

St. Josemaria Escriva Montessori School



Student / Parent Handbook

Emerald St. Nuestra Señora de Guia Subdivision
Bauan, Batangas
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stjmsbauan.com

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I. SCHOOL GENERAL INFORMATION

PHILOSOPHY

The school curriculum is anchored on the Montessori Method, which visualizes the children as free and independent individuals who naturally gain interest, and excel, in learning. Being free and independent is not to be mistaken for uncontrolled or pampered. Instead, the Montessori child is responsible for his learning, is self-correcting, and is brought up to develop a sound judgment about himself and the world around him.

In all ideal, the goal of education and learning is to be a Work of God. Just like how St. Josemaria Escriva taught it, one must always carry out his everyday ordinary life with all dignity, honesty, and in service to others.

HISTORY OF SCHOOL

Throughout the years, St. Josemaria Escriva Montessori School has maintained a commitment to providing the highest caliber of educational experience to its students. St. JMS was founded in 1994, it started as an inspiration that emanated from Mrs. Cora Gonzales' apostolate work of teaching catechism to the little children in the community. The children attending are pre-school kids who need close supervision and guidance and should be molded with Christian principles

The school was established with the hope of promoting Christian ideals with academic excellence in the young in their earliest stage. ST. JMS started offering pre-school level in 1994 and has been recognized by the Department of Education Culture and Sports. Its elementary level has been granted to operate. Government Permit Recognition NOS. R-4 K-077, S. 1998 E-047, S 2000 (Government Recognition was issued last Oct 9, 2001)

Our learning community flourishes in a well-located and safe environment conducive to well-rounded educational achievement. Small class size and individualized attention contribute strongly to positive growth among our students. St. JMS has the strong positive support of faculty and parents.

The school is named after ST. JOSEMARIA ESCRIVA the founder of OPUS DEI. He is the one who gave inspiration to the owner to start the school to help the children in nearby subdivision and suburb to grow in age, in wisdom and in grace.

MISSION

The mission of ST. JOSEMARIA ESCRIVA MONTESSORI SCHOOL is to foster each child's full academic potential to become a globally competitive individual, to provide formation to students in becoming morally upright human beings, and to empower each student to be productive, pro-active, self-sufficient, disciplined and responsible citizens.

VISION

To provide students with right foundation of learning, to facilitate proper development of child's aptitude through enriched environment that will give them ample learning opportunities to be able to cope with life as they grow in age, in wisdom and in grace.

CODE OF CONDUCT COVERING STUDENTS AND PARENTS OR GUARDIANS

The students' interest in receiving a quality, morally based education can best be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents or guardians to withdraw their children.

It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies or procedures set forth in any student/parent handbook of the school.

These principles further include, but are not limited to, the following:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Any parent or guardian or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
- Any parent or guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to

school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of his or her child in the school.

- These expectations for students and parents or guardians include, but are not limited to, all school-sponsored programs and events.
- The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning.

SCHOOL PERSONNEL

BOARD OF TRUSTEES

Chairman of the Board	Mr. Leo C. Gonzales
President	Mrs. Cora M. Gonzales
Executive Vice President	Mrs. Leira Corrine Gonzales-Bruar
Executive Consultant	Mrs. Leilani Corrine Gonzales-Lim
Administrative Officer	Mr. Eugenio C. Magboo

FACULTY and STAFF

Administrative Assistant	Mrs. Rona Liza M. Comendador
Head Teacher	Mrs. Mary Ann Melanio
Kinder Adviser	Ms. Rhona D. Cruzat
Nursery I Adviser	Ms. Jezza Lyn A. Gravador
Nursery II Adviser	Ms. Jezza Lyn A. Gravador
Grade I Adviser	Ms. Ghel A. Castillo
Grade II Adviser	Ms. Remelyn J. Empedrad
Grade III Adviser	Ms. Janine F. Alejo
Grade IV Adviser	Sir Restituto M. Javillo Jr.
Grade V Adviser	Ms. Kristine H. Salvan
Grade VI Adviser	Ms. Jugie V. Evangelista
Cook	Mrs. Regina Villanueva
Custodian/Messenger	Mr. Ramon Espeleta
Security Guard	Mr. Miguel Vergara

II. GENERAL RULES ON ADMISSION

Classification of Students

NURSERY

- Be at least three (3) years old on or before September 1st of the academic year of admission

KINDER

- Be at least four (4) years old on or before September 30th of the academic year of admission

PREPARATORY

- Be at least five (5) years old on or before September 30th of the academic year of admission
- Have a general average of at least 83% or satisfactory overall rating in his/her previous schooling
- Obtain an average rating in the entrance exam, otherwise he/she will not be accepted unless the parents sign an academic contract

GRADE 1

- Be at least six (6) years old on or before September 30th of the academic year of admission
- Have a general average of 83% or satisfactory overall rating in his/her previous schooling
- Obtain at least an average rating in the entrance examination, otherwise he/she will not be accepted unless the parents sign an enrolment contract
- Meet the admission requirements, otherwise, his/her parents sign an academic contract

GRADE 2-6

- Have a general average of at least 83%, with no failing grade
- Obtain at least an average rating in the entrance examination otherwise, he/she will not be accepted unless the parents sign an academic contract

Admissions Requirement

The first consideration for admittance to St. JMS is age and readiness. Any student, regardless of grade or age will be tested and/or have the recommendation of a previous school.

