

San Jose Academy

PAASCU Accredited (Level II)

Navotas City



PARENT-STUDENT HANDBOOK

PERSONAL DATA SHEET

Name _____
Nickname _____ Birthday _____
Address _____
Tel. No. _____ Cellphone No. _____
Father's Name _____
Occupation _____
Place of Employment _____
Tel. No. _____ Cellphone No. _____
Mother's Name _____
Occupation _____
Place of Employment _____
Tel. No. _____ Cellphone No. _____
No. of Brothers _____ No. of Sisters _____
No. of Brothers/Sisters in SNJA _____

Name

Grade Level

PARENTS' SIGNATURE

Father's Signature

Mother's Signature

Guardian's Signature

TABLE OF CONTENTS

School Director's Message	i
School Principal's Message	ii
PART I: HISTORY, PHILOSOPHY, VISION, MISSION AND OBJECTIVES	1
Historical Perspective	
Philosophy of Education	
School Motto	
School Logo	
School Hymn	
Vision-Mission	
Core Values	
Institutional Objectives	
Departmental Objectives	
Early Childhood Education Objectives	
Grade School Objectives	
High School Objectives	
Expected Graduate Attributes of Josenians	
PART II: GENERAL GUIDELINES ON ADMISSION	12
A. Admission Policies and Requirements	
New Students, Transferees, and Foreign Students	
Old Students	
Probationary Students	
B. Josenian Standards	
Standards for Students	
Standards for Parents	
C. Tuition Fees/Policies on Refund	
Fees	
Payment of Tuition Fees	
Refund	
D. Financial Assistance	
Scholarships/Discounts	
Tuition Fee Discounts	
E. Withdrawal from School	
F. Withholding of Credentials	
G. Clearance	
PART III: GENERAL ACADEMIC POLICIES	19
Promotion as a General Rule	
Failure in Learning Areas	
Re-Admission, Probation, and Dismissal	
PART IV: EVALUATION OF STUDENT ACHIEVEMENT	20
Grading System	
Change of Grades	
Examinations	
PART V: HONORS AND AWARDS	30
Quarterly Awards	
Year-End Awards	
Selection of Honor Students	
Completion/Graduation/Commencement Exercises	
Special Orders	

PART VI: STUDENT SERVICES	34
Center for Christian Formation	
Campus Ministry	
Pastoral Ministry	
Chapel	
Guidance Office	
Prefect of Students' Office	
Student Activity Office	
Sports Coordinators' Office	
Msgr. Jose Mirasol Learning Resource Center	
Registrar's Office	
Information and Communication Tech Services	
Medical and Dental Clinic	
Bookstore	
Canteen	
Security Department	
PART VII: POLICIES ON STUDENT ORGANIZATIONS	36
Student Organizations	
Right to Organize	
Accreditation of Student Organization	
Use of Facilities	
Liability of Use	
Posting of Announcements	
PART VIII: SAFETY RULES	37
Knowing the Rules	
Liability to Injuries and Damage to Properties	
Loitering	
Keep-to-the-Right Rule	
Emergency Measures	
Earthquake	
Fire	
Floods and Typhoons	
Aid Assistance	
Bus or Car Rides	
COVID-19 Protocols	
PART IX: POLICIES ON STUDENT DEPORTMENT AND DISCIPLINE	41
Policy Statement on Discipline	
Maintenance of Discipline	
Categories of Administrative Policies	
Sanctions for Minor Offenses	
Sanctions for Major Offenses	
Sanctions for Grave Offenses	
Procedural Steps for Disciplinary Action	
Added Rules on Tardiness and Absences	
Other Specific Regulations and Standard Procedures	
Mode of Conduct of a Real Josenian	
Additional Policies	
PART X: CALENDAR OF ACTIVITIES	70
PART XI: FORMS	80

DIRECTOR'S MESSAGE



My dear Students,

Welcome to this School Year 2025 – 2026 as we journey together towards the Jubilee Year 2025 celebration.

This Parent-Student Handbook & Journal of San Jose Academy, called Pathways, is a very important tool in the fulfillment of our vision-mission to create a Christ-centered community committed to forming responsible Christian achievers through excellent Catholic education.

The promise of a happy future depends on the quality of your formation today. We need your wholehearted cooperation as the spirit behind every principle and policy in this handbook is the good of each one of us.

Jesus wants us to be perfect just as the heavenly Father is perfect. Thus, a mindset for excellence should be instilled in our minds and hearts as we strive to do all things perfectly!

May God bless you in all things!

Sincerely in our Lord,


Rev. Fr. Jeronimo Ma. J. Cruz
School Director

PRINCIPAL'S MESSAGE



Dear Josenians,

Welcome to San Jose Academy!

We accepted you into this school with the commitment of providing you with an excellent education that will enable you to become globally competent, socially engaged, and environmentally sensitive.

Thus, your enrollment in this institution is both a privilege and a responsibility. You are blessed to be a part of a community that promotes the love and integrity of creation, exemplifies faith, strives for excellence, and seeks to develop Josenians who will contribute significantly to the development of a Christian nation. However, you must help the school in achieving this objective by abiding by its rules and regulations.

The Pathways: Parent-Student Handbook is intended to assist you in exercising the aforementioned privilege and responsibility. It contains general guidelines for your conduct inside and outside of school in relation to your peers, teachers, administration and staff, the school in general, and the community. The rules, regulations, and procedures defined in this manual have a purpose. Essentially, they ensure that your school environment remains caring and focused on optimal learning and character development. Therefore, it is important that each of you adhere strictly to these rules, regulations, and procedures.

Your parents are strongly encouraged to peruse this handbook with you so that you can fully comprehend our expectations. They are requested to convey to you, our students, how following these rules will enhance your positive experience in school.

May San Jose Academy spark new ideas, new joys, and new strength in you. May this handbook aid you in your continuing journey as advocates of LIFE for everyone. Hail, San Jose!

With loving prayers,


Mr. Rafael Patrick M. Pecjo
School Principal

PART I: HISTORY, PHILOSOPHY, VISION, MISSION, AND OBJECTIVES

SAN JOSE ACADEMY: Historical Perspective

The San Jose Academy (SnJA) was founded by the late Msgr. Jose A. Mirasol with the full support of parishioners and of the Maryknoll Sisters. The school was born and named after the patron saint of San Jose de Navotas Parish on January 23, 1970.

The school opened Kindergarten classes in June 1970 in the “convent”. The first set of teachers was from St. James Academy, which was then managed by the Maryknoll Sisters. Msgr. Jose Mirasol became the first school director.

More pupils came to enroll in the following year and so the old convent: was renovated to make way for more classrooms. The school earned its government permits to operate both the pre-school and grade school departments.

The first batch of 36 Grade Six pupils graduated in March 1977. Msgr. Mirasol was challenged further to pursue his vision. SnJA was granted a permit to offer secondary education with two sections of First Year students. Mrs. Virginia Roldan and Ms. Lucila dela Vega became the first lay high school principal and grade school principal, respectively. At this time, the school also intensified its outreach program by hiring full-time catechists to teach in the public schools of Navotas. It was also his dream to help the poor and the out-of-school youth of the town by opening free vocational and high school evening classes. Msgr. Jose Mirasol did not see his dream fulfilled, as he died on July 14, 1977.

Msgr. Mirasol was replaced by a hard-working priest, Msgr. Pacifico Ma. Mendoza, who was then the MAPSA Superintendent. Under his leadership, a new Pre-school building was named after the Sto. Niño was constructed.

After two years, Fr. Lorenzo J. Egos took over as the director of the school. During his term, the school population increased by more than 100%. The San Lorenzo Ruiz building was constructed to house ten high school classrooms. Later, a second floor was added to accommodate the large number of students seeking admission. He stayed as director of the school for almost a decade.

Msgr. Severino Casas took over from Fr. Egos but due to health reasons, he did not stay long. He was replaced by Msgr. Celso Ditan, who introduced austerity measures to improve the school’s financial condition. He was forced to retrench employees due to the decrease in enrollment.

In 1991, the school community welcomed the arrival of a young and dynamic priest, Rev. Fr. Rolando dela Cruz, who was a scholar of the late Msgr. Jose Mirasol. More improvements took place in his time, such as: the elevation and beautification of the

school grounds, classrooms, corridors and landscaping of the school quadrangle. He converted the old "Convent" to house the offices, faculty rooms and library.

Msgr. Jose Norriel B. Bandojo then took over and continued the plans of his predecessor. More improvement in the physical plant and upgrading of facilities were given more importance. He encouraged the faculty members to pursue graduate studies and to get updated in their areas of specialization. Under his leadership, SnJA became one of the first MAPSA schools to adopt the single salary standardization scheme to make the salary scale more internally equitable. He gave Computer Education top priority. He also encouraged the involvement of employees in the parish.

A young and energetic steward of the Lord came in the person of Rev. Fr. Sanny de Claro. His spirituality and dynamic enthusiasm created much impact through his recollections and practices of piety, kindness, and fairness to everyone. However, he stayed only for one year and Rev. Fr. Constantino DC Conti replaced him. Filled with the spirit and virtues of San Jose, the worker, Fr. Conti, dreamed and hoped that the students, employees and entire community would be transformed to be real Josenians in mind and heart. He stayed as School Director for several months only but continued working and serving in San Jose Academy as school chaplain.

Rev. Fr. Jeronimo Ma. J. Cruz became School Director in September 2003. Fr. Jerome came in with multiple assignments, such as Superintendent of the Kalookan Diocesan Schools Association (KADSA) and Director of the Youth Ministry of the Diocese of Kalookan.

Fr. Cruz led the school community in defining and pursuing the school's 10 strategic directions, as follows:

1. Christian formation and professional competence of faculty and staff
2. Christian spirituality as core of the curriculum
3. learner-centered education
4. transformative education
5. update operating systems and procedures
6. solidarity and co-responsibility with stakeholders
7. transparency in finance
8. clean, safe and pleasant school environment
9. optimum enrollment
10. PAASCU accreditation

The school community continues to move forward steadily with the support and guidance of then Bishop Deogracias Iniguez, Jr., of the Diocese of Kalookan and the Chair of the San Jose Academy Board of Trustees.

The school celebrated its Ruby (40th) anniversary, capped with a "Gabi ng Pasasalamat" on January 22, 2010. The celebration aptly expressed deep gratitude for

the commitment of selfless priests and laypeople for the attainment of the school's vision and mission. With the theme "San Jose Academy @ 40: Propelled by a Vision and a Culture of Catholicity, Excellence, Caring and Thanksgiving", the school community expressed its gratitude to God for His continuing generosity through the intercession of St. Joseph, the patron saint of the school.

The blessing and inauguration of the multi-purpose covered court on September 8, 2012, boosted the school's facilities for its educational and pastoral commitments. Built at the initiative of Fr. Cruz with school community support, it has since been a favorite venue for sports, cultural, social, spiritual and pastoral activities of the school and of parish and civic organizations.

Under the servant leadership of Fr. Cruz, the school continued to earn recognition for its commitment to quality, learner-centered education. In September 2013, it gained another three years of recertification from the Fund for Assistance to Private Education (FAPE). The re-certification meant the school's continued worthy participation in the Educational Service Contracting Scheme (ESC) of the Department of Education. It gave the school community renewed optimism and vigor in proclaiming, "One in Faith, One in Heart, One in Service to the Community."

In the fourth quarter of 2013, the school community completed its Institutional Self-Survey and looked forward to PAASCU accreditation as a testimony of the school's commitment to evangelization through quality Catholic education.

In May 2014, the school passed the PAASCU Preliminary Survey Visit. After the PAASCU Formal Visit last December 1-2, 2015, the school has been granted accreditation for three years, valid from May 2016 until 2019.

The school underwent its first PAASCU Resurvey Visit in March 2019 and was given five-year reaccreditation (2019-2024). On January 23, 2020, the school celebrated its Golden Jubilee (50 Years) of foundation.

In August 2020, San Jose Academy recognized the challenges brought about by the COVID-19 pandemic. Through SnJA's Flexible Distance Learning Program (FlexD LEAP), Josenians were assured of quality Catholic education in this extraordinary time through the offering of distance learning modalities.

A year after its first implementation, the school community has reflected on the experiences of the learners and teachers. It consolidated a more dynamic and robust online learning experience through FlexD LEAP L.I.G.H.T (learner-friendly, inclusive, guided, holistic and balanced, and thriving excellence and innovation in education).

As the country shifts to the “new normal”, the SnJA HyFlex ONE (Optimized, Networked, Engaged) was introduced, where students can opt to attend classes in-person or online according to their context.

In February 2022, when the Department of Education granted schools’ permission to return to onsite learning, San Jose Academy was one of the first private schools in the country to pilot the implementation of full in-person classes.

In the School Year 2023-2024, San Jose Academy rolled out and disseminated its newly revised vision and mission statements to the entire school community, following approval by the Board of Trustees. This revision process was a collaborative effort, involving students, parents, teachers, school personnel, alumni, and school administrators, ensuring that the new statements truly reflect the collective aspirations and values of our community.

In 2024, San Jose Academy's Basic Education program successfully underwent the second resurvey visit by PAASCU, while the Senior High School Program completed its preliminary visit.

PHILOSOPHY OF EDUCATION

We believe in Christ-centered education characterized by Gospel values in nurturing the innate capacity of every child to learn and in the transformation of the young into mature persons taking place best in a Christian community where administrators, teachers, staff, and parents serve as good models of commitment, competence, harmony, and collaboration.

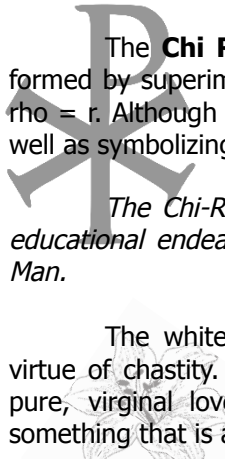
SCHOOL MOTTO

Josenians for God, Country, Fellowmen, and the Environment



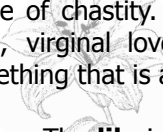
SCHOOL LOGO

The school logo bears the Christian symbols Chi-Rho, the lily, and two fish.



The **Chi Rho** is one of the earliest cruciform symbols used by Christians. It is formed by superimposing the first two letters of the word "Christ" in Greek, chi = ch and rho = r. Although not technically a cross, the Chi Rho invokes the crucifixion of Jesus as well as symbolizing His status as Christ.

The Chi-Rho is a powerful mandate to the academic community that the whole educational endeavor should be centered on faith and hope in Jesus Christ, the Perfect Man.



The white **lily** is an attribute of all virgin saints and those who promoted the virtue of chastity. To be "lily-like" is to have a gentle demeanor and to love others with pure, virginal love. To "gild a lily" is to waste time and energy trying to improve something that is already perfect.

The **lily** is also a symbol of the virginal conception of Christ. It appears in many pictures of the Annunciation. Quite often, the Archangel Gabriel holds a lily as he delivers his heavenly message to Mary. St. Joseph has been pictured with a rod or staff blooming with lilies. Christ made the lily a symbol of what would be done for those who trust in divine providence when He said, "Consider the lilies, how they grow: they neither toil nor spin; and yet I say to you, even Solomon in all his glory was not arrayed like one of these. If then God so clothes the grass, which today is in the field and tomorrow is thrown into the oven, how much more will He clothe you, O you of little faith?" (Luke 12:27-28; see also Mt 6:28-29).

The lily symbolizes respect for the integrity of creation. It stands for the challenge that students learn best from the life examples of their mentors.

Fish are mentioned and given symbolic meaning several times in the Gospels. Several of Jesus' twelve disciples were fishermen. He commissions them with the words, "I will make you fishers of men."

At the feeding of the five thousand, a boy is brought to Jesus with "five small loaves and two fish. Jesus multiplies the loaves and fish to feed the multitude.

In John 21:11, it is related that the disciples fished all night but caught nothing. Jesus instructed them to cast the nets on the other side of the boat, and they drew in 153 fish.

The two fish reflect the call for evangelization through Catholic education. It is a call to create and sustain a culture of love, caring, and respect for all learners. The task is highly challenging, but with faith in Jesus Christ, the work can be done excellently.

The Latin words **scientia, amor, spes** correspond to the values of **knowledge, love, and hope**, of which all learners should be filled luxuriously, with much more left to be shared and enjoyed by the stewards of the school community.

SCHOOL HYMN

SAN JOSE ACADEMY HYMN
(Music and Lyrics by Mr. Jorge N. Roldan – 1973)

Hail San Jose Academy!
Your loyal sons we'll ever be.
Beloved Alma Mater, hail!
Your Spirit ever guides our way.
Green and gold, your colors fly,
Bravely waving 'neath the sky.
Mabuhay God and Philippines
and San Jose Academy.

VISION

Inspired by the virtues and zeal of St. Joseph, our patron, San Jose Academy envisions a Christ-centered community committed in producing responsible Christian achievers formed in the Catholic faith who are globally competent, socially engaged, and environmentally-sensitive.

MISSION

As a basic education school, San Jose Academy seeks to foster the holistic formation of each Josenian who will contribute to the development of the family and human society.

As a Catholic school, San Jose Academy forms Christian disciples actively participating in the life and mission of the Church.

As a Filipino school, San Jose Academy fosters genuine love of country and a deep commitment to the culture of human life and care for creation towards nation-building and development.

CORE VALUES

In keeping with the above vision and mission, San Jose Academy advocates and adheres to the core values of LOVE, INTEGRITY OF CREATION, FAITH, and EXCELLENCE. The secondary values and their behavioral indicators represent the profile of the ideal student and graduate of the school.

I. LOVE

A. *Charity*

1. Manifests simplicity and frugality in one's lifestyle
2. Shares unconditionally and generously one's talents, time, and resources for those in need
3. Protects the good name of others not by gossiping but through the exercise of prudence and good judgment in receiving and giving feedback

B. *Prudence*

1. Evaluates and reflects on any work done before taking further action
2. Shows positive values and refined habits of speech and action in social interactions
3. Respects and protects the confidentiality of privileged communication

C. *Empathy*

1. Demonstrates sensitivity and responsiveness to human misery through corporal works of mercy
2. Exercises thoughtful care, patience, and understanding in responding to the needs, feelings, and limitations of others
3. Shows respect and support for those with disabilities and handicaps

D. *Unity*

1. Contributes to the well-being of the family and helps create and maintain a family-like climate in the school community
2. Promotes harmonious relationships based on mutual trust and respect
3. Imposes on oneself voluntarily and willingly high achievement expectations in work and service for the good of the family, school, or community

II. INTEGRITY OF CREATION

A. *Preferential Love for the Poor*

1. Promotes concern and protection for women, children and the disadvantaged against physical, verbal, and moral abuse
2. Acknowledges and champions the struggles of the poor, depressed, oppressed, and exploited for more humane existence
3. Supports Church-initiated advocacy programs such as the Pondo ng Pinoy

B. *Courage*

1. Takes a courageous stand and supports the position of the Catholic Church on current issues on morality and social justice
2. Takes risk in fighting the evils of apathy, complacency and cynicism
3. Stays kind and friendly even when confronted with rejection, hostility, or unfavorable judgment

C. Love for the Environment

1. Conserves water and energy; uses, re-uses, and recycles materials properly; uses available resources judiciously, efficiently, and responsibly
2. Supports actively advocacy programs for the care and protection of the environment
3. Keeps surroundings clean and supports practices on proper waste management

D. Community Involvement

1. Gives generous financial support for amelioration programs for the poor
2. Appreciates the rich cultural diversities of Filipinos and promotes the best of Filipino customs and traditions
3. Works to liberate oneself and others from the influences of mediocrity, complacency, and cynicism

III. FAITH

A. Piety

1. Manifests a strong sense and experience of God's loving presence developed through reflection and prayer (e.g. Angelus, grace before and after meals, praying the rosary, visits to the Blessed Sacrament, etc.)
2. Invokes the guidance of the Holy Spirit before making critical decisions
3. Acts reverently in church and in other places of worship and prayer and cares for religious signs and symbols with utmost respect

B. Knowledge of the Catholic Faith

1. Reads and reflects on Sacred Scriptures as means of daily spiritual nourishment
2. Seeks to understand and uphold what is righteous and just as proclaimed in Church documents papal encyclicals, etc.)
3. Shows understanding of and support for the social teachings of the Church

C. Humility

1. Professes utter dependence on God's grace as the wellspring of all goodness.
2. Accepts humbly, gratefully, and unpretentiously one's own giftedness
3. Shows respect, cooperation, and obedience to duly designated leaders and persons of authority

D. Joy

1. Displays joyful confidence in God's loving care
2. Proclaims joyfully the good that God does for and through people
3. Gives honest praise and appreciation for the good done by others

IV. EXCELLENCE

A. Integrity

1. Takes decisive action against all forms of dishonesty, as shown in observing intellectual honesty, returning lost objects, correcting wrongdoing, and expressing oneself truthfully and unpretentiously.
2. Fulfills one's obligations and promises faithfully.
3. Admits mistakes and accepts corrections for self-improvement

B. Competence

1. Shows love for assiduous learning through reflexive inquiry, research, etc.
2. Pursues high achievement standards in everything one does neatly, completely, and accurately.
3. Explores diverse opportunities for obtaining comprehensive information and varying perspectives on a given issue.

C. Discipline

1. Works responsibly without need for close supervision
2. Shows consistency in performing tasks systematically and competently
3. Practices industry and diligence to avoid undue dependence on others

D. Dependability

1. Makes oneself available for service where and when needed
2. Works beyond what is expected generously, freely and voluntarily
3. Remains persistent and passionate in pursuing a task or fulfilling a promise even in the face of difficulties

INSTITUTIONAL OBJECTIVES

In order to realize and uphold our commitment to offer an excellent, integral and innovative Catholic education, the academic community will strive to achieve the following institutional objectives:

1. To promote in the school community the spirit of discipleship characterized by joy, unity righteousness, prayerfulness, love for work, and sensitivity for the needs of others, especially the poor;
2. To strive for excellence in academic pursuits, with St. Joseph the worker as model of competence, perseverance, and creativity;
3. To promote a culture of caring and stewardship, as St. Joseph did in caring for his family;
4. To foster love of country, respect for nature and the environment, social consciousness, and justice; and
5. To provide an atmosphere of communion between and among students, teachers, non-teaching personnel, and parents.

DEPARTMENTAL OBJECTIVES

Early Childhood Education Objectives

The Early Childhood Education Department shall have the following objectives:

1. To present models for imitation that will make the child see God as a Father and all people and things around him/her as gifts;
2. To employ learning experiences that will allow the child to think and do things independently within the limits of his/her maturity;
3. To provide opportunities that will inspire the child to practice desirable social behavior with other children as well as with adults;
4. To use experiential approaches, which will help the child manifest psychomotor skills for effective performance according to his/her age; and
5. To provide learning opportunities that will allow the child to manifest reading readiness in English and Filipino.

Grade School Objectives

The Grade School Department shall have the following objectives:

1. To provide the basic knowledge, skills, attitudes, and values essential to the learner's intellectual growth and personal development;
2. To provide learning experiences which will increase the learner's awareness of and responsiveness to the changes in society, and to prepare the learner for constructive and effective involvement;
3. To promote and intensify the learner's knowledge of, identification with, and love for the nation and the people to which he/she belongs; and
4. To enhance the learner's orientation to the world of work and creativity in order to prepare him/her to engage in honest and gainful work.

High School Objectives

The High School Department shall have the following objectives:

1. To foster intellectual curiosity, analytical and logical thinking, and to develop interests and aptitudes necessary to succeed in post-secondary education;
2. To encourage students to achieve academic excellence and to acquire skills, habits and desirable values to meet the demands of a changing society;
3. To help the students witness in daily lives his/her dynamic love of God, a sense of personal worth and respect for others;
4. To promote love of country through an appreciation of Filipino cultural heritage and for what is just, true and noble.
5. To help students identify their vocational interests and become worthy and effective members of home and community.

