causing undue distraction during flag ceremony/assembly/class proceedings/meetings
- 11) Playing volleyball/basketball/badminton, and guitar-strumming along the hallways especially during class hour or even break time.
- 12) Use of profane or indecent language/dirty signs
- 13) Patronizing commercial establishments like computer, play/entertainment shops, internet café, network gaming centers, billiard halls, bars, etc. while in school uniform
- 14) Bringing to school any non-electronic playing materials or expensive toys like cards, etc.
- 15) Staying/eating in the classroom during recess and lunch breaks without permission from the Class Adviser
- 16) Staying in areas not authorized by the school
- 17) Buying and/or selling of products such as food, school supplies, and accessories, etc. without permission from the authority.
- 18) Deliberate visits to the comfort room or clinic during class hours or between periods to miss the lessons on purpose
- 19) Overstaying in the school after the given curfew time without permission (See Student Activities, Appendix A)
- 20) Littering
- 21) Loitering
- 22) Spitting anywhere in the school campus
- 23) Entering offices/other classrooms without permission
- 24) Other similar offenses

Mary Immaculate Parish Special School Student Handbook**SANCTIONS/ DISCIPLINARY MEASURES FOR MINOR OFFENSES****Grades 1 – 3 (Primary Level)**

<b>Levels of Minor Offense</b>	<b>Sanction/Disciplinary Measures</b>
1 <sup>st</sup> - 3 <sup>rd</sup> Offense	- Recorded verbal reminder/counseling with Class Adviser
4 <sup>th</sup> Offense	- Counseling with the Guidance Counselor - Parent's notification of the intervention given to the pupil/student.
5 <sup>th</sup> Offense	- Parent's conference with the Class Adviser with the presence of the Academic Coordinator/Principal - Counseling with the Guidance Counselor
Repeated minor offenses will be categorized as major offense.	

**Grades 4 – 6 (Intermediate Level)**

<b>Levels of Minor Offense</b>	<b>Sanction/Disciplinary Measures</b>
1 <sup>st</sup> Offense	- Recorded verbal reminder/counseling with the Class Adviser
2 <sup>nd</sup> Offense	- Issuance of Disciplinary Notification Form (DNF) by the Class Adviser and counseling with Guidance Counselor
3 <sup>rd</sup> Offense	- Parent's Conference with the Class Adviser in the presence of the Academic Coordinator - Counseling with the Guidance Counselor
4 <sup>th</sup> Offense	- Parent's Conference with the Prefect of Students (POS) - Issuance of Disciplinary Warning Form (DWF) by the POS - Counseling with the Guidance Counselor
5 <sup>th</sup> Offense Repeated minor offenses will be categorized as major offense.	- Parent's Conference with the POS - 75% Conduct Grade - 1 day HOME suspension - Counseling with the Guidance Counselor - Issuance of Disciplinary Probation Form signed by parent/guardian and the student

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**Grades 7 – 12 (JHS, SHS, and ANHS)**

<b>Levels of Minor Offense</b>	<b>Sanction/Disciplinary Measures</b>
1 <sup>st</sup> Offense	- Recorded verbal reminder/counseling with Class Adviser
2 <sup>nd</sup> Offense	- Issuance of Disciplinary Notification Form (DNF) by the Class Adviser and counseling by the Guidance Counselor
3 <sup>rd</sup> Offense	- Parent's Conference with the Class Adviser in the presence of the POS. - Issuance of Disciplinary Warning Form (DWF) by the POS - Counseling with the Guidance Counselor
4 <sup>th</sup> Offense Repeated minor offenses will be categorized as major offense.	- Parent's Conference with the POS - 75% Conduct Grade - 1 day HOME suspension - Counseling with the Guidance Counselor

**Note:**

**A second, third, fourth or fifth offense need not necessarily be on the same violation.**

**Example:**

<b>1st Offense</b>	<b>: No ID</b>
<b>2nd Offense</b>	<b>: Improper haircut</b>
<b>3rd Offense</b>	<b>: Littering</b>

**This also holds true for Major Offense.**

**b. Major Offenses – Category A**

- 1) Repeated commission of minor offenses
- 2) Defacing and tampering of the I.D.
- 3) Wearing tattoos (for both boys and girls)
- 4) Tampering of board notices and school reminders/announcements
- 5) Cutting classes/Truancy
  - Absent from class but seen on campus
  - Leaving the school campus before dismissal time without permission from the school authority
  - Missing classes without the knowledge of or permission from parents or school authority
  - Reporting to class 15 minutes tardy in between periods and after recess or lunch break
- 6) Public display of affection (PDA) such as kissing, holding hands, fondling, or embracing inside or outside the school campus whether in school uniform or not

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- 7) Any unauthorized capturing, recording, sending, and sharing of any messages, photos, videos, and the like.
- 8) Disrespect or disobedience to persons in authority (school officials, faculty members, or non-teaching personnel)
- 9) Disrespect of the Philippine flag, school flag, Philippine National Anthem, School hymn, church activities, church symbols, and rituals
- 10) Fighting (verbal assault), malicious/deliberate insults on race, ethnicity, gender, and personhood to a student or any school employee
- 11) BULLYING (direct or indirect) which can take on various forms including but not limited to:
  - Name-calling
  - Insulting, making rude gestures
  - Being impolite
  - Spreading stories and rumors
  - Giving nasty looks
  - Keeping someone out of the group
  - Mocking, laughing at someone
- 12) Spitting with malicious intent
- 13) Other similar offenses

**SANCTIONS/ DISCIPLINARY MEASURES FOR MAJOR OFFENSES - Category A**

**Grades 1 – 3 (Primary Level)**

<b>Levels of Major Offense Category A</b>	<b>Sanctions/Disciplinary Measures</b>
1 <sup>st</sup> Offense	<ul style="list-style-type: none"> <li>- Recorded verbal Reminder/Counseling with Class Adviser</li> <li>- Counseling with the Guidance Counselor</li> </ul>
2 <sup>nd</sup> Offense	<ul style="list-style-type: none"> <li>- Parent's Conference with the Class Adviser and Academic Coordinator</li> <li>- Counseling with the Guidance Counselor</li> </ul>
3 <sup>rd</sup> Offense	<ul style="list-style-type: none"> <li>- Parent's Conference with the Class Adviser and the POS</li> <li>- Counseling with the Guidance Counselor</li> </ul>
4 <sup>th</sup> Offense	<ul style="list-style-type: none"> <li>- Parent's Conference with the Class Adviser and the Principal</li> <li>- Counseling with the Guidance Counselor</li> <li>- Issuance of Disciplinary Probation Form signed by parents and the student</li> </ul>
5 <sup>th</sup> Offense	<ul style="list-style-type: none"> <li>- Parent's Conference with the Principal</li> <li>- Counseling with the Guidance Counselor</li> <li>- Home Suspension</li> <li>- Warning for dismissal</li> </ul>
6 <sup>th</sup> Offense	<ul style="list-style-type: none"> <li>- Dismissal</li> </ul>

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**Grades 4 – 6 (Intermediate Level)**

<b>Levels of Major Offense Category A</b>	<b>Sanctions/Disciplinary Measures</b>
1 <sup>st</sup> Offense	<ul style="list-style-type: none"> <li>- Parent's conference with the Class Adviser and POS</li> <li>- Counseling with the Guidance Counselor</li> <li>- One (1) day Home Suspension</li> <li>- 78% Conduct Grade</li> <li>- Issuance of Disciplinary Probation Form signed by parent/guardian and the student</li> </ul>
2 <sup>nd</sup> Offense	<ul style="list-style-type: none"> <li>- Parent's conference with the POS</li> <li>- Counseling with the Guidance Counselor</li> <li>- Two (2) days HOME Suspension</li> <li>- 75% Conduct Grade</li> <li>- Issuance of Disciplinary Probation Form signed by parent/guardian and the student</li> </ul>
3 <sup>rd</sup> Offense	<ul style="list-style-type: none"> <li>- Parent's conference with the POS</li> <li>- Counseling with the Guidance Counselor</li> <li>- Three (3) days HOME Suspension</li> <li>- 73% Conduct Grade</li> <li>- Issuance of Disciplinary Probation Form signed by parent/guardian and the student</li> </ul>
4 <sup>th</sup> Offense	<ul style="list-style-type: none"> <li>- Parent's conference with the POS and Principal</li> <li>- Counseling with the Guidance Counselor</li> <li>- 70% Conduct Grade</li> <li>- Three (3) days Home Suspension</li> <li>- Issuance of Disciplinary Probation Form signed by parent/guardian and the student</li> <li>- Warning for dismissal</li> </ul>
5 <sup>th</sup> Offense	<ul style="list-style-type: none"> <li>- Dismissal</li> </ul>

**Grades 7 – 12 (JHS, SHS, and ANHS)**

<b>Levels of Major Offense Category A</b>	<b>Sanctions/Disciplinary Measures</b>
1 <sup>st</sup> Offense	<ul style="list-style-type: none"> <li>- Parent's conference with the Class Adviser and POS</li> <li>- Counseling with the Guidance Counselor</li> <li>- One (1) day HOME Suspension</li> <li>- 75% Conduct Grade</li> <li>- Issuance of Disciplinary Probation Form signed by parent/guardian and the student</li> </ul>
2 <sup>nd</sup> Offense	<ul style="list-style-type: none"> <li>- Parent's conference with the POS</li> <li>- Counseling with the Guidance Counselor</li> <li>- Two (2) days HOME Suspension</li> </ul>

	<ul style="list-style-type: none"> <li>- 73% Conduct Grade</li> <li>- Issuance of Disciplinary Probation Form signed by parent/guardian and the student</li> </ul>
3 <sup>rd</sup> Offense	<ul style="list-style-type: none"> <li>- Parent's conference with the POS</li> <li>- Counseling with the Guidance Counselor</li> <li>- Three (3) days HOME Suspension</li> <li>- 70% Conduct Grade</li> <li>- Issuance of Disciplinary Probation Form signed by parent/guardian and the student</li> <li>- Warning for Dismissal</li> </ul>
4 <sup>th</sup> Offense	<ul style="list-style-type: none"> <li>- Dismissal</li> </ul>

