

Part 1

INTRODUCTION

ABOUT THE FOUNDER

May 15

Saint John Baptist de La Salle
(1651 - 1719)

**Founder of the Institute of the Brothers of
the Christian Schools**

Patron of Christian Educators



Born in Rheims, France, on April 30, 1651, John Baptist de La Salle completed seminary studies in Philosophy and Theology, including the doctorate, and was ordained priest on April 9, 1678. He overcame continuous opposition in founding the Religious Institute of the Brothers of the Christian Schools to provide a human and Christian education for the children of the artisan and the poor, who were deprived of such an opportunity. He esteemed the teaching ministry to be so important that the Brothers would not be tempted to abandon their primary ministry of teaching.

He developed, with the first Brothers, revolutionary teaching methods in the use of the vernacular language, the grouping and instructing of students according to ability and achievement, the integration of human and Christian education, the systematic preparation of teachers, and the involvement of parents. The institute he founded was the first lay male religious community in the Church. The Rule of the Brothers later served as a model for a number of other teaching congregations.

After long years of heroic service, John Baptist de La Salle died on Good Friday, April 7, 1719, in Rouen, France. He was beatified on February 19, 1888, and canonized on May 24, 1900. On May 15, 1950, Pope Pius XII proclaimed Saint John Baptist de La Salle the heavenly Patron of all Christian teachers.

January 26

Anniversary of translation of the relics of Saint John Baptist de La Salle, Priest, Founder of the Institute of the Brothers of the Christian Schools, Patron of Catholic Teachers.

The relics of Saint John Baptist de La Salle were transferred several times. Initially, they were moved from Rouen to Lembecq-les-Hals, Belgium, in 1906. Then from Belgium they were transported to Rome, where they arrived on January 26, 1937, the anniversary of the promulgation in 1725 of the Bull of Approbation of the Institute of the Brothers of the Christian Schools. The relics are venerated in the Church of Saint John Baptist de La Salle at the Generalate.

LASALLIAN SAINTS AND MARTYRS

January 18

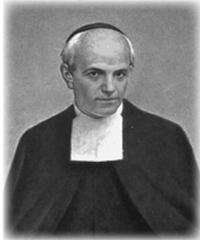
Blessed Brother Jaime Hilario (1898 - 1937)
(Manuel Barbal Cosan)

Blessed Brother Jaime Hilario was born on January 2, 1898 in Enviny, Diocese of Urgel, Lleida, Spain. He grew up in a Christian family atmosphere in the countryside and in 1917 entered the novitiate of the Brothers of the Christian Schools at Irun. He began his teaching and catechetical ministry at Mollerusa, then in Manresa, Iliana, Pibrac (near Toulouse, France), Calaf and Cambrils. At 28, he pronounced his perpetual vows.

At the outset of the Spanish Civil War, Blessed Brother Hilario was at Mollerusa. On August 24, 1936, he was imprisoned at Lleida, and in December of the same year he was transferred to Tarragona. Together with many other religious and lay people, he was incarcerated at Mahon, in a ship transformed into a prison. On January 5, 1937, he was given a summary trial. Three days later, he was executed in the forest called the Mount of Olives, near the cemetery of Tarragona. His last words were. "To die for Christ, young people, is to live". He was beatified by Pope John Paul II on April 29, 1990.



January 30



Saint Mutien – Marie Wiaux (1841 - 1917)
(Louise – Joseph Wiaux)

Saint Mutien – Marie was born in Mellet, Belgium on March 20, 1841. Having joined the Institute of the Brothers of Christian Schools, he dedicated himself for more than fifty years to the education of children in the Brother's boarding school at Malonne, Belgium. To his pupils, their parents and especially to his religious confreres, his religious observance of the rule was worth emulating. He died at Malonne, Belgium, on January 30, 1917. He was beatified by Pope Paul VI on October 30, 1977 and canonized by Pope John Paul II on December 10, 1989.

February 9

Saint Miguel Febres Cordero (1854 - 1910)
(Francisco Febres Cordero)

Francisco Febres Cordero was born on November 7, 1854 in Cuenca, Ecuador. He was one of the first students in the new school that the Brothers opened in Cuenca in 1863. He received the habit of the Institute of the Brothers of the Christian Schools with the name Brother Miguel on March 24, 1868. After having taught literature and the natural sciences, outstanding as a scholar and saint, he was also an epitome of kindness and affability. The Academy of Ecuador named him one of its members. Brother Miguel died at Premia de Nar, near Barcelona, Spain, on February 9, 1910. He was beatified by Pope Paul VI on October 30, 1977 and canonized by Pope Paul II on October 21, 1984.

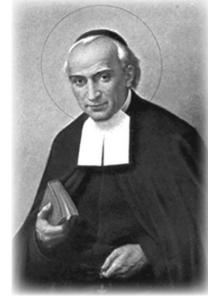


August 13

Saint Benilde Romancon (1805 - 1862)

(Pierre Romancon)

Pierre Romancon was born in the small village of Thuret, near Clermont, France, on June 14, 1805. When he joined the Institute of the Brothers of the Christian Schools, he was given the name Brother Benilde and was assigned to teach children in the primary grades. This was to be his sole task throughout his career as a Brother. He took special pride in teaching catechism. Noted for his spirit of prayer and charity, he had also distinguished himself by showing great wisdom in leading his confreres and in counselling both his Christian Living students and their parents. At Saugues, where he lived for twenty-one years, he had the joy of aiding in the development of numerous religious vocations. He died in Saugues, France, on August 13, 1862. He was beatified on April 4, 1958, and canonized on October 28, 1967.



September 12

Saint Brother Solomon Leclercq

(1725 - 1792)

(Nicolas Lecierca)



Born on November 15, 1745 at Boulogne-su- Mer, France, Brother Solomon was a teacher, director, administrator, and secretary to the Superior General. He always demonstrated a great love for his students and diligent application of St. La Salle's teaching to his professional duties. The sanctity of his life shone forth especially during the French Revolution, when he chose to side with a group of priests who refused to swear allegiance to the terms of the Civil Constitution. He was martyred on September 12, 1792 at the Carmelite Monastery in Paris. Brother Solomon

was beatified by Pope Pius XI on October 17, 1926.