For all new students, the following documents are required:

- Official certificate of Birth
- Official certificate of Baptism
- Two (2) 1x1 ID Picture
- *Form 138 (Report Card)
- *Certification of Good Moral Character

**Additional admissions requirements for Transfer Students.*

Since our students are not abstract beings, but children of real families, the cooperation of the parents/ guardian in the formation of students is paramount. Cooperation is natural and necessary, and in order to be fruitful, presupposes harmony in principles and a unity of outlook. Therefore, as a condition for the enrollment of their children, parents or guardian must sign an agreement with the school which pledges their commitment to the school's principles. Each student must be academically ready for the grade for which he is applying.

School Student Non-Discrimination Policy

The school admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

Financial Requirements

- A. The schedule of approved tuition and other school fees is posted every year.
- B. The tuition and other school fees shall be subject to change upon due notice in accordance with the guidelines and approval of the Department of Education (DepEd).
- C. Certifications and Form 137 (School Permanent Record) will only be released upon filling the Scholastic Request Form and upon paying the certification and record fees including documentary stamps.
- D. The school has devised a mode of payment to help ease the financial burden of parents or guardian.
 - a. Cash - Tuition and other school fees for the entire school year (June to March) are fully paid upon enrollment.
 - b. Split Payment – Total tuition fee and other school fees will be split in half. Half of Tuition and other school fees are paid upon enrollment. The balance will be paid on or before October 31.
 - c. Monthly Payment- Tuition Fee and other school fees for the month of June are paid upon enrollment. Fees for the remaining nine (July to March) months are paid on or before every 1st of each month starting July.
 - i. The Office will send out Statement of Account to parents or guardian two weeks before examination. All financial matters specified by the Office must be settled on or before the first day of examination
 - ii. Examination permit is required before taking periodical examination. The Office forwards the examination permits of those who have paid the fees to the teachers the day before the examination.
 - iii. Parents or guardian are asked to be regular in their payments of tuition and other school fees to enable the students to take the examination without delay, tension, and anxiety. In case of failure in meeting such obligation, parents or guardian, not helpers, may come to the Office to make arrangement at least three days before the examination dates not during examination days.
 - iv. Information must be followed strictly. As a general rule; No permit-no examination.

- v. "A promissory note is an unconditional promise in writing by one person to another signed by the maker engaging to pay on demand or at a fixed determinable future time, a certain sum in money, to order or bearer". Parents or guardian should personally submit the Promissory Note to the Office three days before the examination. Promissory note may be availed only once.

No promissory note will be given during the months of December and March.

The schedule of examination should be followed strictly. Parents or guardian are advised to accompany the students 15 minutes before the time.

Only students who suffered from illness will be given the special examination. The special examination will only be given within five school days after the regular examination. No special test shall be given beyond five school days unless the illness requires rest beyond the specific time. In such case, the Principal must be notified earlier by the parents or guardian to schedule the special examination. A medical certificate is required and must be presented together with the examination permit.

Refund of Fees

When a student registers in a school, it is understood that s/he is enrolling (or the entire school year for pre-elementary and elementary courses. (*Art. XIII Sec. 62.a of the Manual of Regulations for Private Schools*)

A student who transfers or otherwise withdraws, in writing, within two weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full or for any length of time longer than one month will be charged according to the policies on the refund of tuition and other school fees.

1. Ten percent (10% of the total amount for the term (that is full amount charged for one school year) if he withdraws within the first week of classes regardless of whether or not he has actually attended classes.
2. Twenty percent (20% of the total amount for the term if he withdraws within the second week of classes regardless of whether or not he has actually attended classes.
3. A student may be charged all the school fee in full if he withdraws anytime after the second week of classes regardless of whether or not he has actually attended classes.

4. Where tuition and other school fees are paid for the first month in a monthly installment scheme, no refund shall be given to the student when he withdraws anytime after the registration period.
 - a. Miscellaneous and other school fees are non-refundable.

Dropping/Withdrawing

Any student who drops/withdraws from the school should be accompanied by his parents or guardian to obtain permission from the Principal. The reason of dropping/withdrawing must be supported by a valid reason preferably with supporting documents.

Students who dropped from the roll without prior notice and have not filed application for the purpose are considered not cleared. Academic records and other credentials are withheld.

Dropping/Withdrawing may also happen if the student has committed a grave offense.

The rules and regulations on refund of school fees govern students who are dropping during the school year.

Insurance

St. JMS students are covered by the student personal accident insurance plan

III. GENERAL ACADEMIC PROGRAMS

St. JMS is committed to an educational program that forms the human person. The academic program integrates the various areas of knowledge and information, skills and values; and ensures that the different aspects of the learner's growth: spiritual---moral, intellectual, psycho---emotional, socio---cultural, aesthetics, and physical---mental health in commensurate with ones' maturity and development are given equal importance and consideration. Though ST. JMS complies with the prescribed curriculum of the Department of Education, its academic program is an enhanced practical curriculum that adheres to international standards.

Brought about by the present demands of globalization on the use of English for communication, the primary medium of instruction for all learning areas is English.

The school is organized into Preschool, Primary School and Intermediate School. The Preschool is made up of Nursery, Kindergarten and Preparatory; the Primary is from Level 1 to Level 3 and Intermediate is from Level 4 to Level 6.

The Learning areas for each level are:

1. Preschool (Nursery, Kindergarten and Preparatory)
2. Primary (Level 1 to Level 3)
3. Intermediate (Level 4 to Level 6)

ECLP Program - English Computerized Learning Program

St. JMS is proud to be one of the schools here in Batangas that offers the English Computerized Learning Program. St. JMS aims to provide our students with array of technology to engage them in learning Academic English. ECLP is one of the best and most powerful pieces of software for students to not only improve their pronunciation of the English language but also their listening skills. This gives our Josemarians a leverage of becoming globally competitive individuals as early as now.