### c. Major Offenses - Category B

- 1) Possession of prohibited items such as cigarettes, electronic cigar (vape), and alcoholic beverages inside the school campus.
- 2) Working as an accomplice/collaborator to a person committing a wrongdoing/violation.
- 3) Smoking whether in uniform or not
- 4) Entering the school and its vicinity (200 meters) under the influence of liquor
- 5) Gambling in any form within and outside the school premises
- 6) Possession, exhibition, display, and/or sale of obscene or pornographic material, both visual and text
- 7) Sexual harassment that includes but not limited to:
  - Sexual graffiti, gestures and/or "dirty jokes"
  - Sexual comments about someone's body
  - Spreading rumors about other student's sexual activity
  - Talking about one's sexual activities or stories in front of others
  - Physical touching of another student's private parts
- 8) Circulating, publishing, and posting on the walls false and malicious information about the school, its officials, faculty members, and other students
- 9) Posting messages, videos or pictures in social media/networks which degrades the integrity of the school, teachers, and students
- 10) Cheating/dishonesty in any form during quizzes, long/mastery tests, periodical/quarterly exams/assessments, etc.
  - Possessing, using, or circulating unauthorized notes related to the test being taken
  - Copying or allowing others to copy from one's own test papers during examinations, seatwork, or projects
  - Looking at a seatmate's/classmate's examination papers
  - Providing and/or receiving leakage
  - Muttering/talking with a classmate without permission or during examinations
  - Plagiarism or passing copied works, such as reports, research papers, projects, reflections, etc. as his/hers
  - Passing off as one's work someone else's project
  - Doing hand signals and other non-verbal communication symbols during exam
  - Altering scores or answers during post-test discussion or after returning test papers, seat works, or projects.

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**Note:**

- A student caught cheating during a test will receive a grade of zero (0) in the said test where the cheating took place.
  - Any student involved in cheating will be disqualified from receiving any academic honor/award or recognition at the end of the quarter or school year when cheating was committed.
- 11) Deceit, trickery, or fraud in any form.
  - 12) Declining to cooperate during investigation of any case by willfully concealing the truth.
  - 13) Concealing the truth in order to protect others
  - 14) Tampering Student's Handbook, school records or credentials, forms, exit and admission slips, letters, or the like
  - 15) Deliberate use of tampered documents
  - 16) Forgery- the act of making or producing an illegal copy of something so that it looks genuine
  - 17) Unauthorized use of the name of the school or any of its officials for any illegal purpose
  - 18) Stealing or involvement in theft

**Note:**

- **Students should bring enough money for their needs each day. They should be discouraged from bringing large sum of money to school. If payment is to be made for some account needs, it is recommended that students pay in checks which will be duly receipted by the Accounting Cashier.**
- 19) Extortion - obtaining something such as money or information from somebody by using force, threat, or other unacceptable methods
  - 20) Threatening, intimidating, coercing, and provoking students; Fighting (resulting in physical injuries); Inflicting or attempting to inflict body injury upon another during school time for whatever reason inside the school campus or within the school vicinity (200 meters) whether in school uniform or not  
  
(Should the aggrieved party need further treatment, the student responsible for the injury will be obliged to pay the hospital bills and other miscellaneous expenses deemed necessary.)
  - 21) Vandalism/destruction of school/personal property whether willful or not (The student will be required to replace or restore the damaged property, or pay it at cost, including services such as repair.)
  - 22) Avoiding or disregarding imposed sanctions.
  - 23) Any offense analogous to the above



Mary Immaculate Parish Special School Student Handbook**SANCTIONS/ DISCIPLINARY MEASURES FOR MAJOR OFFENSES Category B****Grades 1 – 3 (Primary Level)**

<b>Levels of Major Offense Category B</b>	<b>Sanctions/Disciplinary Measures</b>
1 <sup>st</sup> Offense	<ul style="list-style-type: none"> <li>- Recorded verbal Reminder/Counseling with Class Adviser</li> <li>- Parent's Conference with the Class Adviser and Academic Coordinator</li> <li>- Counseling with the Guidance counselor</li> </ul>
2 <sup>nd</sup> Offense	<ul style="list-style-type: none"> <li>- Parent's Conference with the Class Adviser and the POS</li> <li>- Counseling with the Guidance Counselor</li> <li>- Issuance of Disciplinary Probation Form signed by parent/guardian and the student</li> </ul>
3 <sup>rd</sup> Offense	<ul style="list-style-type: none"> <li>- Parent's Conference with the Class Adviser and the Principal</li> <li>- Counseling with the Guidance Counselor</li> <li>- Home Suspension</li> <li>- Warning for Dismissal</li> </ul>
4 <sup>th</sup> Offense	<ul style="list-style-type: none"> <li>- Dismissal</li> </ul>

**Grades 4 – 6 (Intermediate Level)**

<b>Levels of Major Offense Category B</b>	<b>Sanctions/Disciplinary Measures</b>
1 <sup>st</sup> Offense	<ul style="list-style-type: none"> <li>- Parent's Conference with the Class Adviser and POS</li> <li>- Counseling with the Guidance Counselor</li> <li>- One (1) day HOME Suspension</li> <li>- 75% Conduct Grade</li> <li>- Issuance of Disciplinary Probation Form signed by parent/guardian and the student</li> </ul>
2 <sup>nd</sup> Offense	<ul style="list-style-type: none"> <li>- Parent's conference with the POS</li> <li>- Counseling with the Guidance Counselor</li> <li>- Two (2) days HOME Suspension</li> <li>- 73% Conduct Grade</li> <li>- Issuance of Disciplinary Probation Form signed by parent/guardian and the student</li> </ul>
3 <sup>rd</sup> Offense	<ul style="list-style-type: none"> <li>- Parent's conference with the POS and Principal</li> <li>- Counseling with the Guidance Counselor</li> <li>- Three (3) days HOME Suspension</li> <li>- 70% Conduct Grade</li> <li>- Issuance of Disciplinary Probation Form signed by parent/guardian and the student</li> </ul>

	- Warning for dismissal
4 <sup>th</sup> Offense	- Dismissal

**Grades 7 – 12 (JHS, SHS, and ANHS)**

<b>Levels of Major Offense Category B</b>	<b>Sanctions/Disciplinary Measures</b>
1 <sup>st</sup> Offense	<ul style="list-style-type: none"> <li>- Parent conference with POS and the Principal</li> <li>- Counseling with the Guidance Counselor</li> <li>- Three (3) days HOME Suspension</li> <li>- 70% Conduct Grade</li> <li>- Issuance of Disciplinary Probation Form signed by parent/guardian and the student</li> <li>- Warning for Dismissal</li> </ul>
2 <sup>nd</sup> Offense	- Dismissal

**d. Destructive and Harmful Offenses Category - C**

- 1) Organizing, joining, and/or recruiting for any fraternity/sorority, gangs, or any subversive organization inside and outside of the school
- 2) Inflicting grave physical injuries to any person
- 3) Possession and/or fighting with the use of deadly weapon/s (bladed weapons, knuckle bars, firearms, etc.)
- 4) Possession and/or use of explosives (such as pill box bombs and firecrackers) or any hazardous agents/chemicals.
- 5) Possession, sale, distribution and/or use of prohibited drugs and/or drug paraphernalia inside or outside the school campus
- 6) Working as an accomplice/collaborator to a person committing a wrongdoing/violation.
- 7) Gross disrespect: writing or uttering defamatory/libelous statements to school officials, faculty members, and non-academic personnel
- 8) Assaulting school officials, faculty members, and non-academic personnel
- 9) Bribery or attempt to bribe (in any form) school personnel
- 10) Making damaging announcement to the school body that may cause misinformation, confusion, or fear.
- 11) Obstruction and disruption, preventing, threatening, intimidating, provoking, or coercing students or faculty members from attending classes or entering the school premises.
- 12) Bringing in outsiders to school to disturb peace and order
- 13) Shoplifting.
- 14) Taking pictures/photographs of his/her own private parts whether nude or not and sending them in private or in public
- 15) Disgraceful and immoral acts such as pre-marital sex, willful indecent exposure, acts of lasciviousness and lesbianism/homosexuality committed inside the school campus.
- 16) Other similar offenses

Note: Proselytizing or speaking against Catholic teachings is prohibited and will be dealt with accordingly by the school.

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**SANCTIONS/DISCIPLINARY MEASURES FOR DESTRUCTIVE AND HARMFUL OFFENSES Category C**

Levels of Destructive and Harmful Offenses Category C	Sanctions/Disciplinary Measures
1 <sup>st</sup> Offense	<ul style="list-style-type: none"> <li>- Parent Conference with the POS and the Principal</li> <li>- Counseling with the Guidance Counselor</li> <li>- Preventive Home Suspension</li> <li>- Dismissal without issuance of certification of good moral character</li> <li>- 70% Conduct Grade</li> </ul>

The above disciplinary measures and recommended counseling sessions and sanctions will be implemented under strict compliance to promote the moral and physical welfare of the students and school personnel, to secure the safety of the school and its property, and to maintain discipline and harmonious relationship for all.

**Note:**

Bullying is strictly forbidden at Mary Immaculate Parish Special School Inc., not only because it is forbidden by the law, but most of all because it is against the Vision – Mission of the school. Sanctions will be imposed on its perpetrator depending on the gravity of the offense.

MIPSS adopts the Anti-Bullying Policy. Cases of bullying are handled by the MIPSS Anti-Bullying Committee.

**SECTION 8 - STUDENT SERVICES**

**REGISTRAR'S OFFICE**

A 'Policy' is a program of action which is prepared as a guide toward attaining the school registrar's objectives as student service provider. In other words, it is a direct link between an organization's 'Vision' and its day-to-day operations. Policies identify the key activities and provide a general strategy to decision-makers on how to handle issues as they arise. This is accomplished by providing the readers with limits and a choice of alternatives that can be used to 'guide' their decision-making process as they attempt to overcome problems. (Welling, G., 2015).

**Admission & Enrolment:**

Every student has the right to enroll in any private school upon meeting its specific standards and reasonable regulations as well as the requirements prescribed by law or regulation. Except in the cases of academic delinquency and/or violation of disciplinary regulations, the student shall be presumed qualified for enrolment for the entire period he/she is expected to complete his/her course without prejudice to his/her right to transfer as provided for in this Manual and its implementing rules.