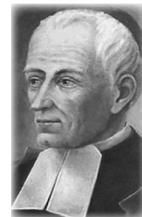
April 13

Blessed Brother Scubillion Rousseau

(1797 - 1867)

(Jean Bernard Rousseau)

Born in Annay-a-Cote (Yonne, France) in 1779, Brother Scubillion joined the Brothers of the Christian Schools in 1822. He was sent in 1833 as a missionary to the island of Reunion in the Indian Ocean. There he became known for his holiness and work as a teacher and a catechist who promoted the cultural, moral, and religious development of the slaves during the period of their emancipation. He died in 1867 in Sainte-Marie, Reunion, and was beatified by Pope John Paul II on May 2, 1990, in Reunion.



THE BROTHERS OF THE CHRISTIAN SCHOOLS IN THE PHILIPPINES

The Brothers first came to the Philippines in 1911, when they were invited by the Archbishop of Manila to set up a Catholic school for the children of the upper class in the country's capital. The Bishop was concerned then about the growing number of American Protestant schools in the country that he sought the help of the Brothers to stem the tide of this growing influence among the children of the country's leading families.

Although the Brothers found themselves in a situation where they were providing education for the children of the elite, they endeavored to remain true to their mission by inculcating in their students a deep concern for the plight of their less privileged countrymen. It was hoped that their Lasallian education would encourage them to utilize and develop their talents and their resources in serving the nation, as they were bound to succeed their fathers in taking the helm of the Philippine economic, political, and cultural life.

As the Brothers in the Philippines grew in number, as their resources allowed, they gradually established more La Salle schools directly serving the needs of the poor and underprivileged through education in the country.

Today, to be more efficient and effective in the implementation of the Lasallian Mission, the Brothers of the Christian Schools established a network of 17 Lasallian schools known as De La Salle Philippines (DLSP) comprising the following District Schools:

LUZON

- De La Salle – College of St. Benilde
- De La Salle Health Sciences Institute
- De La Salle Araneta University
- De La Salle University Science Technology Complex-Laguna (DLSU Satellite Campus)
- De La Salle Lipa
- De La Salle Santiago Zobel School
- De La Salle University – Dasmariñas
- De La Salle University – Manila
- Jaime Hilario Integrated School-La Salle
- La Salle College Antipolo
- La Salle Green Hills

VISAYAS

- De La Salle Andres Soriano Memorial College
- St. Joseph School – La Salle
- University of St. La Salle

MINDANAO

- De La Salle John Bosco College
- La Salle Academy-Iligan
- La Salle University

De La Salle Philippines

VISION – MISSION

PREAMBLE

Deeply moved, as St. John Baptist De La Salle was, by the plight of the poor and youth at risk, we, the members of the Lasallian Schools in the Philippines, commit ourselves to the Lasallian Mission of providing a human and Christian education to the young, especially in schools, with the service of the poor as priority, in order to evangelize and catechize, to promote peace and justice, accomplishing these together as shared mission. We draw strength from the many Lasallians committed to incarnating our charism in our country today to serve the needs of Filipino youth, especially those at risk.

DECLARATION

Inflamed by the Holy Spirit, God's own Fire, we declare our commitment to the following:

- We shall work together as a national network of Lasallian schools in the Philippines for the efficient and effective implementation of the Lasallian Mission, following the directives of the De La Salle Brothers and the Philippine Lasallian Family as set by the General Chapter, the District Chapter and the Philippine Lasallian Family Convocation.
- We shall ensure the integrity of the Lasallian Mission by setting directions and standards applicable to the Philippine Lasallian schools and by monitoring their implementation.
- We shall promote the Lasallian Mission by fostering synergy, collaboration and sharing among the Lasallian schools.
- We shall uphold the Lasallian values of faith, zeal in service and communion in mission.

PRAYER

In all these, we together and by association, dedicate our life and work to God, Who alone guarantees the fulfillment of our Lasallian dream.

Charism

FAITH

- We need to believe in a loving God.
- Believe that we have been called by this loving God.
- That we are called and gifted by God to be of service to others in the ministry of Christian education.

REVITALIZATION / ZEAL

- Generate creative ways of serving youth-at-risk
- Attend to the promotion of justice, peace and the integrity of creation.
- Attend to evangelization/pastoral action in and out of our institutions.
- Push educational innovation in the service of the integral human/ Christian development of students.

ASSOCIATION FOR MISSION / COMMUNION

- Associates share the same vision and spirit.
- They are involved in mutual collaborative ministry.
- All involved in this ministry are gifted and talented; we need to identify, release and utilize these gifts.
- We need to create genuine ministerial communities where gifts can be affirmed, released and utilized for the sake of the mission.

THE INTEGRATED SCHOOL VISION MISSION AND OBJECTIVES

Vision: The USLS-IS is a Catholic, Filipino, co-educational private school administered by the La Salle Brothers and Lay Educators. It envisions a school community as an instrument of evangelization towards the process of achieving total human salvation.

Mission: It commits to the formation of Christian values and pursuit of relevant education for life. As a school community, inspired by the charism of St. John Baptist de La Salle, it seeks that each member of the community will:

1. instill and nurture spiritual and moral responsibilities
2. enhance intellectual and physical potentials
3. develop emotional and social maturity
4. cultivate concern and service for the Church of the poor
5. act as responsible steward of God's creation
6. take pride of being a Filipino
7. live the Lasallian Heritage

DEFINITION OF TERMS

In order to better understand the vision, mission and objectives of the Integrated School, some phrases have been defined:

1. **Agent of Evangelization**

Evangelization in the Lasallian school is the work of the whole school community, since everything the school community does fosters the authentic development

of persons under its power, which leads them to become more like Christ. The Lasallian school offers young people the opportunity to live with others the gospel message they are taught. It offers a powerful experience of a Christian community precisely because it strives to be one; it is where the Gospel is proclaimed through the witness of life.

2. Church of the Poor

It means a church that embraces and practices the evangelical spirit of profound trust in the Lord as sole source of salvation. While the Lord does not want anyone to be materially poor, he wants all his followers to be “poor in spirit.”