SCIENCE RESEARCH ASSOCIATES Reading Program

SRA Reading Laboratory programs work by color-coding portions of reading materials according to the reading ability level required. It emphasizes the role of the student in directing his own learning, assessing his own skills as he works his way up through the levels. The age range runs from kindergarten age through to grade 12 and beyond.

Grading System

The K to 12 Basic Education Program 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 Grade.

Each student's performance is measured against a well-defined level of achievements. The grades represent the degree to which the student has understood the concepts, has acquired the skills, and has developed the proper attitudes and values. The grades for the academic program are computed according to the required norms of St. JMS in consonance with the implementing guidelines of the Department of Education.

1. There are 4 grading periods.
2. Students in Level 1 to Level 6 are graded on Written Work, Performance Tasks and Quarterly Assessment every quarter
3. A final grade of 75 or higher in all learning areas allows the student to be promoted to the next grade level.
4. The quarterly grade in a given learning is based on the class standing mark and the quarterly examination mark. 70% is from the overall class standing mark and 30% is from the quarterly examination mark.
5. For any learning area that does not have quarterly examination, seventy percent (70%) is from the overall class standing mark and thirty percent (30%) is from a major performance output.
6. The class standing mark is based on the student's performance in quizzes, long tests, seatwork, recitation & participation, homework, research papers, projects, experiments and the like. The components as well as the corresponding weights vary according to learning areas.

7. After transmutation of performance, the lowest passing grade in any given learning area is 75. The lowest grade a student can get is 60 and the highest is 100 except for classes / instances when a ceiling grade is imposed.
8. The annual grade for each learning area is computed using the Average Method, which means the grades from the first quarter to the fourth quarter have equal weights.
9. The Learning Areas from Nursery to Grade 6 are as follows:

Nursery 1 and 2

- English
- Mathematics
- Science
- Writing & Arts
- Traits
 - Honesty
 - Courtesy
 - Helpfulness and Cooperation
 - Resourcefulness and Creativity
 - Consideration for others
 - Sportsmanship
 - Obedience
 - Self-Reliance
 - Industry
 - Cleanliness and Orderliness
 - Promptness and Punctuality
 - Sense of Responsibility
 - Love of God
 - Patriotism/Love of Country

The marking code for Nursery 1 & 2

A	VERY GOOD
B	GOOD
C	FAIR
D	POOR

Kinder

- Filipino
- English
- Mathematics
- Science & Health
- Makabayan
- Writing & Arts

Grades 1 to 6

- Filipino
- English
- Mathematics
- Science
- Araling Panlipunan
- Edukasyong Pantahanan at Pangkabuhayan (EPP)
- MAPEH
 - Music
 - Art
 - Physical Education
 - Health
- Edukasyon sa Pagpapakatao

The marking codes are as follows for Kinder to Grade 6:

Learning Areas

Outstanding	90 – 100	PASSED
Very Satisfactory	85 – 89	PASSED
Satisfactory	80 – 84	PASSED
Fairly Satisfactory	75 – 79	PASSED
Did Not Meet Expectations	74 and below	FAILED

CORE VALUES & their Behavior Statements	
MAKADIYOS	
	Expresses one's belief while respecting the spiritual belief of others
	Shows adherence to ethical principles by upholding truth
MAKATAO	
	Is sensitive to individual, social, and cultural differences
	Demonstrates contributions toward solidarity
MAKAKALIKASAN	
	Cares for the environment and utilizes resources wisely, judiciously, and economically
MAKABANSA	
	Demonstrates pride in being a Filipino; exercises the rights and responsibilities of a Filipino citizen
	Demonstrates appropriate behavior in carrying out activities in the school, community, and country.

Character Building Activities- CORE VALUES & their Behavior Statements

- AO Always Observed
SO Sometimes Observed
RO Rarely Observed
NO Not Observed

Periodical Examinations

1. Periodical Examinations are given four times a year.
2. Periodical Examinations should be taken according to schedule. If the schedule of the examinations is interrupted by unexpected cancellation of classes, the examinations scheduled on the day classes are called off, are automatically reset on the day classes resume.
3. Examination permits are required during all quarterly examinations.
4. Promissory notes must be submitted to the Office three days before the examination.
5. Late periodical examinations are given to students on a scheduled day and time only upon presentation of valid excuse letters from their parents'/guardians or a medical

certificate if the absence is due to illness. Only a student with an excuse letter certified as valid will be given late periodical examinations. A student whose excuse letter is not certified as valid or who fails to take the late examination on the scheduled day and time is given a grade of 65.

Reporting of Student's Performance

1. Report Cards - The report card is issued ONLY to the parent /guardian of the student at the end of every quarter. This is intended to give the student and parent/guardian information about the child's academic performance and character development for the past quarter.
2. Every quarter before the scheduled periodical examination, the parents/guardians of a student who is not performing according to standard are informed about their child's unsatisfactory performance.

* The school considers tampering with the report card as very serious offense.

Promotion and Retention

Only students whose performance is according to the standards set forth for academics and behavior may be promoted to the next higher level.

Nursery & Kinder

The students' observed competencies shall be indicated in the quarterly report card. Students are expected to obtain the expected age-appropriate competencies before they reach the Preparatory Level.

Preparatory to Grade 4

Promotion and retention shall be by subject. Student whose final grade of 75% or higher in all learning areas allows the student to be promoted to the next level. For student who did not meet expectations in at most two (2) learning areas must take remedial classes. However, students will be retained in the grade level if the computed final grade is below 75%.