6. To help students develop physical fitness, self-discipline and self-renewal in day-to-day life.

EXPECTED GRADUATE ATTRIBUTES OF JOSENIANS

The Expected Graduate Attributes (EGAs) focus on the knowledge, skills and traits that Josenian graduates should acquire and demonstrate in their course of studies as evidence of accomplishing the school's vision-mission. These EGAs also reflect the graduate's capacity for lifelong learning and transfer of knowledge in higher education and in their future workplace.

Effective Communicator	• Communicates effectively in a range of context • Listens actively and responds appropriately • Communicates in various forms (oral, written, visual) • Expresses ideas critically & clearly for a variety of purposes
Critical and Creative Thinker	• Generates ideas with resourcefulness, creativity, and good judgment. • Responds to multiple experiences and ideas • Uses appropriate and innovative problem-solving skills and strategies • Constructs and applies information to create meaning and convey ideas
Reflective Lifelong Learner	• Takes time to reflect and assess insights gained from a learning experience • Demonstrates interest in acquiring and developing new skills • Takes ownership and responsibility for one's own learning • Collaborates with peers, mentors, and others in the learning journey
Christian Disciple	• Nurtures relationships with God, others, and the environment • Produces outputs that achieve their purpose and for appropriate audience • Develops and integrates Christian leadership skills • Develops and exercises interpersonal skills • Evaluates moral and ethical duties

PART II. GENERAL GUIDELINES ON ADMISSION

A. Admission/Enrollment Policies and Requirements

1. For old and new students, register through the online Enrollment Form that can be found on the Academy's website (www.snja.edu.ph) or Official FB Page. Wait for a confirmation text and email from the admission office regarding the schedule of the admission test and interview (for new ECE-SHS students).

For New students and Transferees, visit the Guidance office and submit a copy of the following requirements.

- Form 138 (Report Card) of the current school year (original and 2 photocopies)
- PSA Birth Certificate (2 photocopies)
- 2x2 picture of student with white background (2pcs.)
- Long plastic envelope (1 pc.)

Other requirements:

- 1x1 picture of both parents (1 pc. each)
- Certificate of Good Moral Character from the school last attended, duly signed by the School Principal (Grade 4 – Grade 12)
- ESC Certificate (for incoming Grades 8-11 from private school)
- Baptismal Certificate (2 photocopies)
- Completion Certificate (1 photocopy - for incoming Grade 11)
- Confirmation Certificate (1 photocopy - for incoming Catholic High School students)
- Medical Certificate
- Immunization Record (1 photocopy - for ECE to Grade 1)

Level	Age Requirement
Pre-Kinder II	4 years old by August 31 of the current school year
Kinder	5 years old by August 31 of the current school year
Grade 1	Finished Kindergarten (EECD) and has LRN

For Walk-in applicants, proceed to the Guidance Office for inquiries and online registration.

2. For new students, take the admission test on-site on your scheduled date and wait for the announcement of the test results.
3. For old and new students, access the Student Portal using the student's login credentials and choose the mode of payment under the Enlistment tab.

4. Pay the upon-enrollment fee via on-site or online payment. Proceed to the Accounting Office for the application for discounts (if any).
5. Proceed to the MIS Office for the ID Photo-taking.
6. Proceed to the book-releasing room and present a copy of the booklist and receipt of payment.

ACADEMIC/CONDUCT WARNING FOR GRADES 1-12

This warning is not a formal sanction for students. This is intended as a means of helping the student improve his/her academic performance and/or behavior. Students will not be bound by an agreement.

GUIDANCE INTERVENTION PROGRAM (Grades 1-3)

Academic Intervention

A pupil will be placed on Academic Intervention if:

1. He/she is recommended by the committee based from the discussion and careful consideration of academic performance

Conduct Intervention

A pupil will be placed on Conduct Intervention if:

1. He/she accumulated fifteen (15) demerits for the school year (Grades 1–3)
2. He/she is recommended by the committee based from the discussion and careful consideration of the anecdotal record

Academic and Conduct Intervention

A pupil will be placed on Academic and Conduct Intervention if:

1. He/she is recommended by the committee based from the discussion and careful consideration of academic performance
2. He/she accumulated fifteen (15) demerits for the school year (Grades 1–3)
3. He/she is recommended by the committee based on the discussion and careful consideration of the anecdotal record.

PROBATION PROGRAM (Grades 4-12)

The class adviser, together with parent/guardian, shall find ways to help the student in order to improve his/her academic performance and/or behavior the following school year.

Academic Probation

A student will be placed on Academic Probation if:

1. His/her average grades in at least two subjects are 75% - 79% at the end of the school year
2. He/she failed in one or two subjects and passes his/her remedial class/es
3. He/she is recommended by the committee based from the discussion and careful consideration of academic performance

Conduct Probation

A student will be placed on Conduct Probation if:

1. His/her conduct grade is C in any quarter
2. He/she has committed a major offense for the current school year
3. He/she is recommended by the committee based on the discussion and careful consideration of anecdotal record and Pathways

Academic and Conduct Probation

A student will be placed on Academic and Conduct Probation if:

1. His/Her average grades in at least two subjects are 75% - 79% at the end of the school year
2. He/She failed in one or two subjects and passes his/her remedial class/es
3. His/her conduct grade is C in any quarter
4. He/she has committed a major offense in the current school year
5. He/She is recommended by the committee based from the discussion and careful consideration of academic performance, anecdotal record, and Pathways

Modified Academic and Conduct Probation

A student will be placed on Modified Academic and Conduct Probation if

1. His/Her probation has not been lifted from the program for 3 consecutive years
2. He/She is recommended by the committee based from the discussion and careful consideration of anecdotal behavioural and academic records and documents

The class adviser, together with the parent/guardian, shall find ways to help the student under the intervention and probation programs in order to improve his/her academic performance and/or behavior the following school year.

ADMISSION AND RE-ADMISSION COMMITTEE

The Admission and Re-Admission Committee has the responsibility to receive and evaluate the academic and conduct records and to determine the admission of regular students and the re-admission of students who were previously dismissed from SnJA for Academic and/or disciplinary actions. The committee is composed of the Principal, the Registrar, Academic Affairs Head, Student Affairs Head, Guidance Officers, Prefect of Students, and concerned class advisers.

B. Josenian Standards

Standards for Students

Students who are accepted to San Jose Academy must meet the following standards:

- i. A dedication to attentive and industrious studying and learning
- ii. Regular attendance and participation in class
- iii. Respect for the religious beliefs of the Catholic Church, its moral principles and liturgical practices
- iv. Respect for the person and property of others, including administrators, teachers, school staff and fellow students
- v. Respect and care for the property of the school, including adherence to standards of campus order and cleanliness
- vi. Adherence to the standards of the school, including requirements of dress and hair codes
- vii. Non-toleration and non-acceptability of drug and alcohol abuse

Standards for Parents

School-Home partnership is crucial in the formation of a child. We appreciate that parents/guardians continue to guide their children as they do their asynchronous activities. Parents are our most important partners in the education of a child. We ask for the parents' support on the following:

- 1. Play the role of secondary educator at home by guiding and assisting their child during online and offline tasks
- 2. Instill and reinforce a sense of responsibility for their child.
- 3. Provide emotional support to their child by keeping them motivated and providing constructive feedback in their work.
- 4. Help in providing a space intended for learning in their home.
- 5. Help train their child to become independent learner by reinforcing the goals that need to be accomplished
- 6. Help in establishing protocols at home to help lessen distractions during online and offline learning.
- 7. Parents have the primary responsibility for the education of their children. The school complements this role. Parents who do not agree with the school's philosophy and expectations should withdraw their children from the school.
- 8. The school welcomes the support of parents for their children's growth and development as competent and assiduous learners. Parents are encouraged to allow their children to complete their homework and assignments promptly and independently.
- 9. Parents are expected to attend the regular parent-teacher conferences. They are encouraged to contact the teachers by phone or in writing to request additional appointments if necessary.
- 10. San Jose Academy is a self-supporting, non-stock, and non-profit institution. As such, all expenses must be paid through self-generated funds. Parent support is not only needed for paying regular tuition but also for actively participating in and supporting fundraising programs as may be duly authorized by the school.
- 11. On the use of social media, the Academy encourages parents to set and maintain high ethical standards in their use of social networking sites.

- a. When posting, even in the strictest settings, parents should act on the assumption that all postings are in the public domain.
- b. Keep in mind that personnel, parents, and students have different contexts. Parents shall be respectful of the opinions of others.
- c. Under no circumstances should offensive comments be made about the students, parents, any school personnel, or the school on social media, including group chats.
- d. Refrain from using social media to complain or post grievances about the Academy's values and methods.
- e. Concerns may be directed to the person involved or to the proper school authority to address the matter.
- f. Parents are to use messaging apps for purposes beneficial to themselves, their child and the Academy.
- g. Parents shall verify unsupported information (e.g., rumors) before sharing or posting it.

C. Tuition Fees/Policies on Refund

1. Fees. Tuition fees and other charges are prescribed by the school with the appropriate approval of the Department of Education. These charges are itemized and published in the bulletin of information and are applicable for the term prescribed. Notice of any changes in fees will be published in advance.

2. Payment of Tuition Fees. Parents may choose a particular mode of payment, subject to the following schedule:

- a. Cash Basis – Full annual payment upon enrolment
- b. Semestral – The first payment is due upon enrolment; the balance must be paid before the 7th day of November
- c. Quarterly – The first payment is due upon enrollment; the balance must be paid on or before the 7th day of September, November, and February.
- d. Monthly – Partial payment is due upon enrolment; the balance must be paid before the 7th day of each month

** A two percent (2%) surcharge for late payments, computed monthly from the last day of payment, will be added to the amount due.*

3. Refunds. When a student registers in a school, it is understood that he/she is enrolling for the entire course. However, 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 fees in full or for any length longer than one month may be charged ten percent (10%) of the total amount due for the term if he withdraws within the first week of classes or twenty percent (20%) if within the second week, regardless of whether or not he/she has actually attended classes. The student may be charged all the tuition fees and miscellaneous fees in full if he/she withdraws any time after the second week of classes. However, if the

transfer or withdrawal is due to a justifiable reason, the student shall be charged pertinent fees only up to and including the last month of attendance, upon the recommendation of the School Principal. **Reservation fees are non-refundable.**

D. Financial Assistance

- 1. Scholarships/Subsidies.** From time to time, the school administration shall announce the availability of scholarships or subsidies on tuition fees from the government (ESC), foundations, parents and alumni associations, and other benefactors.

2. Tuition Discounts.

a. Academic Discounts

For incoming Grade 1 to Grade 10 (For Old & New Students)

Rank 1	-	100%
Rank 2	-	50%
Rank 3	-	25%

For incoming Grades 11 and 12 (Old and New Students from private schools)

Rank 1	-	100%
Rank 2	-	75%
Rank 3	-	50%
Rank 4	-	20%
Rank 5	-	10%

All Kindergarten pupils will take the Otis-Lennon School Ability Test (OLSAT). Pupils who get the three highest scores shall receive the above-mentioned academic scholarship. If there are students who will receive the same scores, their ECCD Checklist Final Score shall be the basis for the ranking.

For Grades 1–10, the basis of ranking is the student's final general average based on the quarterly average with two decimal points. The students' general averages will be ranked from highest to lowest and the top 3 students will receive the above-mentioned discounts.

For Senior High School (Grades 11 and 12), the basis of ranking is the student's final general average based on the semestral average (first and second semester) with two decimal points. Semestral Average is based on the two quarter grades with two decimal places. Students' final general average will be ranked from highest to lowest at the end of the school year, regardless of strands. Students who ranked 1–5 will receive the above-mentioned discounts.

- b. Siblings Discount.** This is given to students/pupils who are enrolled at the same time.

2 nd Child	-	20%
3 rd Child	-	30%
4 th and Succeeding Child	-	50%

- c. Varsity Discounts.** Student-athletes must have a final weighted average of at least 80% and must not have committed any major offense or higher. Procedures for applying for varsity scholarships and other qualifications are stipulated in the Varsity Agreement.

Tuition Discount	Medalist	Participant
100%	School-sponsored DepEd or two (2) school-sponsored private international competition	
50%	School-sponsored DepEd or two (2) school-sponsored private national competition / One (1) school-sponsored private international competition	Two (2) school-sponsored private international competitions
30%	School-sponsored DepEd or two (2) school-sponsored private regional competition	Two (2) school-sponsored private national competitions / One (1) school-sponsored private international competition
20%		School-sponsored DepEd or two (2) school-sponsored private regional competition
10%		Division/sectoral level competitions for two consecutive years
5%		Part of the official line-up of their team for three (3) consecutive years

The said discounts are applicable upon enrollment for the next school year after the athlete(s) have satisfied/met the said conditions. In cases where a student-athlete is qualified for two or more discounts, he/she will only receive the highest discount.

E. Withdrawal from School

1. The student's parent/guardian shall inform the School Principal in writing regarding the intended withdrawal from school.
2. The student shall report to the Guidance Officer for an exit interview.
3. The student must complete a clearance form before his/her report card will be given to him/her.

F. Withholding of Credentials

The release of the transfer credentials of any pupil or student may be withheld for reasons of non-submission of his/her fully signed clearance or non-payment of financial obligations or property responsibility of the pupil/student to the school. The credentials shall be released as soon as his obligations have been settled or the clearance shall have been submitted to the Registrar's Office.

Diplomas, report card and other related documents shall also be withheld prior to or during graduation for non-payment of school financial obligations.

G. Clearance

At the end of the school year, all pupils/students are required to secure clearance from the various departments/offices. All pupils/students with pending financial, material, and/or documentary deficiencies will not be able to enlist and enroll for the next school year.

Report cards will be released to pupils/students who do not have any material and/or financial obligations with the school.

PART III. GENERAL ACADEMIC POLICIES

- a. Promotion as a General Rule.** A student is promoted to the next grade level provided that he/she has passed all the academic requirements set by the Academy. No student shall be allowed to graduate unless he/she has at least one curriculum year of residence. Promotion in the K to 12 Curriculum is by learning area.
- b. Failure in Learning Areas.** A student who **fails in one or two learning areas** may be promoted to the next school year, provided that he/she takes remedial classes and submits the passing grade before enrolling for the next school year, without prejudice to the provisions of the school's academic and conduct probation. (See Part II – General Guidelines on Admission, page 12). A student who **fails in three or more learning areas** at the end of the school year will be retained in the same grade level and will not be re-admitted in the next school year.

For Grades 11–12, a student who **fails in three or more learning areas** at the end of the semester will be retained in the same grade level and will not be re-admitted in the next semester.

- c. Remediation.** A student who fails in one or two learning areas shall take the remediation class/es. This is an extra intervention extended by the school to the student. The remediation class for each subject will be one hour long and last for two weeks.

During the two-week remediation period, the learner must:

- attend all sessions with the teacher(s). Failure to attend two sessions will merit automatic failure.
- submit all activities (synchronous and asynchronous) provided by the teacher(s).
- must submit the final performance task assigned by the teacher(s).
- must pass the summative assessment to be given by the teacher(s).

Each learner will still be evaluated through written works, summative assessment, and performance tasks. If a learner still fails at the end of the remediation period, the learner will retake the course as a back subject, but he/she needs to pay for that subject. Failure to complete the said subject may mean non-readmission for the next school year.

d. Re-admission, Probation, and Dismissal

1. A student who receives failed conduct ratings in more than two grading periods may not be re-admitted in the next school year.
2. No student may be re-admitted in the next school year if he/she fails to meet any of the conditions set in his/her Academic and/or Conduct Probation.
3. No student on probation may re-enroll unless his/her probation status has been lifted.
4. A student whose conduct/academic probation has not been lifted for two consecutive years will not be readmitted in the next school year.
5. A student who fails to pass his/her remedial class/es will not be re-admitted.
6. A student who fails in three or more learning areas will be considered as retained. Thus, he/she will not be re-admitted in the next school year.

PART IV. EVALUATION OF STUDENT ACHIEVEMENT

ECE Grading System

San Jose Academy Early Childhood Education's Curriculum and Grading System is based on the following documents, namely: DepEd Order No. 8 s. 2015, No. 46 s. 2016 and No. 47, s. 2016.

Blocks of Time

	<i>PRE-KINDER II</i>	<i>KINDERGARTEN</i>
Arrival Time Free Play or Fine Motor Tasks	<i>10 mins</i>	<i>10 mins</i>
Meeting Time 1 Prayer, Songs, Exercises, Balitaan, Health Monitor, Featured Saint, Daily Message	<i>15 mins</i>	<i>15 mins</i>
Work Period 1 Teacher-Supervised or Teacher-Initiated Activity Independent Activities	<i>30 mins</i>	<i>40 mins</i>
Supervised Recess	<i>20 mins</i>	<i>20 mins</i>
Quiet Time / Rest Time Children can rest or engage in relaxing activities	<i>5 mins</i>	<i>10 mins</i>
Story Time	<i>10 mins</i>	<i>15 mins</i>
Meeting Time 2 Rhymes/Songs/Show and Tell		<i>10 mins</i>
Work Period 2 Teacher-Supervised or Teacher-Initiated Activities Independent Activities	<i>30 mins</i>	<i>40 mins</i>
Indoor / Outdoor Activity	<i>10 mins</i>	<i>15 mins</i>
Wrap-up / Clean-up Time	<i>5 mins</i>	<i>5 mins</i>
	<i>135 mins</i>	<i>180 mins</i>

Pre-Kinder 2

Early Childhood Care and Development (ECCD) will be used to observe the appropriate skills/behavior of the learners based on the following seven domains:

Table 1. ECCD Checklist Domain

Gross Motor	Expressive Language
Fine Motor	Cognitive
Self-Help	Social-Emotional
Receptive Language	

1. Each domain has a corresponding checklist wherein teachers will indicate the development of the learner for three given periods.
2. The total number of checks for each domain will be the **raw score**.
3. Convert the raw scores to Scaled Scores appropriate to the age of the child. (See table below for the interpretation of Scaled Score.)

Table 2. Interpretation of Scaled Score

Scaled Score	Interpretation
1 – 3	Suggest significant delay in overall development
4 – 6	Suggest slight delay in over-all development
7 – 13	Average development
14 – 16	Suggest slightly advanced development
17 – 19	Suggest highly advanced development

4. The scaled score for each domain will be added to get the **standard score**.
5. The standard score has a letter grade equivalent. See table below.

Table 3. Interpretation of Standard Score or Development Index

Standard score	Letter Grade	Interpretation
130 and above	A	Suggest highly advanced development
120 – 129	A-	Suggest slightly advanced development
80 – 119	B	Average overall development
70 – 70	B-	Suggest slightly delay in overall development
69 and below	C	Suggest significantly delay overall development

Kindergarten

The Department of Education Curriculum for Kindergarten will be used to monitor the progress of the learners using the seven developmental domains, such as:

- Socio-Emotional Development
- Values Development
- Physical Health & Motor Development
- Aesthetic/Creative Development
- Mathematics
- Understanding of the Physical and Natural Environment
- Language, Literacy, and Communication

Each domain has a corresponding checklist wherein teachers will indicate the development of the learner for 10 months or four quarters using the **Rating Scale**.

Table 4: Rating Scale

Rating	Indicators
Beginning (B)	Rarely demonstrates the expected competency
	Rarely participates in class activities and/or initiates independent works
	Shows interest in doing tasks but needs close supervision
Developing (D)	Sometimes demonstrates the competency
	Sometimes participates, minimal supervision
	Progresses continuously in doing assigned tasks
Consistent I	Always demonstrate the expected competency
	Always participate in the different activities, works independently
	Always performs tasks, advanced in some aspects

Excerpts from DepEd Order No. 8, s. 2015

The K–12 Basic Education Program uses a standards- and competency-based grading system. All grades will be based on the weighted raw score of the learners’ 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 70 for Quarterly Grades and Final Grades.

Learners from Grades 1 to 12 are graded on Written Works, Performance Tasks, and Quarterly Assessment (summative assessments) every quarter. These three are given specific percentage weights that vary according to the nature of the learning area.

For Grades 11 & 12, the two quarter grades determine the Final Grade in a semester.

Table 5. Weight of the Components for Grades 1-10.

Grades 1 to 10	COMPONENTS	F I L	E N G	A P / M A K A B A N S A	C L / G M R C / V A L E D	B A S I C R E S E A R C H (G r . 5 , 6 , 9 & 1 0)	C A M P U S J O U R N (G r . 5 & 6)	S C I	M A T H	I N T R O T O S T A T S (G r . 1 0)	M A P E H	E P P / T H E / C O E D
	Written Works	30%						40%			20%	
	Performance Tasks	50%						40%			60%	
	Quarterly Assessments	20%						20%			20%	

Table 6. Weight of the Components for Grades 11-12.

		Core Subjects	ACADEMIC TRACK	
Grades 11 to 12	COMPONENTS		All other subjects	Capstone Project (Research/ Business Enterprise Simulation/ Exhibit/ Performance)
	Written Works	25%	25%	35%
	Performance Tasks	50%	45%	40%
	Quarterly Assessments	25%	30%	25%

Table 7. List of Senior High School Subjects

	Core Subjects	All Other Subjects	
		Applied Subjects	Specialized Subjects
Grade 11	FIRST SEMESTER Effective Communication Mabisang Komunikasyon General Mathematics General Science Life and Career Skills Pag-aaral ng Lipunan at Kasaysayang Pilipino Christian Living Education 1		FIRST SEMESTER <u>BAE</u> Intro to Organization and Management Introduction to the Philosophy of the Human Person <u>ASSH</u> The Social Sciences in Theory Introduction to the Philosophy of the Human Person <u>STEM</u> Physical Education - Fitness and Recreation Pre-Calculus 1
	SECOND SEMESTER Effective Communication Mabisang Komunikasyon General Mathematics General Science Life and Career Skills Pag-aaral ng Lipunan at Kasaysayang Pilipino Christian Living Education 2		SECOND SEMESTER <u>BAE</u> Entrepreneurship Physical Education - Fitness and Recreation <u>ASSH</u> Philippine Politics and Governance Physical Education - Fitness and Recreation <u>STEM</u> Pre-Calculus 2 Chemistry 1

Grade 12	FIRST SEMESTER 21 st Century Literature from the Philippines and the World Physical Science (ABM/GA/HUMSS) Disaster Readiness and Risk Reduction (for STEM) PE & Health 3 Christian Living Education 3 Capstone Project	FIRST SEMESTER Practical Research 2 Filipino sa Piling Larangan Entrepreneurship	FIRST SEMESTER <u>ABM</u> Fundamentals of ABM 2 Applied Economics <u>GA</u> Disciplines and Ideas in the Applied Social Sciences Applied Economics <u>HUMSS</u> Disciplines and Ideas in the Applied Social Sciences Creative Non-Fiction <u>STEM</u> General Biology 1 General Physics 1
	SECOND SEMESTER Understanding Culture, Society, and Politics Contemporary Philippine Arts from the Regions Media and Information Literacy PE & Health 4 Christian Living Education 4	SECOND SEMESTER Inquiries, Immersion, and Investigation	SECOND SEMESTER <u>ABM</u> Business Ethics Business Finance <u>GA</u> Community Engagement, Solidarity and Citizenship Disaster Readiness and Risk Reduction <u>HUMSS</u> Community Engagement, Solidarity and Citizenship Trends, Networks and Critical Thinking in the 21 st Century <u>STEM</u> General Biology 2 General Physics 2

Computing the Quarterly and Final Grades

1. Grades from all student work are added up. This results in the total score for each component, namely Written Work and Performance Tasks.
2. The sum for each component is converted to Percentage Score.

$$\text{Percentage Score (PS)} = \frac{\text{Learner's Total Score}}{\text{Highest Possible Score}} \times 100$$

3. Percentage Scores are then converted to Weighted Scores (*See Table 5 & 6*).

$$\text{Weighted Score} = \text{Percentage Score} \times \text{Weight Component}$$

4. The sum of the Weighted Scores in each component is the Initial Grade. This initial grade will be transmuted using the transmutation table (*See Table 8*) to get the Quarterly Grade.
5. For MAPEH, the year-end average will be based on individual grades of each component:

Grades 4, 5, 7, & 8	1st and 2nd Quarter: Music & Arts; 3rd & 4th Quarter: PE & Health
Grades 6, 9, & 10	1st Quarter: Music; 2nd Quarter: Arts; 3rd Quarter: PE; 4th Quarter: Health

6. The average of the Quarterly Grades produces the Final Grades of each learning area.
7. For Grades 1–10, the General Average is computed by dividing the sum of all final grades by the total number of learning areas. Each learning area has equal weight. The General Average is reflected in two decimal places.
8. For Grades 11–12, the General Average per semester is computed by dividing the sum of all final grades by the total number of learning areas. Each learning area has equal weight. The General Average is reflected in two decimal places. The Final General Average is computed as the average of the two semestral general averages and is reflected in two decimal places.