3. Formation of Christian Values

Curriculum includes values integration in all subject areas, Christian Living instruction, campus ministry and social programs provided to indicate and form students to live the gospel values.

4. Integral / Total Human Salvation

The goal of Lasallian education is to enable students to make real in their lives the gift of salvation in Christ by enabling them to live by the Christian spirit in their particular context, contributing to the fulfillment of God’s reign of justice, love, and peace through their work in the world. Salvation in Christ is progressively realized in the Lasallian school through an educational project that takes into account all aspects of human development in its reorientation towards Christ who is the paradigm of the human person liberated from sin and made new.

5. Lasallian Heritage

The founder’s life story, charisma, and spirituality, Lasallian Vision – Mission, Philosophy of Lasallian Education embody the Lasallian heritage.

6. Relevant Education for Life

Lasallian education is an education for life. It seeks to prepare young people for responsible participation in the world of work, in the family, in the community, and wider society. It strives to prepare them to face actual life situations with integrity and competence.

Thrust

ONE IN LASALLIAN FAITH COMMITTED TO SERVICE & EXCELLENCE

One in Lasallian Faith

Faith is a fundamental virtue to a Lasallian community. Through this charisma, the light of the Gospel pervades the hearts and minds of all Lasallians enabling them to discern God’s will in whatever circumstance they are in and to affirm that the act of coming together is a manifestation of God’s intervention.

Committed to Service and Excellence

Lasallian education is marked by zeal. All strive to be of service to others by expressing concern and compassion for the plight of the poor and marginalized sectors of society and by responding to their needs.

Lasallian education transforms distinct individuals who take the progressive responsibility for their own continuous learning and development.

It impels learners to translate their knowledge into actual practice for the betterment of society. It prepares individuals to be responsible participants in life.

HISTORY OF **THE USLS-INTEGRATED SCHOOL**

The first group of Brothers, nine in numbers, arrived in Manila in 1911 upon the invitation of the Archbishop of Manila to establish a college of standard. Paco was the original site of the Brothers' first school, and later, in 1921, a new building was erected on the present site at Taft Avenue. From this modest beginning the pioneer effort of the first La Salle Brothers developed until at present. There are eighteen (18) District Schools and a number of La Salle supervised schools throughout the country.

The La Salle Brothers came to Bacolod City in response to the ardent invitation of the Negrense who felt a great need for the type of education the Brothers were offering. Through a ten - hectare donation of the late Mr. Alfredo Montelibano, Sr., La Salle - Bacolod came into existence.

In July 1952, with 189 graders ranging from Prep to Grade 5 and a teaching force of seven, La Salle College - Bacolod formally opened. Three of the faculty members were Bro. Dennis of Mary, Bro. Hugh Wester and Bro. V. Felix Masson and the fourth Brother, Bro. Gratian of Mary, joined in September of same year. The following year, grade 6 was added.

During the school year 1952 - 1953, the parents requested for the opening of the high school department. On February 9, 1952, cement footings were poured for the first high school wing.

Classes opened in 1953 with 24 freshmen, all males. At first, the Brothers accepted student - boarders, there were 56 of them under the supervision of Bro Gratian Murray. The present laboratory and lecture hall served as their sleeping quarters and study hall.

In its second year of operation La Salle had 453 boys in the three fledgling departments.

School year 1977 -1978 marked the Silver Jubilee of the founding of La Salle - Bacolod. Numerous activities were scheduled to commemorate fittingly the foundation. In 1978 the Grade School received its PAASCU Accreditation, the High School received its Accreditation in 1980.

At the end of the school year 1984 - 85, the institution decided to place under one administration the elementary and secondary levels to compose basic education program

for La Salle - Bacolod, thus the birth of the La Salle - Bacolod Integrated School.

The effort was a practical move since it was felt that the elementary and secondary levels should progressively and interruptedly form one continuum. Such move would be for the overall betterment of the students' education.

Since 1986 La Salle has accepted as part of its clientele, Kinder and Prep Girls. It was not until 1987, however, that the Board of Trustees officially handed its decision to turn coed both the grade school and the high school. The inclusion of girls in the once exclusive school for boys has not drastically changed the school's mission statement. The school's objectives remain basically the same. However, changes have been made regarding the manner by which these objectives are attained. In a nutshell, the objectives can be summarized into: 1) holistic development, 2) social awareness and involvement, 3) academic excellence, 4) concern for the poor, 5) love for one's country and being a Filipino.

The succeeding events constitute the milestones of the Integrated School:

July 5, 1988

- Elevation of La Salle College to university status through the effort of Bro. President Rafael Donato, FSC who initiated it in 1982, continued by his successor Bro. Victor Franco, FSC (university President 1983-1986) and completed by Bro Rolando R. Dizon FSC (University President 1986-1998) .
- The University of St. La Salle became the first institution to be elevated as a university after the EDSA revolution and also the only one under President Corazon Aquino's administration.

June 1994

- A three-storey high school building was erected, totally separated from the college department.

1997

- Both Elementary and High School levels were granted 3rd reaccreditation status by PAASCU.

2002

- Both elementary and high school levels were granted 4th accreditation status by PAASCU.
- On July 5, 2002, the University of St. La Salle celebrated its 50 years of existence in Negros with the theme, "Keeping Faith".

2005

- After the retirement of Dr. Myrna Juplo in 2005, a new principal was appointed in the person of Mrs. Ma. Del Pilar M. Limas.

2007-2008

- Br. Ray B. Suplido, FSC PhD became the 10th President of USLS.
- In February 2008, Br. Felix Masson, FSC, one of the Founding Brothers of La Salle Bacolod passed away in California, USA.

- On August 3, 2008, the Papal Nuncio visited the University. The Integrated School was very much involved in welcoming the Papal Nuncio on this rare visit to the school.
- On September 8-9, 2008, the PAASCU Resurvey Team visited the Integrated School. The school underwent the first Basic Education Accreditation. The school was granted a “clean” re-accredited status for a period of five years. This was an affirmation that the school has successfully accomplished its Vision - Mission for the school.