Grade 5 and 6

A general average of seventy-five percent (75%) is necessary for promotion. However, a final grade below seventy-five percent (75%) in Christian Living Education (CLE), English, Filipino, Mathematics, Science, or Makabayan disqualifies a student from promotion, regardless of the general average. When grades are not satisfactory, parents are expected to come and consult with the adviser or subject teacher about the matter within five (5) days after the report card distribution.

Awards/Honors

St. JMS acknowledges the importance of the practice of giving due recognition to deserving students at the end of the school year.

Academic Performance Awards

1. With High Honors is given to students with a general average of 90 or higher, provided
 - a. No subject is lower than 85% in any quarter
 - b. No Core Values & their Behavior Statements grade lower than SO in any quarter.
2. With Honors is given to students with a general average of 85 or higher, provided
 - a. No subject is lower than 85% in any quarter
 - b. No Core Values & their Behavior Statements grade lower than SO in any quarter.

Subject Proficiency Award

1. Given to a student with a final grade of 95 or higher in a given learning area, provided
 - a. Grade in the learning area in all quarters is 95 or higher
 - b. Grades for all areas are passing in all quarter
 - c. No Core Values & their Behavior Statements grade lower than SO in any quarter

Excellence Award for Graduating Students

1. The student must have a final grade in any learning area not lower than 85% and or final grade of SO in Core Values and their Behavior Statement during the last two years of stay in St. JMS
2. The student must NOT have any failing grade in any learning area and deportment in any quarter during the academic year
3. The student must have completed the curriculum within two years at St. JMS
4. The student must conduct himself/herself in conformity with the standard rules, regulations and policies set by the school. A student who has any record of immorality, serious misbehavior, etc. for the academic year will not be qualified for any of these awards.

The Excellence Awards for the Graduating Students are as follows:

- With High Honors
- With Honors

Other/ Special Awards

1. Academic Excellence Award- This award is given the most outstanding graduating student for overall excellence in academics, character and co-curricular activities.
2. Achievers Award- This award is given to the graduates who rank third for outstanding achievement in academics, conduct and activities
3. Award for Outstanding Performance in Specific Learning Area- These awards are given to recognize graduating students who have exhibited exemplary skills and achievement in specific Learning area. These are Communication Arts, Mathematics and Science, Social Sciences, and Filipino. These awards also value the learner's achievement in a specific discipline that has contributed to the school and/or community.
4. ESL Master Award- This award is given to learners who have demonstrated proficiency in English, in written or in oral communication, shown creativity in

expressing ideas in written or oral activities in various subjects, and contributed to the school community.

5. Character Awards are awarded to Pre-Elementary students who has shown good examples in particular virtues
6. Active Participation in School Activities- awarded to graduating student with outstanding participation in school activities and events.
7. Leadership Award- This award is given to the graduating student who showed remarkable leadership and rendered outstanding service to the school by way of his/her selfless and devoted pursuit of the ideals and objectives of St. JMS provided:
 - a. The student must have completed at least 4 years at St. JMS
 - b. Has manifested the values of a good leader
 - c. Has consistently stood for values and principles in line with philosophy and objectives of St. JMS.
5. Loyalty Award- This award is given to the graduating students who have continuously studied in St. JMS from Preparatory to Grade 6.
6. Attendance Award- This is given to graduating student who has never been absent nor late during the current academic year in all student activities including field trips, intramurals, family day and culminating activities.
7. Other Awards -St. JMS may authorize other awards to be given during graduation as long as they are aligned with school's thrust.

Selection of Graduation Honor Students (Grade 6)

The graduating students shall be ranked using the 7-3 point scheme (D.O. No. 92, s.2009 and No. 4, s.2010).

Factors Weight

Academic Performance	7
Co-curricular Activities	3
Total	10

The above-mentioned criteria and the corresponding relative weights shall be used in determining the honors.

Academic excellence shall be based on the general average (rounded three decimal places) of all the learning areas in the last curriculum year.

The procedure for ranking based on academic excellence is as follows:

1. Get the general average of the final rating of the learning areas;
2. Rank the candidates according to their average; and
3. Multiply the rank by seven (7) points.

The Co-curricular performance shall be determined based on DepEd Order No. 92, s. 2009 and DepEd Order No. 23, s. 2012. The procedure for ranking based on the co-curricular activities shall be as follows:

1. Require each candidate to present and submit certified true copies of all documentary and evidentiary requirements of his/her co-curricular achievements pursuant to Paragraphs 1 to 8 of Enclosure No. 2 to DepEd Order No. 92 s. 2009, except when the co-curricular achievement is of public knowledge;
2. Validate each co-curricular achievement of the candidate;
3. Classify all valid co-curricular achievements of each candidate and get their corresponding points according to the five (5) Areas/Activities and the points assigned to them as indicated in the Table of Points for Co-Curricular Performance in Enclosure No. 2 to DepEd Order No. 92, s. 2009.
4. Get the total points of each candidate by adding all points regardless of the number of valid co-curricular achievements in one Area/Activity;
5. Rank the candidates from the highest to the lowest based on their sums/total points; and Multiply the rank by three (3) points to get the weighted rank.
6. Computations of points shall be cumulative.

Graduation Requirements

Only students who have completed the following requirements of the program shall be recommended for graduation and shall be allowed to graduate and/or participate in the graduation ceremonies:

- Passed all the subjects; and
- Accomplished the clearance.