Table 8. Transmutation Table.

Initial Grade	Transmuted Grade	Initial Grade	Transmuted Grade	Initial Grade	Transmuted Grade
100	100	77.60 – 79.19	86	48.00 – 51.99	72
98.40 – 99.99	99	76.00 – 77.59	85	44.00 – 47.99	71
96.80 – 98.39	98	74.40 – 75.99	84	40.00 – 43.99	70
95.20 – 96.79	97	72.80 – 74.39	83	36.00 – 39.99	70
93.60 – 95.19	96	71.20 – 72.79	82	32.00 – 35.99	70
92.00 – 93.59	95	69.60 – 71.19	81	28.00 – 31.99	70
90.40 – 91.99	94	68.00 – 69.59	80	24.00 – 27.99	70
88.80 – 90.39	93	66.40 – 67.99	79	20.00 – 23.99	70
87.20 – 88.79	92	64.80 – 66.39	78	16.00 – 19.99	70
85.60 – 87.19	91	63.20 – 64.79	77	12.00 – 15.99	70
84.00 – 85.59	90	61.60 – 63.19	76	8.00 – 11.99	70
82.40 – 83.99	89	60.00 – 61.59	75	4.00 – 7.99	70
80.80 – 82.39	88	56.00 – 59.99	74	0 – 3.99	70
79.20 – 80.79	87	52.00 – 55.99	73		

Penmanship (Gr. 1-6), Conduct and Co-Curricular Grades

- A - 95-100
- A- - 90-94
- B - 85-89
- B- - 80-84
- C - 75-79
- F - 70-74

All **conduct grades** from the subject teachers are computed in order to get the final conduct grade based on the following criteria. These criteria are lifted from the SnJA Core Values Grid.

Core Value	Behavioral Indicators	Specific Indicators
LOVE	Demonstrates love for country and is proud of being a Filipino.	a. The student displays a respectful attitude towards our being Filipino. (e.g. respecting the flag, avoiding inappropriate jokes to the Filipino race, etc.)
	Shares unconditionally and generously one's talents, time, and resources with those in need.	a. The student shows a selfless and generous attitude towards his/her classmates. b. The student limits him/herself from "too much helping" his/her classmates as a way of teaching them responsibility.
	Shows positive values and refined habits of speech and action at all times.	a. The student says polite words, shows respectful demeanor, do mano po, etc. b. He/she avoids using any cursing languages or inappropriate, indecent actions.
	Behaves with respect towards authorities and with other students at all times.	a. The student chooses to be humble by not answering back at you in a situation where the two of you do not have a shared understanding. b. He/she has helped a bullied student (e.g., not participating in jokes, sincerely defending a bullied student, etc.)
INTEGRITY OF CREATION	Practices proper hygiene and good grooming.	a. The student does his/her best to act prim and proper and to avoid untidiness and messiness in his/her physical appearance.
	Actively supports advocacy programs for the care and protection of the environment.	a. The student picks up litter even though it is not his/hers. b. He/she has found ways in order to solve the problem of vandalism in school. (e.g. honestly reporting someone who has committed vandalism)
	Keeps surroundings clean and supports practices on proper waste management.	
	Conserves water and energy; uses, reuses, and recycles materials properly.	a. The student volunteers to turn off energy sources (lights, air conditioning unit, etc) in times when those energy sources may be saved instead.
FAITH	Acts reverently in church and in other places of worship and prayer and cares for religious signs and symbols with utmost respect	a. The student is at his/her best behavior when praying. (e.g. arms in proper praying position, earnestly saying the prayers, not joking during prayers, etc.)

	Seeks to understand what is righteous, just, and truthful in what he/she does and says.	a. The student sincerely agrees with Christian ethics and values. b. He/she makes a comment, an action, etc., which is likeable for a Christian.
	Shows understanding and support for the teachings of the Church.	a. The student supports the Church leaders and their doctrines.
EXCELLENCE	Obeys the rules and regulations of the school.	a. The student follows teacher rules, regulations, and policies inside or outside the classroom. b. He/she enforces and empowers your own rules for everyone to follow
	Takes decisive actions against all forms of dishonesty as shown in observing intellectual honesty and expressing oneself truthfully.	a. The student avoids lying and deception. b. He/she is honest to you by resisting cheating during exams/tests, etc.
	Comes to school promptly and regularly submits requirements on time.	a. The student always presents his/her excuse letter whenever he/she is absent or late.
	Works responsibly without the need for close supervision.	a. The student works out the task you gave, whether it is work done in class or homework. b. The student submits the complete work on time
	Shows respect, cooperation, and obedience to leaders and other group members.	a. The student is at his/her best when joining group/pair activities. He/she works well with a group and shows respect for group mates.

The quarterly conduct grade of a student is the mean average of all teachers' respective conduct grades for that student. **Having perfect attendance for grades 1-12 will merit them +2 in their conduct grade.** Grades 1-3 will have a merit/demerit point based on the Conduct Merit System. This shall be added or deducted *after* computing the average of all teachers' respective conduct grades for that student.

In the commission of any major offense, ten (10) points shall be deducted after computing the average of his/her conduct grade. In the commission of a grave offense, the student shall receive 70% in his/her conduct grade. The Final Conduct Grade is computed by getting the mean conduct grades of all four quarters.

Co-Curricular Grade is given every quarter and is computed based on the following behavioral indicators:

Attendance and Punctuality (30%)	a. The member always attends his/her club period regularly and promptly. b. The member complies with the requirements of the club on time.
Participation and Loyalty (50%)	a. The member participates actively in all activities during the entire club period. b. The member listens attentively during discussions and activities. c. The member works out the tasks you gave, whether it is work done synchronously or asynchronously. d. The member attends the club period prepared with the assigned materials (if needed) and is ready for the activities.
Character (20%)	a. The member exhibits positive attitudes in all activities. b. The member embodies the four core values of the school. c. The member abides by the school's policies and standards on virtual conduct of club meetings.

Change of Grades. Grades, once officially submitted, shall not be changed by any faculty member or by the School Registrar without the approval of the School Principal and only for a very grave reason.

Examinations

a. Requirement for all students

For Grades 1–12 students, summative assessments are given twice per quarter. Every student, regardless of their class standing, is required to take all scheduled examinations.

b. Exam Permits

Tuition fees must be settled at least two weeks before the first day of the said examinations. Examination permits shall be distributed to the students five (5) days before the first day of examination. Parents/guardians may still secure an examination permit three days before the exam. Students without an examination permit shall take the exams during the set dates for special exams.

c. Special Examinations

A student who fails to take any scheduled examination for valid reasons may be allowed to take a special examination upon submission of the pertinent document (i.e., excuse letter, medical certificate, etc.) to validate his reason and upon approval of the School Principal. Submission of an excuse letter, special exam form, and/or other documents shall be done by the students' parent/guardian a day before the special exam schedule.

Any student who fails to take the scheduled examination or scheduled special exams for no valid reason shall be given an automatic zero for that particular exam.

PART V: HONORS AND AWARDS

QUARTERLY AWARDS

Students who receive the following average in a quarter shall receive a certificate of recognition. There should be no grade lower than 85% in any subject (including special subjects – Campus Journalism, Basic Research, Introduction to Research and Introduction to Statistics), 90% in Homeroom, and at least an A- in penmanship (grades 1-6), conduct and co-curricular grade. The quarterly general average with two decimal places shall be the basis of the quarterly awards.

98.00% and above	Academic Excellence Award with Highest Honors
95.00–97.99%	Academic Excellence Award with High Honors
90.00–94.99%	Academic Excellence Award with Honors

Other students who receive an A in conduct shall receive the Conduct Excellence Award.

YEAR-END AWARDS

Selection of Honors. The selection of honor students at any level of instruction shall be done on the basis of merit, fairness and justice. It shall be based upon the set criteria approved by the institution. Candidates for honors must have at least one year of residency. There should be no grade lower than 85% in any subject (including special subjects – Campus Journalism, Basic Research, Introduction to Research & Introduction to Statistics), 90% in Homeroom, and at least an A- in penmanship (grades 1-6), conduct and co-curricular grade in all quarters. The final average with two decimal places shall be the basis of the year-end awards.

The table below shows the cut-off grades and awards to be given:

Academic Excellence Award	Average Grade	Award
With Highest Honors	98.00–100%	Gold Medal
With High Honors	95.00–97.99%	Silver Medal
With Honors	90.00–94.99%	Bronze Medal

Conduct Excellence Award. A small gold medal is awarded to the student who received the highest conduct grade per section in each grade level.

Subject Excellence Awards. For Grades 1-10, bar pins are awarded to students who obtained the highest final grade of at least 90% in a particular subject in each level but do not have grades lower than 85% in any quarter, 90% in Homeroom, and a conduct, penmanship (Grades 1-6), and co-curricular grade of at least A- in all quarters.

For Grades 11-12, certificates are awarded to students who obtained the highest final grade of at least 90% in a particular subject in each level but did not have grades lower than 85% in any quarter of the semester, 90% in Homeroom, and a conduct and co-curricular grade of at least A- in any quarter of the semester.

Outstanding Performance Award. Small gold medals are given to graduating Grade 12 students who have exhibited exemplary skills and achievement in specific disciplines. These disciplines are Athletics, Arts, Communication Arts (English and Filipino), Mathematics, Science, Social Sciences, and Christian Living Education. The student with the highest average in Grade 11 and 12 subjects under each discipline shall be the recipient of this award.

Outstanding Performance Award	Component Subjects
Athletics	Physical Education and Health 1, 2, 3, and 4
Arts	Contemporary Arts
Communication Arts – Filipino	Komunikasyon at Pananaliksik, Pagbasa at Pagsusuri, and Filipino sa Piling Larangan
Communication Arts – English	Oral Communication, Reading and Writing, English for Academic and Professional Purposes, and 21 st Century Literature
Mathematics	General Mathematics and Statistics
Science	Earth and Life Science and Physical Science (ABM, GA, HUMSS) Earth Science and Disaster Readiness and Risk Reduction (STEM)
Social Sciences	Personal Development and Understanding Culture, Society, and Politics
Christian Living Education	Christian Living Education 1, 2, 3, and 4

Loyalty Awards

- a. **Loyalty Gold Medal** is awarded to a graduating student who has been in San Jose Academy from Kinder to Grade 12
- b. **Loyalty Silver Medal** is awarded to a graduating student who has been in San Jose Academy from Grade 1 to Grade 12

“Gawad San Jose” is a special award given to a graduating Grade 12 student who, in the judgment of the selection committee, epitomizes the ideal SnJA graduate. The following qualifications must be met during his/her stay at the Academy.

A. Academic Qualifications

1. At least two years residency at SnJA
2. A final weighted grade average of at least 90% in Grades 11 and 12
3. Conduct grade of at least A in all grading periods in Grades 11 and 12
4. A grade of at least 90% in Christian Living in all grading periods in Grades 11 and 12
5. No grade lower than 85% in any subject in any grading period in Grades 11 and 12
6. No record of any disciplinary sanctions in Grades 11 and 12

B. Extra and Co-Curricular Qualifications

1. Has been active in serving the church by participating in the different liturgical celebrations
2. Has demonstrated initiative by voluntarily participating in different outreach programs of the Academy
3. Has been a servant leader by initiating a program or an activity, and/or has motivated his/her fellow Josenians towards the betterment of the Academy and the community
4. Serves as a living testimony of the Academy's core values of Love, Integrity of Creation, faith and Excellence inside and outside the Academy.

C. Selection Process

1. All Grade 12 teachers shall nominate a Grade 12 student that they think exemplifies the attributes of a Josenian Ideal Graduate based on the abovementioned criteria.
2. All nominees shall be endorsed by the following offices:
 - a. School Registrar - for the academic record (residency, academic grades, conduct grades)
 - b. Prefect of Students - for disciplinary record
 - c. Pastoral Minister - for the participation on the Church and outreach program activities
 - d. Student Activity Coordinator - for leadership capabilities
3. The nominees shall get the majority vote (50% + 1) of the endorsers to qualify as Gawad San Jose recipients.
4. The qualified nominees shall write an on-the-spot essay on a topic that will be given to them.
5. The qualified nominees shall be interviewed by a panel composed of the Principal, Academic Affairs Head, Student Affairs Head, CCF Head, one SHS Faculty, and one SnJA alumnus/alumna.
6. Each interviewer will rank the students based on their written essay and interview. The student who gets the highest ranking will be the recipient of the Gawad San Jose for the school year.
- 7.

Institutional Awards

San Jose Academy shall give special awards for various services to deserving students. A selection committee headed by the Student Affairs Head and Student Activity Coordinator shall select the students who will receive the following awards, as recommended by the program holders, based on specific guidelines and criteria:

1. **Josenian Award for Church Service** is given to students who have been active in serving the church as Acolytes, Lectors, Commentators and/or Choir members for at least one academic year. He/she must be present at all liturgical celebrations of the school. He/she must have served in some liturgical celebrations of the parish. He/she must pass all subjects and not have been sanctioned for his/her conduct in school.
2. **Josenian Award for Community Service** is given to students who have been active in the different outreach programs of the school for at least one academic year. He/she must be regularly present in the outreach programs of the school. He/she must be involved in the parish programs and activities in the Youth Ministry and Social Services Ministry. He/she must pass all subjects and not have been sanctioned for his/her conduct in school.
3. **Josenian Award for Sports** is given to varsity players who participated in school-sponsored regional or higher sports competitions. He/she must have a final weighted average of at least 80% and have not committed any major offense or higher. The **Athlete of the Year Award** is given to Grade 6 and 12 graduating varsity students who have shown exemplary achievements in sports. He/she must have a final weighted average of at least 80% and have not committed any major offenses or higher.
4. **Josenian Award for Performing Arts** is given to Grade 6, 10 and 12 student/s who showed exemplary skills in singing and/or dancing and who is/are active during different school programs and competitions.
5. **Josenian Award for Campus Journalism** is given to students who have received recognition from various school-sponsored Campus Journalism Competitions.
6. **Josenian Award for Exemplary Leadership** is given to Grade 6, 10 and 12 students who have demonstrated exemplary skills in motivating others and organizing projects that have significantly contributed to the betterment of the school and/or community. He/she must not have a failing grade in any subject. He/she must not have committed offenses punishable by suspension or higher and he/she must be a class officer or an active member/officer of any recognized school club/organization.
7. **Josenian Award for Work Immersion/Capstone Project** is given to Grade 12 graduating student/s who has/have exemplified outstanding performance based on the terms of reference or engagement set by the academy and evaluation of their direct supervisor. He/she must have received a high efficiency rating for their diligence and consistency in performing their duties and responsibilities throughout the immersion program.
8. **Josenian Award for Outstanding Research** is given to Grade 12 graduating student/s – individuals, pair or groups who have led the planning and execution of research or innovation to advance the potential applications of technology or research whose findings can be used to drive better efficiency and productivity as well as to improve the lives of people in the school and/or community.

9. **Most Outstanding Club/Organization Member** is given to a club/organization member who has exemplified the Josenian ideals of service and excellence and has demonstrated exemplary involvement in various activities of his/her club and the Academy. He/She must also serve as a testimonial to the Academy's core values of Love, Integrity of Creation, Faith and Excellence.
10. **Most Outstanding Club/Organization** is given to a duly recognized club or organization that has created positive impact in the school and/or community it serves through the implementation of all its planned projects and activities, provided strong support to the implementation of the school activities and attainment of the school's objectives, and taken strides to help its members develop their potentials.

Completion/Graduation/Commencement Exercises.

The completion/graduation ceremony is a formal and public recognition by the school that a student has fulfilled the minimum requirements of the school and of the Department of Education.

There are three categories at the end of the school year:

1. **Completing/Graduating Student:** This applies to students who have satisfactorily fulfilled the minimum requirements prescribed by the school and Department of Education.
2. **Summer Completer/Graduate:** This applies to students who have completed the completion/graduation requirements during the summer term.
3. **Retained:** This applies to students with failing grades in more than two academic subjects. The grade level will not be credited, and he/she will not be readmitted the next school year. (See page 19 for General Academic Policies.)

Special Orders. No certificate or diploma shall be conferred upon a student until a special order has been issued by the Department of Education.

PART VI. STUDENT SERVICES

Center for Christian Formation (CCF). The office takes care of the Christian formation, personal renewal, and social commitment of Josenians. It is composed of three offices, such as Christian Living, Campus Ministry, and Pastoral Ministry.

Campus Ministry. It is the office that focuses on the spiritual growth of the Josenian community. Through various programs like recollections, retreats, First Friday masses, and the like, the said ministry ensures that the spiritual well-being of every Josenian is being formed into Christocentric individuals, who bear the gospel in the peripheries by preaching through words and actions.

Pastoral Ministry. It is the office that concentrates on faith-life integration on the personal and communal levels toward experiencing the fullness of life. It advocates

lifestyles coherent with Gospel values of simplicity, humility and loving service. It strengthens harmonious interpersonal and organizational relationships characterized by sincerity, openness and generosity that reinforce the values of hope and joy in God's providence, realizing awareness of pressing social, moral, economic, and environmental issues calling for Christian discernment and appropriate individual/communal response.

Chapel. It is located on the second floor of the old parish convent, and the chapel dedicated to St. Joseph is the heart of the academy. It is where the spiritual nourishment of every Josenian is held. The grace from the first Friday masses, healing rosary, confession and other liturgical services was obtained in the said sacred place of the academy. The chapel bears a good and prayerful ambience for every Josenian to have a reflective and sound contemplation with Jesus, who dwells in the holy tabernacle.

Guidance Office. This office aims to cater to the holistic needs and overall well-being of the students through different services, online counseling, mental health first aid, career guidance, thematic homeroom and guidance classes, digital standardized testing, admission and recruitment, and other related services.

Prefect of Students. The office of the Prefect of Students handles all matters pertaining to student discipline as defined by the school's mission vision, goals and core values. It maintains an atmosphere of friendliness, cooperation, peace, discipline, and unity in the school. The office is tasked with overseeing the implementation of school policies on the proper conduct and behavior of students. POS simply extended the normal behavior guidelines to the virtual classroom with a few modifications that are suited to the home setting in our Flexible Distance Learning Program. It collaborates with other offices so that all students will feel safe, respected, and satisfied in school.

Student Activity Office. The Student Activity Coordinator oversees and supports all student organizations from Grade School to Senior High School, including exemplar clubs such as School Publications, the Varsity Club, and the Student Council. The office is also responsible for planning and implementing leadership trainings and development programs, extra-curricular activities, educational field trips, the school promenade, and various student assemblies. It also facilitates student participation in inter-school and outside school non-academic activities and competitions, promoting holistic growth, camaraderie, and excellence beyond the classroom.

Sports Coordinators' Office. The Sports Coordinator oversees the development and management of the school's sports programs. This includes planning events, working with coaches, adhering to policies, and encouraging student participation in sports. The role requires collaboration with various stakeholders to improve athletic performance and align sports activities with the school's educational philosophy, objectives, vision, and mission.

Msgr. Jose Mirasol Learning Resource Center. It has a physical space containing print and electronic resources and virtual services. Combining these will allow remote access to educational content and will allow the librarians to provide more efficient ways of delivering services and fulfilling the needs of their library users.

Registrar's Office. This office is the custodian of the institution's academic and curricular records. It provides the following services: registration and enrollment of learners, maintaining and updating of learners' academic records, processing and issuance of diplomas, certificates, permanent records, and various types of certifications pertaining to the learner's academic records.

Information and Communication Tech Services (ICTS) Office. This office is responsible for ensuring the smooth operation, maintenance, and strategic use of technology to support teaching, learning, and school administration.

Medical and Dental Clinic. The medical-dental clinic is manned by a part-time doctor, full-time nurses and a part-time dentist. School health services are provided through various platforms, like telehealth and online health consultation. It provides health promotion and illness prevention for all members of the academic community through online health teachings. School nurses play an important role in safely keeping the school by assisting the administrators in strictly implementing the minimum public health standards. They routinely evaluate personnel and students for symptoms or exposures, implementing prevention strategies; contact tracing; maintaining school-based clinics; and supporting staff, students and their families. The clinic is open and available during class hours from Monday to Friday and during official school activities.

Bookstore. The bookstore caters to all students in need of notebooks, school uniforms, and other school supplies at reasonable prices.

Canteen. The school canteen serves nutritious meals and snacks at reasonable prices.

Security Department. This department is entrusted with ensuring the safety and security of the school and its students and personnel.

PART VII: POLICIES ON STUDENT ORGANIZATIONS

Student Organization. A student organization is any association or group of students organized for purposes not contrary to the laws, rules and regulations of the school. No student organization shall exist, hold, manage or promote any activity directly or indirectly within the school or use its name unless the student organization has been duly organized and recognized in accordance with the rules of the school and Department of Education.

Every organization must have its own constitution and bylaws, a moderator appointed by the School Principal and an annual plan every school year.

Use of Facilities. School facilities may be used by any recognized student organization, subject to the rules and regulations prescribed by the school and provided that the said facilities shall be used only for purposes indicated in the permit. Any application for the use of any facility shall be done in writing and filed by the organization's president or secretary not less than three days before its intended use. It should have the expressed approval of the Student Activity Coordinator, Student Affairs Head, Support Services Head, and the School Principal.

Liability for Use. Any loss, damage or destruction of any school facility shall be the responsibility of the organization using it.

Posting of Announcements. The posting, distribution or circulation within the school premises of any literature, posters, handbills and the like, whether commercial or otherwise, shall be approved by the Student Activity Coordinator, Student Affairs Head, Administrative Services Head, and the School Principal. Such materials shall indicate early on the name of the sponsoring person or student organization.

PART VIII: SAFETY RULES

Knowing the Rules. All students are required to familiarize themselves with the safety rules of the school to avoid any injury or damage to life or property.

Liability for Injuries to Persons and Damage to Property. The school shall not be liable for injuries to persons and damages to property arising from the negligence or willful acts of its students or on the occasion of all activities not sanctioned in writing by the school authorities.

Loitering. Loitering along corridors or hallways while classes are ongoing is prohibited. Students should stay away from places where flammables are kept, dangerous substances are stored, electrical devices are set up and other places where potentially dangerous objects are kept.

Keep-to-the-Right Rule. When walking on stairways, hallways or open areas, pupils/students shall always keep to the right to ensure an orderly and easy flow of human traffic. They should not do any act that will or tends to cause harm to themselves or others, like joking with or pushing one another.