2008-2009

- Over the years the Integrated School won several academic, cultural, sports and non - academic awards. The most prestigious of these commendations was the 2008 -2009 National Achievement Test among the 56 private and public secondary schools in the Division of Bacolod City. Batch 2010 - 2011 ranked Number One. The same rank was obtained by the school in the 2009 - 2010 and 2010 - 2011 National Achievement Test respectively.

2011-2012

- The Christian Brothers of the La Salle Schools celebrated their CENTENNIAL YEAR, ONE HUNDRED YEARS of Lasallian presence in the Philippines. The Integrated School actively participated in all the activities the whole year round.
- In July 2012, the University of St. La Salle celebrated its DIAMOND Jubilee with the theme, “Transforming Lives. Building Communities. Shaping Futures.”

November 22, 2013

- PAASCU granted the Integrated School another “clean” five-year re-accredited status after the second Basic Education Accreditation on September.

2014-2015

- Ms. Doris H. Dumaran was appointed the new principal of the Integrated School succeeding Mrs. Ma. Del Pilar M. Limas.
- As part of the Handumanan Week celebration, the groundbreaking of the future site of the Integrated School, the Alunan Campus in Brgy. Mandalagan was conducted on July 8, 2014.

2015-2016

- Br. Manuel “Mawel” R. Pajarillo, FSC PhD became the 11th President and Chancellor of the University. This year marked the 63rd founding anniversary of Lasallian presence in the Negros Island with the theme “Burn with the Brightest Flame”.
- With Br. Mawel’s administration many changes were introduced in view of his Strategic Directions including Spirituality and Sustainability, Creativity and Technology, and Internationality and Inclusion.

2016-2017

- A remarkably glorious year for the Integrated School with all the exemplary

performances and achievements of the students one after the other in almost all fields:

- academic competitions such as the Rotary Academic Excellence Contest and the Mathematic Association of the Philippines (MTAP)
 - culture and the arts such as NOPSSCEA Literary-Musical and Dance fests
 - campus journalism in the division, regional and national levels
 - sports competitions and related events in the NOPSSCEA, provincial, Regional, and Palarong Pambansa
 - student leadership and community service through Rotary's Boys and Girls Week with IS student leaders as Boy Mayor and Girl Vice Mayor,
 - Search for Three Outstanding Students (THOS) and Three Outstanding Student Councils (TOSCA) awards
 - student and faculty international benchmarking and leadership camps
- The Integrated School hosted the 3rd DLSP Basic Education Commission Academic and Cultural Fair attended by La Salle Schools all over the country.

2017- 2018

- The Integrated School welcomed more challenges with the 12th President/ Chancellor of the University, Br. Joaquin Severino "Br. Kenneth" F. Martinez, FSC, DMin who takes the lead in the advancement of the university thru this academic year: "Living out the Lasallian Values in our Educational Mission Today".
- Introduction of the Philippine Catholic Schools Standards (PCSS) through series of seminar-workshops involving the IS administration, faculty and staff; IS PCSS teams started initial self-assessment

2018- 2019

- 3rd PAASCU Basic Education Resurvey on September 3-4, 2018 which earned the Integrated School a 5-year accreditation status valid until November 2023
- 1st IS Animofest (Literary-Musical Intramurals)
- The Integrated School received approval of its application for Education Service Contracting (ESC) grant by the Private Education Assistance Committee (PEAC) with initial 110 slots for incoming Grade 7 students. This was made possible through the efforts of the IS Principal, Ms. Doris H. Dumaran.
- First batch of USLS-DLSU Master of Learning and Teaching (MALT) teacher-scholars funded by the university with 50% scholarship from DLSU Manila as pilot faculty development project of Br. Kenneth Martinez FSC
- PAASCU Accreditors Training was held in the Integrated School on January 31-February 1, 2019.
- The Br. O'Neill Building which used to house Grade 4-7 classes was demolished to give way to the construction of the new IS Building. Affected Grade 4-6

classes momentarily transferred to Santuario De La Salle (converted into classrooms) with 3 additional temporary classrooms adjacent to Parmenie house while Grade 7 classes were temporarily held at the 2nd and part of 3rd levels of St. Miguel Building (Liceo SHS building) and are to remain there until the new IS building will be ready for occupancy.

- Groundbreaking ceremony for the new IS building which will house Grades 4-10 classes by June 2022

2019- 2020

- This school year the Integrated School welcomes its new Brother Principal, Br. Francisco “Sockie” V. Dela Rosa VI FSC, succeeding Ms. Doris H. Dumaran who takes her retirement effective June 2019.
- Br. Sockie also serves as the concurrent Principal of Liceo De La Salle Senior High School, promising a significant leap in the eventual assimilation of the Integrated School and Liceo.
- Construction of the new IS Building is ongoing.

As all these continue to unfold, the Integrated School remains to be a Christ-centered basic education community rooted in the Gospel values and the charism of the Founder, St. John Baptist De La Salle. It commits to live the foundational values of “Faith, Zeal for Service and Communion in Mission “as it endeavors to ‘Teach Minds, Touch Hearts and Transform Lives” of the young entrusted to its care.

PRINCIPLES OF LASALLIAN EDUCATION **IN THE PHILIPPINES**

Lasallian schools are educational communities where all sectors. . .

- participate in the Church’s mission and are committed to easing the plight of the vulnerable and marginalized sectors of Philippine society;
- are committed to assuring the integral human and Christian development of learners in all their uniqueness and diversity;
- are co-responsible for creating a culture and climate conducive to genuine learning and character formation;
- are stakeholders who work in association with one another in a strong spirit of fraternal solidarity; and
- are committed to continuous renewal and transformation in collaboration with others to accomplish their common mission.

Lasallian learners are unique and gifted individuals who...

- • strive to integrate Gospel perspectives and values in the conduct of their daily lives;
- are committed to excellence in order to be of greater service to God and

country;

- take progressive responsibility for their own learning and development;
- express concern and compassion for the plight of the vulnerable and marginalized sectors of society and respond to their needs; and
- work together creatively, constructively, and enthusiastically to support the Lasallian Mission.

Lasallian educational experiences are dynamic processes that...