IV. POLICIES AND RULES OF DISCIPLINE

Attendance

Students are expected to attend school every day, unless there is a valid reason for an absence

Tardiness

Children entering class, even after a few minutes, is a major distraction and hinders the beginning of lessons. Please have your children here on time for school. A student is tardy if he/she is not in class by 7:30 am. Three tardies also constitutes an absence. Excessive tardies can cause serious disciplinary action.

Absences

If your child is going to be absent from school, please call the office before 9:00 a.m. to inform of the absence. It is also important to inform the teacher directly. When a student returns to school after an absence, he/she must have a written excuse presented to the teacher. Teachers are not required to provide classwork/homework when students are absent. Students will have time to make up missed work upon their return from an excused absence.

Extended Absences

When a student is absent for an extended time (20 days or more days during a quarter marking period), official grades may be withheld. Extended vacations are discouraged due to the negative effect it may have on a student's academic progress. Please notify the principal in writing three weeks prior to a known extended absence.

Cutting Classes

The following offenses are considered cutting classes:

1. Students who leave the classroom during class hours without the permission of the subject teacher.
2. Students who fail to report to class for no valid reason.

Truancy

The following offenses are considered truancy:

1. Absence without the knowledge of parents/ guardians or school authorities.
2. Leaving the classroom for an unreasonable length of time.
3. Leaving the campus without permission from the school authorities.

Leaving School Early

If your child will be leaving school during the day before the regular dismissal time, please send a note to the classroom teacher in the morning. Doctor or dental appointments should be scheduled outside of school hours, if at all possible. Parents/Guardians should go directly to the Office where they will be asked to sign-out the student with the date, reason and time of dismissal. Parents/Guardians are not allowed to go directly to the class or tell children to meet at the car. If a child returns to school during the school day, the parent/guardian is required to check the child in at the Office.

Any visitor must check-in in the main office and receive a visitor badge.

Typhoon

In cases of typhoons and other calamities, the following guidelines shall be observed: (DepEd Order No. 28, s. 2005)

Automatic Suspension or cancellation of classes that do not require any announcement:

Signal No. 1 – Pre-school level only

Signal No. 2 – Pre-school, Elementary and Secondary levels

Localized Suspension of Classes

In the absence of typhoon signal warnings from PAG-ASA, localized cancellation/suspension of classes in both public and private schools may be implemented by local chief executives in their capacity as chairpersons of the Local Disaster Risk Reduction and Management Council (LDRRMC). Any decision to cancel or suspend classes must come from the local government. If the suspension is for specific schools only, the school head shall decide on the matter.

Parent's Responsibilities

Parents have the ultimate responsibility to determine whether their children should go to school, even if no order for the suspension of classes has been issued, if they feel that traveling to or from school will place their children at risk.

Dress Code/ Uniform

The total formation of the students of St. JMS is our foremost concern, part of this concern is to promote a sense of well-being through good grooming and the proper way of wearing prescribed school uniform.

The administration reserves the right to determine the appropriateness of uniform standards, proper compliance, and to designate casual dress days during the school year.

1. Students must always wear the complete uniform during their entire stay in the school. The school uniform must be worn with simplicity and dignity.
2. Students are expected to come to school daily in a clean, well-pressed/ ironed uniform.
3. If worn with an undershirt, a plain white sleeveless shirt is required.
4. The school uniform may be worn in public gatherings only when the students are officially representing the school.

Boys Uniform

- Boys gray pants (Grade 4,5 &6); gray short pants (Pre-Elem, Grade 1,2 & 3)
- White short-sleeved polo shirt with St. JMS logo
- Vest and neck tie
- Plain white sando as undershirt
- Plain white socks
- Black leather shoes (no boots allowed)
- Prescribed P.E. uniform for PE classes
- Boys' hair must be cut above the ear, collar and eyebrows. No extreme cuts (no shorter than #2 all around), color and style. Determination of extreme is at the discretion of the administration. One small religious necklace is permitted. Boys can NOT have earrings in their lobes. No rings or bracelets are permitted.

Girls Uniform

Preschool

- Pink St. JMS Dress Uniform
- Plain white sando
- Black flat or low-heeled leather shoes (no boots allowed)
- Plain white socks
- Prescribed P.E. uniform for P.E. classes

Grade 1 – 6

- Pink Blouse with St. JMS logo and Skirt - Skirts may not be more than two inches above the knee
- Plain white sando
- Black flat or low-heeled leather shoes (no boots allowed)
- Plain white socks
- Prescribed P.E. uniform for P.E. classes

Only one small stud earring per lobe is permitted; no other piercings are allowed. A small religious cross necklace is permissible, but no other jewelry is allowed. One watch may be worn. No rings, bracelets (including rubber), dyed, streaked, extreme color and/or styled hair, nail polish, make-up (including colored lip balm/gloss, mascara, face powder/foundation) and fancy, large and/or extreme hair accessories are allowed (i.e. cheer bows). Only school colored hair accessories are permitted. Determination of extreme is at the discretion of the administration.

PE Uniform

During P.E. days, students should come in their P.E. uniform and prescribed athletic shoes.

Scout Uniform

During Scouting days, scouts should wear their GSP/BSP uniforms.

School ID Card

The school ID card is an important official document, which certifies that an individual is a registered student of the school.

1. The school ID should be worn daily with the school uniform while inside the campus. It should be worn around the neck with St. JMS ID holder.
2. Students without ID are denied entry into the school premises; however, they can be accepted upon presentation of a temporary ID duly signed by the Registrar/Administrative Officer
3. The student will be charged a certain amount for the replacement of a lost ID card. Lost ID card must immediately be reported to the Office.
4. Any ID card found must be immediately turned over to the Office. Any student caught using the lost and borrowed ID card of another student will be suspended, the period of which will be determined by the Discipline Committee.
5. Tampering of ID cards is strictly prohibited.

