

# **DEL PILAR ACADEMY'S GENERAL POLICIES** **HIGHSCHOOL DEPARTMENT**



## **ACADEMIC REGULATIONS**

### **A. ATTENDANCE**

1. Regular and punctual attendance in all classes and activities are required of every student. Classes missed due to late enrolment are considered absences.
2. Three consecutive tardiness is considered as an absence.
3. A student who leaves the class and returns at the end of the period is considered absent.
4. A student who incurs absences of more than twenty percent (20%) of the prescribed number of class or laboratory periods during the school year shall be given a failing grade and given no credit for the course or subject. However, students belonging to the upper half of the class may, at the discretion of the Principal, be allowed to make-up and comply with the school's required academic rating.
5. An absence may be excused if caused by sickness or force majeure.
6. A student is held responsible for all missed class work during his absence.
7. Students are not allowed to leave their class when a teacher is absent. The Office of the Principal will assign a substitute teacher and/or take a proper course of action.
8. Students who are on official and authorized school activities will be excused from their classes. However, they have to keep up with missed class work and take examinations thereafter.

### **B. EXAMINATIONS**

The school year is divided into four (4) periods. The schedule of examinations is posted on the bulletin board a week before the scheduled dates and is included in the Diary. During these dates, students are also required to secure examination permits from the Cashier's Office. The permits must be submitted to the Proctor during examinations.

### **C. SPECIAL EXAMS**

1. In case of failure to take the scheduled examinations, a student must present a letter of explanation to the Office of the Principal, properly signed by his/her parent/guardian. If the absence is justifiable, he/she shall be given a special examination.
2. Special examinations are given on scheduled dates at the Guidance Office. A student who fails to get the special examinations, for one reason or another, will get the lowest grade possible for the periodic examinations.

### **D. GRADING SYSTEM**

1. A performance-based grading system is adopted to reflect consistency between the true level and degree of mastery of competencies by studies in each subject area.
2. The 60-30-10 test design shall continue to be adopted where 60% of the items shall be easy, although assessing critical thinking; 30% shall be average or moderately difficult; and 10% shall be difficult.

3. There are four grading periods and the averaging method is to be used.
4. The passing mark is seventy-five percent (75%) and the lowest grade is sixty-five percent (65%).
5. The final grade in each subject area is the average of four periodical grades.
6. Promotion shall be by subject and by the number of units. A student who fails in three (3) units or less is promoted to the next curriculum level.
7. A student shall be retained in the year level if he incurs failures of three units or more during the regular school year and is unable to make up for the failed subjects during the summer sessions.

### **E. COMPUTATION OF GRADES**

Grades in the different subject areas are computed based on the percentage weight allocated for the various components as defined in DepEd Order No.5, s.2005.

#### **ENGLISH**

Periodic Test	25%
Participation/Performance	50%
Output/Project	25%
<b>TOTAL</b>	<b>100%</b>

#### **FILIPINO**

Markahang Pagsusulit	25%
Interaksyong Pangklase/Performans	50%
Pasulat na Awtput	25%
<b>KABUUAN</b>	<b>100%</b>

#### **MATHEMATICS**

Periodic Test	15%
Quizzes	15%
Unit Test	15%
Participation/Performance	30%
Output/Projects	25%
<b>TOTAL</b>	<b>100%</b>

#### **SCIENCE & TECHNOLOGY**

Periodic Test	25%
Quizzes	10%
Participation/Performance	35%
Output/Projects	20%
Assignment	10%
<b>TOTAL</b>	<b>100%</b>

#### **MAKABAYAN**

The grade for MAKABAYAN is computed based on the percentage weights of the components subjects.

ARALING PANLIPUNAN (Social Studies)	28.57%
M.A.P.E.H.	28.57%
TECHNOLOGY & LIVELIHOOD EDUCATION (TLE)	28.57%
VALUES EDUCATION (Edukasyong Pagpapahalaga)	14.29%
<b>TOTAL</b>	<b>100.00%</b>

**ARALING PANLIPUNAN**

Markahang Pagsusulit	20%
Maikling Pagsubok	20%
Partipasyong Pangklase	30%
Proyekto/Awtput	20%
Takdang-Gawain	10%
<b>KABUUAN</b>	<b>100%</b>

**EDUKASYONG PAGPAPAHALAGA**

Markahang Pagsusulit	25%
Maikling Pagsubok	10%
Partisipasyong Pangklase	40%
Proyekto/Awtput	15%
Beheybyor	10%
<b>KABUUAN</b>	<b>100%</b>

**TECHNOLOGY & LIVELIHOOD EDUCATION**

Periodic Test	25%
Quizzes	10%
Participation/Performance	45%
Output/Projects	20%
<b>TOTAL</b>	<b>100%</b>