- challenge learners to realize their full potential by promoting critical and creative thinking, self-knowledge and self-mastery;
- bring Christian perspectives and values to bear on human knowledge and culture;
- encourage synergy, collaboration and dialogue in an environment that is fraternal, hospitable and laden with mutual respect;
- impel learners to translate their knowledge into actual practice for the betterment of society; and
- prepare learners for responsible participation in the world of work, the family, the community, the wider society and the local Church

LASALLIAN ATTRIBUTES

The qualities of a true Lasallian graduate are exemplified in the following Lasallian attributes:

Christian Gentleman/Lady

1. Is courteous in relating with
 - a. members of the school community: faculty, staff, fellow students
 - b. parents, members of the family and household helpers
 - c. others, especially those who have less in life
2. Shows proper behavior in all kinds of gathering, assemblies and social functions: religious/spiritual, fieldtrips and outreach activities
3. Manifests clean fun and does not use foul language
4. Respects the dignity of peers and others

Commitment to Excellence

1. Comes to class well- prepared
2. Submits quality work and requirements on time
3. Strives to do more than what is expected
4. Takes extra effort to further improve one's skill or ability
5. Listens and takes feedback to improve one's work

Pride in the Filipino Heritage

1. Participates actively during the flag ceremony
2. Shows interest and keeps abreast of Philippine local and national affairs
3. Patronizes Filipino products
4. Shows pride in being a Filipino
5. Observes Filipino practices, culture and traditions

Caring for the Earth

1. Observes Clean As You Go (CLAYGO) policy
2. Observes the proper waste management: Reuse, Reduce, Recycle
3. Uses school materials and household facilities wisely and efficiently
4. Helps in the general upkeep of the school, home and environment

Contributing to Society

1. Abides by the rules, policies and regulations of the school and home
2. Participates actively in group and class activities
3. Engages in worthwhile and productive habits, hobbies and activities
4. Observes environment – friendly practices
5. Performs assigned task with responsibility and discipline
6. Deplores/ avoids activities that will endanger oneself, the name of the school and one's family

Competence

1. Participates in opportunities to be able to use one's skill and ability
2. Manifests creativity, innovativeness and resourcefulness
3. Shares one's talent / ability with others
4. Gives one's best on whatever endeavor one undertakes

Concern for the Marginalized

1. Gives generously during the mission-collection and relief operations
2. Involves in service-oriented organizations/activities
3. Relates well with those who are needy and lower in rank sectors of society

Confidence

1. Believes in one's goodness and capacity to do things right
2. Accepts one's limitations and difficulty and works to improve oneself
3. Displays a positive outlook and attitude in life
4. Speaks for what one believes in though it may not be popular to others

5. Carries and conducts oneself well

Compassion

1. Understands the needs and feelings of peers/ others
2. Helps without being asked
3. Gives time to listen and gives encouragement to peers/ others
4. Shows consideration and forgiveness of other's shortcomings

Leadership

1. Takes initiative in group work/ undertaking
2. Shows respect for peers, teachers and siblings
3. Encourages participation in doing group work
4. Sets good example in the conduct of one's daily activity

Lasallian Prayers

PRAYER OF A LASALLIAN

Father in Heaven, God of love,
All I am and have is Yours.
Grant that I may become
A living sign of your compassion in this world.
Grant me the faith to live my life
Always in the awareness of your loving presence.
Grant me the zeal to serve,
Without the thought of reward,
Those to whom You send me.
Grant me the charity
To bear the burdens of my brothers and sisters
Teach me to seek Your Son's face
In the last, the lost, and the least.
In whatever I undertake,
May I seek above all things
To procure Your glory
As far as I am able,
And as You will require of me.



Strengthen me by Your Holy Spirit
To follow Jesus
By living the commitment
I make this day.
Amen.

*I will continue oh my God to do
all my actions for the love of You
Saint John Baptist de La Salle.
Pray for us.
Live Jesus in our hearts
Forever!*

ONE LA SALLE PRAYER

Lord,
Let me be the change I want to see
To do with strength and wisdom
All that needs to be done
And become the hope that I can be
Set me free from my fears and hesitations
Grant me courage and humility
Fill me with spirit to face the challenge
And start the change I long to see
Even if I'm not the light
I can be the spark
In Faith, Service and Communion
Let us start the change we want to see
the change that begins in me



PRAYER AT THE END OF THE DAY

*The day is over, O Lord, and I commit its failures
As well as its successes into your hands.*

I rejoice in your tender care and celebrate your loving presence.

I pray that you will heal the wounds of those I have hurt.

I place in your care those I love most

And those through whom you ministered to me this day.

Bless them and keep them and fill their lives with joy.

I pray that you may somehow reach those whom

I couldn't love or cause to feel my love

That other faithful servants of yours

May convey your concern for them.

Grant that I may truly learn how to love

as you love me.

And demonstrate that love to the lonely, the sick,

The despairing, the poor and the neglected people along my path.

This day is over, O Lord,

Its blessings and conflicts and disappointments.

If it is within your will, grant me another day,

And help me to live in your strength

and according to your plan.

For the sake of Jesus Christ our Lord, Amen.

St. John Baptist de La Salle... Pray for us.

Live Jesus in our hearts... forever.

I will continue oh my God to do all my actions for the love of you.

Saint John Baptist de La Salle.

Pray for us.

Live Jesus in our Hearts.

Forever!

Lasallian Songs and Cheers

ALMA MATER HYMN

Hail, hail Alma Mater
Hail to De La Salle
We'll hold your banner
high and bright
A shield of green and white
We'll fight to keep your glory bright,
And never shall we fail
Hail to thee our Alma Mater
Hail, Hail, Hail



WHO'S TO WIN THIS GAME

Who's to win this game, set! 1-2-3!
Who's to win this game? GREEN!
Who's to win this game? WHITE!
GREEN! * GREEN!
WHITE! * WHITE!
* GREEN, WHITE, FIGHT!
GREEN, WHITE, WHITE, WHITE!
*GO, FIGHT, FIGHT, FIGHT!
* GREEN, WHITE, FIGHT!
* GO, FIGHT, FIGHT, FIGHT!
* DE LA SALLE! DE LA SALLE!
* FIGHT TEAM, FIGHT
*CROWD

REKTIKANO

Rektikano, set! 1-2-3!
Rektikano!
*Rektikano!
Ready!
Ready!
1-2-3!
Rektikano, Keennee-keena! (2x)
Rektikano, Rektikano,

Rektikano! Rah (2x)
Seez-Boom-Bah! (2x)
Boom-Rah-Boom-Rah
Boom-Rah-Rah (2x)
Seez-Boom-Bah
Seez-Boom-Bah!
La Salle, Rah!
*Crowd

ZAMA ZIPA ZAM

Zama Zipa Zima, Set! 1-2-3!
Zama Zipa Zim!
Ready!
Ready!
1-2-3!
* Zama Zipa Zam
(1-2, 1-2-3, 1-2-3!)
* Zama Zipa Zam
(1-2, 1-2-3, 1-2-3!)
*FIGHT!
(Repeat 3x)
WIN, TEAM, WIN!