Enrolment and admission are scheduled from March up to the third week of August of the said school year. The school also admits transferees from other school;

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however, the grade of the learner/s must be complete on the said quarter on their time of enrollment.

#### **Classification of Students**

1. **New Students** - a first time student of a school, a student who transfers from another school (fresh, transferees, and returning students)

All Regional Directors, Schools Division Superintendents, and School Heads of both public and private schools are directed to accept children in accordance with the following guidelines:

1.1 Fresh students are pupils/students that will study for the first time in MIPSS.

a. Toddler – Pupil whose age is 3 years old as of August 1 of the current school year.

b. Nursery – Pupil whose age is 4 years old as of August 1 of the current school year.

c. Kindergarten – Age qualification for kindergarten learners should be five (5) years old by August 1 of every school year (DepEd Order No. 47, s. 2016)

- The school may consider learners who are entering kindergarten and who will turn five (5) years old by the end of August on the conditions that the Philippine Early Childhood Development (ECD) checklist has been administered to the learner to ensure that the learner is capable of meeting the expectations of the grade level. Parents may provide documentation and/or certification and the learner's previous Early Childhood education (ECE) experiences (i.e., preschool, day care, pre-kindergarten) in addition to the results of the Philippines ECD Checklist. School Heads must then submit a letter stating the learners' results from the Philippine ECD Checklist and if there is any additional documentation of ECE experiences to the Schools Division Superintendent (SDS), and secure written permission from the SDS for the learners to enter kindergarten.
- If the child has undergone pre-kindergarten in Day Care Centers or Child Development Centers, a copy of his or her Philippine ECD checklist must be provided to the kindergarten teacher. However, the kindergarten teacher shall still administer the Philippine ECD checklist to validate the child's developmental abilities during the opening of classes.

d. Transferees are Grade 1 – 10 students coming from other school and are enrolling in MIPSS

- All pupils who completed the kindergarten in public or private school may be admitted to Grade 1.
- All pupils who finished their kindergarten in school not sanctioned by the Department of Education (i.e. non-DepEd accredited learning centers offering Kindergarten, day care centers offering kindergarten, home-schooled students) must undergo a validating test administered by the Bureau of

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Education Assessment in the DepEd Central Office. A representative from BEA may be requested by the SDOs to administer the validating test in their respective SDOs. (DepEd Order No. 47, s. 2016).

1.2 Returning students/Balik-aral are students who stopped schooling and will re-enroll the following school year.

- Any undergraduate student who dropped all subjects without valid reasons during his last year's stay in MIPSS or obtained incomplete grades at the end of the last school year, maybe re-admitted only under the below condition:
  - a. He has to undergo academic counseling and present a written statement duly signed by himself and his parent/guardian that he will improve his academic grades during the next semester
- Students who were dismissed or subjected to disciplinary action maybe re- admitted only on the following conditions:
  - a. He has to get a favorable recommendation from the Committee on Student Discipline
  - b. He has to undergo counseling sessions
  - c. He has to present a written statement duly signed by himself and his parent/guardian that he will not in the future, violate any school rules and regulations or engage in any activity that will bring the institution in bad light.

1.3. SpEd Students are students aged four or twenty-one whose capacity for adaptive behaviors is limited due to faulty physical, mental, psychological, or behavioral development, and are in need of special education. (Special Education Law, 1988)

2. TRANSFEREES are former Grade 1 to Grade 10 students/pupil who will re-enroll in MIPSS after coming from other schools.
3. OLD STUDENTS are students/pupils who completed their grade level within the school year without transferring to other schools and are enrolled following school year.

#### TRANSFER CREDENTIALS:

1. The transfer credentials consist of the SF9/Report Card with the Certificate of Eligible for Transfer and/or Admission.
2. The release of the issuance of Good Moral Character is 3 days upon the receipt of the request.
3. The release or issuance of SF9 (Report Card) and SF10 (Permanent Record) indicates that a student is free from all financial and property accountabilities.
4. The release or issuance of SF10 (Permanent Record) is 5 days upon the receipt of the request. A student may request for as many official copies of SF10 provided they are "For Evaluation Purposes Only" Only one copy of the SF10 may be issued for transfer purposes.
5. Certificate of completion is issued to all kinder, Grade 6 and Grade 10 students who completed the course while the Diploma is issued to Grade 12 students who satisfactorily completed the Senior High School Course.

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- A duplicate copy of the said form may be issued upon request. However, the remark "Duplicate Copy" and the date it was prepared should be indicated, usually in the lower right-hand portion of the document.

**CERTIFICATE OF UNDRETAKING**

All students/pupils must have a Certificate of Undertaking if they are temporarily enrolled because of non-submission of credentials of students/pupils from the previous school.

**NEW STUDENT AND TRANSFEREE REQUIREMENTS FOR ENROLLMENT:**

**FOR FILIPINO CITIZENS:**

1. Complete SF9 (Progress Report Card/Form 138)
2. Certificate of good moral character from the Guidance Counselor
3. Original PSA birth certificate (For consistency purposes of all official records, parents are requested to use the names of their children as they appear in Certificate of live Birth.
4. Photocopy of Baptismal Certificate
5. Photocopy of parents' marriage certificate (if married)
6. SF10 (Permanent Record)
7. FAPE certificate for Gr. 8-10 grantee
8. NCAE for Gr. 11 and 12 transferees
9. LRN (Learner Reference Number)
10. Recommendation letter/ Diagnosis from the Neuro Developmental Pediatric doctor (for SpEd)

**FOR NON-FILIPINO CITIZENS/DUAL CITIZENS:**

1. Photocopy of Birth Certificate issued by PSA (if born in the Philippines)
2. Alien Certificate of Registration (ACR) and/or official receipt of latest payment (with original for verification)
3. Valid Passport
4. Special Study Permit
5. Baptismal Certificate
6. Complete Scholastic Records authenticated by the Office of the Philippine Embassy or Office of the Consular Official with English translation of the entries, particularly the name of student, subjects, grades, and grade/year level.

**OLD STUDENTS:**

1. Accomplished clearance
2. SF9 (Report card/Form 138)

**LEARNERS WITH SPECIAL EDUCATION NEEDS:**

1. Evaluation report from the following:
  - a. Neurodevelopmental Pediatrician
  - b. Speech Therapy (if available)
  - c. Occupational Therapy (if available)
  - d. Physical Therapy (if available)

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2. Card / Teacher's Evaluation
3. Online Pre-enrollment Assessment

### **GUIDANCE OFFICE**

1. Provides consultation, counseling services, crisis intervention, and parenting sessions
2. Come up with Mental Health Wellness and Parenting Programs.
3. Monitors students who have difficulty in coping with their studies.
4. Provides career talk, orientation, and assistance for Junior High School in the choice of their track, and for Senior High School in their career choice in tertiary level
5. Gives entrance examinations to incoming students (as of this School 2022-2023, it is put on hold)
6. Administers Student Appraisal (Standardized Tests)

### **LIBRARY**

The school library provides books, magazines, newspapers and periodicals. Students are encouraged to go to the library during their break time for their intellectual growth and development.

Rules to be observed:

1. Library card/I.D. must be presented upon borrowing book/s in the library.
2. Borrowed materials are to be returned on time and in good condition.
3. Penalty of P1.00 per day will be imposed for overdue books.
4. Damaged or lost books are either paid or replaced by the borrower with additional processing fee.
5. Food and drinks are not allowed inside the library.
6. Materials borrowed should be placed in the return counter for proper disinfection.

### **CLINIC**

The medical clinic is open from 7:00 a.m. to 5:00 p.m., from Mondays thru Fridays and during school activities. The school clinic is addressing emergency first aid situations. In case of incidents which need immediate medical attention, the pupil/student will be brought to the nearest hospital. A full-time school nurse and regularly visiting physician and dentist run the clinic. Aside from their regular duties, they also provide vital health information campaigns to the entire school community.

In the event of an emergency, the following procedure should be done /followed: (these apply equally to students, employees, and all others)

1. Initial assessment of the incident (establish the facts – extent of injury, how it happens).
2. Give appropriate first aid care needed in the situation.

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- For cases needing further management or tertiary care, it is best to inform the parents/guardians before leaving the school.
  - All students and employees involved in an accident must be seen by a first aider and should not leave the premises unless seen by the first aider.
  - Students with minor injuries or illness may be sent to the clinic with another student.
3. The teacher will inform parents as soon as possible of any injury/illness that has occurred; queries will be dealt by the first aider who attended the student.
    - All incident/accident no matter how minor must be reported at the time of the occurrence to the teacher then to a first aider.
  4. Where the incident/accident occurred in the school, parents will be notified immediately by the teacher attested by the first aider.
  5. An accident report form must be completed by the teacher, first aider and the injured party if able to write.
  6. An incident report is done by the first aider and should be kept for documentation in the school clinic.
    - There should be an emergency contact list for each student.

### **MAPSA INSURANCE COVERAGE**

All students and employees are entitled to Accident Insurance coverage. From the time the student is enrolled up to the end of the school year. Each student is covered up to 10,000 medical reimbursements.

### **INFORMATION TECHNOLOGY (IT) SERVICES**

The computer laboratories are used during computer subjects' hands-on to further enhance the class discussions. The computer laboratories are equipped with a projector, computers, headsets, and Wi-Fi.

Rules to be observed inside the computer laboratories:

1. Food and drinks are not allowed
2. Accessing inappropriate websites is prohibited
3. No littering
4. Do not change the computer settings
5. Silence should be observed
6. Do not distribute pirated software

The act of vandalism is committed by a student when the following is done inside the school's computer laboratories:

1. Removing or interchanging certain keys of the keyboard
2. Unplugging the keyboard, mouse, power cable, Wi-Fi dongle, etc. without permission.
3. Scribbling/writing on chairs, tables, monitors, etc.
4. Deliberately deleting school and student's files
5. Changing the computer's setting without permission
6. Deliberately putting viruses on the system
7. Improperly turning off the computer after use



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The act of stealing is committed when the student does the following:

1. Copying other's work
2. Copying school software
3. Pocketing computer peripherals.

### **CANTEEN**

Nutritious meals and snacks at reasonable prices are served in the canteen, conveniently located within the school premises. Students are expected to help keep the canteen clean and sanitary at all times. Students can only buy during recess and lunch time. CLAYGO (Clean as you go) is strictly implemented.