Conduct Inside the Classroom

1. Silence and order shall be maintained at all times especially in entering and leaving the classrooms and during class hours whether the teacher is present or absent.
2. During class hours, students should always be attentive and cooperative, and refrain from doing things not connected to the lesson or any activity that may distract the whole class.
3. Students should strictly observe the seating arrangements made by their respective teachers/advisers.
4. Students are not allowed to leave their seats during intervals of periods unless the teachers permit them; likewise, they are not allowed to leave the classroom except in emergency cases or for valid reasons.

5. Bringing of toys, hand-held game consoles, cell phones, digital camera, playing cards, skateboards, and other electronic and non-electronic gadgets, unless required by the teacher, is strictly prohibited. The school authorities have the right to confiscate them; however, they are not liable to any loss. Confiscated items shall be endorsed to the Office and can only be claimed by the parents/guardians.
6. Students should leave the class in an orderly manner.
7. After the last period, all students should leave the classroom. Only those allowed by the teacher who has immediate supervision shall remain in the classroom.

Conduct Outside the Classroom and Within School Premises

1. At the beginning of the academic year, a student is given place in the line according to height. No one is allowed to change the order without permission.
2. Playing which involves strenuous physical exertion before classes as well as during recess, lunch break and study period is strictly prohibited.
3. Students are not allowed to leave the school premises without permission from the Class Adviser and Principal except at dismissal time.
4. Students should avoid running, shouting, whistling, boisterous talking, making obscene gestures, uttering cursing language, and other ungentlemanly/unlady-like behavior.
5. When walking along the corridors or going up and down the stairs, students should always keep quiet and keep right to avoid congestion.

Guidelines for Parents/Guardians

1. Dress Code
 - Parents /guardians who come to school should follow the prescribed dress code.
 - Strictly no shorts, sando, slippers, spaghetti straps, plunging necklines, bare back, mini/micro mini-skirts and other suggestive clothing that are mentioned.
 - Visiting parents and guardians are enjoined to wear decent attire at all times.

2. Setting up a Conference with the Teacher/Class Adviser

- Parent/guardians should inform the child's adviser his/her concern and the date he/she wishes to come, through a note or through phone call to the administrative assistant.
- The teacher/class adviser shall response and indicate his/her available time and place. If request for a conference was done through phone call, the parent shall give a return call for confirmation of the date and time of appointment.
- Parents / guardians should secure a visitor's pass from the guard at the main gate before proceeding to the designated conference venue.

3. Setting an appointment with the Principal/Assistant Principal/Chairs

- Parent /guardian should inform the child's adviser his/her concern and the date he/she wishes to come, through a note or through phone call to the administrative assistant.
- The adviser will secure an appointment from the administrative assistant. If request for an appointment was done through phone call, the parent shall give a return call for confirmation of the date and time of appointment.
- Parents/guardians should secure a visitor's pass from the guard at the main gate before proceeding to the office of the Principal.

4. Use of Designated Waiting Area

- Parents/guardians who wish to wait for their child or ward should stay in the place designated for them.
- Parents/ guardians are advised not to loiter around the school vicinity where classes are going on. Parents are allowed in the corridors before 7:00AM and beyond 3:00PM.
- All food supplies and materials to be sent to the children who are already in the classroom should be left to the guard at the gate/office. These should carry the child's name, section and time needed.

5. Others

- The parents must not confront other students to settle students' differences nor reprimand other students for reasons related to student-to-student encounter.
- Parents/guardians who wish to bring their children home for emergency/medical reasons are allowed to do so but shall follow the instructions below:
 - a. For medical reasons- The student should inform the subject teacher/class adviser of his/her medical condition, and shall proceed to the Office to secure a pull out form.
 - b. Other emergency reasons- Parents/students shall inform the class adviser and all subject teachers of his/her reason and secure a pull out form

Student who will leave the school premises without the pull out form shall be sanctioned

Classroom Birthday Party

Parents who wish to conduct their child's birthday party in the classroom must seek approval from the Office at least three (3) days before. Birthday party must be held only during recess or lunch time.

Implementing Guidelines on Disciplinary Measures

1. Violations of any of the foregoing regulations shall be dealt with according to the school's Christian system of discipline and guidance:
 - a. The Class Adviser and subject teachers monitor and report any of his/her students who constantly violate rules on attendance, uniform, and any offense as contained in the Student and Parent Handbook.
 - b. The Class Adviser handles minor offenses and violations of rules within the classroom and refers the student/case to the Guidance Counselor for intervention and notifies the Office about the violation committed by the student.
 - c. The Class Adviser in coordination with the Office, imposes disciplinary actions on serious offenses depending on the gravity of the offense.

- d. In handling major offenses, an investigative committee will be formed to decide on a particular case/offense.
- e. The Investigative Committee will recommend the appropriate sanction to the erring student either Reformative or Preventive Suspension depending on the gravity of the offense approved by the Principal. The student will abide with the program for suspended students.
- f. The Administrative Officer shall secure the copy of all decisions of student disciplinary cases that serve as a reference on the issuance of certificate of Good Moral Character. Moreover, the previous disciplinary record must be disseminated to the Adviser for closely monitoring of the erring student.