LA SALLE SPELLING

La Salle spelling, set! 1-2-3!
La Salle spelling!
La Salle spelling!
Ready!
Ready!
1-2-3!
*L-A-S-A-L-L-E
La SALLE, RAH!!!!
*CROWD



Part 2

GENERAL INFORMATION

I. ADMISSION INFORMATION AND REQUIREMENTS

A. Admission Procedures and Requirements

1. Applicant or a representative enlists with either Grade School or Junior High School Guidance Center by providing the following information:
 - Name of Student Applicant
 - Grade Level Applied For
 - School of Origin
 - Date of Birth/ Current Age
 - Contact person
 - Mobile/ Telephone Number
2. Guidance in-charge issues pre-numbered Admission Payment Slip (APS) print out.
3. Applicant or a representative proceeds to Accounting Office, submit APS to cashier for payment. Cashier issues official receipt for payment received and returns APS marked “paid” to applicant.
4. Applicant or representative presents official receipt marked “paid” to the Guidance in-charge for issuance of Admission Kit containing requirements/ documents to be accomplished and submitted before scheduling the Integrated School Entrance Exam (ISET).
5. Exam permit is issued after the applicant has submitted all the required admission documents. Entrance test is scheduled in accordance with the assigned date of examination per grade level by the Guidance Center on a first come, first served basis.
6. Applicant is scheduled for interview by the Level Vice Principal or any member of the Admissions Board.
7. The results of the entrance exam, interview and other pertinent documents of the applicants are deliberated by the Admissions Board and released through an official letter from the Guidance Services Center.

Inquiry of result by phone call is not entertained.

B. Admission Requirements

For NEW STUDENTS and TRANSFEREES

The applicant must:

1. accomplish the following documents required by the Guidance Services Center:
 - a. Application Form
 - b. Letter of Recommendation (form provided)
 - c. Certified copy of Form 138 (Report Card)
 - d. PSA Birth Certificate (2 pcs. photocopy)
 - e. 2 pcs. 2x2 ID pictures
2. have satisfactory marks in all subjects ;
3. have a satisfactory department grade;
4. be within the age group of the grade level one is applying for;
5. successfully pass the criteria set by the Admissions Board.

For KINDER

- a. Must be 5 years old by June 1 (Those who will turn 5 by the end of August may still be reconsidered upon compliance of other requirements that may be asked)
- b. Must have completed a pre-kindergarten schooling or its equivalent

For FOREIGN STUDENTS

- a. Certificate of English Proficiency (for non-English speaking students)
- b. Foreign Passport/Philippine Passport (for Balikbayans)
- c. DepEd Certificate of Placement (to be taken from DepEd office)

For RETURNING STUDENTS

- a. A student who was asked to withdraw from school for academic reason may be re-admitted after a year of studies on condition that: 1) academic performance from other school of least an average of 85 percent; 2) a satisfactory department grade; and 3) satisfactory admission test result.
- b. A student who voluntarily withdraws from USLS-IS for disciplinary reason may re-apply for admission provided the student has: 1) a satisfactory department grade; 2) a good academic performance from previous school; and 3) pass the admission test. The application will be subject to the evaluation of the Admissions Board. Previous IS records of performance in both academic and department are considered vital in the evaluation of the returnee-applicant.

C. ENROLLMENT PROCEDURES

For NEW STUDENT and TRANSFEREES

- a. Submit the following requirements to the enrolling officer:

- Accepted letter from the Guidance Services Center
 - A photocopy of PSA Birth Certificate
 - Original Report Card
 - Alien Certificate of Registration (ACR) or Special Study Permit (SSP) for accepted FOREIGN student
 - Filipino Recognition Certificate or Philippine Passport for a student with DUAL citizenship
- b. Fill out the Enrollment Form. Duly accomplished form will be stamped “For Payment”.
 - c. Present the Enrollment Form duly signed by the enrolling officer to the Business Office for payment.

Note: Limited slot is available for each grade level. A new student who fails to enroll on the scheduled dates of enrollment for transferees may lose the slot in favor of a student on the waitlisted status.

FOR CONTINUING STUDENTS

- a. Present the report card to the enrolling officer
- b. Fill out the Enrollment Form. Duly accomplished form will be stamped “For Payment”.
- c. Present the accomplished Enrollment Form duly signed by the enrolling officer to the Business Office for payment.

II. ATTENDANCE POLICY

A. SCHOOL ATTENDANCE

1. According to the DepEd Policy, a student who incurs 20% or more absences of the total number of school days will be withdrawn from school.
2. Absence due to illness, although duly certified by the doctor, is not considered an excused absence and shall therefore be added to the student’s total number of absences. The teacher, however, has the discretion to give special consideration by giving make-up tests, quizzes, special projects, etc.
3. An excused absence is an absence from class that is officially sanctioned by the school, such as attendance in an off campus sponsored seminar, joining contests during class hours, etc. An excused absence will not be added to the student’s total number of absences.
4. A student is considered tardy when he/she comes to the classroom after the final bell has rung (morning/afternoon sessions) or when he/she arrives during the second period. If a student arrives during the third or fourth period, he/she is considered half day absent. If he/she arrives during the last two periods in the afternoon, he/she is considered absent.
5. After breaks or in-between periods, students who are not inside the classroom by the time the teacher closes the door shall be considered late. Unexcused tardiness will merit the following department grades:

- 1 Warning
- 2 A-
- 3 B+
- 4 B
- 5-6 B-
- 7 and above C

If a student is late, he/she proceeds to the Office of the Discipline and Formation Officer or Level Vice Principal and gets an admit slip. This is presented to the Homeroom Adviser or subject teacher.