### **TRANSPORT SERVICES**

The school provides transport services for students, teachers and staff for official school functions.

### **SECURITY SERVICES**

To maintain peace, order, and harmony within the school campus, MIPSS Security Personnel observes the following security protocols:

1. Respects the Chain of Command
2. Protects and defends the students, employees, administrators, and the stakeholders
3. Maintains a high standard of discipline and professionalism (proper decorum, attitude, courtesy, alertness)
4. Implements strictly school policies such as but not limited to:
  - a. "No I.D. – No Entry" Policy
  - b. Visitor's pass/Monitoring Slip
  - c. Logbook system
  - d. Checking and Frisking
  - e. Refuse entry of any person who:
    - is unruly, intoxicated or under the influence of alcohol or prohibited drugs
    - does not abide the school rules
    - is sanctioned by dismissal or suspension
5. Records and reports to the authority any untoward incident that may have taken place on campus

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**SECTION 9 – APPENDICES**

**APPENDIX A –PROCEDURES TO BE OBSERVED FAITHFULLY AND CONSISTENTLY**

**MORNING ASSEMBLY**

**BEFORE**

- a. Official time for students is 7:30 a.m.
- b. Students who arrive early may bring their school materials outside their classroom.
- c. At 7:25 a.m., the first bell will be rung. This signals the students to form their line in their designated places or on the MIPSS ground every Monday for the general morning assembly.
- d. From Tuesday to Friday, pupil/students will have their morning assembly in their respective corridors/classrooms with their Class Adviser.
- e. The Class Adviser may use this moment to check on the student's attendance and observance of or adherence to the haircut or uniform policy.
- f. Students are expected to line up properly, arrange themselves according to height, and get ready for the morning activity.
- g. If they are not able to bring their things outside the classroom, their things must be placed in front of them.
- h. Prayer leaders must be assigned and well prepared for their appointed task.

**DURING**

- a. The second bell is rung at 7:30 a.m. This signals the start of the morning assembly. Students who come after the second bell are considered late and will be ushered in the holding area with the other late comers.
- b. Students put their things down, stand at attention with hands clasped for the Morning Prayer.
- c. Students sing the National Anthem reverently and remain at attention until the MIPSS Hymn is sung.

**AFTER**

- a. During the greeting of the whole school community, the students are encouraged to bow once and greet everyone saying "Good Morning everyone. It's nice to see you today. I/We see Jesus in you."
- b. When they are asked to go back to the classroom, they go up in single file and keep right.
- c. It is a must that silence is observed when students return to the classroom and that their line is not broken.
- d. Students must go straight to their classroom together with their Class Adviser.

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### **ENTERING THE CLASSROOM**

- a. For classrooms with two doors, the front door is used for entrance and the back door for exit.
- b. Students wait along the corridor and enter as directed by their Class Adviser.

### **WHEN A PUPIL/STUDENT IS TARDY**

- a. Once the student is not present in the line formation during the morning assembly, he/she is automatically considered late. This includes the students who are inside the school campus but did not join the assembly.
- b. Student asks permission from the teacher to enter the classroom after securing a Tardy Admission Slip from the Prefect of Students (POS).
- c. The duplicate copy of the Tardy Admission Slip will be given to the Class Secretary. The Class Secretary records the name/s of tardy pupil/s or student/s and prepares the Daily Attendance Report to be signed by each subject teacher.
- d. Students who cannot join the line formation during morning assembly due to certain task for being members of DLC, SSG/SPG, BSP/GSP, etc. must present themselves to their respective adviser or class president to inform them that they are not late. After their task/s, they are expected immediately to join their classes. (See General Guidelines: Policies on Tardiness)

### **WHEN A PUPIL/STUDENT IS ABSENT**

- a. Submit/Present an excuse letter signed by the parent/guardian to the Class Adviser on the day the pupil/student goes back to school. (See General Guidelines on Attendance and Punctuality)
- b. A pupil/student must secure medical certificate for prolonged absences.
- c. Parents must notify the school when their child is sick or when he/she will be absent for more than 2 days.
- d. If the illness is contagious, the student must present clearance from a doctor that he/she is fit to go back to school to avoid possible spread of the disease.
- e. If a student has been excused, he/she must approach his/her subject teachers if there are lessons, tests or announcements that might have been missed. ***The excuse letter is very important for a student to be excused or given consideration from any missed test or activity in class.***

### **WEARING OF IDENTIFICATION CARD (ID)**

- a. The I.D. is worn as is without anything attached to it or anything inside its packet.
- b. It is worn upon entering school by each pupil/student and while he/she is inside the school campus during class days, during weekend activities, and during school-related activities outside the campus. (Refer to General Guidelines on the School I.D.)

### **INSIDE THE CLASSROOM**

- a. Each classroom has to maximize the use of the bulletin board. An assigned class officer should see to it that all task (assignments, activities for the day/week/month) are posted accordingly on the bulletin board.

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- b. Submission of performance tasks/projects/assignments shall be done inside the classroom (during class meetings). No submission of tasks shall be entertained in the faculty room. The faculty room is **OFF-LIMITS** to students.

**AT THE START OF THE PERIOD**

- a. As the teacher enters the classroom, students stand up to pray reverently and after the prayer the teacher greets the students by saying, "Good morning/afternoon class. It's nice to see you today. I see Jesus in you," and in response, the students will say, "Good morning/afternoon (name of the teacher). It's nice to see you today. We see Jesus in you," after which students take their seats in an orderly manner.

**DURING CLASS HOURS: DISCUSSION AND ACTIVITIES**

- a. When a pupil/student wishes to recite or ask a question, he/she raises his/her right hand and waits to be called by the teacher.
- b. If called, he/she stands straight and states the answer or question clearly.
- c. One can show respect for others by listening to the one who is speaking.
- d. A pupil/student must be sensitive to non-verbal messages. He/She should pay attention when the teacher stops talking and looks at him/her.
- e. During classroom activities, it is necessary that pupils/students listen to the instructions given by the teacher.
- f. The value of cooperation must be exercised at all times by the members of the class.
- g. Sharing one's talents/skills/time for the success of the group activity is a welcome gesture among students.
- h. By actively participating in all group activities, students are able to develop their social skills.
- i. During seat work, answers can be reviewed in silence while waiting for the others to finish.

**PASSING OF TEST PAPERS, WORKSHEETS and/or RETURN SLIPS**

- a. Submit HW/SW/return or reply slip to the teacher/class adviser inside the classroom can be done quietly while seated.
- b. Submit/Pass your test papers, homework, seatwork, and/or return/reply slip can be done from the back of each row to the front or from the left and right to the center row.

**END OF THE PERIOD**

- a. Students stand and pray reverently.
- b. They bid the subject teacher goodbye saying "Goodbye (name of the teacher.) See you tomorrow, stay safe and God bless you. Have a nice day."
- c. Students wait for the next teacher quietly.
- d. They may prepare their books, notebooks, and other school materials for the next subject without making noise.
- e. At the end of every subject, the class officers see to it that the class maintains order and discipline and that no one goes out of the classroom unless there is an urgent need.

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### **GUIDELINES IN TAKING THE EXAMINATION**

- a. Securing a Test Permit is a must before a pupil/student is allowed to take the periodical tests.
- b. The statement of account is given 2 weeks before the date of the examination.
- c. The school adopts the NO PERMIT, NO EXAM policy. (See Academic Policies: Quarterly/Periodical Examination and other Test)
- d. Students are given time to prepare before the start of the exam. Putting their bags and other things in some designated areas in the room (preferably the platform or corridor), going to the CR, and getting their materials needed for the exam (Bible, calculator, ruler, etc.).
- e. During examination, students are expected to be ready and observe silence while waiting for the test paper to be distributed. **Students are not allowed to go to the CR when the exam is going on unless it is urgent.**
- f. The adviser/proctor will start and end the test on time. He/She will not entertain any question/s related to the test items. The students need to maximize the time allotted by the teacher in answering the test. Students may review their answers should the time warrant.
- g. Once the time is up, the student passes the test paper quietly without standing.
- h. Special exams are not allowed. However, students who are absent during examination for a valid reason may take special examination. (See Academic Policies: Quarterly/Periodical Examination and other Tests)

### **PRAYING THE ANGELUS**

- a. All classes and activities are momentarily stopped at 12:00 noon for everyone to participate in the praying of the Angelus.
- b. Everybody prays solemnly and participates actively in the responses.

### **DURING RECESS AND LUNCH TIME**

- a. Students pray the grace before meals before leaving the classrooms.
- b. The subject teacher, together with the assigned officer, locks the classroom and is the last one to leave.
- c. All students are expected to spend their recess or break time in the canteen.
- d. In case of heavy downpour/rain, students may eat inside their classroom provided they maintain its cleanliness and orderliness.
- e. The nearest staircase from the classroom is used in going up and down.
- f. Proper behavior is expected from the students at all times.
- g. While some classes are having their break, other are classes go on; therefore, playing volleyball/basketball/badminton, running, shouting, horse playing, and strumming a guitar along the corridor/hallway are not allowed.
- h. Corridors/hallways must be clear at all times. One should avoid walking to and fro along hallways/corridors.
- i. CLAYGO (Clean as You Go) must be observed inside or outside the canteen at all times.
- j. Students wait in line for their teacher along the corridors.
- k. The next teacher, together with the assigned officer, after the recess/break

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shall be the one to open the classroom.

- I. Procedure before going back to the classroom after recess/lunch:
  - o 5 minutes before the end of the break, the bell will be rung.
  - o Within 3 minutes all students are expected to have observed CLAYGO, visited the restroom or the locker area to get their things for the next class, or formed their lines along the corridor (some on the ground) to get them ready to go back to the classroom.
  - o 3 minutes after the first bell is rung, another will be set-off.
  - o All students enter the classroom with the subject teacher.