**MUSIC, ARTS, & PHYSICAL EDUCATION & HEALTH (MAPEH)**

Periodic Test	25%
Quizzes	10%
Class Participation	15%
Output/Projects	25%
<b>TOTAL</b>	<b>100%</b>

**CITIZENSHIP ADVANCEMENT TRAINING – I (CAaT)**

Periodic Test	15%
Quizzes/Unit Test	10%
Class Participation	15%
Performance (Ability to achieve goals, manifest cooperation, etc.)	35%
Output/Projects (Classroom and community projects)	25%
<b>TOTAL</b>	<b>100%</b>

**F. REPORT CARD**

The REPORT CARD is a record of the evaluation of a student's academic performance. It is issued after every grading period to be duly signed and acknowledged by the parent/guardian.

**G. SELECTION OF HONOR STUDENTS**

To give due and proper recognition to students who have shown exemplary performance in their school work, the guidelines for the selection of honor students based on DepEd Order No.6, s. 2005 are as follows:

1. Candidates for honors, at any year level, shall be drawn from the top ten (10) students of the school. They must not have a final grade lower than 80% in any subject.
2. The top 10 students shall ranked using the 7-3 point scheme (7 points for academic performance and 3 points for leadership in co-curricular activities).
3. The student's grades in the previous curriculum level shall not be considered in the ranking of honors for graduating students.
4. In case of a tie, candidates may both be declared for the honor ranking, for example both as valedictorians, salutatorians, first honorable mention, etc.
5. Candidates for honors at any level must have done the entire work of the year level in the school where they are candidates for honors. Thus, students who transfer during the school year shall not be eligible for honors for that curriculum year.
6. A student who has been suspended for serious disciplinary infractions (e.g. cheating and stealing, smoking inside the school premises, gambling of any sort, fighting, causing injury to others, etc.) as defined in Chapter 3, Section 1.1.2 of the 2000 DECS Service Manual shall be disqualified for honors for the curriculum year during which the suspension is imposed.
7. Recognition shall be given for the achievement of students in specific academic disciplines (e.g. Science, Mathematics, English) and in special curricular areas (e.g. athletics, performing arts, campus journalism).
8. Any teacher who is related within the second degree of affinity or consanguinity to any candidate for honors shall be not allowed to sit as member of the Selection Committee.
9. The Head of the School, as Chair of the Selection Committee, shall make the final announcement of honor students. The announcement for the graduating students shall be made not later than fifteen (15) working days before the recognition rites/commencement exercises.
10. Protests, if any, shall be filed with the Office of the Principal by the candidates and their parents/guardians, within five (5) working days before the recognition/graduation rites and shall be settled at the district level, in case of elementary, and at the division level, in case of secondary, not later than three (3) working days before recognition/graduation.

### **DISCIPLINE**

1. It is important for students to maintain a clean discipline record to assure them of their continued stay in the school. This section aims to orient them with the discipline policies, rules and regulations, as well as structures, procedures, and practices.
2. Students will not be admitted to the Academy for the succeeding school year for the excessive number of major and minor offenses done during his/her stay in the Academy.
3. Transferees will have to fill-up a waiver form that indicates that they have to follow the school rules and regulations. In case he/she violates any school policy (major or minor offense), he/she will be voluntarily dropped and transferred to other school by their parent/guardian.

4. In all foregoing offenses, the erring student shall be sent to the Head of Student Discipline for immediate and proper disciplinary action. For major offenses, the case will be forwarded to the Board of Discipline for proper investigation and application of the proper sanction.
5. The Board of Discipline shall be composed of the Head of Student Discipline, Guidance Counselor, the Adviser of the Offender, and the Class President of the Offender. The Head of Student Discipline shall be the Chairman of the Board of Discipline.
6. Major offenses will be entertained by the Head of Student Discipline and for minor offenses, the class adviser or subject teachers will be the ones to handle the cases in terms of counseling and reported afterwards to the Discipline Office.
7. Any student punished by suspension will not be re-admitted without a written agreement countersigned by parent/guardian that erring student will improve his/her behavior.
8. Students engaged in fraternity/sorority are not allowed to enroll or will not be readmitted by the Academy unless they write a retraction letter. In case they presented a retraction letter, student who engaged in fraternity/sorority will have to fill-up a waiver form that indicates that they have to follow the school rules and regulations. In case he/she violates any school policy (major or minor offense), he/she will be voluntarily dropped and transferred to other school by his/her parent/guardian.
9. All students are required to observe proper student behavior and discipline inside the classroom and in and out of campus. Enumerated under are offenses, which will be grounds for disciplinary action duly categorized and defined as follows:

### **MAJOR OFFENSES**

1. Drug addiction and/or the authorized or illegal possession or use of prohibited drugs or chemicals such as marijuana, shabu, LSD, heroin and hallucinogenic drugs or substances in any form; or the possession of any regulated drugs such as barbiturates, sedatives, cough syrups without the proper prescription or inhalants such as rugby, acetone or thinner without valid justification within the school premises.
2. Hazing or physical injuries for the purpose of initiation, admission or continuance of membership in any organization, society or group, whether open or secret. Officers and members who are present when such hazing happened shall be liable whether or not they actually participate. Officers of the group shall be liable even if they are not present when such hazing occurs.