- 6. Double absence will be recorded on the attendance records of students who are unnecessarily absent from school during the following occasions.
 - a. Before and after a declared holiday or its equivalent
 - b. For the duration of the Sportsfest or its equivalent
 - c. As announced by the Principal
- 7. A student is held responsible for all assignments and for the entire content of topics missed, regardless of the reason for the absence. The teacher, however, has the discretion to give special consideration by giving make-up tests, quizzes, etc.

B. FREE DESIGN DAY

Any class that accumulates 20 days of perfect attendance and punctuality (PPA) is entitled to a Free Design Day. Additional star/s may be earned by a class based on Class Spirit credits or merits. The class may plan out activities for a particular day chosen by the class and the homeroom adviser.

* A student is ONLY allowed to bring educational toys in school during FREE DESIGN DAY. Bicycles, skateboard, roller blades, gadgets for gaming and the like are not allowed.

III. GROOMING/ UNIFORM POLICY

A. GROOMING

For purposes of security, safety, unity and prudence, all students are expected to cooperate with the grooming guidelines. Clean, short, unpolished nails, well-combed hair, shined shoes and the prescribed uniform must be properly worn.

To ensure the students' safety and security, only appropriate jewelry for school wear is allowed such as one set of earrings (no dangling) for girls and wrist watches for the boys and girls. General grooming inspection will be conducted randomly by DFO and the homeroom adviser/subject teacher.

Not Allowed:

- Applying of body tattoos or marks on any parts of the body
- Applying of colored hair dye, wearing of earrings for boys
- Use of colored lenses, bracelets, anklets, ballers, rings and the like, other expensive jewelries

- Use of caps or hats inside the high school building, nail polish, make-up and the use of punk hairdo and accessories on campus
- **Bringing a big amount of money and expensive gadget in school**

B. HAIRCUT REGULATION

For Boys:

The regulation specifies that the hair should not cover the eyes and ears and should not exceed the collar. The sides and the back should have the “sliding cut” and not a “box or corner cut”. The “afro and punk look,” long uneven sideburns, clean shaven heads and the like are not allowed. “Haircut #2” is the acceptable shortest haircut. **The “barber’s cut” is highly recommended and it is the minimum haircut allowed for the Grade 10 gentlemen in compliance with their CAT course requirement.**



For Girls:

The regulation specifies that the bangs should not cover the eyes. The hair should be neatly combed away from the face preferably held in place using a headband, hairclip or tied in a ponytail. Only simple black hair accessories may be worn.

Hair dyeing is not allowed for all students.

Violators during the scheduled and random inspection are subject to the following consequences:

- 1st offense/warning - Warning
- 2nd offense/warning - Violation Report to Parents/ Guardian (B- in Department)
- 3rd offense/warning - B- in Department and other activity as required by DFO
- 4th offense - C in Department and DP status

C. PRESCRIBED SCHOOL UNIFORM

For Boys:

Kindergarten:

- Moss green short pants
- Plain polo t-shirt with school patch
- Black leather shoes with white socks

Grades 1-6:

- Plain polo shirt with school patch, plain white T-shirt, khaki pants, black leather shoes with white socks

Grades 7-10 :

- White (santana) polo barong with green USLS-IS embroidered emblem (black not tapered) with slits on the sides, plain white T-shirt, black slacks, black leather “school” shoes, black socks

For Girls:

Kindergarten:

- Mint green – Barbie stripe jumper with sailor collar, white knee socks and black leather shoes

Grades 1-6:

- Green checkered jumper, white blouse, black leather shoes and white socks

Grades 7-10:

- Green checkered skirt, white blouse with ribbon, black leather shoes and white socks.

D. SCHOOL ID

A student must wear the ID at all times. ID’s are regularly checked once they have been issued to students. The ID is part of the School Uniform.

E. ACTIVITY SHIRT

- All students are REQUIRED to wear their ACTIVITY SHIRT every Thursday and on special days.
- In case the activity shirt is not available, students should wear their complete school uniform but the failure to wear the activity attire will still be counted against the student as a violation against the Uniform Policy.
- Only plain white shirts may be used as inside shirts.
- The activity shirt should be paired with dark colored Maong/denim pants in shade of black or blue. NO “JEGGINGS” or “JOGGER PANTS” ALLOWED.
- The shoes should be sneakers or rubber shoes with shoelaces or similar provisions for tightening such as velcros or buttoned straps.
- Appropriate socks should be worn. Foot socks are prohibited.

F. CASUAL ATTIRE

Casual attire is informal yet decent and appropriate attire worn during non-class days or days as approved by the Principal.

PPA: Free Design Day

Boys : No sleeveless, No slippers

Girls : No spaghetti straps / racer back / off-shoulder blouse / crop top, No slippers, No shorts/mini skirts

Recollections:

Boys : No sleeveless, No slippers, No shorts

Girls : No spaghetti straps/racer back / off-shoulder blouse / crop top, No slippers, No shorts/mini skirts

For Fieldtrips and other School Events:

Guidelines will be given prior to the trip/event.