**GOING TO THE COMFORT ROOM**

- a. Visits to the comfort room should be done during break time.
- b. Teacher's permission must be sought first by any student who wishes to go to the C.R. outside break time.
- c. The C.R. pass must also be secured.
- d. Students must go out one at a time or individually and not in groups.
- e. A pupil/student who leaves for the C.R. must be back within three (3) minutes or less.
- f. Hanging out in the comfort room is strictly prohibited.

**WHEN ONE SUDDENLY BECOMES ILL (GOING TO THE CLINIC)**

- a. The teacher must be informed immediately of the pupil's/student's condition.
- b. Clinic permit/slip must be secured from the teacher.
- c. A member of the class (preferably class officer) must accompany the pupil/student to the clinic should there be a need for it.
- d. When treatment is over, a clinic pass from the nurse must be given to the pupil/student to be presented to the teacher before he/she is allowed to enter the classroom.
- e. Malingering is strictly not allowed.

**WHEN THE STUDENT HAS SYMPTOMS OF ILLNESS**

- a. The parent/s or guardian/s must not allow their child/ward to come to school.
- b. If the school finds out at the entrance, the pupil/student will stay in the isolation room, while the clinic staff informs the parent/guardian to fetch their child/ward.

**GOING TO THE OFFICE**

- a. Going to any office during class time is discouraged. Payment to be made in the Accounting Office must be done during recess, lunch, or dismissal time.
- b. Students maybe called for a conference by the Director, Principal, Assistant Principal, POS, SAC, Campus Minister, Campus Chaplain, and Guidance Counselor. When this is done, a call slip duly signed by the school personnel and stating the reason/s for the appointment must be presented to the teacher.

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### **GOING TO THE LIBRARY/GYM/AVR/LABORATORY ROOMS/HALL/CHURCH**

- a. Going to any one of the following venues:  
library/gym/AVR/laboratory/computer room/hall/church or any desired venue by the whole class must be done in two lines.
- b. Subject teacher and/or class president facilitates the class in passing.
- c. If done individually, the student gets permission from the subject teacher.

### **GOING UP/DOWN THE STAIRWAYS AND WALKING ALONG THE CORRIDORS**

- a. Passing through corridors and stairways must be done quietly and in single line formation so as not to disturb the classes that are going on. Corridors and stairways are not playgrounds; therefore, running, jumping, shouting, or making unnecessary noise in these places is absolutely prohibited.
- b. A class coming from any venue outside the classroom must proceed directly inside and avoid hanging around.
- c. Keeping right is a must in passing.
- d. Corridors and stairways must be kept clean at all times.
- e. No one is allowed to wait for his/her schoolmates outside the classroom or along the corridors so as not to block the way for anyone passing by.
- f. Passing along the corridors or using the stairway must be done with care so as not to bump or obstruct other students along the way.
- g. In going up and down, one should use the nearest staircase from the classroom.

### **RESPONDING TO A FIRE AND EARTHQUAKE DRILL**

- a. Students must remain calm should there be an eventually like fire and earthquake.
- b. Procedures on what to do when there is fire/earthquake must be followed strictly.
- c. The teacher gives the instructions to his/her students.

### **ANNOUNCEMENT ON SUSPENSION OF CLASSES**

- a. The Director, Principal, Assistant Principal, and Representative duly authorized by the Administration have the authority to suspend classes once the suspension is delegated to the school.
- b. The Class Advisers make the announcement to their respective advisory class.
- c. In responding to a severe weather alert, follow the instruction of the teacher/adviser.  
(See General Guidelines: Suspension of Classes)

### **WHEN VISITORS ARE IN THE CLASSROOM**

- a. All students stand up and greet the visitor or any school personnel who enters the room.
- b. If the name of the visitor is known, his/her name must be mentioned in the greetings; otherwise, a simple, "Good morning, visitor" will suffice.

### **WHEN OUTSIDE THE CLASSROOM**

- a. Students show respect to all school personnel, fellow students and visitors by greeting them.
- b. Respect is always practiced in dealing with everyone.
- c. Students show respect to the environment by disposing their trash into the trash bins properly.

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- d. Students keep corridors and hallways safe especially for the small members of our community
- e. Students walk on the catwalk near the building in order to avoid accidents.

**WHILE WAITING FOR THE SUBJECT TEACHER**

- a. Students study their lessons and do their work in silence.
- b. Class officers monitor the discipline and order in the class.
- c. No one is allowed to go out if not permitted by their Class President.

**WHEN THE TEACHER IS ABSENT/LATE**

- a. The Class Vice-President reports to the Team Leader/Academic Coordinator/Assistant Principal/Principal after 15 minutes when a teacher has not come to the classroom.
- b. The President, together with the other class officers, takes charge of the discipline and order in the classroom until the substitute teacher arrives.

**END OF THE DAY (DISMISSAL TIME)**

- a. The day ends with the classes having a moment with their respective Class Advisers.
- b. Class Advisers give their last-minute reminders for the day.

**PACKING UP, CLEANING UP AND RETURNING CHAIRS**

- a. All students pick up the trash in their respective chairs.
- b. Cleaners of the day are assigned to clean the room and put everything in order.

**DISMISSAL PROCEDURE**

- a. After the students have prayed, they say goodbye to their class adviser and one another.
- b. Students leave the classroom one by one.
- c. The class adviser is the last one to leave the classroom, closes and locks the door.
- d. They go down to the ground in silence.
- e. Students who wish to extend their stay inside the campus for one reason or another must have the **Permit to Stay**, and **Parent's Permit form/slip** signed by the **Teacher-in-charge/SAC/Principal or Academic Coordinator** and **Parent/Guardian**. (See Student Activities)
- f. Students with permit and authorized club members are allowed to stay until 6 p.m. only.
- g. Students who are permitted to stay must inform their bus service beforehand.

**APPENDIX B – REITERATING THE PROHIBITION OF THE PRACTICE OF HAZING AND THE OPERATION OF FRATERNITIES AND SORORITIES IN ELEMENTARY AND SECONDARY SCHOOLS**

DepEd Order No. 7, s. 2006

1. In the past years, the Department of Education has released issuances, bulletins and/or memorandum that provide measures for preventing the practice of hazing and prohibit fraternities and sororities in elementary and secondary schools. Department Order No.6 s. of 1954 prohibits the practice of hazing in schools and imposed sanctions



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for violations. Department Order No.20 s .1991, meanwhile, prohibits the operation of fraternities and sororities in public and private elementary and secondary schools.

2. Furthermore, Republic Act No. 8049 (The Anti-Hazing Act) provides for strict penalties for the conduct of hazing and other initiation rites associated with fraternities, sororities, and similar organizations.

3. In view of recent incidences of fraternity-related violence involving high school students and in view of the history of violence associated with these organizations, some of which have resulted to juvenile deaths, the Department of Education reiterates the above-mentioned policies regarding fraternities and sororities and the use of hazing and other acts of violence in elementary and secondary schools.

4. School authorities are requested to take a more active role in the prevention of juvenile violence in their respective areas. They are further instructed to coordinate with local units of the Department of Interior and Local Government, the Department of Social Work and Development, and the Philippine National Police in order to monitor and control the proliferation of fraternities, sororities, and similar organizations in elementary and secondary schools in their respective areas.

5. Moreover, school authorities are encouraged to promote co- curricular and extra-curricular organizations and activities that can serve as more wholesome and productive alternatives to fraternities, sororities and like organizations.

6. Wide dissemination of and strict compliance with this Order is enjoined.

Reference: DECS Order: No.20, s.1991

#### **APPENDIX C – ADMINISTRATORS AND TEACHERS AS PERSONS OF AUTHORITY**

##### **Section 134, 2010 Revised Manual of Regulations for Private Schools in Basic Education**

A teaching personnel or school officials, in the exercise of his right as substitute parent in relation to his students shall have the authority to impose appropriate and reasonable disciplinary measures in the interest of good order and discipline in case of minor offenses committed in his presence. When the offense committed is serious, the teaching personnel or school officials shall submit a report concerning the violation to the school head that may cause the institution to appropriate disciplinary action against the erring student, if warranted by the circumstances of the case.

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**APPENDIX D – ON DISCIPLINE**

**Section 131, 2010 Revised Manual of Regulations for Private Schools in Basic Education**

The administration of each private school shall be responsible for the maintenance of good discipline among students inside the school campus, as well as outside the school premises whenever they are engaged in authorized school activities.

No physically harmful punishment shall be applied. No disciplinary sanction shall be imposed upon any student except for valid causes as defined in the school rules and regulations, and in accordance with due process as provided for in this Manual or its implementing rules as promulgated by the Secretary.

**APPENDIX E– SANCTIONS ON ERRING STUDENTS**

**Section 135, 2010 Revised Manual of Regulations for Private Schools in Basic Education**

When the offense committed is serious and circumstances so warrant, the school head shall cause the filing of the corresponding administrative action against the erring pupil or student. No disciplinary sanction shall be applied upon any pupil or student except for cause as defined in the rules and regulations of the school or in this Manual, and after due process shall have been observed. The punishment shall be commensurate with the nature and gravity of the offense.

**APPENDIX F – REVISED GUIDELINES ON THE SUSPENSION OF CLASSES WHEN TYPHOONS AND OTHER CALAMITIES OCCUR**

**From the Official Gazette of the Republic of the Philippines**

A June 21, 2011, release by the Department of Education

The Department of Education has called on the public, especially parents, to use as a guide the existing policies on suspension on classes during bad weather conditions in order to keep children out of harm.

Based on to DepEd Order No. 28, series of 2005, classes in all public and private elementary and secondary schools are automatically suspended or cancelled without having to wait for announcement under the following circumstances:

- When Signal No. 1 is raised by the Philippine Atmospheric, Geophysical & Astronomical Services Administration (PAGASA), classes at the preschool level shall be automatically suspended in all public and private schools.
- When Signal No. 2 is raised, classes at the preschool, elementary, and secondary levels shall be automatically suspended in all public and private schools.
- When Signal No. 3 is raised, classes in all levels are automatically suspended.