3. Carrying or possession of firearms and other deadly weapons, including but not limited to lead pipes, ice picks, knives or any bladed weapon, firecrackers and pyrotechnics within the school premises.
4. Theft/stealing personal property.
5. Gambling in any form within the campus.
6. Carrying/Possessing/Smoking cigarettes, lighters or matches within the school premises. (Ordinance Prohibiting Smoking in Public Places: Municipal Ordinance No.3, Resolution No.22, s. 1995)
7. Unauthorized possession of liquor or alcoholic beverages within the campus, or entering the campus while in the state of intoxication.
8. Inflicting physical injuries upon another within the campus.
9. Threatening another with infliction and/or actually inflicting upon his/her person.
10. Direct assault upon the person of faculty member, administration, security force of the school.
11. Vandalism in any form and/or destruction of school property. The offense includes:  
(a) Tearing or defacing of library books, magazines or periodicals; (b) writing or drawing on walls, chairs and tables. Any broken school property will be replaced at cost, including labor and materials.
12. Acts of gross disrespect, in words or in deeds, which tend to insult or subject to public ridicule or contempt any member of the faculty, administration and other students.
13. Assault of person and defamation of character.
14. Forgery and alteration of school documents.
15. Boycotting: Any student who impedes, obstructs, prevents or defeats the right of the teacher to teach his/her classes or induces others to do the same is subject for disciplinary action.
16. Acts of lewdness or public display of affection, distribution, or possession of pornographic materials within the campus.
17. Using or lending someone else's ID or examination permit.
18. Habitual disregard and willful violation of established policies and regulations.
19. Cheating during examinations.
20. On Immoral Acts and Teenage Pregnancy

Discipline in education is a mandate of the Philippine Constitution. The Family Code also gives the school moral and spiritual authority and responsibility over its students.

It is therefore the Academy's mission to maintain proper discipline among its students on good morals by providing a moral climate on campus and protecting its public image as an educational institution.

Hence, the school may exercise its power over students who have committed immoral acts outside and beyond the school whether or not the violation of the school policy and regulation occurs in connection with a school-sponsored activity off-campus, and if the misconduct of the student affects the good name or reputation of the school.

## 21. Sexual Harassment

Telling sexually offensive jokes or innuendoes, constantly talking of sex, displaying offensive pictures while on campus, asking intimate questions about his/her sexual activities, making offensive hand gestures, making obscene phone calls, touching sensitive part of his/her body to threats of sexual nature and actual sexual assault can be penalized under RA No. 7877.

22. Staying in the Malls and Amusement Centers such as: movie houses, video parlors and play station shops offering games, billiards and pool centers and gambling houses from 8:00 AM to 5:00 PM Monday thru Friday except if accompanied by a parent or legal guardian and when on legal holidays and declared special holidays. (Violation of Municipal Ordinance No. 99-001)

23. In line with the DEPARTMENT OF EDUCATION ORDER NO. 70, series 1999 that prohibits the use of CELLULARPHONES inside classroom and upon agreement with the SAMAGUDELPA within the perimeters of the school, the following sanctions will be imposed for violations:

**FIRST OFFENSE** Confiscation of cellphone. Only the parent or guardian is the authorized person to get the confiscated cellphone

**SECOND OFFENSE** Student will be required to render five (5) days of school service.

**THIRD OFFENSE** Confiscation of cellphone for one (1) month under the care of the DISCIPLINE OFFICE and deposited at the ACADEMY'S VAULT. The confiscated cellphone can only be retrieved by the parent or guardian after one (1) month.

**FOURTH OFFENSE** Student will be suspended for 1 week.

**FIFTH OFFENSE** After suspension, the offender is placed under probation and dropped voluntarily by their parents from attending classes.

### **SANCTIONS FOR MAJOR OFFENSES:**

1. **SCHOOL SERVICE** The imposition of a 5-day school service, strictly implemented and supervised by the DISCIPLINE OFFICE.

3. **SUSPENSION** The imposition of 5-10 days class suspension is a sanction implemented due to excessive number of

major offenses committed by the offender. Offender is prohibited from attending class sessions but reports in the Guidance Office for self/study monitoring.

#### **4. PROBATION**

Repeated violation after suspension places the offender under probation for a period to be decided upon by the Board of Discipline depending on the gravity of the case. The parent or guardian of the offender must be informed and should acknowledge the imposition of the sanction, of dropping out of school or expulsion for repeated violation.