Emergency Measures. In case of any emergency, such as fire or earthquakes, students should strictly follow the prescribed standard operating procedures, such as the proper procedures for the evacuation of the building. Fire and earthquake drills will be held regularly to familiarize students with these procedures.

1. Earthquake

When a strong earthquake occurs, seek cover under a strong piece of furniture that you think can hold falling debris. Inside the classroom, stay low on the floor, in between desks; protect your head. When buildings are violently shaken, do not attempt to evacuate or run down the building during the precise moment.

At the sound of continuous short bell signals, prepare for the evacuation. Evacuate from the building smoothly and orderly using the nearest exit, which leads to the open field. Proceed to the safest area chosen. Stay away from the building; maintain a distance of at least one and a half times the height of the building. Do not panic, keep calm. Strive to maintain your presence of mind during this emergency situation.

2. Fire

At the sound of the alarm (three short bell signals followed by nonstop bell signals), prepare for evacuation. Do not bring your things. "Save your life!" turn off all electrical switches – fans, lights, air-conditioning units, etc. See to it that no one was left inside the room. Remain in the evacuation area(s) until you are given instruction to go back to the building.

Evacuation Procedure:

Regardless of the type of disaster that occurs, the evacuation procedure will be the same and is as follows:

1. All students will leave the classroom in a single file.
2. Students are to walk, not run.
3. Absolute silence must be maintained while standing in the assigned areas.

3. Floods and Typhoons

Regardless of typhoon signals, classes may be suspended, especially when prolonged flooding occurs in the school or where student residences are. Classes in the preschool shall be automatically suspended when Signal No. 1 is raised by PAGASA. Classes are suspended at the grade school and high school levels when Signal No. 2 is up.

When classes are suspended after the pupils have come to school, they will be allowed to leave the campus only when it is safe to do so. The ECE to Grade 4 pupils should have an adult person fetch them before they are allowed to leave the campus.

4. School Health Protocols

When necessary, or as advised by the Inter-Agency Task Force (IATF), the following health protocols shall be implemented to ensure the well-being of the school community:

Health Assessment. At the school gate, all school personnel, learners and visitors will undergo a health assessment as follows:

- a. They must have their body temperature checked through a thermal scanner. Visitors must complete the health monitoring form.
- b. Those who manifest symptoms including, but not limited to, fever (37.5 degrees Celsius or higher), cough, chills, muscle pain, sore throat, loss of taste and/or smell, nausea, vomiting diarrhea, nasal congestion, runny nose, and shortness of breath will comply with the following:
 - For learners, they will be put in the holding area near the gate and advised to be fetched by their parents, guardians or relatives. They are expected to go for a medical checkup and to communicate the medical findings to their class adviser or school health officer while they stay or rest at home. When they get well, they must present a medical certificate to the school clinic and secure a clinic pass before they will be allowed to attend classes.
 - For school personnel, they will be instructed by the health officer to inform their department heads through the local phone about their condition before they go home or go for a medical checkup. When they get well, they must present a medical certificate to the school clinic and secure a clinic pass before they can proceed to their office or classroom.
 - For parents and visitors, they will be advised to return when they are already well or they can communicate with the school via text messaging, e-mail or telephone call.

Wearing of Face Mask. When necessary and mandated by health officials, all school personnel, learners, and visitors are required to wear masks at all times and in all indoor and outdoor places inside the campus, regardless of their vaccination status or even when maintaining adequate physical distance from other people.

Handwashing and Use of Hand Sanitizer. Handwashing is required upon entry to the school, before snacks or meals, after using the restroom and after contact with frequently touched surfaces. Handwashing facilities and hand sanitizers are available throughout the campus.

Physical Distancing. All school personnel, learners and visitors must adhere to physical distancing guidelines when necessary and mandated by health officials. They should be physically distant at the maximum extent possible when passing through hallways. The one-direction pathways will be marked throughout the campus and inside the classrooms.

Cleaning/Sanitizing/Disinfecting of School Facilities. Classrooms, offices, laboratories, restrooms, and the like, including frequently touched surfaces, will be

thoroughly cleaned every day. Shared surfaces and materials will be cleaned after each use.

Room Ventilation. To improve air quality and overall ventilation, air purifier machines will be placed and used in all enclosed places, such as classrooms, offices, laboratories and others.

Patient Ward and Isolation Room. There is a patient ward for patients without COVID-19 or infectious disease to ensure basic health services for all school personnel and learners. There is a separate Isolation Room for patients with suspected COVID-19 or with potentially infectious disease(s).

School Canteen. Meals are served at the canteen dining area or in alternative spaces like the open canteen and Agape Lane. School personnel and learners should maintain adequate physical distance from each other while taking their snacks or meals.

Communication of Health Emergencies. Any occurrence or outbreak of COVID-19 or any illness will be handled in collaboration with the Barangay Health Emergency Response Team (BHERT), the Schools Division Office and the City Health Office. Personnel and learners' medical information may be shared when necessary for the health and safety of all persons in the school or outside community.

Monitoring of Influenza-like Symptoms. All school personnel and learners will complete the online health monitoring form every day at 7:00 pm to screen for signs and symptoms of influenza-like illnesses for prompt medical intervention.

Effect of Future Advisories. The school's health protocols are subject to change at any time based on new advisories from concerned government agencies such as DOH, LGU, DOLE and DepEd.

The Academy follows a decision model and Contingency Plan for reclosing and reopening the school in case of COVID-19 resurgence in the community. The contingency plan is discussed during the Orientation for Parents and Students before the opening of classes.

Aid Assistance. In case of imminent danger to life or property, any student may ask for aid or assistance from any school personnel or use school facilities. No school personnel shall deny or cause to be denied any such assistance unless, by so doing, he/she unduly exposes the student to an equal or greater danger.

In case of illness or accident, the teacher or school nurse should notify the School Principal as well as the parents, if they can be contacted. To facilitate this, it is necessary to have on file the complete and accurate address and phone number of the

parents or guardian in pupil/student's directory at the Registrar's Office. The child shall be taken immediately to the school clinic or hospital whenever treatment/medication other than first aid is needed.

A Student Accident Insurance Program is provided for all students. This will assist with medical expenses incurred due to accidental bodily injury sustained by students while attending school or while participating in a school-sponsored and supervised activity. Injuries arising from physical assault are not covered by the insurance.

Accidents that occur on campus or at school-sponsored activities should be reported promptly to the Principal, Health Officer, so that the parents of the injured student can obtain the necessary forms required by the insurance company.

Bus or Car Rides. When riding or getting off the bus/car to go to or return from an official campus activity, all students are required to exercise extreme care to avoid injury. They should get on or get off the ride following the instruction of the faculty adviser or chaperone.

PART IX: STUDENT DEPARTMENT AND DISCIPLINE

Policy Statement of Discipline. The role of education is two-fold: first, the fostering of relevant knowledge and skills towards responsible citizenship, and second, the nurturing of every student's positive ideals, attitudes, and aspirations to serve the best interest of the Church and society.

SnJA believes that if it has to form students and train responsible leaders of tomorrow, it has to go beyond academic excellence and give emphasis to proper conduct and character development.

In instilling good behavior, SnJA gives high importance to the inculcation of the school's core values of LIFE (Love, Integrity of Creation, Faith and Excellence). It focuses not on the imposition of punishments, but rather on formative and preventive approaches, even as it is mandated to maintain high standards of student discipline.

Maintenance of Discipline. Every school is required by government regulations to maintain discipline and to issue disciplinary rules for strict compliance. They are designed to develop among students the highest standards of decency, morality and good behavior.

Hence, any student found guilty of violating a disciplinary rule shall be sanctioned in accordance with the provision as specified in the Student Handbook. A record of the investigation and the action taken by the school authorities shall be kept by the school.

Categories of Administrative Penalties

The five (5) categories of disciplinary administrative sanctions for serious offenses or violations of school rules and regulations, which may be applied to the erring pupil/student, are:

- a. **Warning.** A warning is a reminder to a pupil/student who has committed a minor offense for the first time.
- b. **Suspension.** Suspension is a penalty in which school is allowed to deny or deprive an erring pupil/student of attendance in classes for a period not exceeding twenty percent (20%) of the prescribed class days for the school year or term.
- c. **Preventive Suspension.** A pupil/student under investigation may be preventively suspended from entering the school premises if the evidence of guilt is strong and the school authorities are morally convinced that the continued stay of the pupil/student during the period of the investigation constitutes a distraction to the normal operations of the school or poses a risk or danger to the life or property in the school.
- d. **Exclusion or Dismissal.** Exclusion or dismissal is a penalty in which the school is allowed to exclude or drop the name of the erring pupil/student from the school roll for being undesirable, and transfer credentials are immediately issued. A summary investigation shall have been conducted and no prior approval by the DepEd is required for the imposition of the penalty.
- e. **Expulsion.** Expulsion is an extreme penalty on an erring pupil/student consisting of his/her exclusion from admission to any public/private school in the Philippines and which requires the approval of the DepEd Secretary. The penalty may be imposed for acts constituting grave offenses.

Conduct Merit System for Grades 1-3 (Lily System)

San Jose Academy aims to instill good behavior and positive discipline in all pupils. One way to encourage pupils to do this is through the Lily System. It is a way of evaluating and reporting a pupil's growth in self-discipline and his/her observance of school rules. This system will be applied to all Grades 1–3 pupils following this guideline:

1. Each class adviser will allot a bulletin board with the pupils' name/photo on it.
2. A pupil will have an automatic fifteen (15) lilies at the start of every quarter.
3. To ensure proper documentation, all subject teachers will be noting both the positive and negative behaviors/offenses of the pupils in their anecdotal records.
4. One lily will be taken away in cases of violations of school rules and regulations. This will count as one (1) demerit.
5. Positive behavior or good performance will merit the pupil a lily. Each pupil can only have a maximum of 15 lilies for each quarter.

6. Only the class adviser can take away the lilies from the pupil based on the subject teachers' notes on the lily record – offenses they committed (Please see List of Offenses).
7. Only one lily can be taken away for each class day.
8. At the end of each quarter, the pupils will be sanctioned based on their total number of lilies.

15 lilies	+2 in their Conduct Grade for that quarter
11 – 14 lilies	+1 in their Conduct Grade for that quarter
6 – 10 lilies	-1 in their Conduct Grade for that quarter
0 – 5 lilies	-2 in their Conduct Grade for that quarter
9. When a pupil accumulates fifteen (15) demerits for the school year, he/she is immediately placed on conduct probation for the next school year. The school's rules on conduct probation will be applied.

Sanctions for Minor Offenses

Any pupil who commits any of the listed minor offenses shall be subjected to the following schedule of penalties.

<u>First Time:</u>	Oral Reprimand, which must be noted on the student's handbook - Disciplinary Action Form
<u>Second Time:</u>	Written warning, which must be noted on the student's handbook - Disciplinary Action Form
<u>Third Time:</u>	Conference of parent with the class adviser
<u>Fourth Time:</u>	Final warning, which must be noted on the student's handbook - Disciplinary Action Form and conference of parent with the guidance officer
<u>Fifth Time:</u>	One Lily Demerit
<u>Beyond Fifth Time:</u>	One Lily Demerit per occurrence

Note: In case the parent /guardian fail to come to the scheduled conference, the pupil will still be sanctioned accordingly.

Minor Offenses

1. Tardiness means being late to school or any classes. The subject teachers must keep track of the students' attendance and shall forward this to the class adviser for proper documentation. The count for tardiness is per class, including flag ceremony, homeroom/club period, and library/guidance period.

3 rd occurrence	- Oral Reprimand
6 th occurrence	- Written Warning and notice to parents for information
9 th occurrence	- Conference of Parents with the class adviser
15 th occurrence	- One Lily Demerit

2. Truancy or cutting classes. Cutting classes means coming to in-person class past 15 minutes without permission.
3. Bringing unnecessary items to school (e.g., toys, toy keychains, stickers, photocards, and gadgets, among others).
4. Unruly behavior or misconduct during class, prayers, mass, convocation, assemblies, and other school-related activities
5. Failure to wear the prescribed school uniform and school ID or to wear an improper uniform (no/colored socks, no undershirt, etc.). See page 58 for the guidelines of prescribed uniforms.
 - 3rd occurrence - Oral Reprimand
 - 6th occurrence - Written Warning and notice to parents for information
 - 9th occurrence - One Lily Demerit after conference of parents with the class adviser

The following is the schedule of uniform:

Monday - Wednesday, and 2 nd - 5 th Friday	- Regular School Uniform
1 st Friday	- Gala Uniform
Thursday	- Club Uniform

Note: During PE class, all pupils/students shall wear their PE uniform.

6. Wearing excessive and expensive accessories (such as dangling, long, and big earrings, dog tags, chokers, and beaded necklaces, friendship bands, leather, cuff, and beaded bracelets, ballers, smart watches, and anklets) other than a watch, a simple necklace, a ring, and a bracelet for both boys and girls, and for girls only, a simple pair of earrings. The said accessories shall be confiscated. Only parents can retrieve confiscated items. Confiscated items not retrieved after 5 days will be disposed of.
7. Failure to bring pathways every day
8. Failure to bring and/or wear ID
9. Failure to bring rosary and novena booklet
10. Improper use or tampering of school ID, exit pass, library and borrower's card

Note: Placing pictures, stickers, notes and other unnecessary materials may be forms of tampering.
11. Having an improper haircut and/or hair color.

Note: A proper haircut for boys is 2 inches cut in the temple area and 3 inches cut in the nape area, no sideburns and the bangs should not touch the eyebrows. Boy's haircut for girls is not allowed. Undercut, Mohawk, or haircut with a shaved part is not allowed. Haircut inspection will be part of the hygiene inspection every Monday. Haircut inspection is done every 1st Tuesday of the month.
12. Loitering or staying in corridors, library, clinic, offices, and off-limit areas without official business
13. Staying beyond school hours without permission from the concerned teacher

14. Failure to submit reply slips
15. Failure to submit excuse letter after an absence
16. Failure to perform assigned tasks or assignments
17. Other offenses similar to the aforementioned offenses as may be determined by the Academy

Sanctions for Major Offenses

Any pupil who commits any of the listed major offenses shall be subjected to the following schedule of penalties.

<u>First Time:</u>	Written warning, which must be noted on the student's handbook - Disciplinary Action Form and conference of parent with the class adviser
<u>Second Time:</u>	One lily demerit after conference of parent with the guidance officer
<u>Third Time:</u>	Two lily demerits
<u>Beyond Third Time:</u>	One day home suspension after conference with parents

Note: In case the parent/guardian fails to come to the scheduled conference, the pupil will still be sanctioned accordingly.

Major Offenses

1. Possession or ownership of deadly weapons while in school. Ordinary objects and school materials can fall under the category of "deadly weapons" if misused or abused.
2. Teasing and malicious name-calling, fighting, inciting fights, inciting physical harm, cyberbullying, or posting inappropriate content online.
3. Gross disrespect, insubordination, disobedience to teachers, superiors, or school officials.
4. Vandalism, such as tearing off or defacing any book or magazine, writing or drawing on any school property and the environment.
5. Playing with or damaging holy items such as rosary, novena booklets, Bible, or sacred images.
6. Stealing or extortion
7. All forms of cheating/dishonesty against the interest of the school. Pupils caught cheating during examinations will get zero in that exam.
8. Tampering with or falsifying official school documents and the deliberate non-delivery of important communication to parents
9. Use of profane language
10. Indecent acts that may be damaging or harmful to him/herself or to others
11. Bringing, possession, display, or drawing of materials/items containing indecent, obscene, or sexually offensive content
12. Other offenses similar to the aforementioned offenses as may be determined by the Academy

Procedural Steps in Handling Disciplinary Cases (ECE-Grade 3)

1. All teachers should observe and maintain a conducive classroom for learning at all times.
2. All teachers should write down on the anecdotal record any significant positive or negative behavior of the pupils.
3. In case of misbehavior, the teacher should be judicious in assessing the situation. Inquiry shall be done prior to reporting the behavior in the anecdotal record or the Pathways, whichever is deemed necessary.
4. The subject teacher should inform the class adviser of the pupil's misbehavior.
5. The class adviser shall conduct his/her own inquiry/investigation, if necessary.
6. The class adviser should report the child's misbehavior to their parents immediately.
7. If certain misbehavior becomes habitual, the class adviser should refer the child to the guidance officer for dialogue and guidance.
8. Open communication between subject teachers, class advisers, guidance officers, and parents must be observed at all times.

Disciplinary Action for Grades 4-12

Discipline is meant to be a very important tool for developing proper habits, teaching respect for order, law and authority, strengthening their character and protecting and upholding the good name of the school. Thus, the following disciplinary sanctions shall be applied to students.

Sanctions for Minor Offenses

Any student who commits any of the listed minor offenses shall be subject to the following schedule of penalties:

- First Time: Oral reprimand by the teacher or POS, which must be noted on the student handbook - disciplinary action form; or, should the erring student not be in the classroom, the teacher/school personnel/POS may get the student's ID and notify the class adviser and note the offense on the student handbook - disciplinary action form.
- Second Time: Written warning, which must be noted on the student handbook - disciplinary action form and notice to parents for information by the class adviser
- Third Time: Conference of parents and students with the class adviser
- Fourth Time: Conference of parents with POS and the offense shall be considered as a major offense

Minor Offenses

1. Tardiness means being late to school or any classes. The subject teachers must keep track of the students' attendance and shall forward this to the class adviser for proper documentation. The count for tardiness is per class, including flag

ceremony, homeroom/club period, library/guidance period, masses and examination.

3rd occurrence - Class adviser gives warning and notes it on the student handbook

6th occurrence - Class adviser sends a notification slip to the parents

9th occurrence - Conference of parents with the class adviser and POS

15th occurrence - Offense shall be considered a major offense

Note: Upon reaching the 15th occurrence, each succeeding set of 5 occurrences shall be considered a major offense.

2. Failure to wear the prescribed school uniform and school ID or wearing an improper uniform (no/colored socks, no undershirt/sando, etc.). See page 52 for the guidelines of prescribed uniforms. The following is the schedule of uniforms:

3rd occurrence - Oral Reprimand

6th occurrence - Written Warning and notice to parents for information

9th occurrence - Offense shall be considered as major offense

Note: Upon reaching the 9th occurrence, each succeeding set of 3 occurrences shall be considered a major offense.

The following is the schedule of uniform:

Monday - Wednesday, and 2nd - 5th Friday

1st Friday and (Monday for SHS)

Thursday

- Regular School Uniform

- Gala Uniform

- Club Uniform

Note: During PE class, all pupils/students shall wear their PE uniform.

3. Bringing electronic devices such as cellphone, iPad, camera, MP3 player and other similar gadgets to school. Such devices shall be confiscated and returned to the parent/guardian by the class adviser the following day.
4. Sporting long and/or polished fingernails at any time of the school year
5. Wearing colored and "doll eyes" contact lenses. Only clear-graded contact lenses are permitted.
6. Having an improper haircut, colored hair, untidy hair, and long hair for boys.

Note: A proper haircut for boys is 2 inches cut in the temple area and 3 inches cut in the nape area, no sideburns and the bangs should not touch the eyebrows. Boy's haircut for girls is not allowed. Undercut, Mohawk, or haircut with a shaved part is not allowed. Haircut inspection will be part of the hygiene inspection during homeroom. Haircut inspection is done every 1st Tuesday of the month.

7. Wearing excessive and expensive accessories (such as dangling, long, and big earrings, dog tags, chokers, and beaded necklaces, friendship bands, leather, cuff, and beaded bracelets, ballers, smart watch, and anklets) other than a

- watch, a simple necklace, a ring, and a bracelet for both boys and girls, and for girls only, a simple pair of earrings. The said accessories shall be confiscated. Only parents can retrieve confiscated items. Confiscated items not retrieved after 5 days will be disposed of.
8. Failure to wear another set of P.E. uniform or I love SnJA Shirt when changing after P.E. classes.
 9. Bringing and/or wearing of make-up (foundation, BB cream, concealer, colored sunscreen, eyeliner, eyeshadow, false eyelashes, mascara, colored lip balm, lip gloss, lipstick, lip tint, blush on, etc.). The said items brought to school shall be confiscated by the teacher. Only parents can retrieve confiscated items.
 10. Failure to return books borrowed from the library on time for two or more times
 11. Bringing food and drinks and/or eating in the classroom or during online (synchronous) classes.
 12. Littering, eating or spitting in the classrooms, lobbies and hallways
 13. Bringing and/or chewing bubble gum inside the campus and/or sticking it under the chair.
 14. Loitering in corridors and staying inside the faculty room, comfort rooms, library, clinic, other offices and off-limits areas without official business
 15. Improper manner of sitting anywhere on campus (sitting with feet up or knees wide apart; sitting on teachers' tables, laboratory tables, eating tables, etc.)
 16. Disturbances, obstruction or interference with the normal functioning of in-person or online classes, prayers, mass, convocation, assemblies, school offices and recognized school activities.
 17. Use of profane language, including group chat and any social media platforms.
 18. Creating profiles containing demeaning or derogatory language or images deemed vulgar or otherwise offensive
 19. Unruly behavior or misconduct during prayers, mass, convocation, assemblies and other related activities
 20. Failure to bring Pathways to school
 21. Failure to bring/present an excuse letter after an absence (See page 54 for procedures on absences)
 22. Failure to bring and/or wear ID
 23. Improper use or tampering of school ID, exit pass, library and borrower's card
Note: Placing pictures, stickers, notes and other unnecessary materials may be forms of tampering.
 24. Non-submission of permits or any return slip on time
 25. Failure to bring rosary and novena booklet
 26. Public Display of Affection
 27. Having henna tattoo and/or any body vandalism
 28. Unauthorized bringing of pets or endangered species such as spiders, iguanas, snakes, etc.
 29. Staying beyond school hours without permission from the concerned teacher, Academic Affairs Head or Student Affairs Head, and Administrative Services Head.

Note: The teacher-in-charge shall supervise the students during their stay.

30. Hanging out or prolonged stay in fast food chains, malls, computer shops, tea shops, and other amusement areas wearing school uniform
31. Other offenses similar to the aforementioned offenses as may be determined by the Academy

Procedural Steps in Handling Disciplinary Cases (Grades 4-12)

1. All teachers should observe and maintain a conducive classroom for learning at all times.
2. All teachers should write down on the anecdotal record any significant positive or negative behavior of the student.
3. In case of misbehavior, the teacher should be judicious in assessing the situation. Inquiry shall be done prior to reporting the behavior in the anecdotal record and/or Pathways, whichever is deemed necessary.
4. The subject teacher should inform the class adviser of the student's misbehavior.
5. The class adviser shall conduct his/her own inquiry/investigation, if necessary.
6. The class adviser should report the child's misbehavior to their parents immediately.
7. If certain misbehavior becomes habitual, the class adviser should refer the child to the guidance officer for counselling.
8. Open communication between subject teachers, class advisers, guidance officers, and parents must be observed at all times.

Sanctions for Major Offenses

The major offense listed below merits the minimum of SUSPENSION.

<u>First Time:</u>	One (1) day home suspension after conference with parents
<u>Second Time:</u>	Two (2) days home suspension after conference with parents
<u>Third Time:</u>	Three (3) days home suspension after conference with parents
<u>Fourth Time:</u>	Five (5) days home suspension after conference with parents
<u>Beyond Fourth Time:</u>	The offense shall be considered a grave offense

A student who has committed a major offense will get a deduction of ten (10) points from their conduct grade average for the specific quarter when the offense was committed. He/She will be disqualified from the list of honors for the specific quarter in which the offense was committed and will not be qualified for year-end honors. He/she may be removed from his/her elective positions, varsity membership, etc., upon the approval of the School Principal.