List of Minor Offenses and Sanctions

- Violation of the general regulations on attendance, uniform and haircut
- Violation of the implementing guidelines on student behavior regarding conduct outside the classroom and within school premises
- Class disruption
- Unauthorized transferring/exchanging seats
- Playing inside the classroom
- Littering
- Loitering
- Use of other student's ID or Student Handbook, assignment, project, etc.
- Lending one's ID, Guidebook, assignment, project, etc.
- Unexcused absences
- Non-compliance to requirements
- Bringing of toys, hand-held game consoles, cell phones, camera, playing cards, skateboards, and other electronic and non-electronic gadgets,
- Unauthorized entry to any room or building
- Misuse of school materials and/or properties
- Failure to bring Student and Parent Handbook

First Offense - Verbal Warning

Second Offense - Written Warning

Third Offense - Considered a Major Offense

The minor offenses shall be dealt with by the adviser. Series of conference with parents shall be conducted prior to the issuance of the written warning. Likewise, the student shall be referred to the Office for counseling. The presence of parent/s or official guardian of the student is required during the conference/s. The Office reserves the right to issue a behavioral contract to erring students.

List of Major Offenses and Sanctions

- Vandalism or destruction of school and/or teacher's property/properties
- Defiance or disrespect of person in authority (administration, faculty, personnel) or open refusal to accept corrective measures
- Cutting classes
- Leaving the classroom without valid permission
- Leaving the classroom via inappropriate exit points
- Students not in proper uniform without valid reason
- Stealing
- Cheating or helping others to cheat in tests or examinations
- Forging, falsification and/or tampering of academic official record or documents of any kind
- Tampering bulletin boards, ID cards and school records
- Affiliation with any organization (fraternities, etc.) whose objectives are contrary to the school's philosophy
- Inflicting physical injury
- Use of indecent and profane language
- Gambling in any form within the school premises
- Possession of pornographic magazines and materials
- Viewing and downloading of pornographic articles
- Fist fight inside and outside school while wearing uniform
- Direct assault to any personnel and fellow student
- Truancy, i.e. leaving the campus without permission of the parents or school authorities
- Giving false statement during an official investigation
- Bullying
- Destroying school properties
- Possession of deadly weapons within the school premises (knives, guns, fire crackers, etc.)

First Offense Final Written Warning

Second Offense Issuance of Behavioral Contract

Third Offense Reformative Suspension

The major offenses shall be dealt with in the Principal's Office. Conference/s with parents shall be conducted prior to the issuance of the sanction. Likewise, the erring student shall be referred to the Administrative Officer for counseling and intervention. The presence of parent/s or official guardian of the student is required during the conference/s.

Bullying cases shall be dealt with according to the Child Protection Policy/DepEd Order # 40 s, 2012.

St. JMS reserves the right to issue a behavioral contract to erring students. Likewise, the exclusion and expulsion may be issued when deemed necessary.

St. JMS reserves the right to impose stricter penalties depending on the gravity of the offense which may or may not be included in the list of major and minor offenses.

Categories of Administrative Penalties

The following provision is an excerpt from the Manual of Regulations for Private School (MRPS), 2002, Section 77. Categories of Administrative Penalties.

The three (3) categories of disciplinary administrative sanctions for serious offenses or violation of the school rules and regulations which may be applied upon erring student are: suspension, exclusion, and expulsion.

Suspension

It is a penalty in which the school is allowed to deny or deprive an erring student of attendance in classes for a period not exceeding twenty percent (20%) of the prescribed class days for the academic year or term.

The decision of the school on every case involving the penalty of suspension which exceeds twenty percent (20%) of the prescribed class days for the academic year or term shall be forwarded to the Regional Office concerned within ten (10) days from the termination of the investigation of each case for its information.

Exclusion

Exclusion is a penalty in which the school is allowed to exclude or drop the name of the erring student from the school rolls for being undesirable; transfer credentials shall be immediately issued. A summary investigation should be conducted, and no prior approval by the Department of Education is required in the imposition of the penalty.

The decision of the school in every case involving the penalty of exclusion from the rolls, together with all the pertinent papers therefore, shall be filed in the school for a period of one (1) year in order to accord the Department the opportunity to review the case in the event an appeal is taken by the party concerned.

Expulsion

Expulsion is an extreme penalty on an erring student consisting of his/her exclusion from admission to any public or private schools in the Philippines and which requires the prior approval of the Secretary of Education. The penalty may be imposed for acts of offenses constituting gross misconduct, dishonesty, hazing, carrying of deadly weapon, immorality, selling and/or possession of prohibited drugs such as marijuana or shabu, drug dependency, drunkenness, hooliganism, vandalism and other serious school offenses as assaulting a student or student or school personnel, instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes, or threatening any student or student or school personnel from entering the school premises or attending classes or discharging their studies, forging or tampering of school records or school forms, and securing or using forged school records, forms and documents.

The decision of the school on every case involving the penalty of expulsion, together with the supporting papers shall be forwarded to the Regional Office concerned within ten (10) days from the termination of the investigation of each case.

Preventive Suspension

A student under investigation of a case involving the penalty of expulsion may be preventively suspended from entering the school premises if the evidence of guilt is strong and the school head is morally convinced that the continued stay of the student or student during the period of investigation constitutes a destruction of normal operation of the school or poses a risk or danger to the life of the persons and property in the school.

Disciplinary Committee

St. JMS has a Disciplinary Committee which is composed of the following: Principal, Administrative Officer, Lead Teacher, Adviser/Teacher concerned.

The Committee shall take cognizance of all complaints and study cases involving major offenses committed by the students. The Administrative Officer will follow up any improvement in the student's behavior after having incurred a major offense.

Students under probationary contract, whether it be academic or behavioral, should manifest significant improvement in conduct or in academics as the case may be; otherwise, they will be dismissed automatically at the end of the academic year.