In view of this, DepEd has requested PAG-ASA to reiterate these guidelines when issuing regular weather bulletins so that the public can be duly informed and be better prepared.

In the absence of storm signals, localized suspension is allowed by the DepEd. The decision may be made by the school principal, division superintendent, or local government executive.

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Secretary Armin Luistro reiterated that the parents, the local executives, and the local DepEd officials are in the best position to decide if they will send their children to school when storm signals are announced by PAGASA in specific areas.

Existing policies allow local DepEd officials and local government executives to suspend classes at their level to avoid leaving children on the streets when heavy rains and strong winds hit certain areas.

"The final decision to let the child go to school or not is left with the parents. Local suspension and parental decision are allowed since parents and officials on the ground have a better idea about the situation in their areas," explained Luistro. DepEd has also furnished media outfits with the guidelines, which they can use to reiterate to the public during inclement weather. [deped.gov.ph](http://deped.gov.ph)

References

DepEd Order No. 28, series of 2005

## **APPENDIX G – CHILD PROTECTION POLICY With Anti-Bullying Policy Statements**

### **I. OBJECTIVE**

Promote a zero-tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying, and other forms of abuse.

### **II. PREFATORY STATEMENT**

The Mary Immaculate Parish Special School Inc. values a healthy and peaceful educational environment.

All members of the school community, which includes students, parents and guardians, and the community members should be made aware of the negative effects that bullying can have on victims and the school in general and should work towards ensuring that students can work in an environment without fear.

All members of the school community are aware of the negative effects of bullying. It breaks relationship, sows fear, and cultivates anger therefore destroys Filipino Christian values.

The school will do whatever is reasonably necessary and possible within its authority to eradicate bullying in all its forms.

The school is fully committed to promoting the rights of children notably their right to be protected from harm, abuse, and exploitation.

The school therefore vows to preserve peace and harmony by implementing rules and regulations according to right reasons and with the dictate of the law. In order to achieve this, we will ensure the following:

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1. That as a Catholic Parochial Educational Institution, we will actively endeavor to fulfill our role of providing quality academic training - keeping in mind that each child is a unique individual. We believe that part of protecting the child is to provide venues for the discovery of their God-given talents and abilities so that they will develop their full potential by prescribing a curricular track that will prepare them for their future station in life.
2. That as a Catholic Parochial School, we will maintain effective child positive discipline that is Gospel-based because it is our conviction that the Word of God is the final authority in all aspects of life. We believe that by teaching a child to set boundaries and parameters through rules and regulations, and the efficient implementation of these, a child grows into adulthood with a balanced view of their rights in line with their responsibilities. Thus, ultimately protecting them through wise living.
3. That as a partner of the Department of Education, we will support its campaign on child protection as embodied in the "DepEd Child Protection Policy" enclosed in DepEd Order No. 40 s. 2012. We recognize the duties and responsibilities of the school and school personnel stated in the policy as well as the duties and responsibilities of the pupils, students, and learners stated therein. We believe that a balanced emphasis given to the duties and responsibilities of both the school and the learners will provide ultimate protection for all. That as an employer, we will ensure that our faculty and staff are carefully selected, screened, trained, and supervised. This policy aims to prepare them as effective agents of discipline as well as protect them from unfair and false accusations by students and parents.
4. That as partners of parents and guardians, we will exercise parental authority and responsibility over the pupils, students, and learners while under our supervision, instruction, and custody in all authorized activities whether inside or outside the school premises. We believe that this authority is given by the parents through the Parents' Commitment and Understanding and Parents' Letter of Agreement (Appendix B) signed upon enrollment.
5. That as "loco parentis" of the pupils, students, and learners, we will provide a balance of nourishment and discipline.

### **III. PRELIMINARY PROVISIONS**

**Section 1. Legal Basis.** This Policy is adopted in compliance with Republic Act No. 10627, otherwise known as the "Anti-Bullying Act of 2013". Therefore, as mandated by the Republic Act No. 10627, MIPSS adopts this law as part of its School governing rules and regulations.

**Section 2. Scope and Coverage.** This Policy applies to the Kindergarten, Elementary, and High School programs at the MARY IMMACULATE PARISH SPECIAL SCHOOL INC., hereafter referred to as the "School". This policy applies to all and obliges the same to follow (Kindergarten, Elementary, High School, employees, and students).

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

1. **Bully** - refers to a student who commits any of the acts of bullying as defined in R.A. No. 10627, its Implementing Rules, and Regulations (IRR), and this

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Policy. This term also includes a student who participates in any of the acts of bullying by supporting or aiding the commission thereof.

2. **Bystander** - refers to any student who witnesses or has personal knowledge of any actual or perceived acts or incidents of bullying or retaliation as defined by R.A. No. 10627, its IRR, and this Policy. Bystanders include the silent majority of students who witness bullying but are unable to do something because of fear; and those who try to stop bullying by defending the victim or reporting the incident.
3. **Bullied or Victim** –refers to any student who experiences the acts of bullying or retaliation as defined by R.A. No. 10627, its IRR, and this Policy.
4. **Parent or Guardian** - refers to the parent or guardian, of either the bully or victim, or other students involved in the bullying incident, on record with the school.
5. **School** –refers to Mary Immaculate Parish Special School
6. **School Personnel** - refers to all staff and employees of the school; regardless of rank or status; whether classified as academic, academic-support, or non-academic; and whether full-time or part-time; and whether probationary, contractual, or regular.
7. **Service Providers** - refers to outsourced personnel of the school, which includes, but is not necessarily limited to, maintenance and security, coaches, trainers, and drivers and staff of accredited transport or bus services.

### IV. GENERAL CHILD PROTECTION POLICY PRINCIPLES

With the foundational statements, Mary Immaculate Parish Special School Inc will:

1. Ensure that the school shall be conducive to learning and children shall have the right to education free from fear;
2. Ensure that all children shall be protected from all forms of abuse and bullying to develop self-esteem and self-confidence;
3. Advocate a positive and non-violent mode of disciplining children to foster self-discipline and to improve self-esteem;
4. Ensure that corporal correction shall not be used in school for the purpose of discipline, training, or control;
5. Take steps to prevent bullying and ensure that the appropriate interventions, counseling and other services, are provided for the victims of abuse, violence, exploitation, discrimination, and bullying;
6. Ensure that pupils, students or learners shall respect the rights of others and refrain from committing acts of bullying and peer violence;
7. Ensure that parents shall be actively involved in all school activities or events that raise awareness on children's rights, positive discipline, and the prevention of bullying;
8. Ensure that the school shall orient visitors and guests on the Child Protection Policy.

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9. Establish a Child Protection Committee (the administrator or principal will be the chairman of this committee or may designate another person as chairman), of which composition are updated every school year.
10. Further, Mary Immaculate Parish Special School Inc. shall:
  - a. Coordinate with appropriate offices and other agencies for appropriate assistance and intervention, as may be required in the performance of its functions;
  - b. Ensure that all workers understand their legal and moral obligations to protect children and young people from harm, abuse, and exploitation;
  - c. Develop best practices in relation to the recruitment of all workers –full-time, or part-time;
  - d. Ensure that all workers or service providers – full time, or part-time - understand their responsibility to work to the standards and procedures detailed in their contracts.
  - e. Ensure that all workers understand their obligations to report care or protection concerns about a pupil, student, or learner, or a worker's conduct towards a pupil, student or learner, to the school head;
  - f. Ensure that all procedures relating to the conduct of workers are implemented in a consistent and equitable manner;
  - g. Ensure that the designated child protection officer (Prefect of Students) understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. police and/or social work).
  - h. Ensure that the school meets all its responsibilities in adhering to the requirements of the DepEd Child Protection Policy;
  - i. Provide opportunities for all workers – full time, part-time, service providers - to develop their skills and knowledge particularly in relation to the care and protection of children and young people;
  - j. Endeavour to keep up to date with national developments relating to the care and protection of children and young people.

## **V. PROHIBITION ON BULLYING**

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

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

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

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- (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 wellbeing;
- (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.

#### **Section 6. Other Forms of Bullying.** The term "*bullying*" shall also include:

- (1) "*Social bullying*" –refers to any deliberate, repetitive and aggressive social behavior intended to hurt others or 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);
- (3) Retaliation against a student who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying; and
- (4) All other forms of bullying analogous to those provided under the Anti-Bullying Law and its IRR.

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

- 1. **Calling names** with the express purpose of humiliating, embarrassing a student, or otherwise cause trouble.
- 2. **Rudeness and Intimidation.** These may be done through unwanted physical acts but may also be carried through non-verbal means. A mean look or stare is an example of a non-verbal bullying.
- 3. **Threats and extortion.** Creating fear and extorting money, food or possessions from other students. Threatening texts or messages in chat rooms and social media sites are included in this form.

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4. **Malicious gossip and exclusion from the group.** Circulating gossip or damaging stories that tends to discriminate, exclude, and hate another student.

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

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

The school particularly undertakes to prevent and address bullying committed at the following:

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

## **VI. PREVENTION PROGRAMS**

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



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

(1) School-wide initiatives centered on:

- a. positive school climate and environment conducive to the attainment of learning objectives, the development of healthy relationships and the understanding of and respect for individual differences;
- a. periodic assessment and monitoring of the nature, extent, and perceptions of bullying behaviors and attitudes of students;
- b. periodic review and enhancement of the students' and personnel's manual or code of conduct in relation to bullying;
- c. conduct of activities for students, school personnel and service providers on how to recognize and respond to bullying.
- d. continuing personnel development to sustain bullying prevention programs; and
- e. coordination with Local Government Units, barangay (Barangay Council for the Protection of Children) and other stakeholders.

(2) Classroom-level initiatives that focus on:

- a. reinforcing school-wide rules pertaining to bullying;
- b. building a positive sense of self and interpersonal relationships through the development of self-awareness and self-management, interpersonal skills and empathy, and responsible decision-making and problem-solving;
- c. discussion of issues related to bullying, and strategies for responding to and reporting of incidents of bullying;
- d. teaching positive online behavior and safety and how to recognize and report cyber-bullying; and
- e. providing an inclusive and caring learning environment for students.