In case the parent/s fail to come to the scheduled conference, the students will be placed on automatic suspension.

Major Offenses

1. Having improper haircut and hair color after a week of haircut inspection (2nd Tuesday of the Month).
2. All forms of cheating, plagiarism, or dishonesty against the interests of the school. Dishonesty during exams, tests, quizzes or class activities, which is defined but not limited to talking unnecessarily, whispering, calling the attention of others, looking around, looking at the work of others, using unauthorized notes, making one's work visible to others, behaving suspiciously, browsing the internet, using cellphones, or taking pictures/screenshots of the exams, altering own or others' answers during checking. Students caught cheating during examinations will get zero in that exam.
3. Using electronic devices such as cellphone, iPad, camera, MP3 player and other similar gadgets in school. Such devices shall be confiscated and returned to the parent/guardian according to the following special rules:
 - a. *First Offense* – Oral reprimand, confiscation, conference with parents, return to parents after one week
 - b. *Second Offense* – Confiscation, conference with parents, return to parents after one month
 - c. *Third Offense* – Confiscation, conference with parents, return to parents at the end of the school year

Note: Students may bring and use gadgets for academic purposes with a proper permit from their subject teacher and POS. Such devices shall be surrendered to the concerned teacher at the start of classes and shall only be used at the specified time in the permit.

4. Inappropriate use of any gadgets, including cell phones, within the school premises without a permit to use gadgets. This may include using gadgets for selfies, taking videos, voice recording, playing games or surfing the internet, which are not related to their subject. Also, the charging of gadgets is not allowed unless permitted by the Administrative Services Head as requested by the concerned subject teacher. Please refer to Major Offense number 3.
5. Posting pictures and/or videos wearing school uniform or any attire that identifies as a Josenian, within or outside the school, and/or pictures and/or videos taken within the school premises that may be deemed inappropriate by the Academy.
6. Sharing or posting online which contains offensive words, hate posts, and/or inappropriate meme or pictures
7. Taking malicious screenshots or any form of recording of the video conference and posting them online or on any messaging platform.
8. Borrowing and/or lending of gadgets while inside the campus. Please refer to Major Offense number 3.
9. Truancy or cutting classes (cutting class means coming to class past 15 minutes without permission).

10. Borrowing, lending, or using previous year's ID card or someone else's ID, library or borrower's card, Pathways
11. Discourtesy to any school personnel, whether face-to-face or online (including on social media), which includes name-calling (direct or indirect), mimicking a teacher's actions, movements, or speech, engaging in heated arguments, using offensive language toward school personnel and other similar acts as determined by the Academy
12. Uttering malicious, negative words or offensive comments against their classmates, parents, teachers, or any school personnel in social media, including group chats
13. Giving false testimony during investigation
14. Leaving the school campus without permission from school authorities
15. Bringing and possession of cigarette (including electronic cigarette) and/or smoking within the campus during school-sponsored activities and outside the campus wearing school uniform
16. Bringing of liquor to school and/or drinking within school vicinity and other school sponsored activities and outside the campus wearing school uniform
17. Coming intoxicated to school, or attending any school sponsored activity
18. Having permanent tattoo
19. Bringing, possession, exhibition, and/or display of any obscene or pornographic materials or pictures, either hard or soft copy, within the school premises or on social media
20. Undue provocation of teasing, bullying, fighting, or physically assaulting another student, or pulling a prank on any student or any school personnel (provision contained in R.A. 10627, Anti-Bullying Act of 2013 and Safeguarding Protocol shall be followed). The Discipline Committee on Bullying, which handles such cases, is composed of the Director/Principal, Office Heads, Guidance Officer, Prefect of Students, Student Activity Coordinator, Classroom Adviser and Subject Area Coordinator for academic concerns. A student and parent representative and a representative from the DSWD may be invited as deemed necessary. (See Anti-Bullying, Child Protection Policy, and Safeguarding Protocol.)
21. Cyberbullying, which includes but not limited to harassing, impersonating, excluding, uttering defamatory words, or any form of bullying done through the use of technology
22. Non-attendance at retreats, recollections, and other similar functions without prior permission from the principal
23. Abuse of permits, or use of school facilities, space, buildings, apparatus, equipment, books, tools, materials, etc.
24. Unauthorized use of school computers
25. Failure to submit to or meet security and safety requirements of the Academy
26. Intentional damage of any school property, such as breaking glass windows and electrical gadgets. Any damaged items must be paid for by the person responsible

27. Writing and/or sending indecent, vulgar, offensive letters, notes or messages, including posting on social media
28. Vandalism, such as tearing off or defacing any library book or magazine, writing or drawing on any school property
29. Unauthorized removal of notices and posters from the bulletin board
30. Gross display of affection like kissing, petting, necking, etc.
31. Posting or sharing a picture of oneself with immodest body exposure or in an indecent or sexually provoking position, as may be determined by the Academy
32. Creating false San Jose Academy or San Jose Academy-related sites or accounts.
33. Selling tickets, collecting, soliciting, subscribing, selling any articles or raising funds without written permission or approval by the School Principal
34. Joining any fraternity/sorority or other group unauthorized by the school, or any subversive organization in or outside of the academy
35. Other causes analogous to the foregoing, as may be determined by the Academy

Procedural Steps for Handling Major Offenses (Grades 4-12)

The class adviser shall handle routine disciplinary cases in his/her section and shall keep the Prefect of Students informed of the same. In all cases, the student's right to due process shall be observed.

1. Any school personnel or subject teacher who witnesses an offense committed by a student/s must inform the class adviser.
2. The class adviser shall conduct an initial investigation of the reported offense.
3. After the initial investigation, the class adviser shall inform the Prefect of Students regarding the offense committed by the student.
4. The student, in the presence of his/her parent or guardian, shall be informed of the charges and shall be given the opportunity to respond to the allegations.
5. The school personnel or subject teacher who witnessed the offense shall be responsible for documenting the offense committed by the student in the Major Offense Record on Pathways.
6. After a conference with the parent or guardian, the appropriate penalty shall be given based on the merits of the case and following the guidelines for major offenses
7. In cases where the offense is a result of accumulated minor offenses leading to a major offense, the student shall automatically be given a major offense by the Prefect of Students. The class adviser shall then be informed so that the parent or guardian can be notified for a conference.

Sanctions for Extremely Grave Offenses

Any student who commits any of the listed extremely grave offenses shall be given extreme sanctions, including the penalties of dismissal or expulsion after due process.

He/she may be removed from his/her elective position, varsity membership, etc., upon approval of the Director. In the commission of a grave offense, the student shall receive 70% in his/her conduct grade for that quarter.

Grave Offenses

1. Sacrilege or destruction or disrespect of sacred objects, symbols, or places
2. Theft/stealing, shoplifting, pilferage of school equipment, materials or supplies, extortion, robbery or an attempt thereof
3. Gambling in any form, whether within or outside the school, and/or during school-sponsored activities
4. Carrying unauthorized deadly/harmful weapons within the school premises
5. Direct assault upon administrators, teachers and employees, as well as writing or uttering defamatory or libelous statements against them, including on social media
6. Tampering or forging school records and credentials and using them with knowledge of them being tampered or forged
7. Giving or submitting fake, fabricated or misleading information in any official record or document submitted to the Academy
8. Hazing in any form, committed in connection with a student activity, whether within or outside the school premises
9. Sale or distribution of liquor, cigarettes, or e-cigarettes
10. The use, possession, sale or distribution of narcotics or dangerous drugs such as shabu, marijuana, and other prohibited drugs, except when expressly permitted by law
11. Immoral conduct, specifically pre-marital sex and living-in with the same or opposite sex, especially that calls public attention and creates scandal
12. Engaging in street fights or gang-related violence while wearing the school uniform or when identified as a Josenian, whether on or off campus
13. Organizing and recruiting in fraternities, sororities or unrecognized organizations and groups engaged in violence and unlawful activities and whose objectives are contrary to the mission and vision of the school
14. Acts of lasciviousness
15. Other causes analogous to the foregoing, as may be appropriated by the Academy

The list of offenses and sanctions in this handbook is not exclusive. There may be other acts not expressly included hereunder, but such acts likewise remain infractions liable for sanctions by the school administration.

Procedural Steps for Handling Grave Offenses

The class adviser shall handle routine disciplinary cases in his/her section and shall keep the Prefect of Students informed of the same. In all cases, the student's right to due process shall be observed. For offenses punishable by dismissal or expulsion, the following steps shall be followed:

1. The class adviser shall inform the prefect of students of the offense committed by the student(s).

2. The prefect of students shall conduct an investigation of the alleged offense committed by the student.
3. The student, in the presence of his/her parent, shall be informed of the alleged offense and shall be given the opportunity to present his/her response to the allegation(s).
4. After a conference with the parents, the student may be placed under preventive suspension for two (2) or more days, depending on the gravity of the case.
5. The prefect of students shall decide on the case and give his/her recommendation to the school principal.
6. The school principal shall review the case and form a Discipline Review Committee, which will review the case. The members of the committee shall include a grade school teacher, a high school teacher and non-teaching personnel. They must not have any relationship to any of the students involved in the case. The committee's investigation, deliberation and submission of recommendation shall be done within seven days. The Discipline Review Committee shall submit a copy of their recommendation to the Prefect of Students, Principal, and Director.
7. The principal and the school director shall act on the recommendation of the Discipline Review Committee and make a final decision within five days. Copies of the decision addressed to the parents and copies furnished to the Prefect of Students, Discipline Review Committee of the case and other offices concerned shall be made.
8. The prefect of students shall confer with the concerned parents and class adviser after the receipt of the final decision.
9. Parents/Guardians can appeal the decision to the Board of Trustees.
10. The Board of Trustees shall act on the appeal.

Added Rules on Unexcused Tardiness and Absences

1. Students who come to school beyond 7:30 AM are considered late. *A student who arrives at school beyond 8:00 AM with no valid reason for being late will be sent home. The prefect of students will sign the sent-home form in the student handbook before the student may be allowed to go home. The student must present the sent-home form, duly signed by his/her parent/guardian, to the prefect of students upon entering the school.*
2. Tardiness means being late to school or any classes. The subject teachers must keep track of the students' attendance and shall forward this to the class adviser for proper documentation. The count for tardiness is per class, including flag ceremony, homeroom/club period, masses, examination, and library/guidance period.

3rd occurrence - Class adviser gives warning and notes it on the student handbook

6th occurrence - Class adviser sends a notification slip to the parents

9th occurrence - Conference of parents with the class adviser and POS
15th occurrence - Offense shall be considered a major offense

3. After an absence or being sent home, Pathways must be signed by a parent/guardian upon entering school. Any student who fails to present an excuse letter shall still be marked absent until he/she presents an excuse letter.
4. A student who was hospitalized due to illness or has been sick for at least 3 days must present a medical certificate from his/her physician and an excuse letter from his/her parent or guardian. They must present a medical certificate to the school clinic and secure a clinic pass before they will be allowed to attend classes.
5. Students who fail to participate in classes for 3 days without notice may be considered **absent without official leave (AWOL)**. Students must send the school a written explanation for their absence before being included back in the classes.

OTHER SPECIFIC REGULATIONS AND STANDARD PROCEDURES

A. Punctuality

1. A late student shall not be admitted to class unless he/she presents to his/her adviser or first subject teacher an admission slip in their Pathways duly signed by the POS. This slip must also be signed by their parents.

B. Absence

1. A student shall report to the Prefect of Students and present an excuse letter duly signed by his/her parent/guardian to explain any absence from school. This shall be noted by the POS to be presented to the first subject teacher and adviser. Students will be considered absent if he/she fails to bring an excuse letter.
2. A student who was hospitalized due to illness or has been sick for at least 3 days must present a medical certificate from his/her physician and an excuse letter from his/her parent or guardian. They must present a medical certificate to the school clinic and secure a clinic pass before they will be allowed to attend classes.
3. A student who is suspended from classes for violation of any of the school rules and guidelines on disciplinary measures shall be considered absent. The day/s of suspension will be deducted from his attendance.
4. A student who missed summative assessments due to absence for valid reason/s shall not be given make-up tests unless he/she secures approval from the office of the School Principal.
5. A student who incurs absences of more than 20% of the prescribed number of school days or laboratory periods during the school year shall be given a failing grade and no credit for the subject. (cf. Manual of Regulations for Private Schools, Article XIV, Section 73, Revised Edition, 1989)

6. For SHS, non-attendance of more than 20% of the prescribed number of school days or laboratory periods during the semester shall result in a failing grade and no credit for the subject.

C. Policy on Students under Quarantine or Afflicted with COVID-19

As the COVID-19 pandemic is far from over, we understand that each family may be affected by the virus. For students who need to undergo COVID testing or quarantine, they may be excused from classes and will be given enough time to catch up with the lessons and requirements provided that:

For Testing

1. Students must inform their class adviser and the health staff (for contact tracing and monitoring) in writing of the schedule of the swab testing.
2. Students will be excused for that day and can submit their requirements the following day.

For Quarantine/Hospitalization

- a. Students who are advised to undergo quarantine must inform their class adviser in writing about their situation.
- b. Students with mild cases may still opt to attend their classes. However, their subject teachers may be lenient on their submission.
- c. For students who cannot attend their classes, extensions will be given to them. After their quarantine, teachers will send them recordings of their lessons and activities that they missed.
- d. Before going back to class, students must report to the school clinic for health counseling. They must present a medical certificate/quarantine certificate and secure a clinic pass before attending classes. Students may also be referred to the Guidance Office if further counseling is needed.

D. Cutting Classes as Major Offense

1. At any scheduled time during class hours or during period intervals, a student who leaves the room and is out for the past fifteen (15) minutes for in-person class without due permission shall have committed cutting classes.
2. The subject teacher will note the offense in the Pathways and inform the Prefect of Students. The class adviser will call the parents for a conference.
3. Students who cut classes shall not be admitted the following class day unless his/her parent/guardian has had a conference with the POS officer.
4. Any student who is not admitted to class because of cutting classes and whose parent has not talked with the POS officer shall be considered absent.
5. In the event that the parent will not be available for the conference, the erring student will be asked to stay in a designated place. The class adviser will call the attention of the parent to inform him/her to come for a rescheduled conference the following day.

6. If the parent still fails to have a conference with the POS, the student will automatically be placed under suspension.

E. Guidelines on Classroom Inspection

The procedures for conducting classroom inspections at San Jose Academy ensure that inspections are conducted in a fair, consistent, and transparent manner, in line with the school policies. All classroom inspections, whether random or related to lost items, are to be carried out under the guidance and supervision of authorized personnel to maintain the safety and order of the school environment. All personnel and students are expected to strictly follow these guidelines.

Procedural Steps in Conducting Random Classroom Inspection

1. No teacher or school personnel may conduct a classroom inspection without the approval or presence of the Prefect of Students (POS).
2. Students are not allowed to conduct or assist in any capacity during the inspection.
3. Throughout the week, unannounced inspection days will be scheduled. The POS officers, together with the subject teachers of the class, will conduct these inspections.
4. Prohibited items, as listed in the Student Handbook (Pathways), will be confiscated during the inspection.
5. Students will be asked to stand, open their bags, and place all their belongings on their chairs. They will also be required to empty their pockets for inspection.
6. The POS officer and subject teachers will check the belongings placed on the chairs to identify any prohibited items.
7. Students will also be instructed to empty their lockers, and all possible hiding places within the classroom will be inspected for prohibited items.
8. If a student refuses to comply with the inspection, they, along with their belongings, will be sent to the POS office, where their belongings will be inspected.
9. Any student found with prohibited items, the POS will sign their Student Handbook (Pathways), and the said items will be confiscated.
10. The student will be sanctioned as outlined in the Student Handbook (Pathways).

Procedural Steps in Conducting Inspection in Cases of Lost Items

1. If any items or money are reported missing in the classroom, particularly during class hours, the subject teacher may request an inspection, provided that they inform the POS.
2. No teacher or school personnel may conduct a classroom inspection without the approval or presence of the POS.

3. If the assigned POS for a particular level is unavailable, any POS officer can assist the subject teachers.
4. During the inspection, all students will be asked to remain in their classroom, stand, open their bags, place their belongings on their chairs, and empty their pockets.
5. The POS officer and subject teachers will check the belongings on the chairs for the lost items.
6. Students will be asked to empty their lockers, and any possible hiding spots within the classroom will be inspected for the missing items.
7. If a student is found in possession of the lost items, the POS will sign their Student Handbook (Pathways), and the items will be confiscated.
8. If a student refuses to comply with the inspection, they, along with their belongings, will be sent to the POS office for further inspection.
9. All reported cases of lost items must be communicated by the advisers and subject teachers to the POS.
10. Students may inquire about their lost items at the school's Lost and Found, located in the POS office.

F. Prescribed Uniform

1. Unless otherwise announced by the School Principal and/or POS, every student is required to come to school or attend his/her online class in his/her prescribed uniform.

2. Regular Uniform:

- a. ECE – Grade 3 pupils
 - i. Boys: ECE to Grade 3 – White polo with side slits and one pocket on the lower breast and sewn SnJA patch cloth. Plain white sando must be worn as an undershirt. For ECE to Grade 2, knee-level brown shorts should be worn. For Grade 3, Brown straight cut pants, preferably made with polyester/silky cloth. The shoes must be closed black leather with quarter-length plain white socks.
 - ii. Girls: Battle green below-the-knee (shin level) dress with sewn SnJA patch cloth on the left breast. It should have tan sleeves and a collar and a battle green ribbon. Plain white sando must be worn as an undershirt. The shoes must be closed black leather with quarter-length plain white socks.
- b. Grades 4 – 6 pupils
 - i. Boys: White polo with side slits and one pocket on the lower breast and a sewn SnJA patch cloth. Plain white sando must be worn as an undershirt. Brown straight-cut pants, preferably made with polyester/silky cloth. It has a slide pocket on the sides and a back pocket. The shoes must be

black leather or plain leatherette, worn with quarter-length white socks.

- ii. Girls: Battle green below-the-knee (shin level) dress with sewn SnJA patch cloth on the left breast. It should have tan sleeves and collar and battle green ribbon and belt. Plain white sando must be worn as an undershirt. The shoes must be closed black leather with quarter-length plain white socks.

c. Junior High School

- i. Boys: White polo with one pocket on the lower breast and sewn SnJA patch cloth. Plain white sando must be worn as an undershirt. Heel-length brown straight cut pants (8- or 9-inches width), preferably made with polyester/silky cloth. It has a slide pocket on the sides and a back pocket. The shoes must be black leather or plain leatherette worn with quarter-length plain white socks.
- ii. Girls: Tan blouse with battle green ribbon. Plain white sando must be worn as an undershirt. Skirt is battle green with a hemline below the knee and has side and center pleats. The shoes must be closed black leather with quarter length plain white socks.

d. Senior High School

- i. Boys: Flesh polo with one pocket on the lower breast and battle green long pants. It should be straight cut (8- or 9-inch width) with a slide pocket on the sides and a back pocket. Plain white shirt must be worn as an undershirt. The shoes must be black leather or plain leatherette worn with quarter-length black socks.
- ii. Girls: Flesh blouse with dark green ribbon and battle green below-the-knee-level loose-fit pencil skirt. Plain white sando must be worn as an undershirt. The shoes must be closed black leather, preferably with a one (1) inch heel and black foot socks.

3. PE Uniform is worn every P.E. day. After the P.E. classes, students may change into another set of P.E. uniform or I love SnJA shirt. Plain white sando shall be worn as an undershirt.

- a. Grade School. P.E. uniform for grade school pupils consists of a yellow SnJA P.E. shirt, SnJA jogging pants, and rubber shoes with plain white socks.

- b. Junior High School. P.E. uniform for junior high school students consists of a tan SnJA P.E. shirt, SnJA jogging pants, and rubber shoes with plain white socks.
- c. Senior High School. P.E. uniform for senior high school students consists of a white SnJA P.E. shirt, SnJA jogging pants and rubber shoes with plain white socks.

Note: The P.E. shirt should remain untucked from the jogging pants.

4. Organization/Club Uniform

- a. Grades 1 – 10. Official club shirts, SnJA jogging pants, and rubber shoes with plain white socks are worn every Thursday. Plain white sando shall be worn as an undershirt. *The club shirt should remain untucked from the jogging pants.*
- b. Senior High School. Official organization shirts, blue denim (maong) pants and rubber shoes with white socks are worn every Thursday. *The club shirt should remain untucked from the blue maong pants.*

Faded blue denim close to white (maong) pants, Ripped jeans, cargo jeans, wide-leg pants, jogger pants, and cropped jeans are not allowed.

5. Gala Uniform

For Kinder to Grade 10 students. The prescribed Gala uniform is worn every First Friday of the month when institutional masses are scheduled and on special occasions as announced by the teacher adviser(s) or principal. Plain white sando shall be worn as an undershirt. Girls shall wear a half-slip/chemise.

- a. Kinder – Grade 10
 - i. Boys: White long sleeves with a black-colored necktie and SnJA vest paired with black slacks. The shoes must be closed black leather with quarter-length plain white socks.
 - ii. Girls: White long sleeves below the knee (shin level) dress with white belt and sewn SnJA patch cloth on the left breast. It should have yellow and green ribbons. The shoes must be closed black leather with quarter-length plain white socks.

For Senior High School students. The prescribed Gala uniform is worn every First Friday of the month when institutional masses are scheduled, every Monday, and on special occasions as announced by the teacher adviser(s) or principal. The white long-sleeve shirts should be neatly tucked into the slacks. Boys may complement their attire with a black leather belt.

b. Senior High School

- i. Boys: White long sleeves with an SnJA green-colored necktie, SnJA black coat paired with black slacks straight cut (8- or 9-inch width). The shoes must be black leather or plain leatherette worn with quarter-length black socks.
- ii. Girls: Plain white collared long sleeves, SnJA black coat paired with full-length black slacks, and black leather shoes. The shoes must be closed black leather, preferably with a one (1) inch heel and black foot socks.

6. During First Friday Masses and every Monday, all Senior High School students shall wear their prescribed gala uniform.
7. Expensive and excessive jewelry/accessories are prohibited. (Refer to minor offense No. 7)

G. Gate Pass/Notice to Parents/Visitors

1. Parents who wish to see the School Principal or any teacher must set an appointment at least one (1) day before the desired time and date.
2. Parents who have been summoned shall be entertained only during the subject teacher's vacant period or as specified in the communication letter
3. Fetchers shall wait at the prescribed waiting shed outside the school gate. They are strictly prohibited from entering the school premises unless they have proper permission.
4. All visitors must complete the health monitoring form and temperature check before entering the school premises.
5. Parents/visitors with official business shall be allowed to enter the school premises provided that they leave their ID and comply with the standard operating procedures enforced by the security personnel.