St. JMS reserves the right to dismiss a student who has failed to give satisfactory evidence of sincerity of purpose and active cooperation with school authorities where requirement of conduct and academic work is concerned.

Any act of gross misbehavior, inside or outside the premises of the school, which in the exclusive judgment of the school authorities merits expulsion, shall be sufficient cause for dismissal.

St. JMS likewise, reserves the right to impose such requirements not contained in this Student and Parent Handbook, as it shall affect the general well being of the student body and the school.

St. JMS also reserves the right to drop or dismiss at any time during the academic year any student whose conduct and/or influence is regarded as undesirable and unsatisfactory.

School Searches

A student's legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

V. Student Services and Facilities

Principal's Office

The Office of the Principal is responsible for the management of the department, administration of the curriculum, coordinating with the support services, programming which includes human resource development, and allocating fiscal resources.

Administrative Office/ Guidance Office

The guidance program is an integral part of the school's educational program. Its objective is to maximize the students' development in their education, vocation, personal, and moral well being. The emphasis is on the development and prevention aspects of guidance. Through group guidance activities, individual counseling, and psychological testing, the Guidance office provides St. JMS students with the opportunity for educational growth, self-discovery, development, and personality fulfillment.

This office plans, organizes and operates all systems, programs, and activities pertaining to the official registration and recording of the Grade School tenure in St. JMS. Moreover it attends to the safekeeping of the said records for retrieval and reference whenever necessary. The students' records initiated and maintained under the custody of this office are deemed legal and formal and are the official basis of the pupils'/students' educational attainment in St. JMS.

Library

It books and reference materials, to suit the needs of the students and teachers.

Canteen

The Canteen serves the students, faculty, and employees. It serves breakfast, snacks, lunch, and short orders.

Computer Laboratory

This air-conditioned room serves as a classroom for computer classes and provides internet access for grade school students.

St. JMS Hall

This audio-visual room is air-conditioned, equipped with video-home service unit, overhead projector, and other facilities for audio-visual learning. This room serves as a conference room for faculty and students

Right to Amend

The school administration reserves the right to amend the Student/Parent Handbook for just cause. Parents/Guardians will be notified through the De La Salle Newsletter and/or in written correspondence from the principal.

Acknowledgement

Student/Parent Policies Agreement Form

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has received and read the St. JMS Student/Parent Handbook. We are aware of, understand, and agree to abide by the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Please sign and return this form to your child's teacher.

Father or Guardian Name _____

Father or Guardian Signature _____ Date: _____

Mother or Guardian Name _____

Mother or Guardian Signature _____ Date: _____

Student Name & Class _____

Student Signature _____ Date: _____

Appendices

Excerpts from the Manual of Regulations for Private School

Authority to promulgate disciplinary rule. Every private school shall have the right to promulgate reasonable norms, rules and regulations it may deem necessary and consistent with the provision of this manual for the maintenance of good school discipline and class attendance, such rules and regulations shall be effective as of date of promulgation and notification to students in an appropriate school issuance or publication.

Absences. A student in a private school who incurs absences of more than twenty percent of the prescribed number of class or laboratory periods during the school year or term should be given the failing grade and given no credit for the course or subject., However, the school may adapt an attendance policy to govern absences for the students who belong to the upper half of their respective classes. Furthermore, the school head may at his discretion and in the individual case exempt a student who exceeds the twenty percent limit for reasons considered valid and acceptable to the school.

Suspension. Suspension is a penalty in which the school is allowed to deny or deprive an erring student attendance in classes for a period not exceeding twenty percent of the prescribed class days for the school year or term. The decision of the school on every case involving the penalty of suspension which exceeds twenty percent of the prescribed school days of the school year or term shall be forwarded to the regional office concerned within ten days from the termination of the investigation of each case for its information.

Preventative Suspension. Preventative suspension is not a penalty but a deterrent to the disruption to normal school operations (or the threat to life & property) that may be caused by the continued presence of the student – offender on campus.

A student may be immediately placed under preventive suspension during the tendency of disciplinary proceedings against him/her. This must be done to maintain the atmosphere conducive to education in the school, preserve decorum in the classroom, and uphold respect for administrators and teachers.

Exclusion. Exclusion is a penalty in which the school is allowed to drop or exclude the name of the erring student from the school rolls for being undesirable and transfer credentials immediately issued. A summary investigation shall have been conducted, and no prior approval by the department is required in the imposition of the penalty.

Expulsion. Expulsion is an extreme penalty on erring student consisting of his exclusion from admission to any public or private school in the Philippines and which requires prior approval of the Secretary. The penalty may be improved for acts or offenses constituting gross misconduct, dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of marijuana, drug dependency, drunkenness, hooliganism, vandalism & other serious school offenses such as assaulting a student or school personnel, instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes preventing or threatening any student or school personnel from entering the school premises or attending classes or discharging their duties, forging or tampering with school records or school forms, and securing or using forged school records, forms and documents.

THE COMPREHENSIVE DANGEROUS DRUG ACT OF 2002

Republic Act No. 9165; Section 44

Heads, Supervisors & Teachers of School

Section 44. Heads, Supervisors, and Teachers of Schools. – For the purpose of enforcing the provisions of Article II of this Act, all school heads, supervisors and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors, and teachers.

Any teacher or school employee, who discovers or finds that any person in the school or within its immediate vicinity is liable for violating any of said provisions, shall have the duty to report the same to the school head or immediate superior who shall, in turn, report the matter to the proper authorities. Failure to do so in either case, within a reasonable period from the time of discovery of the violation shall, after due hearing, constitute sufficient cause for disciplinary action by the school authorities