(3) Involving parents in bullying prevention activities, such as:

- a. discussions on this Policy, emphasizing bullying prevention during Parents-Teachers Association meetings and seminars; and
- b. conducting or sponsoring education sessions for parents to learn, teach, model, and reinforce positive social and emotional skills to their children.

(4) Monitoring students who are vulnerable to committing aggressive acts or who are perpetrators of bullying, or who are possible targets or victims, for the

(5)

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purpose of early intervention. This activity shall be conducted with utmost confidentiality and respect for all parties concerned.

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

1. Feeling sick in the morning;
2. Unwillingness to go to school and leave home;
3. Unwillingness to be left alone in school;
4. Crying to sleep at night or has nightmares;
5. Bedwetting;
6. Doing poorly in class or school work;
7. Coming home with torn clothes or damaged belongings;
8. Has possessions missing;
9. Has unexplained cuts and bruises;
10. Being frightened to say what is wrong;
11. Being anxious or lacking in self-confidence; and
12. Attempting or threatening self-harm.

## VII. **INTERVENTION PROGRAMS**

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

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

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

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

Such programs may:

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

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

### **VIII. RESPONSIBILITIES IN BULLYING**

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

#### **(1) Bully**

The "Bully" shall:

- a. Comply with the intervention and prevention programs of the school;
- b. Submit to due process of the school as part of disciplinary action whenever necessary.

#### **(2) Bullied or Victim**

The Bullied or Victim shall:

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

#### **(3) Bystander**

The bystander shall:

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

#### **(4) School**

The School through the Office of Student Affairs (OSA)/Prefect of Students / Guidance Office, teachers and other school administrators shall:

- a. Implement the provisions of this Policy;
- b. Provide all students and their parents or guardians a copy of this Policy. This policy shall likewise be included in the school's student and/or employee handbook and shall be conspicuously posted on the School walls and website;

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- c. Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms for reporting of acts of bullying or retaliation;
- d. Educate parents and guardians about the dynamics of bullying, the child protection or anti-bullying policy of the school and how parents and guardians can provide support and reinforce this Policy at home;
- e. Devise prevention, intervention, protective and remedial measures to address bullying;
- f. Conduct the capacity building activities for guidance counselors/teachers and the members of the Child Protection Committee;
- g. Ensure effective implementation of the anti-bullying policy and monitor compliance therewith;
- h. Ensure the safety of the victim of bullying, the bully, and the bystander and determine the students' needs for protection;
- i. Ensure that the rights of the victim, the bully, and the bystander are protected and upheld during the conduct of the investigation;
- j. Maintain a record or statistics of incidents of bullying and retaliation;
- k. Coordinate with appropriate offices and other agencies or instrumentalities for appropriate assistance and intervention, as required by the circumstances.

**(5) Teachers and Other School Personnel**

Teachers and other School personnel shall:

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

**(6) Students in General**

Students shall:

- a. Participate and cooperate in all prevention, intervention and other measures
- b. related to bullying implemented by the School;

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- c. Avoid or refrain from any act of bullying;
- d. Intervene to protect the victim, unless it will jeopardize his safety and security; and
- e. Report to school authorities any incident of bullying.

#### **(7) Parents**

Parents shall:

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

## **IX. THE CHILD PROTECTION COMMITTEE/ANTI-BULLYING COMMITTEE**

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

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

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

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

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

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- d. Make the necessary referrals to appropriate agencies, offices or persons, as may be required by the circumstances.

## **X. HANDLING BULLYING INCIDENTS IN THE SCHOOL**

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

**Section 20. Effect of Institution of Criminal Action.** The filing of criminal complaint by either or both the bully and the bullied before the law enforcement agencies, prosecutor's office, or courts of law shall not operate to divest this School of its authority to conduct its own investigation, fact finding, and/or disciplinary proceeding on the students involved.

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

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

### **Section 22. Reporting the Bullying Incident or Retaliation**

1. A victim or a bystander, or a school personnel who receives information of a bullying incident or retaliation, or any person, who witnesses or has personal knowledge of any incident of bullying or retaliation, shall report the same to the teacher in charge, or the Prefect of Students/Guidance Office, who shall immediately report the matter to the Principal.
2. The School shall inform the parents or guardian of the victim and the bully about the incident.

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

#### **Section 23. Fact-Finding and Documentation**

Prefect of Discipline/Guidance Office shall:

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

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

## **XI. DISCIPLINARY MEASURES**

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

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**Section. 26. Due Process**

- A. Bullying cases may be initiated either through:
- 1) a Complaint; or
  - 2) A motu proprio Charge from the Prefect of Students / Guidance Office on the basis of a report of the teacher, school personnel or bystanders.
- B. The Complaint should be duly executed by:
- 1) the complaining student with the assistance of his or her parents;
  - 2) or solely by the parents on the basis of their child's statements.
- C. In both instances, the Complaint must be duly sworn to by the executing student and/or parent stating clearly how the act/s of bullying was/were committed and other attendant circumstances. The complaining party may attach sworn statements of witnesses and other proofs to substantiate the Complaint.
- D. The Complaint or Charge for Bullying shall be filed with the Prefect of Students/ Guidance Office.
- E. The Prefect of Students/Guidance Office shall furnish the parents of the respondent student/s a copy of the Complaint or Charge and direct the student/s concerned with the assistance of the parents to file a Sworn Answer within a period of forty-eight (48) hours or within a reasonable period from receipt of the Complaint or Charge as may be allowed under the circumstances.
- F. Upon receipt of the Sworn Answer, the Prefect of Discipline/Guidance Office may schedule a conference with the Complainant and/or the Respondent separately to clarify the allegations in the Complaint and the Sworn Answer. The Prefect of Students / Guidance Office may also interview witnesses, bystanders, and others who may have knowledge of the circumstances surrounding the incident.
- G. The Prefect of Students/Guidance Office shall then issue a resolution on the Complaint or Charge stating clearly its basis. A resolution finding the commission of bullying shall state the appropriate sanction. The resolution shall be deemed a recommendation to the principal, which the latter may either disapprove or modify. The decision of the principal may be subject to reconsideration, or appeal to the Schools Division, within a period of ten (10) calendar days from receipt of the decision.

**Section 27. Sanctions**

- 1) If the act of bullying committed does not fall under any offense defined in the Student Manual, the following sanctions shall apply:
  - 1.1 First Offense: Reprimand and Summon of Parents
  - 1.2 Second Offense: Suspension from Classes for three (3) to five (5) school days, or Community Service for three (3) to five (5) school



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- 1.3 days, or both. The duration of the suspension and/or community service may be further reduced or lengthened by the school depending on the nature, gravity or severity of the bullying act.
  - 1.4 Third or Subsequent Offense: Non-Readmission to Exclusion.
- 2) If the act of bullying committed falls under an offense already defined and prohibited in the Student Manual, the higher penalty or sanction shall apply.
  - 3) Depending on the seriousness or gravity of the offense committed and/or the extent of injuries suffered by the victim, the school reserves the right to impose the extreme penalty of expulsion subject to approval of the Department of Education.
  - 4) In addition to the disciplinary sanction imposed, the school may, after careful evaluation, likewise refer the alleged bully and/or the alleged victim for counselling of School's Guidance Counsellor or to a private counsellor of their choice, or to other intervention programs of the school should it become necessary.

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

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

**Section 30. Confidentiality.** Any information relating to the identity and personal circumstances of the bully, victim, or bystander shall be treated with utmost confidentiality by the Anti-Bullying Committee, teacher concerned, and the Prefect of Students /Guidance Office, provided that the names may be made available to the parents or guardians of students who are or have been victims of bullying or retaliation. Any school personnel who commit a breach of confidentiality shall be subject to appropriate sanctions including termination of employment as may be provided in the School's Employee's Handbook.

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

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## **APPENDIX H – DATA PRIVACY POLICY**

Mary Immaculate Parish Special School Inc. (MIPSS), in compliance with the Republic Act 10173 or the Data Privacy Act of 2012 (DPA) and full cooperation with the National Privacy Commission (NPC), regard your privacy with utmost importance. MIPSS commits to ensuring your privacy.

This form will collect the data subject's personal information, including sensitive personal information and privileged information.

### **Section 1. Collection of Information**

MIPSS will collect your personal information that includes those you provide us during your admission, the information we acquire or generate upon enrolment, and during your stay with us.

#### **1.1 Admission Information**

Upon application for admission, MIPSS will collect sensitive personal information of the data subject such as – but not limited to – name, age, marital status, religion, citizenship, email address, contact details, family history, previous schools attended, academic performance, disciplinary record, medical record, etc.

#### **1.2. Enrolment Information**

Upon enrollment and during your stay with us, MIPSS will collect information on your academic undertakings, scholastic performance, attendance record, medical record, and other relevant data needed to carry out the academic goal of the school.

We will also collect information for and concerning co-curricular matters, such as outreach activities and extracurricular activities, such as membership in student organizations, leadership positions, participation, and attendance in seminars, competitions, and programs.

We will also collect information connected with any disciplinary incident, including accompanying sanctions that the data subject may be involved in.

### **Section 2. Use and Access of Information**

The data subject's personal information will be accessed and used by MIPSS, such as but not limited to the Office of the Principal, Academic Coordinator, Learning Area Coordinators, Student Activity Coordinator, Office of the Prefect of Students, Guidance Office, and the Office of the Registrar (OTR) personnel. They have a legitimate interest in it for carrying out their mandated duties.

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MIPSS will access and use your personal information as permitted or required by law to pursue our legitimate interests as an educational institution, including various academic and administrative purposes. Personal information may be used to pursue legitimate interests as an educational institution such as but not limited to:

1. Evaluating applications for admission
2. Entrance Tests
3. Processing confirmation of incoming students and transfer students in preparation for enrollment
4. Recording, generating, and maintaining student records of academic, co-curricular, and extracurricular progress
5. Establishing and maintaining student information systems (School Management System & Learning Management System)
6. Sharing of grades between and among faculty members and others with a legitimate official need for academic deliberations
7. Processing scholarship applications, grants, and other forms of assistance
8. Investigating incidents that relate to student behavior and implementing disciplinary measures
9. Providing services such as health, counseling, information technology, library, sports/recreation, transportation, safety, and security
10. Managing and controlling access to campus facilities and equipment
11. Communicating official school announcements
12. Sharing marketing and promotional materials regarding school-related functions, events, projects, and activities
13. Soliciting your participation in research and non-commercial surveys
14. Compiling and generating reports for statistical and research purposes
15. Maintaining directories and alumni records
16. Due to the sensitive and confidential nature of the personal information under the custody of MIPSS, only the client and its authorized representative shall be allowed to access such personal data, for any purpose, except for those contrary to law, public policy, public order, or morals.