#### **5. DROPPING**

This involves the student being dropped from attending classes in the school. In some cases, the student may be asked to transfer to other schools, if accepted, on condition that the record of student's offenses will be transmitted to the receiving school.

#### **6. EXPULSION**

After presentation of facts and evidences pertaining to the offenses and upon the recommendation of the Board of Discipline, to the parent or guardian, the student is expelled from school, and the corresponding report to the DepEd will be sent. In all of the above sanctions, due process will be observed.

### **MINOR OFFENSES**

1. Entering the campus without an ID card and/or the Student Diary, or not wearing the prescribed uniform.
2. Tearing of pages from Student Diary.
3. Improper wearing of ID card.
4. Untucked blouse or undershirt, unbuttoned polo shirt.
5. Behavior unbecoming of a student.
6. Disturbing classes without valid reason.
7. Loitering in corridors, canteen, school grounds – loitering during class hours, unauthorized use of chalks.
8. Eating in the classroom.
9. Littering
10. Long hair
11. Entering a class or breaking into a school activity/function without the permission of those concerned.
12. Other offenses, which disturb the peace and order of the school, not properly classified as a major offense.
13. Three (3) unexcused tardiness.
14. Cutting classes.
15. Leaving the campus without permission.

### **SANCTIONS FOR MINOR OFFENSES:**

1. Admonition by the Head of Student Discipline for first offense, warning.
2. Information to parents, for second offense.
3. Suspension for 1 week, 1 week school service for third offense which is considered a major offense.
4. Temporary or permanent disqualification from membership/leadership in any school organization where proper behavior or discipline is required or of importance.
5. Subject for dropping or expulsion for the repeated violation.

### **SECURITY IN THE CAMPUS**

1. Only bonafide students upon presentation of the school ID of the Academy may be allowed in the school premises.
2. No visitors shall be allowed inside the campus during school hours except for valid reasons. They are required to sign the logbook at the security guard's desk and leave ID with picture and signature.
3. Parents and/or visitors will be entertained during consultation periods only of teachers.
4. No student or visitor shall be allowed inside the school buildings and the premises after the last period, except with permission from the Discipline Office or Principal.
5. Only the students who have acquired the necessary permit for their activity shall be allowed to stay in the campus with their respective teacher/adviser.
6. A parent who wants to see his/her child is advised to go at the Guidance Office.
7. Parents should wear proper and decent civilian clothes if they want to enter the school premises.
8. Students who want to enter the school premises during classes are prohibited to do so, if they are wearing civilian clothes.
9. From time to time, bag inspection of the bonafide students of the Academy will be conducted to insure safety in the campus.
10. Vendors and solicitors are not allowed inside the campus.

### **STUDENT ACTIVITIES**

The school encourages participation in school-sponsored activities and membership in different school organizations for the enrichment of student experiences, for the development and enhancement of their interests and potentials and for preparation for future and wider involvement.

Co-curricular activities shall be subject to prior approval of the Head, Student Affairs, Head, Discipline Office, the Property Manager and the Principal.

#### **1. FRESHMEN & TRANSFEREES' ORIENTATION**

New students are introduced to the school personnel, facilities and policies of the school on designated dates. This group orientation is sponsored by the Discipline Office through the Values Education teachers.

**2. BUWAN NG WIKA**

The month long activity giving life to the different communication skills in Filipino: poetry, drama, choral recitation, debate, storytelling, etc. is celebrated by students.

**3. INTRAMURALS**

The school holds Intramurals for the promotion of sports and sportsmanship, to encourage inter-group competitions and to prepare interested parties for wider participation outside the school.

**4. FOUNDATION ANNIVERSARY**

The school celebrates its Foundation Anniversary on the first week of February. It is formally opened by a Thanksgiving Mass. The celebration includes academic and literary-musical contests, exhibits, mass dances and calisthenics, military parade-and-review and alumni homecoming.

**5. PARANGAL KINA ITAY AT INAY**

This is a literary-musical program in honor of the Outstanding Father and Mother of the Year chosen among the parents of DPA students based on criteria set by a designated selection committee.

**6. JUNIOR & SENIOR PROM**

Upon request of the SAMAGUDELPA (Samahan ng Magulang at Guro ng Del Pilar Academy), the JS Prom is held traditionally at DPA every year. It signifies the ceremonial turnover of responsibilities by the Seniors to the Juniors.

**7. RECOGNITION DAY**

This is a program intended to recognize students for outstanding academic performance and participation in contests and activities outside the school. This activity is held every last Friday of March.

**8. BACCALAUREATE MASS & GRADUATION**

At the end of the school year, a Thanksgiving Mass is attended by the graduating class, faculty and administration and the Board of Trustees.