MODE OF CONDUCT OF A REAL JOSENIAN

A. General Principles

1. He or she is always aware of the Vision, Mission and Core Values of San Jose Academy
2. He or she respects and gives reverence to the presence of God in other persons
3. He or she acts with honor and dignity at all times and in all places
4. He or she must take to heart the provisions on discipline and follow them faithfully
5. He or she should practice moderation in his or her speech and actions

B. In coming to school, he/she must check the following:

1. Must come to school on time
2. ID card properly displayed
3. Come in prescribed school uniform

4. See to it that all books, notebooks, assignments and projects needed in class are ready
 5. Students should not call home to ask their parents to bring the things they left at home
- C. Upon entering the school gate, he/she must greet the guards and everyone he/she meets by saying "Good Morning" or Good Afternoon" with a smile and a nod, which shows recognition.**
- D. At the first bell, all students must have formed their lines. Silence is expected among pupils and students while waiting for the second bell.**
- E. At the sound of the bell:**
1. Everyone should be ready for the flag ceremony
 2. Line formation of students should be from smallest in front to tallest at the back
 3. For Grades 4-12 students, bags should be placed down on their left side during the morning assembly.
 4. Everyone must actively participate in the flag-raising ceremony (prayers, singing of the National Anthem, recitation of the Pledge and the Joseonian Creed, and the School Hymn).
 5. Everybody must behave and stand still while the ceremony is in progress
- F. While walking to the classroom**
1. Everybody should maintain their line and behave properly
 2. When passing corridors and using the stairs, always keep right.
 3. Silence must be strictly observed when going in and out of the classroom, passing through the corridors and along the Chapel, offices and library areas.
- G. During Mass and other Liturgical Activities**
1. Full participation and reverence during liturgical activities and prayer time must be observed
 - a. All students shall participate in the singing and responses at mass
 - b. Proper decorum (genuflection, bowing and silence) should be observed in the Church/ Chapel and before the Blessed Sacrament.
 2. Wear a proper and complete gala uniform during first Fridays when institutional masses are scheduled and on special occasions as announced by the teacher adviser(s) or Principal.
 3. Observe proper line formation during communion
 - a. Students should approach communion with their hands in a praying position.
 - b. Grades 2-3 will receive Holy Communion on the tongue
 - c. Grades 4-12 will receive Holy Communion by hand
 4. Students are not allowed to go out during the Mass.

H. During Class Hours

1. Students should stand before the teacher comes in. They should be ready for prayer.
2. In every subject, students should pray the opening and closing prayers.
 - a. "Let us put ourselves in the loving presence of God."
3. Intercession
 - a. "Patron saint's name, pray for us."
 - b. "St. Joseph, pray for us."
4. Everybody should greet the teacher by saying, "Good morning/afternoon, Mr./Ms. (Last Name)! God bless you today."
5. In greeting, when they use "Teacher," it should be followed by a first name; when they use Ms. or Mr., it should be the surname.
 - a. ECE-Grade 2 : Teacher First Name
 - b. Grade 3- Grade 12 : Ms./Mr. Last Name
6. Participates actively in the discussion or in all activities
7. Behaves well and listens to the teacher
8. Should stay in the assigned seat and avoid going around the room
9. Inside the classroom, their bags should be placed on the left side of their chairs.
10. The mode of passing papers should be forward and then towards the center aisle
11. There should be a format for students' output (e.g., name, grade level and section, subject, margins). Complete name should be written on the second line of the paper. Write the section below the name.
 - a. There should be margin (1 inch –left, ½ inch –right)
 - b. Portfolio for all the students' outputs
12. Avoid borrowing books and other supplies and kitchen utensils from classmates, other sections and the canteen.
13. Getting things inside the locker should be scheduled.
 - a. They should bring out their needed books, notebooks and materials before the first period and after the morning session. Students are not allowed to get their things in the locker during class hours.
14. No one is allowed to go out without an exit pass.
15. When they go out, they should use the backdoor and when entering, use the front door.
16. No birthday party during class hours (Grade 4-Grade 12)
17. Any misbehavior inside the classroom should be settled first by the teacher
 - a. For minor offenses, the teacher should indicate the offense in the student handbook.
 - b. For major offenses, the teacher should report them to the class adviser but not during class hours.

I. During Recess and Lunch Break

1. No one is allowed to stay inside the classroom
2. Eating should be done only inside the canteen and in designated areas like the "Agape Lane."
3. Everyone should maintain good behavior and manners
4. Everybody must follow the queue and respect the rights of others
5. Everybody must wait for his/her turn to get the food
6. No one must drink from others' glasses to avoid the spread of communicable diseases
7. Throws all waste materials, such as wrappers, cans, and disposable cups, at the proper waste bins
8. All students are expected to practice courtesy at all times by using polite expressions such as "Please," "May I...," and "Thank You."
9. Shouting, pushing and entering the staff room and cooking areas are not allowed
10. Everyone must practice CLAYGO (clean as you go)
11. No spitting anywhere.

J. After Lunch, Recess, and Lunch Break

1. See to it that everything is kept in order
2. Playing is not allowed. This is the time to clean yourself and rest before the start of the afternoon session
3. Form a line in the designated area

K. During Angelus and the 3 o'clock prayer, everybody should stop, stand and pray.

1. Students should participate in all prayers, such as the Angelus, 3 o'clock prayer, etc.
 - a. Any personnel can get the ID of the student(s) who do not participate and surrender it to the POS
 - b. Any personnel who fail to apprehend the erring student/s will also be reported and sanctioned

L. At the start of the afternoon session

1. Everyone must observe silence and stand when the teacher comes in for a short afternoon prayer
2. Everybody must participate in all class discussion

M. Behavior during Online Class

1. Everyone must treat their teacher and classmates with respect at all times.
2. Everyone must observe the one-mic rule. All microphones shall be muted unless the pupil/student is contributing to the discussion. This will help minimize technical problems during lecture or discussion.

3. As much as possible, learners' video cameras are turned on during synchronous activities.
4. Everyone must engage fully in the discussion and online work without any background distractions.
5. Pupils/Students must refrain from taking screenshots or any form of recording of the video conference. Copies of the lecture and other materials shall be sent to students through the school's learning management system.
6. Pupils/students shall participate actively in the online class. They are requested to refrain from browsing other sites to minimize lag in the connection.
7. In case a pupil/student encounters any difficulty in their connection during the online class, he/she must right away inform the teacher for assistance.
8. Pupils/students must jot down important notes during the discussion.
9. Pupils/students must show respect to everyone. Uttering malicious or negative words against their classmates or teachers shall be sanctioned accordingly.
10. Students who failed to join the online class
 - i. Alternative activities shall be given for students with weak or no internet connection.
 - ii. These activities shall be submitted on time.
11. Posting on the online platform (Aralinks, OrangeApps, and Social Media)
 - i. Use clear and concise language in all your communication. Avoid using slang terms.
 - ii. Observe proper capitalization, spelling, and structure of sentences.
 - iii. Limit or possibly avoid the use of emoticons or gifs.
 - iv. Be cautious when using humor or sarcasm, as tone is sometimes lost in an email or discussion post. Your message may sound offensive to others.
 - v. Make sure that your posts are only related to the topic at hand and within the scope of the course material. Do not post or share any content that may create risk of harm, loss, or mental/emotional injury to any person. Also, do not post any information that you do not have the right to make available and that violates anyone's right of privacy.
 - vi. Review and edit your posts before sending them.
 - vii. Always give proper credit when referencing or quoting another source
 - viii. When replying to a thread
 1. Do not repeat someone else's post.
 2. Avoid short and generic replies such as "I agree." Justify your stand.
 3. Always be respectful of others' opinions, even when they differ from your own.

4. When you disagree with someone, express your opinion in a respectful manner.
5. Do not make personal or insulting remarks.
6. Be open-minded.

N. Dismissal

1. Everyone should pray and say "Goodbye" to the teacher
2. All students must keep everything in order
3. Bring home all the things needed in accomplishing the assignments
4. Monitors of the day should be responsible for the orderliness and cleanliness of the classroom
5. Class officers should report to the adviser any accident that happens inside and outside the classroom.
6. Curfew is at 5:30 pm, therefore, everyone should be out of the classrooms and wait for their service near the entrance gate
7. Use of classrooms after dismissal is allowed with proper permission approved by the Support Services Head.
8. Practices are allowed in the canteen, stage, court or any open spaces downstairs, but not beyond 5:30 pm.
9. At 5:30 pm, all gates are closed unless there are activities allowed by the school authorities

O. In the Library

1. The school library is a place for study and research. Observe silence in the library and its premises at all time
2. Personal things like bags must be deposited at the depository shelves
3. Always keep things in order
4. Books, periodicals and other materials and equipment are to be used properly
5. Borrowed books should be returned on time. Fines shall be imposed for overdue books

P. Integrity of Exams and Other Outputs

1. The Academy upholds the value of honesty. All pupils/students must ensure that all submitted works are theirs. Copying from the work of others (classmates' or from the internet) is not allowed.
2. Pupils/students attest that all content and work submitted or posted are original and that any words, ideas, or data from others will be properly attributed to their sources.
3. During online quizzes or exams, pupils/students must refrain from looking at their notes or their books.
4. Pupils/students must also not search the answers online.
5. Pupils/students must not take a screenshot of the quiz/exam.
6. He/she must not share any content of the quiz/exam to anyone.

7. Any pupil/student who is caught cheating or plagiarizing shall merit a major offense. His/her work or exam shall be marked zero.
8. All submissions will be done to the school's learning management system or channels prescribed by the Academy.

Q. Netiquette

1. All pupils/students must keep in mind that they carry the name of the Academy inside and outside the school, and even online. They should keep in mind that any inappropriate behavior, whether in a face-to-face or online platform, may be sanctioned according to the school rules. Any teacher or school personnel can call the attention of any pupil/student regarding their misconduct.
 - a. General Guidelines
 - i. All pupils/students are advised to be judicious in the things that they will share or post online.
 - ii. All pupils/students must use their good judgment in all situations. They are expected to behave in a way that will make you and others proud.
 - iii. Anything that is shared online (even in private messages) is never "private." Only post what is true, kind, helpful, and necessary.
 - iv. Be considerate. Do not assume that everyone is equally comfortable with technology. Extend your assistance to others.
 - b. Messaging
 - i. Regularly visit the official Facebook page or designated sites for announcements.
 - ii. All pupils/students must take note of the time/schedule that their subject teacher and class adviser are available online to address their concerns.
 - iii. Only limit your messages to concerns related to school matters.
 - iv. The class adviser/subject teacher will address the query/concern of students and parents during the posted consultation hours.
 - v. Maintain respect and use appropriate language at all times.
 - c. Posting
 - i. All pupils/students shall not post any offensive words, hate posts, and/or inappropriate memes/pictures.
 - ii. Do not post anything online that you would not like fellow students, parents, future college or employers to see.

Remember that once something is online, it's out there and can sometimes be shared and spread in ways you never intended.

- iii. Do not post or share a picture of oneself with immodest body exposure or in an indecent or sexually provoking position, as may be determined by the school administration. Never share your private photos with anyone.
- iv. Do not create false San Jose Academy or San Jose Academy-related sites or accounts.

d. Cyberbullying

- i. Cyberbullying will not be tolerated. Engaging in any online activities with the intention to harm (physically or emotionally) another person will result in disciplinary actions.
- ii. Harassing, impersonating, excluding, uttering defamatory words, or any form of bullying done through the use of technology are all examples of cyberbullying.
- iii. Do not be mean. Do not send or post anything with the intent of scaring, hurting, or intimidating someone else.

R. Data Privacy

- 1. All pupils/students are advised not to share their password(s) with anyone
- 2. All pupils/students must log out of their accounts after using any of the online platforms, especially when using unsecured networks.
- 3. Regardless of your privacy setting, assume that all information (messages, pictures, posts, etc.) you have shared on your social network is public information.

S. Other Desirable Conduct

- 1. Students are encouraged to practice "Mano Po" with teachers & clergy
- 2. The use of "po" and "opo" shall be imposed among all
- 3. During examination periods, students should be ready with their examination permit and examination kit (pencil, folder, ruler, erasers, and paper)
- 4. Students should knock first before entering any room/office
- 5. Students should refrain from making negative or unnecessary side remarks

ADDITIONAL POLICIES

- 1. Avoid leaving things such as books, school bags, rubber shoes, and other personal belongings in the pigeon box, classrooms, corridors, guard house or near the gate before or after dismissal. The school will not be responsible for lost belongings.
- 2. Refrain from using the teacher's table or touching anything placed on it except when asked/requested by the teacher.

3. Refrain from destroying/vandalizing school properties. Breakages or damages caused by the students must be replaced or repaired at the expense of the parents or guardians.
4. Students are not allowed to enter and stay in the faculty rooms.
5. Enter the chapel/parish church in silence and with reverence to create an atmosphere conducive to prayer.
6. When passing by the chapel, make the sign of the cross in prayer.
7. Leave the chapel/church quietly, reverently, and orderly, without rushing or pushing one another.
8. Use the exit pass properly. Students must leave their school ID in exchange for the exit pass at the designated area in the classroom where it is located. Only one student at a time is allowed to use the exit pass. Use the designated comfort rooms.
9. Be fully aware that when he/she wears the school uniform, he/she is associated with the school at all times.
10. Participation in any organization not recognized by the school, such as fraternities, sororities and any organization of ill repute, is strictly prohibited.
11. Participate only in outside activities that will give the school a good name.
12. Wear decent clothes that fit the occasion at all times.
13. Other policies on discipline may be promulgated and enforced as the need arises.

MONTHLY CALENDAR OF ACTIVITIES

JUNE 2025

Mon	9	Parents' Orientation Fogging 2nd Cycle Q1
Tues	10	Students' Orientation
Wed	11	Orientation with Class Advisers Orientation for New Students Research Committee EdTalk
Thurs	12	Araw ng Kalayaan (No Classes)
Fri	13	Mass of the Holy Spirit Mobilization of Classes Subject Area Department EDTalk & Research Day
Sat	14	
Sun	15	
Mon	16	<i>First Quarter, Week 1</i> Regular Classes
Tues	17	
Wed	18	Quality Assurance Committee EdTalk
Thurs	19	Homeroom
Fri	20	All Personnel EdTalk
Sat	21	
Sun	22	
Mon	23	<i>First Quarter, Week 2</i>
Tues	24	
Wed	25	
Thurs	26	Club Moderators' EdTalk Homeroom
Fri	27	PAASCU Day
Sat	28	
Sun	29	
Mon	30	Launching of Safe Space Campaign <i>First Quarter, Week 3</i>

JULY 2025

Tues	1	Launching of Nutrition Month and Siglakas
Wed	2	
Thurs	3	Club Marketing Executive Council EdTalk
Fri	4	First Friday Mass BEC
Sat	5	
Sun	6	
Mon	7	<i>First Quarter, 1st Summative Assessment Day 1</i> Academic Council EdTalk
Tues	8	<i>First Quarter, 1st Summative Assessment Day 2</i> Student Affairs EdTalk
Wed	9	<i>First Quarter, 1st Summative Assessment Day 3</i>
Thurs	10	<i>PETA Day</i> Research Committee EdTalk Siglakas Senior High School Homeroom
Fri	11	<i>PETA Day</i> Subject Area Department EdTalk & Research Day Siglakas Senior High School
Sat	12	
Sun	13	
Mon	14	<i>First Quarter, Week 4</i> Founder's Day Launching of Vision-Mission Roadmap
Tues	15	
Wed	16	Quality Assurance Committee EdTalk
Thurs	17	Club Moderators' EdTalk Homeroom
Fri	18	PASS and ASEC Pre-Test All Personnel EdTalk
Sat	19	
Sun	20	
Mon	21	<i>First Quarter, Week 5</i>
Tues	22	
Wed	23	
Thurs	24	Club Meeting
Fri	25	PAASCU Day
Sat	26	
Sun	27	
Mon	28	<i>First Quarter, Week 6</i>
Tues	29	
Wed	30	
Thurs	31	Launching of EVALI Awareness Homeroom

AUGUST 2025

Fri	1	First Friday Mass BEC
Sat	2	
Sun	3	
Mon	4	<i>First Quarter, Week 7</i> Academic Council EdTalk Launching of Buwan ng Wika at Buwan ng Kasaysayan
Tues	5	Student Affairs EdTalk
Wed	6	
Thurs	7	<i>PETA Day</i> Executive Council EdTalk Club Meeting
Fri	8	<i>PETA Day</i> Subject Area Department EdTalk & Research Day
Sat	9	
Sun	10	
Mon	11	<i>First Quarter, 2nd Summative Assessment Day 1</i> Grade Level EdTalk Grade School Grade Level EdTalk Grades 7-8
Tues	12	<i>First Quarter, 2nd Summative Assessment Day 2</i> Grade Level EdTalk Grades 9-10 Grade Level EdTalk Grades 11-12
Wed	13	<i>First Quarter, 2nd Summative Assessment Day 3</i> Anluwage Formation Series
Thurs	14	<i>Mental Health Break</i> Club Moderators' EdTalk
Fri	15	<i>Mental Health Break</i> All Personnel EdTalk Fogging 1st Cycle Q2
Sat	16	
Sun	17	
Mon	18	<i>Second Quarter, Week 1</i>
Tues	19	
Wed	20	Quality Assurance Committee EdTalk Research Committee EdTalk
Thurs	21	Ninoy Aquino Day (No Classes)
Fri	22	PAASCU Day
Sat	23	16th Josenian Catholic Leadership Camp
Sun	24	
Mon	25	National Heroes' Day (No Classes)
Tues	26	<i>Second Quarter, Week 2</i>
Wed	27	
Thurs	28	Homeroom Administrative Services EdTalk
Fri	29	Fogging 2nd Cycle Q2
Sat	30	
Sun	31	

SEPTEMBER 2025

Mon	1	<i>Second Quarter, Week 3</i> Launching of Mathematics & Science Month
Tues	2	
Wed	3	Season of Creation (Laudato Si)
Thurs	4	Executive Council EdTalk Club Meeting
Fri	5	First Friday Mass BEC
Sat	6	<i>First Quarter, Parent-Teacher Conference</i>
Sun	7	
Mon	8	Feast of the Nativity of the Blessed Virgin Mary <i>Second Quarter, 1st Summative Assessment 1</i> Honors' Assembly Grade School
Tues	9	<i>Second Quarter, 1st Summative Assessment Day 2</i> Honors' Assembly Junior High School
Wed	10	<i>Second Quarter, 1st Summative Assessment Day 3</i> Honors' Assembly Senior High School
Thurs	11	<i>PETA Day</i> Research Committee EdTalk Siglakas Junior High School Homeroom
Fri	12	<i>PETA Day</i> Subject Area Department EdTalk & Research Day Siglakas Junior High School
Sat	13	
Sun	14	
Mon	15	<i>Second Quarter, Week 4</i> Academic Council EdTalk
Tues	16	Student Affairs EdTalk
Wed	17	Quality Assurance Committee EdTalk
Thurs	18	Club Moderators' EdTalk Homeroom
Fri	19	All Personnel EdTalk
Sat	20	Grade School Educational Field Trip
Sun	21	
Mon	22	<i>Second Quarter, Week 5</i> Launching of Career Week Celebration
Tues	23	
Wed	24	
Thurs	25	Administrative Services EdTalk & Club Meeting
Fri	26	PAASCU Day
Sat	27	Junior High School Educational Field Trip
Sun	28	
Mon	29	<i>Second Quarter, Week 6</i> Capstone Presentation - GA & HUMSS
Tues	30	Director's Day/CEAP

OCTOBER 2025

Wed	1	Launching of Rosary & Catechetical Month Capstone Presentation - ABM CEAP
Thurs	2	Executive Council EdTalk Capstone Presentation - STEM Homeroom CEAP
Fri	3	First Friday Mass BEC World Teachers' Day Celebration CEAP
Sat	4	Senior High School Educational Field Trip / Exposure Trip
Sun	5	
Mon	6	<i>Second Quarter, Week 7</i> Academic Council EdTalk
Tues	7	All Personnel EdTalk
Wed	8	
Thurs	9	<i>PETA Day</i> Research Committee EdTalk Club Meeting
Fri	10	<i>PETA Day</i> Mental Health Awareness Day Celebration Subject Area Department EdTalk & Research Day Club Moderators' Training
Sat	11	Club Moderators' Training
Sun	12	
Mon	13	<i>Second Quarter, 2nd Summative Assessment Day 1</i> Grade Level EdTalk Grade School Grade Level EdTalk Grades 7-8
Tues	14	<i>Second Quarter, 2nd Summative Assessment Day 2</i> Grade Level EdTalk Grades 9-10 Grade Level EdTalk Grades 11-12
Wed	15	<i>Second Quarter, 2nd Summative Assessment Day 3</i> Anluwage Formation Series
Thurs	16	Quality Assurance Committee EdTalk <i>Mental Health Break</i> Seniors' Night
Fri	17	KADSA General Assembly <i>Mental Health Break</i>
Sat	18	
Sun	19	
Mon	20	<i>Third Quarter, Week 1</i>
Tues	21	Student Affairs EdTalk
Wed	22	
Thurs	23	Club Moderators' EdTalk & Administrative Services EdTalk Club Meeting

Fri	24	PAASCU Day
Sat	25	
Sun	26	
Mon	27	<i>Third Quarter, Week 2</i>
Tues	28	
Wed	29	
Thurs	30	Homeroom
Fri	31	All Saints' Day Eve (No Classes)

NOVEMBER 2025

Sat	1	Solemnity of All Saints
Sun	2	The Commemoration of All the Faithful Departed
Mon	3	<i>Third Quarter, Week 3</i> Academic Council EdTalk Launching of English & Book Month
Tues	4	
Wed	5	
Thurs	6	Executive Council EdTalk Club Meeting
Fri	7	First Friday Mass BEC KADSA Likhaan Press Conference
Sat	8	<i>Second Quarter, Parent-Teacher Conference</i>
Sun	9	
Mon	10	<i>Third Quarter, 1st Summative Assessment Day 1</i> Honors' Assembly Grade School Fogging 1st Cycle Q3
Tues	11	<i>Third Quarter, 1st Summative Assessment Day 2</i> Honors' Assembly Junior High School Student Affairs' EdTalk
Wed	12	<i>Third Quarter, 1st Summative Assessment Day 3</i> Honors' Assembly Senior High School Research Committee EdTalk
Thurs	13	<i>PETA Day</i> Homeroom Club Moderators' EdTalk Siglakas Grade School
Fri	14	<i>PETA Day</i> Subject Area Department EDTalk & Research Day Siglakas Grade School
Sat	15	
Sun	16	
Mon	17	<i>Third Quarter, Week 4</i>
Tues	18	
Wed	19	Quality Assurance Committee EdTalk
Thurs	20	SHS PAASCU Formal Visit Day 1 Homeroom

Fri	21	SHS PAASCU Formal Visit Day 2
Sat	22	
Sun	23	Solemnity of Christ the King
Mon	24	<i>Third Quarter, Week 5</i> Grade 12 Retreat Fogging 2nd Cycle Q3
Tues	25	Grade 12 Retreat
Wed	26	Grade 12 Retreat Red Wednesday
Thurs	27	Grade 12 Retreat Club Meeting Administrative Services EdTalk
Fri	28	All Personnel EdTalk Grade 12 Retreat
Sat	29	
Sun	30	Bonifacio Day First Sunday of Advent

DECEMBER 2025

Mon	1	<i>Third Quarter, Week 6</i>
Tues	2	
Wed	3	
Thurs	4	Executive Council EdTalk Homeroom
Fri	5	First Friday Mass BEC
Sat	6	<i>Pamaskong Handog</i>
Sun	7	Second Sunday of Advent
Mon	8	Solemnity of the Immaculate Conception of the Blessed Virgin Mary
Tues	9	<i>Third Quarter, 2nd Summative Assessment Day 1</i> Grade Level EdTalk Grade School Grade Level EdTalk Grades 7-8 Student Affairs EdTalk
Wed	10	<i>Third Quarter, 2nd Summative Assessment Day 2</i> Grade Level EdTalk Grades 9-10 Grade Level EdTalk Grades 11-12
Thurs	11	<i>Third Quarter, 2nd Summative Assessment Day 3</i> Anluwage Formation Series
Fri	12	Navotas Teachers' Day <i>Christmas Party</i> Paskuhan Mass Personnel Christmas Party
Sat	13	<i>Paskuhang Josenian</i>
Sun	14	Third Sunday of Advent
Mon	15	
Tues	16	
Wed	17	<i>Start of Christmas Vacation</i>
Thurs	18	
Fri	19	
Sat	20	
Sun	21	
Mon	22	
Tues	23	
Wed	24	Christmas Eve
Thurs	25	Christmas Day (Nativity of the Lord)
Fri	26	
Sat	27	
Sun	28	
Mon	29	
Tues	30	Rizal Day
Wed	31	New Year's Eve