### **Section 3. Disclosure and Sharing of Information**

Personal information of the data subject may be disclosed or shared with others in the following circumstances:

1. Posting of class lists and class schedules in school website, social media sites, bulletin boards or other places within the campus
2. Publishing academic, co-curricular, and extracurricular achievements, and success, including honors lists and names of awardees in school bulletin boards, website, social media sites, and publications
3. Distributing the list of graduates and awardees during commencement exercises
4. Sharing of information to persons, including parents, guardians, or next of kin, as required by law or on a need-to-know basis as determined by the school to promote your best interests, or protect your health, safety, and security, or that of others

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5. Providing academic institutions, companies, government agencies, private or public corporations, or the like, upon their request, with scholastic ranking information or certification of good moral character for purposes of admission and other legal purposes
6. Sharing information to potential donors, funders, or benefactors for purposes of scholarship, grants, and other forms of assistance
7. Sharing information for accreditation and university ranking purposes
8. Responding to inquiries verifying that you are a bona fide student or graduate of the school
9. Conducting research or surveys for purposes of institutional development
10. Sharing your directory information with the schools' alumni association
11. Sharing your academic accomplishments or honors and co-curricular or extracurricular achievements with schools you graduated from or was previously enrolled in upon their request
12. Marketing or advertising to promote the school, including its activities and events, through photos, videos, brochures, website posting, newspaper advertisements, physical and electronic bulletin boards, and other media
13. Publishing communications with journalistic content, such as news information in MIPSS' publications, social media sites, and news and media organizations
14. Employment referrals
15. Reporting and disclosing information to the NPC and other government bodies or agencies such as Department of Education

### **Section 4. Storage, Retention, and Destruction of Information**

MIPSS will ensure that personal information under its custody is protected against any accidental or unlawful destruction, alteration, and disclosure as well as against any other unlawful processing.

MIPSS will implement appropriate security measures in storing collected personal information, depending on the nature of the information.

### **Section 5. Data Protection**

MIPSS shall implement reasonable and appropriate organizational, physical, and technical security measures to protect the collected personal information. The security measures shall aim to maintain the availability, integrity, and confidentiality of personal data and are intended for the protection of personal data against any accidental or unlawful destruction, alteration, and disclosure, as well as against any other illegal processing

MIPSS only permits your data to be accessed or processed by our authorized personnel who hold such information under strict confidentiality. We restrict access to information to just anyone who likes to know/obtain such information without justifiable ground.

## Mary Immaculate Parish Special School Student Handbook

Any data security incident or breach that comes to the knowledge of MIPSS will be recorded and reported as required by law. MIPSS will take all necessary and reasonable steps to address such an incident or breach and mitigate any adverse effect of such an incident or breach. If there is a strong suspicion that an incident affects your personal information, MIPSS will notify you of such an incident appropriately.

### **Section 6. Confidentiality**

After completing your academic program at MIPSS and already an alumnus, your personal information remains private/confidential.

Our employees shall operate and hold personal data under strict confidentiality. They are required to sign non-disclosure agreements and have received training on the company's privacy and security policies to ensure personal data confidentiality and security.

### **Section 7. Right to Privacy**

As provided by the Act, you may object to your personal data processing, request to access your personal information, and have it corrected, erased, or blocked on reasonable grounds. For the details of your rights as a data subject, you can get in touch with our Data Privacy Officer at contact details below or at National Privacy Commission at <https://privacy.gov.ph/>.

Suppose you have further questions or concerns regarding your privacy rights, this Consent Form, or any matter regarding the Data Privacy Act of 2012. In that case, you may contact our Data Protection Officer through the following details:

**Tel. No.:** (02) 8-8064046/8-8050557  
**Email Address:** pos@mipss.edu.ph (Perfect of Students)



STUDENT'S COPY

**MARY IMMACULATE PARISH SPECIAL SCHOOL INC**  
**Avocado Dr., Agro Homes I, Moonwalk Village Las Piñas City**  
**8064046/805-0557**

**WAIVER FOR THE NON-CATHOLIC STUDENTS**

This is to certify that the parties: Parents/Guardians, Students, and Mary Immaculate Parish Special School Center for Christian Formation and Integral Evangelization, signatories to this AGREEMENT, fully subscribe to this agreement in the formation of the students according to the standards of a Catholic Parochial school.

As a Student/Parent/Guardian of Mary Immaculate Parish Special School, I am fully aware that the school is a CATHOLIC PAROCHIAL SCHOOL; therefore:

1. I shall participate/cooperate in all its liturgical celebrations to deepen my relationship with Jesus and experience being one with the school community.
2. I shall participate/cooperate in all projects, para-liturgical celebrations of the Religion/CLVE classes as a course.
3. I shall participate/cooperate in Retreats and Recollections provided by the school for spiritual growth and development and that the attendance in Retreats and Recollections is an integral part of the Religious Education Program of MIPSS.
4. I shall participate in all its Marian Celebrations such as Mama Mary's Birthday, Month of the Holy Rosary, Feast of the Immaculate Conception, and other Marian devotions to honor Mama Mary as the mother of Jesus and as the School Patroness.

I agree to abide by its Vision, Mission and Core Values, the spirit of Religious Education Program and other religious celebrations of the school to the best of my ability. I clearly understand that this does not mean that the school restricts my religious beliefs.

---

Pupil's/Students Signature over printed name

---

Parent's/Guardian's Signature over printed name

---

Mr. Romulo O. Fuentes Jr. LPT, MAED - RED  
Head, Center for Christian Formation, and Integral Formation

SCHOOL'S COPY

**MARY IMMACULATE PARISH SPECIAL SCHOOL INC.**  
**Avocado Dr., Agro Homes I, Moonwalk Village Las Piñas City**  
**8064046/805-0557**

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Pupil's/Students Signature over printed name

\_\_\_\_\_  
Parent's/Guardian's Signature over printed name

\_\_\_\_\_  
Mr. Romulo O. Fuentes Jr. LPT, MAED - RED  
Head, Center for Christian Formation, and Integral Formation





STUDENT'S COPY

**MARY IMMACULATE PARISH SPECIAL SCHOOL INC.**  
**Avocado Dr., Agro Homes I, Moonwalk Village Las Piñas City**  
**8-8064046 /8-8050557**

**AGREEMENT**

This is to certify that the parties, students, and Mary Immaculate Parish Special School (as represented by the adviser) signatories to this AGREEMENT fully subscribe to the following items in the formation of the students according to the standards of a good Catholic school.

As a student of Mary Immaculate Parish Special School:

1. I fully accept all the school rules and regulations of MIPSS contained in this handbook as set by school authorities, conscious that the rules are for our own good;
2. I shall cooperate with the school in order to attain its objectives, Vision-Mission in order to become a law-abiding Filipino citizen inspired by the virtues of Mary and the teachings of the Church;
3. I am bound to become a true Marian both in and out of the campus, knowing that my behavior whether good or bad will be a reflection upon the school; and
4. I hereby acknowledge that the commission of minor and/or major offense after due process is applied, will subject a pupil/student to disciplinary action.

In witness whereof, the parties have hereunto signed this agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Pupil's/ Student's Signature  
printed name

\_\_\_\_\_  
Class Adviser (MIPSS Representative) over

\_\_\_\_\_  
Year and Section

\_\_\_\_\_  
Father's Signature  
Over printed name

\_\_\_\_\_  
Mother's Signature  
Over printed name

\_\_\_\_\_  
Guardian's Signature  
Over printed name





Mary Immaculate Parish Special School Student Handbook

SCHOOL'S COPY

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**Avocado Dr., Agro Homes I, Moonwalk Village Las Piñas City**  
**8-8064046 /8-8050557**

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\_\_\_\_\_  
Pupil's/Student's Signature  
Over printed name

\_\_\_\_\_  
Class Adviser (MIPSS Representative)

\_\_\_\_\_  
Year and Section

\_\_\_\_\_  
Father's Signature  
Over printed name

\_\_\_\_\_  
Mother's Signature  
Over printed name

\_\_\_\_\_  
Guardian's Signature  
Over printed name

Contact Nos.:

Contact Nos.:

Contact Nos.:

Cell Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Residence: \_\_\_\_\_

Residence: \_\_\_\_\_

Residence: \_\_\_\_\_

Office: \_\_\_\_\_

Office: \_\_\_\_\_

Office: \_\_\_\_\_



Mary Immaculate Parish Special School Student Handbook

**MARY IMMACULATE PARISH SPECIAL SCHOOL INC.**  
**Avocado Dr., Agro Homes I, Moonwalk Village Las Piñas City**  
**8-8064046 /8-8050557**

**AUTHORIZED SIGNATORIES**

FATHER'S NAME: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

MOTHER'S NAME: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

GUARDIAN'S NAME: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

## **MIPSS HYMN**

Lyrics by : Ms. Lydia Pabalan  
Music by : Cody Abellanos

Mary Immaculate  
Alma Mater dear,  
Source of unending light  
Of guidance and peace,  
Lead us to our goal,  
Fill our hearts with continued quest  
For knowledge, virtues, and love.

Beacon light of education and truth,  
White and emerald blue  
Thy colors flying high  
With fervent Marian loyalty  
We sing your glory forever.

Beacon light of education and truth,  
White and emerald blue  
Thy colors flying high  
With fervent Marian loyalty  
We sing your glory forever.







**Tel. Nos.** : 806-4046 / 805-0557  
**Website** : [mipss.edu.ph](http://mipss.edu.ph)  
**Twitter** : <https://twitter.com/mipssinc>  
**Facebook** : <https://facebook.com/mipss.edu.ph>  
**Instagram** : <https://www.instagram.com/mipssinc>