JANUARY 2026

Thurs	1	New Year's Day (Mary, the Mother of God)
Fri	2	
Sat	3	
Sun	4	
Mon	5	<i>Resumption of Classes</i> <i>Fourth Quarter, Week 1</i> Academic Council EDTalk
Tues	6	Student Affairs EdTalk
Wed	7	
Thurs	8	Executive Council EDTalk Club Meeting
Fri	9	Subject Area Department EDTalk & Research Day
Sat	10	
Sun	11	
Mon	12	<i>Fourth Quarter, Week 2</i>
Tues	13	
Wed	14	Research Committee EDTalk
Thurs	15	Club Moderators' EdTalk Homeroom
Fri	16	Navotas Day
Sat	17	<i>Third Quarter, Parent-Teacher Conference</i>
Sun	18	
Mon	19	56th Founding Anniversary Celebration
Tues	20	56th Founding Anniversary Celebration
Wed	21	56th Founding Anniversary Celebration
Thurs	22	56th Founding Anniversary Celebration
Fri	23	56th Founding Anniversary Celebration
Sat	24	56th Founding Anniversary Celebration
Sun	25	
Mon	26	<i>Fourth Quarter, Week 3</i> Honors' Assembly Grade School
Tues	27	Honors' Assembly Junior High School
Wed	28	PASS and ASEC Post-Test Honors' Assembly Senior High School
Thurs	29	Student Council Elections Club Meeting Administrative Services EdTalk
Fri	30	World Catholic Teachers' Day Celebration
Sat	31	

FEBRUARY 2026

Sun	1	
Mon	2	<i>Fourth Quarter, Week 4</i> Research Festival - Opening Program
Tues	3	Research Festival - Grades 6, 10, & 12 Presentation
Wed	4	Research Festival - Grades 5, 9, & 11 Presentation
Thurs	5	Executive Council EdTalk Homeroom
Fri	6	First Friday Mass BEC Research Festival - Closing Program
Sat	7	
Sun	8	
Mon	9	<i>Fourth Quarter, Week 5</i> Academic Council EdTalk
Tues	10	Student Affairs EdTalk Fogging 1st Cycle Q4
Wed	11	Research Committee EdTalk
Thurs	12	Club Moderator's EdTalk Club ACLE
Fri	13	Subject Area Department EDTalk & Research Day
Sat	14	Junior and Senior Promenade 2026
Sun	15	
Mon	16	<i>Fourth Quarter, Week 6</i> <i>Fourth Quarter, Summative Assessment (Grades 6, 10, 12) Day 1</i>
Tues	17	Chinese New Year (Special non-working)
Wed	18	Quality Assurance Committee EdTalk Ash Wednesday <i>Fourth Quarter, Summative Assessment (Grades 6, 10, 12) Day 2</i>
Thurs	19	PETA Day Anluwage Formation Series <i>Fourth Quarter, Summative Assessment (Grades 6, 10, 12) Day 3</i>
Fri	20	PETA Day All Personnel EdTalk
Sat	21	
Sun	22	First Sunday of Lent
Mon	23	<i>Fourth Quarter, Summative Assessment (Undergraduates) Day 1</i>
Tues	24	<i>Fourth Quarter, Summative Assessment (Undergraduates) Day 2</i> Fogging 2nd Cycle Q4
Wed	25	EDSA People Power Anniversary
Thurs	26	<i>Fourth Quarter, Summative Assessment (Undergraduates) Day 3</i> Administrative Services EdTalk
Fri	27	
Sat	28	

MARCH 2026

Sun	1	Second Sunday of Lent
Mon	2	<i>Deliberations - Grade 6, 10, 12</i>
Tues	3	
Wed	4	
Thurs	5	Executive Council EdTalk
Fri	6	<i>Deliberations - Grade 11</i> Start of Novena to St. Joseph Unang Hakbang Graduation
Sat	7	
Sun	8	Third Sunday of Lent
Mon	9	<i>Deliberations - Grades 1-5; Grades 7-9</i>
Tues	10	
Wed	11	<i>Presentation of Year-end Awardees to Students</i>
Thurs	12	Thanksgiving Mass Practice and Tahanan ni Maria Practice (AM) Josenian Achievers' Day Practice (PM)
Fri	13	ECE Practice (AM); SHS Recognition Practice (PM)
Sat	14	
Sun	15	Fourth Sunday of Lent
Mon	16	Grade School Recognition Practice (AM) Junior High School Recognition Practice (PM)
Tues	17	Grade 12 Graduation Practice
Wed	18	Grade 12 Graduation Practice
Thurs	19	Solemnity of St. Joseph - Thanksgiving Mass/Gawad Parangal 2026 Husaynians: Josenian Achievers' Day
Fri	20	Grade 6 & 10 Graduation Practice
Sat	21	
Sun	22	Fifth Sunday of Lent
Mon	23	Grade School Recognition (AM); Junior High School Recognition (PM)
Tues	24	Tahanan ni Maria Graduation (AM); Senior High School Recognition (PM)
Wed	25	
Thurs	26	ECE Moving-up Ceremonies Grade 6 Commencement & Grade 10 Completion Ceremonies Grade 12 Commencement Exercises
Fri	27	Parent-Teacher Conference
Sat	28	
Sun	29	Palm Sunday
Mon	30	Holy Monday Start of Teachers' Vacation
Tues	31	Holy Tuesday

EXCUSE LETTER

1 Date: _____ My child _____ _____ was absent for _____ day/s from _____ to _____. Reason: _____ _____ _____ _____ _____ Parent/Guardian's Signature _____ Prefect of Students _____ Adviser's Signature <i>Note: Please attach a copy of medical certificate</i>	2 Date: _____ My child _____ _____ was absent for _____ day/s from _____ to _____. Reason: _____ _____ _____ _____ _____ Parent/Guardian's Signature _____ Prefect of Students _____ Adviser's Signature <i>Note: Please attach a copy of medical certificate</i>
3 Date: _____ My child _____ _____ was absent for _____ day/s from _____ to _____. Reason: _____ _____ _____ _____ _____ Parent/Guardian's Signature _____ Prefect of Students _____ Adviser's Signature <i>Note: Please attach a copy of medical certificate</i>	4 Date: _____ My child _____ _____ was absent for _____ day/s from _____ to _____. Reason: _____ _____ _____ _____ _____ Parent/Guardian's Signature _____ Prefect of Students _____ Adviser's Signature <i>Note: Please attach a copy of medical certificate</i>

EXCUSE LETTER

5

Date: _____

My child _____
 _____ was absent
 for _____ day/s from _____
 to _____.

Reason:

 Parent/Guardian's Signature

 Prefect of Students

 Adviser's Signature

*Note: Please attach a copy of medical certificate***6**

Date: _____

My child _____
 _____ was absent
 for _____ day/s from _____
 to _____.

Reason:

 Parent/Guardian's Signature

 Prefect of Students

 Adviser's Signature

*Note: Please attach a copy of medical certificate***7**

Date: _____

My child _____
 _____ was absent
 for _____ day/s from _____
 to _____.

Reason:

 Parent/Guardian's Signature

 Prefect of Students

 Adviser's Signature

*Note: Please attach a copy of medical certificate***8**

Date: _____

My child _____
 _____ was absent
 for _____ day/s from _____
 to _____.

Reason:

 Parent/Guardian's Signature

 Prefect of Students

 Adviser's Signature

*Note: Please attach a copy of medical certificate***EXCUSE LETTER**

9

Date: _____

My child _____
 _____ was absent
 for _____ day/s from _____
 to _____.

Reason:

 Parent/Guardian's Signature

 Prefect of Students

 Adviser's Signature

*Note: Please attach a copy of medical certificate***10**

Date: _____

My child _____
 _____ was absent
 for _____ day/s from _____
 to _____.

Reason:

 Parent/Guardian's Signature

 Prefect of Students

 Adviser's Signature

*Note: Please attach a copy of medical certificate***11**

Date: _____

My child _____
 _____ was absent
 for _____ day/s from _____
 to _____.

Reason:

 Parent/Guardian's Signature

 Prefect of Students

 Adviser's Signature

*Note: Please attach a copy of medical certificate***12**

Date: _____

My child _____
 _____ was absent
 for _____ day/s from _____
 to _____.

Reason:

 Parent/Guardian's Signature

 Prefect of Students

 Adviser's Signature

*Note: Please attach a copy of medical certificate***EXCUSE LETTER**

13

Date: _____

My child _____
_____ was absent
for _____ day/s from _____
to _____.

Reason:

Parent/Guardian's Signature_____
Prefect of Students_____
Adviser's Signature*Note: Please attach a copy of medical certificate***15**

Date: _____

My child _____
_____ was absent
for _____ day/s from _____
to _____.

Reason:

Parent/Guardian's Signature_____
Prefect of Students_____
Adviser's Signature*Note: Please attach a copy of medical certificate***14**

Date: _____

My child _____
_____ was absent
for _____ day/s from _____
to _____.

Reason:

Parent/Guardian's Signature_____
Prefect of Students_____
Adviser's Signature*Note: Please attach a copy of medical certificate***16**

Date: _____

My child _____
_____ was absent
for _____ day/s from _____
to _____.

Reason:

Parent/Guardian's Signature_____
Prefect of Students_____
Adviser's Signature*Note: Please attach a copy of medical certificate*

LIBRARY PERMIT

Date: _____ Please allow _____ of Grade _____ - St. _____ to stay in the library from _____ to _____. Reason: _____ _____ _____ Teacher's Signature School Librarian	Date: _____ Please allow _____ of Grade _____ - St. _____ to stay in the library from _____ to _____. Reason: _____ _____ _____ Teacher's Signature School Librarian
Date: _____ Please allow _____ of Grade _____ - St. _____ to stay in the library from _____ to _____. Reason: _____ _____ _____ Teacher's Signature School Librarian	Date: _____ Please allow _____ of Grade _____ - St. _____ to stay in the library from _____ to _____. Reason: _____ _____ _____ Teacher's Signature School Librarian
Date: _____ Please allow _____ of Grade _____ - St. _____ to stay in the library from _____ to _____. Reason: _____ _____ _____ Teacher's Signature School Librarian	Date: _____ Please allow _____ of Grade _____ - St. _____ to stay in the library from _____ to _____. Reason: _____ _____ _____ Teacher's Signature School Librarian

LIBRARY PERMIT

Date: _____

Please allow _____
of Grade _____ - St. _____ to stay in
the library from _____ to _____.

Reason:

Teacher's Signature School Librarian

Date: _____

Please allow _____
of Grade _____ - St. _____ to stay in
the library from _____ to _____.

Reason:

Teacher's Signature School Librarian

Date: _____

Please allow _____
of Grade _____ - St. _____ to stay in
the library from _____ to _____.

Reason:

Teacher's Signature School Librarian

Date: _____

Please allow _____
of Grade _____ - St. _____ to stay in
the library from _____ to _____.

Reason:

Teacher's Signature School Librarian

Date: _____

Please allow _____
of Grade _____ - St. _____ to stay in
the library from _____ to _____.

Reason:

Teacher's Signature School Librarian

Date: _____

Please allow _____
of Grade _____ - St. _____ to stay in
the library from _____ to _____.

Reason:

Teacher's Signature School Librarian

PERMIT TO BRING/USE GADGET

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

PERMIT TO BRING/USE GADGET

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

PERMIT TO BRING/USE GADGET

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

PERMIT TO BRING/USE GADGET

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

PERMIT TO BRING/USE GADGET

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

PERMIT TO BRING/USE GADGET

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

PERMIT TO BRING/USE GADGET

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

PERMIT TO BRING/USE GADGET

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

PERMIT TO BRING/USE GADGET

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

PERMIT TO BRING/USE GADGET

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

PERMIT TO BRING/USE GADGET

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
 on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

PERMIT TO BRING/USE GADGET

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

Date: _____

Please allow _____ of

Grade _____ - St. _____ to bring _____
(Gadget/s)
on _____ for his/her _____
(Date) (Subject)

Reason:

Teacher's Signature

Prefect of Students

Note: Gadget/s must only be used for the reason specified. Gadget/s not in use must be kept by the student. Charging of gadgets is not allowed.

CORRESPONDENCE

Date: _____
Dear _____ ,

Date: _____
Time: _____
Place: _____

Class Adviser's/Subject Teacher's Signature

Date: _____
Dear _____ ,

Date: _____
Time: _____
Place: _____

Class Adviser's/Subject Teacher's Signature

Date: _____
Dear _____ ,

Date: _____
Time: _____
Place: _____

Class Adviser's/Subject Teacher's Signature

Date: _____
Dear _____ ,

Date: _____
Time: _____
Place: _____

Class Adviser's/Subject Teacher's Signature

Date: _____
Dear _____ ,

Date: _____
Time: _____
Place: _____

Class Adviser's/Subject Teacher's Signature

Date: _____
Dear _____ ,

Date: _____
Time: _____
Place: _____

Class Adviser's/Subject Teacher's Signature

CORRESPONDENCE

Date: _____
Dear _____ ,

Date: _____
Time: _____
Place: _____

Class Adviser's/Subject Teacher's Signature

Date: _____
Dear _____ ,

Date: _____
Time: _____
Place: _____

Class Adviser's/Subject Teacher's Signature

Date: _____
Dear _____ ,

Date: _____
Time: _____
Place: _____

Class Adviser's/Subject Teacher's Signature

Date: _____
Dear _____ ,

Date: _____
Time: _____
Place: _____

Class Adviser's/Subject Teacher's Signature

Date: _____
Dear _____ ,

Date: _____
Time: _____
Place: _____

Class Adviser's/Subject Teacher's Signature

Date: _____
Dear _____ ,

Date: _____
Time: _____
Place: _____

Class Adviser's/Subject Teacher's Signature

SUSPENSION CORRESPONDENCE

Date: _____ This is to inform you that your child _____ of _____ will be suspended for ____ day/s. In connection, may I request you to come to the Office of Prefect of Students to discuss this matter. Date: _____ Time: _____ _____ Prefect of Students _____ Parent's Signature	Date: _____ This is to inform you that your child _____ of _____ will be suspended for ____ day/s. In connection, may I request you to come to the Office of Prefect of Students to discuss this matter. Date: _____ Time: _____ _____ Prefect of Students _____ Parent's Signature
Date: _____ This is to inform you that your child _____ of _____ will be suspended for ____ day/s. In connection, may I request you to come to the Office of Prefect of Students to discuss this matter. Date: _____ Time: _____ _____ Prefect of Students _____ Parent's Signature	Date: _____ This is to inform you that your child _____ of _____ will be suspended for ____ day/s. In connection, may I request you to come to the Office of Prefect of Students to discuss this matter. Date: _____ Time: _____ _____ Prefect of Students _____ Parent's Signature
Date: _____ This is to inform you that your child _____ of _____ will be suspended for ____ day/s. In connection, may I request you to come to the Office of Prefect of Students to discuss this matter. Date: _____ Time: _____ _____ Prefect of Students _____ Parent's Signature	Date: _____ This is to inform you that your child _____ of _____ will be suspended for ____ day/s. In connection, may I request you to come to the Office of Prefect of Students to discuss this matter. Date: _____ Time: _____ _____ Prefect of Students _____ Parent's Signature

SUSPENSION SLIP

DATE: _____

DATE: _____

SUBJECT	TEACHERS' SIGNATURE
Filipino	_____
English	_____
Mathematics	_____
Science	_____
Christian Living	_____
MAPEH	_____
EPP/THE	_____
Computer Education	_____
Araling Panlipunan	_____
_____	_____
Prefect of Students	Adviser Parent's Signature

SUBJECT	TEACHERS' SIGNATURE
Filipino	_____
English	_____
Mathematics	_____
Science	_____
Christian Living	_____
MAPEH	_____
EPP/THE	_____
Computer Education	_____
Araling Panlipunan	_____
_____	_____
Prefect of Students	Adviser Parent's Signature

DATE: _____

DATE: _____

SUBJECT	TEACHERS' SIGNATURE
Filipino	_____
English	_____
Mathematics	_____
Science	_____
Christian Living	_____
MAPEH	_____
EPP/THE	_____
Computer Education	_____
Araling Panlipunan	_____
_____	_____
Prefect of Students	Adviser Parent's Signature

SUBJECT	TEACHERS' SIGNATURE
Filipino	_____
English	_____
Mathematics	_____
Science	_____
Christian Living	_____
MAPEH	_____
EPP/THE	_____
Computer Education	_____
Araling Panlipunan	_____
_____	_____
Prefect of Students	Adviser Parent's Signature

DATE: _____

DATE: _____

SUBJECT	TEACHERS' SIGNATURE
Filipino	_____
English	_____
Mathematics	_____
Science	_____
Christian Living	_____
MAPEH	_____
EPP/THE	_____
Computer Education	_____
Araling Panlipunan	_____
_____	_____
Prefect of Students	Adviser Parent's Signature

SUBJECT	TEACHERS' SIGNATURE
Filipino	_____
English	_____
Mathematics	_____
Science	_____
Christian Living	_____
MAPEH	_____
EPP/THE	_____
Computer Education	_____
Araling Panlipunan	_____
_____	_____
Prefect of Students	Adviser Parent's Signature

SUSPENSION SLIP

DATE: _____

DATE: _____

SUBJECT	TEACHERS' SIGNATURE	SUBJECT	TEACHERS' SIGNATURE
Filipino	_____	Filipino	_____
English	_____	English	_____
Mathematics	_____	Mathematics	_____
Science	_____	Science	_____
Christian Living	_____	Christian Living	_____
MAPEH	_____	MAPEH	_____
EPP/THE	_____	EPP/THE	_____
Computer Education	_____	Computer Education	_____
Araling Panlipunan	_____	Araling Panlipunan	_____
_____	_____	_____	_____
Prefect of Students	Adviser	Parent's Signature	Prefect of Students
Adviser	Parent's Signature	Adviser	Parent's Signature

DATE: _____

DATE: _____

SUBJECT	TEACHERS' SIGNATURE	SUBJECT	TEACHERS' SIGNATURE
Filipino	_____	Filipino	_____
English	_____	English	_____
Mathematics	_____	Mathematics	_____
Science	_____	Science	_____
Christian Living	_____	Christian Living	_____
MAPEH	_____	MAPEH	_____
EPP/THE	_____	EPP/THE	_____
Computer Education	_____	Computer Education	_____
Araling Panlipunan	_____	Araling Panlipunan	_____
_____	_____	_____	_____
Prefect of Students	Adviser	Parent's Signature	Prefect of Students
Adviser	Parent's Signature	Adviser	Parent's Signature

DATE: _____

DATE: _____

SUBJECT	TEACHERS' SIGNATURE	SUBJECT	TEACHERS' SIGNATURE
Filipino	_____	Filipino	_____
English	_____	English	_____
Mathematics	_____	Mathematics	_____
Science	_____	Science	_____
Christian Living	_____	Christian Living	_____
MAPEH	_____	MAPEH	_____
EPP/THE	_____	EPP/THE	_____
Computer Education	_____	Computer Education	_____
Araling Panlipunan	_____	Araling Panlipunan	_____

_____	_____	_____
Prefect of Students	Adviser	Parent's Signature

_____	_____	_____
Prefect of Students	Adviser	Parent's Signature

SENT HOME FORM

Date: _____

Time of arrival in school: _____ Time sent home: _____

Reason/s: _____

Prefect of Students

I hereby acknowledge that my son/daughter was sent home due to the reasons mentioned above. He/She arrived home at (time)_____.

Parent/Guardian's Signature

SENT HOME FORM

Date: _____

Time of arrival in school: _____ Time sent home: _____

Reason/s: _____

Prefect of Students

I hereby acknowledge that my son/daughter was sent home due to the reasons mentioned above. He/She arrived home at (time)_____.

Parent/Guardian's Signature

SENT HOME FORM

Date: _____

Time of arrival in school: _____ Time sent home: _____

Reason/s: _____

Prefect of Students

I hereby acknowledge that my son/daughter was sent home due to the reasons mentioned above. He/She arrived home at (time)_____.

Parent/Guardian's Signature

SENT HOME FORM

Date: _____

Time of arrival in school: _____ Time sent home: _____

Reason/s: _____

Prefect of Students

I hereby acknowledge that my son/daughter was sent home due to the reasons mentioned above. He/She arrived home at (time)_____.

Parent/Guardian's Signature

SENT HOME FORM

Date: _____

Time of arrival in school: _____ Time sent home: _____

Reason/s: _____

Prefect of Students*I hereby acknowledge that my son/daughter was sent home due to the reasons mentioned above. He/She arrived home at (time)_____.*_____
Parent/Guardian's Signature**SENT HOME FORM**

Date: _____

Time of arrival in school: _____ Time sent home: _____

Reason/s: _____

Prefect of Students*I hereby acknowledge that my son/daughter was sent home due to the reasons mentioned above. He/She arrived home at (time)_____.*_____
Parent/Guardian's Signature**SENT HOME FORM**

Date: _____

Time of arrival in school: _____ Time sent home: _____

Reason/s: _____

Prefect of Students*I hereby acknowledge that my son/daughter was sent home due to the reasons mentioned above. He/She arrived home at (time)_____.*_____
Parent/Guardian's Signature**SENT HOME FORM**

Date: _____

Time of arrival in school: _____ Time sent home: _____

Reason/s: _____

Prefect of Students*I hereby acknowledge that my son/daughter was sent home due to the reasons mentioned above. He/She arrived home at (time)_____.*_____
Parent/Guardian's Signature**SENT HOME FORM**

Date: _____

Time of arrival in school: _____ Time sent home: _____

Reason/s: _____

Prefect of Students*I hereby acknowledge that my son/daughter was sent home due to the reasons mentioned above. He/She arrived home at (time)_____.*_____
Parent/Guardian's Signature**SENT HOME FORM**

Date: _____

Time of arrival in school: _____ Time sent home: _____

Reason/s: _____

Prefect of Students*I hereby acknowledge that my son/daughter was sent home due to the reasons mentioned above. He/She arrived home at (time)_____.*_____
Parent/Guardian's Signature

SENT HOME FORM

Date: _____

Time of arrival in school: _____ Time sent home: _____

Reason/s: _____

Prefect of Students

*I hereby acknowledge that my son/daughter was sent home
due to the reasons mentioned above. He/She arrived home at
(time)_____.*

Parent/Guardian's Signature**SENT HOME FORM**

Date: _____

Time of arrival in school: _____ Time sent home: _____

Reason/s: _____

Prefect of Students

*I hereby acknowledge that my son/daughter was sent home
due to the reasons mentioned above. He/She arrived home at
(time)_____.*

Parent/Guardian's Signature

EARLY DISMISSAL FORM

Date: _____

Reason: _____
_____Please allow him/her to leave at _____ (time)
He/she will be fetched by: __________
Parent/Guardian's Signature_____
Adviser's Signature_____
Prefect of Students**EARLY DISMISSAL FORM**

Date: _____

Reason: _____
_____Please allow him/her to leave at _____ (time)
He/she will be fetched by: __________
Parent/Guardian's Signature_____
Adviser's Signature_____
Prefect of Students**EARLY DISMISSAL FORM**

Date: _____

Reason: _____
_____Please allow him/her to leave at _____ (time)
He/she will be fetched by: __________
Parent/Guardian's Signature_____
Adviser's Signature_____
Prefect of Students**EARLY DISMISSAL FORM**

Date: _____

Reason: _____
_____Please allow him/her to leave at _____ (time)
He/she will be fetched by: __________
Parent/Guardian's Signature_____
Adviser's Signature_____
Prefect of Students**EARLY DISMISSAL FORM**

Date: _____

Reason: _____
_____Please allow him/her to leave at _____ (time)
He/she will be fetched by: __________
Parent/Guardian's Signature_____
Adviser's Signature_____
Prefect of Students**EARLY DISMISSAL FORM**

Date: _____

Reason: _____
_____Please allow him/her to leave at _____ (time)
He/she will be fetched by: __________
Parent/Guardian's Signature_____
Adviser's Signature_____
Prefect of Students**EARLY DISMISSAL FORM**

Date: _____

Reason: _____
_____Please allow him/her to leave at _____ (time)
He/she will be fetched by: __________
Parent/Guardian's Signature_____
Adviser's Signature_____
Prefect of Students**EARLY DISMISSAL FORM**

Date: _____

Reason: _____
_____Please allow him/her to leave at _____ (time)
He/she will be fetched by: __________
Parent/Guardian's Signature_____
Adviser's Signature_____
Prefect of Students

EARLY DISMISSAL FORM

Date: _____

Reason: _____
_____Please allow him/her to leave at _____ (time)
He/she will be fetched by: __________
Parent/Guardian's Signature_____
Adviser's Signature_____
Prefect of Students**EARLY DISMISSAL FORM**

Date: _____

Reason: _____
_____Please allow him/her to leave at _____ (time)
He/she will be fetched by: __________
Parent/Guardian's Signature_____
Adviser's Signature_____
Prefect of Students**EARLY DISMISSAL FORM**

Date: _____

Reason: _____
_____Please allow him/her to leave at _____ (time)
He/she will be fetched by: __________
Parent/Guardian's Signature_____
Adviser's Signature_____
Prefect of Students**EARLY DISMISSAL FORM**

Date: _____

Reason: _____
_____Please allow him/her to leave at _____ (time)
He/she will be fetched by: __________
Parent/Guardian's Signature_____
Adviser's Signature_____
Prefect of Students**EARLY DISMISSAL FORM**

Date: _____

Reason: _____
_____Please allow him/her to leave at _____ (time)
He/she will be fetched by: __________
Parent/Guardian's Signature_____
Adviser's Signature_____
Prefect of Students**EARLY DISMISSAL FORM**

Date: _____

Reason: _____
_____Please allow him/her to leave at _____ (time)
He/she will be fetched by: __________
Parent/Guardian's Signature_____
Adviser's Signature_____
Prefect of Students**EARLY DISMISSAL FORM**

Date: _____

Reason: _____
_____Please allow him/her to leave at _____ (time)
He/she will be fetched by: __________
Parent/Guardian's Signature_____
Adviser's Signature_____
Prefect of Students**EARLY DISMISSAL FORM**

Date: _____

Reason: _____
_____Please allow him/her to leave at _____ (time)
He/she will be fetched by: __________
Parent/Guardian's Signature_____
Adviser's Signature_____
Prefect of Students

NOTES

[illegible]

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

[illegible]

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

SUMMATIVE ASSESSMENT RESULTS

SUBJECTS	1 st Quarter			2 nd Quarter		
	1 st Summative Assessment	2 nd Summative Assessment	Parent's Signature	1 st Summative Assessment	2 nd Summative Assessment	Parent's Signature
AP/ Makabansa						
Christian Living						
English						
COED						
EPP/THE						
Filipino						
MAPEH						
Mathematics						
Science						
Statistics						
Basic/Intro to Research						
GMRC/ValEd						
Campus Journalism						

SUBJECTS	3 rd Quarter			4 th Quarter		
	1 st Summative Assessment	2 nd Summative Assessment	Parent's Signature	1 st Summative Assessment	2 nd Summative Assessment	Parent's Signature
AP/ Makabansa						
Christian Living						
English						
COED						
EPP/THE						
Filipino						
MAPEH						
Mathematics						
Science						
Statistics						
Basic/Intro to Research						
GMRC/ValEd						
Campus Journalism						

SHS SUMMATIVE ASSESSMENT RESULTS

FIRST SEMESTER						
SUBJECTS	1 st Quarter			2 nd Quarter		
	1 st Summative Assessment	2 nd Summative Assessment	Parent's Signature	1 st Summative Assessment	2 nd Summative Assessment	Parent's Signature

SECOND SEMESTER						
SUBJECTS	3 rd Quarter			4 th Quarter		
	1 st Summative Assessment	2 nd Summative Assessment	Parent's Signature	1 st Summative Assessment	2 nd Summative Assessment	Parent's Signature

DISCIPLINARY ACTION FORM

Date: _____

Type of Warning:

[] Oral Reprimand [] Written Warning [] Final Warning (Gr. 1-3)

Type of Offense

[] Minor Offense [] Major Offense [] Grave Offense

Details of Infraction:_____

Teacher/POS Signature**Action/s to be Taken**

Grades 1 – 3

Grades 4 – 12

[] Parent-Teacher Conference [] Written Notification to Parents
 [] Parent-Guidance Conference [] POS-Parent Conference
 [] One Lily Demerit [] For Community Service
 [] Two Lily Demerits [] ____ Day/s Home Suspension
 [] ____ Day/s Home Suspension

Parent/Guardian Signature**DISCIPLINARY ACTION FORM**

Date: _____

Type of Warning:

[] Oral Reprimand [] Written Warning [] Final Warning (Gr. 1-3)

Type of Offense

[] Minor Offense [] Major Offense [] Grave Offense

Details of Infraction:_____

Teacher/POS Signature**Action/s to be Taken**

Grades 1 – 3

Grades 4 – 12

[] Parent-Teacher Conference [] Written Notification to Parents
 [] Parent-Guidance Conference [] POS-Parent Conference
 [] One Lily Demerit [] For Community Service
 [] Two Lily Demerits [] ____ Day/s Home Suspension
 [] ____ Day/s Home Suspension

Parent/Guardian Signature**DISCIPLINARY ACTION FORM**

Date: _____

Type of Warning:

[] Oral Reprimand [] Written Warning [] Final Warning (Gr. 1-3)

Type of Offense

[] Minor Offense [] Major Offense [] Grave Offense

Details of Infraction:_____

Teacher/POS Signature**Action/s to be Taken**

Grades 1 – 3

Grades 4 – 12

[] Parent-Teacher Conference [] Written Notification to Parents
 [] Parent-Guidance Conference [] POS-Parent Conference
 [] One Lily Demerit [] For Community Service
 [] Two Lily Demerits [] ____ Day/s Home Suspension
 [] ____ Day/s Home Suspension

Parent/Guardian Signature**DISCIPLINARY ACTION FORM**

Date: _____

Type of Warning:

[] Oral Reprimand [] Written Warning [] Final Warning (Gr. 1-3)

Type of Offense

[] Minor Offense [] Major Offense [] Grave Offense

Details of Infraction:_____

Teacher/POS Signature**Action/s to be Taken**

Grades 1 – 3

Grades 4 – 12

[] Parent-Teacher Conference [] Written Notification to Parents
 [] Parent-Guidance Conference [] POS-Parent Conference
 [] One Lily Demerit [] For Community Service
 [] Two Lily Demerits [] ____ Day/s Home Suspension
 [] ____ Day/s Home Suspension

Parent/Guardian Signature

DISCIPLINARY ACTION FORM Date: _____ Type of Warning: ☐ Oral Reprimand ☐ Written Warning ☐ Final Warning (Gr. 1-3) Type of Offense ☐ Minor Offense ☐ Major Offense ☐ Grave Offense Details of Infraction: _____ _____ _____ Teacher/POS Signature Action/s to be Taken <table style="width: 100%;"> <tr> <td style="width: 50%;">Grades 1 – 3</td> <td style="width: 50%;">Grades 4 – 12</td> </tr> <tr> <td>☐ Parent-Teacher Conference</td> <td>☐ Written Notification to Parents</td> </tr> <tr> <td>☐ Parent-Guidance Conference</td> <td>☐ POS-Parent Conference</td> </tr> <tr> <td>☐ One Lily Demerit</td> <td>☐ For Community Service</td> </tr> <tr> <td>☐ Two Lily Demerits</td> <td>☐ ____ Day/s Home Suspension</td> </tr> <tr> <td>☐ ____ Day/s Home Suspension</td> <td></td> </tr> </table> _____ Parent/Guardian Signature	Grades 1 – 3	Grades 4 – 12	☐ Parent-Teacher Conference	☐ Written Notification to Parents	☐ Parent-Guidance Conference	☐ POS-Parent Conference	☐ One Lily Demerit	☐ For Community Service	☐ Two Lily Demerits	☐ ____ Day/s Home Suspension	☐ ____ Day/s Home Suspension		DISCIPLINARY ACTION FORM Date: _____ Type of Warning: ☐ Oral Reprimand ☐ Written Warning ☐ Final Warning (Gr. 1-3) Type of Offense ☐ Minor Offense ☐ Major Offense ☐ Grave Offense Details of Infraction: _____ _____ _____ Teacher/POS Signature Action/s to be Taken <table style="width: 100%;"> <tr> <td style="width: 50%;">Grades 1 – 3</td> <td style="width: 50%;">Grades 4 – 12</td> </tr> <tr> <td>☐ Parent-Teacher Conference</td> <td>☐ Written Notification to Parents</td> </tr> <tr> <td>☐ Parent-Guidance Conference</td> <td>☐ POS-Parent Conference</td> </tr> <tr> <td>☐ One Lily Demerit</td> <td>☐ For Community Service</td> </tr> <tr> <td>☐ Two Lily Demerits</td> <td>☐ ____ Day/s Home Suspension</td> </tr> <tr> <td>☐ ____ Day/s Home Suspension</td> <td></td> </tr> </table> _____ Parent/Guardian Signature	Grades 1 – 3	Grades 4 – 12	☐ Parent-Teacher Conference	☐ Written Notification to Parents	☐ Parent-Guidance Conference	☐ POS-Parent Conference	☐ One Lily Demerit	☐ For Community Service	☐ Two Lily Demerits	☐ ____ Day/s Home Suspension	☐ ____ Day/s Home Suspension	
Grades 1 – 3	Grades 4 – 12																								
☐ Parent-Teacher Conference	☐ Written Notification to Parents																								
☐ Parent-Guidance Conference	☐ POS-Parent Conference																								
☐ One Lily Demerit	☐ For Community Service																								
☐ Two Lily Demerits	☐ ____ Day/s Home Suspension																								
☐ ____ Day/s Home Suspension																									
Grades 1 – 3	Grades 4 – 12																								
☐ Parent-Teacher Conference	☐ Written Notification to Parents																								
☐ Parent-Guidance Conference	☐ POS-Parent Conference																								
☐ One Lily Demerit	☐ For Community Service																								
☐ Two Lily Demerits	☐ ____ Day/s Home Suspension																								
☐ ____ Day/s Home Suspension																									
DISCIPLINARY ACTION FORM Date: _____ Type of Warning: ☐ Oral Reprimand ☐ Written Warning ☐ Final Warning (Gr. 1-3) Type of Offense ☐ Minor Offense ☐ Major Offense ☐ Grave Offense Details of Infraction: _____ _____ _____ Teacher/POS Signature Action/s to be Taken <table style="width: 100%;"> <tr> <td style="width: 50%;">Grades 1 – 3</td> <td style="width: 50%;">Grades 4 – 12</td> </tr> <tr> <td>☐ Parent-Teacher Conference</td> <td>☐ Written Notification to Parents</td> </tr> <tr> <td>☐ Parent-Guidance Conference</td> <td>☐ POS-Parent Conference</td> </tr> <tr> <td>☐ One Lily Demerit</td> <td>☐ For Community Service</td> </tr> <tr> <td>☐ Two Lily Demerits</td> <td>☐ ____ Day/s Home Suspension</td> </tr> <tr> <td>☐ ____ Day/s Home Suspension</td> <td></td> </tr> </table> _____ Parent/Guardian Signature	Grades 1 – 3	Grades 4 – 12	☐ Parent-Teacher Conference	☐ Written Notification to Parents	☐ Parent-Guidance Conference	☐ POS-Parent Conference	☐ One Lily Demerit	☐ For Community Service	☐ Two Lily Demerits	☐ ____ Day/s Home Suspension	☐ ____ Day/s Home Suspension		DISCIPLINARY ACTION FORM Date: _____ Type of Warning: ☐ Oral Reprimand ☐ Written Warning ☐ Final Warning (Gr. 1-3) Type of Offense ☐ Minor Offense ☐ Major Offense ☐ Grave Offense Details of Infraction: _____ _____ _____ Teacher/POS Signature Action/s to be Taken <table style="width: 100%;"> <tr> <td style="width: 50%;">Grades 1 – 3</td> <td style="width: 50%;">Grades 4 – 12</td> </tr> <tr> <td>☐ Parent-Teacher Conference</td> <td>☐ Written Notification to Parents</td> </tr> <tr> <td>☐ Parent-Guidance Conference</td> <td>☐ POS-Parent Conference</td> </tr> <tr> <td>☐ One Lily Demerit</td> <td>☐ For Community Service</td> </tr> <tr> <td>☐ Two Lily Demerits</td> <td>☐ ____ Day/s Home Suspension</td> </tr> <tr> <td>☐ ____ Day/s Home Suspension</td> <td></td> </tr> </table> _____ Parent/Guardian Signature	Grades 1 – 3	Grades 4 – 12	☐ Parent-Teacher Conference	☐ Written Notification to Parents	☐ Parent-Guidance Conference	☐ POS-Parent Conference	☐ One Lily Demerit	☐ For Community Service	☐ Two Lily Demerits	☐ ____ Day/s Home Suspension	☐ ____ Day/s Home Suspension	
Grades 1 – 3	Grades 4 – 12																								
☐ Parent-Teacher Conference	☐ Written Notification to Parents																								
☐ Parent-Guidance Conference	☐ POS-Parent Conference																								
☐ One Lily Demerit	☐ For Community Service																								
☐ Two Lily Demerits	☐ ____ Day/s Home Suspension																								
☐ ____ Day/s Home Suspension																									
Grades 1 – 3	Grades 4 – 12																								
☐ Parent-Teacher Conference	☐ Written Notification to Parents																								
☐ Parent-Guidance Conference	☐ POS-Parent Conference																								
☐ One Lily Demerit	☐ For Community Service																								
☐ Two Lily Demerits	☐ ____ Day/s Home Suspension																								
☐ ____ Day/s Home Suspension																									
DISCIPLINARY ACTION FORM Date: _____ Type of Warning: ☐ Oral Reprimand ☐ Written Warning ☐ Final Warning (Gr. 1-3) Type of Offense ☐ Minor Offense ☐ Major Offense ☐ Grave Offense Details of Infraction: _____ _____ _____ Teacher/POS Signature Action/s to be Taken <table style="width: 100%;"> <tr> <td style="width: 50%;">Grades 1 – 3</td> <td style="width: 50%;">Grades 4 – 12</td> </tr> <tr> <td>☐ Parent-Teacher Conference</td> <td>☐ Written Notification to Parents</td> </tr> <tr> <td>☐ Parent-Guidance Conference</td> <td>☐ POS-Parent Conference</td> </tr> <tr> <td>☐ One Lily Demerit</td> <td>☐ For Community Service</td> </tr> <tr> <td>☐ Two Lily Demerits</td> <td>☐ ____ Day/s Home Suspension</td> </tr> <tr> <td>☐ ____ Day/s Home Suspension</td> <td></td> </tr> </table> _____ Parent/Guardian Signature	Grades 1 – 3	Grades 4 – 12	☐ Parent-Teacher Conference	☐ Written Notification to Parents	☐ Parent-Guidance Conference	☐ POS-Parent Conference	☐ One Lily Demerit	☐ For Community Service	☐ Two Lily Demerits	☐ ____ Day/s Home Suspension	☐ ____ Day/s Home Suspension		DISCIPLINARY ACTION FORM Date: _____ Type of Warning: ☐ Oral Reprimand ☐ Written Warning ☐ Final Warning (Gr. 1-3) Type of Offense ☐ Minor Offense ☐ Major Offense ☐ Grave Offense Details of Infraction: _____ _____ _____ Teacher/POS Signature Action/s to be Taken <table style="width: 100%;"> <tr> <td style="width: 50%;">Grades 1 – 3</td> <td style="width: 50%;">Grades 4 – 12</td> </tr> <tr> <td>☐ Parent-Teacher Conference</td> <td>☐ Written Notification to Parents</td> </tr> <tr> <td>☐ Parent-Guidance Conference</td> <td>☐ POS-Parent Conference</td> </tr> <tr> <td>☐ One Lily Demerit</td> <td>☐ For Community Service</td> </tr> <tr> <td>☐ Two Lily Demerits</td> <td>☐ ____ Day/s Home Suspension</td> </tr> <tr> <td>☐ ____ Day/s Home Suspension</td> <td></td> </tr> </table> _____ Parent/Guardian Signature	Grades 1 – 3	Grades 4 – 12	☐ Parent-Teacher Conference	☐ Written Notification to Parents	☐ Parent-Guidance Conference	☐ POS-Parent Conference	☐ One Lily Demerit	☐ For Community Service	☐ Two Lily Demerits	☐ ____ Day/s Home Suspension	☐ ____ Day/s Home Suspension	
Grades 1 – 3	Grades 4 – 12																								
☐ Parent-Teacher Conference	☐ Written Notification to Parents																								
☐ Parent-Guidance Conference	☐ POS-Parent Conference																								
☐ One Lily Demerit	☐ For Community Service																								
☐ Two Lily Demerits	☐ ____ Day/s Home Suspension																								
☐ ____ Day/s Home Suspension																									
Grades 1 – 3	Grades 4 – 12																								
☐ Parent-Teacher Conference	☐ Written Notification to Parents																								
☐ Parent-Guidance Conference	☐ POS-Parent Conference																								
☐ One Lily Demerit	☐ For Community Service																								
☐ Two Lily Demerits	☐ ____ Day/s Home Suspension																								
☐ ____ Day/s Home Suspension																									

DISCIPLINARY ACTION FORM

Date: _____

Type of Warning:☐ Oral Reprimand ☐ Written Warning ☐ Final Warning (Gr. 1-3)**Type of Offense**☐ Minor Offense ☐ Major Offense ☐ Grave Offense**Details of Infraction:**

Teacher/POS Signature

Action/s to be Taken

Grades 1 – 3

Grades 4 – 12

☐ Parent-Teacher Conference ☐ Written Notification to Parents☐ Parent-Guidance Conference ☐ POS-Parent Conference☐ One Lily Demerit ☐ For Community Service☐ Two Lily Demerits ☐ ____ Day/s Home Suspension☐ ____ Day/s Home Suspension

Parent/Guardian Signature

DISCIPLINARY ACTION FORM

Date: _____

Type of Warning:☐ Oral Reprimand ☐ Written Warning ☐ Final Warning (Gr. 1-3)**Type of Offense**☐ Minor Offense ☐ Major Offense ☐ Grave Offense**Details of Infraction:**

Teacher/POS Signature

Action/s to be Taken

Grades 1 – 3

Grades 4 – 12

☐ Parent-Teacher Conference ☐ Written Notification to Parents☐ Parent-Guidance Conference ☐ POS-Parent Conference☐ One Lily Demerit ☐ For Community Service☐ Two Lily Demerits ☐ ____ Day/s Home Suspension☐ ____ Day/s Home Suspension

Parent/Guardian Signature

MEDICAL/DENTAL FORM

Date: _____ Time-out: _____ Chief Complaints: _____ _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____
Date: _____ Time-out: _____ Chief Complaints: _____ _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____
Date: _____ Time-out: _____ Chief Complaints: _____ _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____

MEDICAL/DENTAL FORM

Date: _____ Time-out: _____ Chief Complaints: _____ _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ _____ Teacher's Signature Parent's Signature: _____
Date: _____ Time-out: _____ Chief Complaints: _____ _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ _____ Teacher's Signature Parent's Signature: _____
Date: _____ Time-out: _____ Chief Complaints: _____ _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ _____ Teacher's Signature Parent's Signature: _____

MEDICAL/DENTAL FORM

Date: _____ Time-out: _____ Chief Complaints: _____ _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____
Date: _____ Time-out: _____ Chief Complaints: _____ _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____
Date: _____ Time-out: _____ Chief Complaints: _____ _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____

MEDICAL/DENTAL FORM

Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____
Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____
Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____

MEDICAL/DENTAL FORM

Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____
Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____
Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____

MEDICAL/DENTAL FORM

Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____
Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____
Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____

MEDICAL/DENTAL FORM

Date: _____ Time-out: _____ Chief Complaints: _____ _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ _____ Teacher's Signature Parent's Signature: _____
Date: _____ Time-out: _____ Chief Complaints: _____ _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ _____ Teacher's Signature Parent's Signature: _____
Date: _____ Time-out: _____ Chief Complaints: _____ _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ _____ Teacher's Signature Parent's Signature: _____

MEDICAL/DENTAL FORM

Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ Teacher's Signature Parent's Signature: _____
Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ Teacher's Signature Parent's Signature: _____
Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ Teacher's Signature Parent's Signature: _____

MEDICAL/DENTAL FORM

Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____
Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____
Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____

MEDICAL/DENTAL FORM

Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____
Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____
Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____	Date: _____ Time-out: _____ Chief Complaints: _____ _____ Teacher's Signature Attended by: _____ Diagnosis: _____ Discharge Time: _____ Time-in: _____ _____ Teacher's Signature Parent's Signature: _____

**LILY RECORD (GRADES 1- 3)/
PREFECT OF STUDENTS' RECORD (GRADES 4 - 12)**

MINOR OFFENSE

MAJOR OFFENSE

[illegible]

TARDINESS RECORD

1st Quarter

2nd Quarter

DATE	TIME	POS/ TEACHER'S SIGNATURE	CLASS ADVISER'S SIGNATURE	PARENT'S SIGNATURE

[illegible][illegible]

PARENTS'/STUDENT'S CONFORME

We, the parents and students recognize our duties and responsibilities with regard to enrollment at San Jose Academy. In view of this, we firmly agree to the following:

1. To enroll our child at San Jose Academy and fully subscribe to all school policies and requirements.
2. To abide by the rules and regulations governing our enrolment at San Jose Academy, as specifically stated in Parent-Student Handbook and Journal and other school circulars/memoranda; such that if our child at any given time, commits any serious offense (as may be determined by the school administration), he/she shall be subjected to the corresponding disciplinary sanction.
3. To pay the tuition, basic and miscellaneous fees within the required period as indicated in the current schedule of payment. Overdue accounts will be charged at 2% penalty per month of delay. We are aware that these fees are subject to change yearly in accordance with DepEd guidelines.
4. To recognize without reservation, the authority of San Jose Academy to ban or not allow our child from entering the school campus and attending his/her classes in case we fail to pay two (2) consecutive installments of the due and demandable tuition and other school fees as indicated in the current schedule of payment and that he/she shall be only readmitted as soon as the tuition and other school fees are paid; provided however, that our child will be solely responsible in keeping up with lessons, assignments and taking examinations given during the school days our child was not allowed to enter the campus and attend classes.
5. To actively participate in conferences or meetings for parents as well as all official activities of the school.
6. To be an active member of the San Jose Academy Parents' Council.

I/We have read and understood the foregoing school policies and rules and
I/we will ensure that my/our child/children and I/we conform

with said policies and rules.

Father's Name: _____

Mother's Name: _____

Signature Specimen:

Signature Specimen:

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

Guardian's Name: _____

Signature Specimen:

1. _____

2. _____

3. _____

Name of Student: _____

Grade and Section: _____

Signature: _____

Date: _____

(Please detach this leaf and submit it to the Class Adviser for file purposes. Thank you.)