- * **This notice is part of the uniform and grooming policy. Any violation will merit a sanction under Category One of the Student Handbook.**

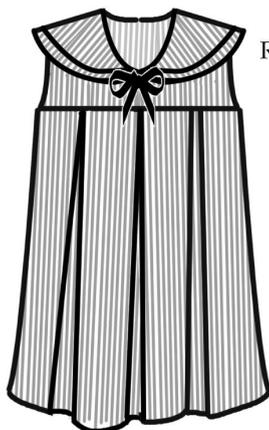
IV. SCHOOL UNIFORMS

KINDER UNIFORM - GIRLS

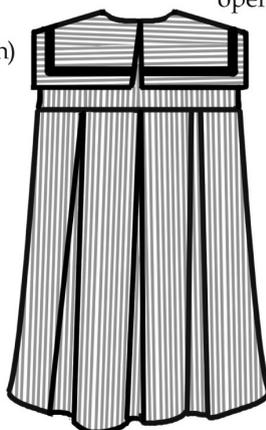
SAILOR COLLAR

Piping

3/8" WIDTH
opening (zipper)



Ribbon (plain)



BOXED

FRONT

BACK

Note: color: mint green - Barbie stripes
White knee socks
Black leather shoes (girls)

KINDER UNIFORM - BOYS

side pocket



FRONT

garterized



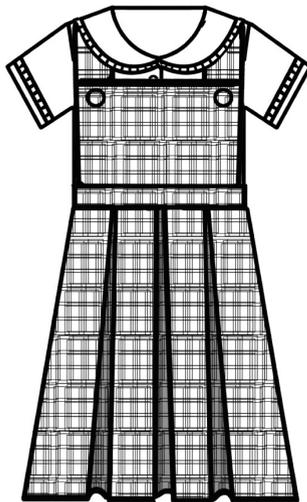
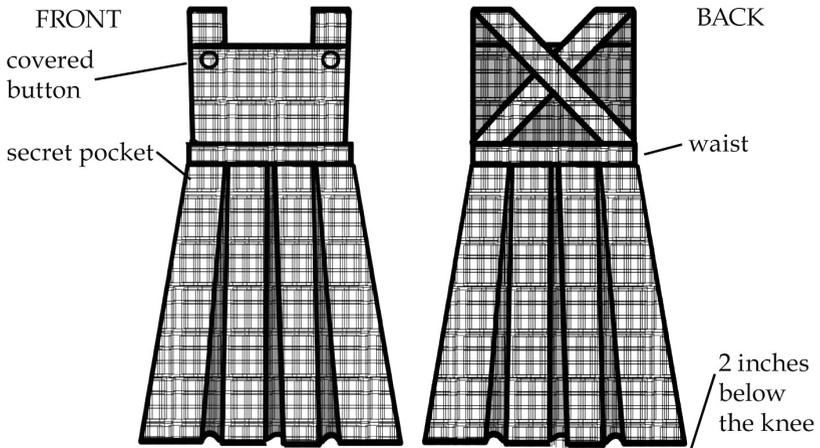
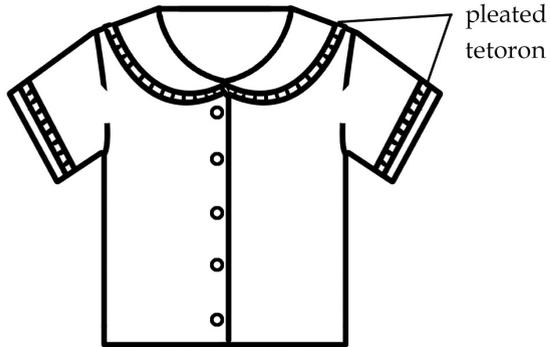
above the
knee

BACK

Note:

1. Short pants- moss green
2. Plain polo shirt with school patch
3. Black leather shoes with white socks

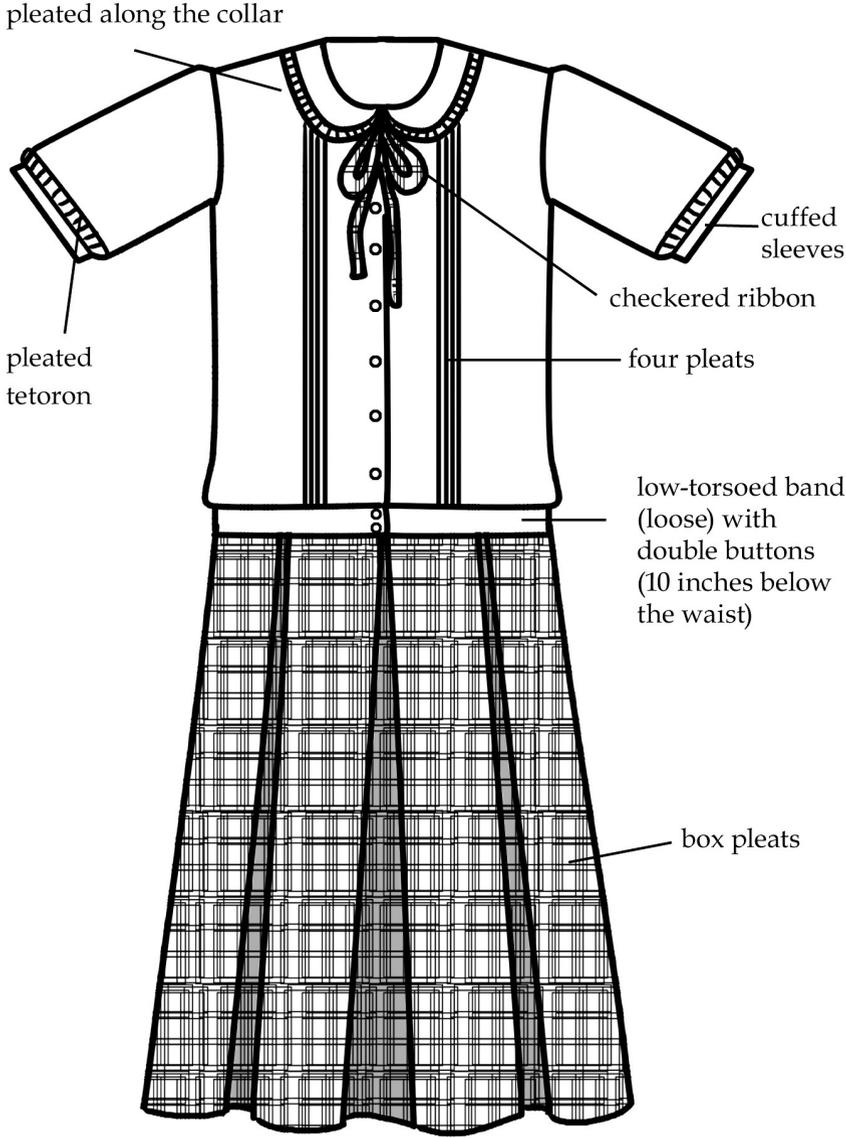
UNIFORM FOR GIRLS
GRADE 1 TO GRADE 6



Note:

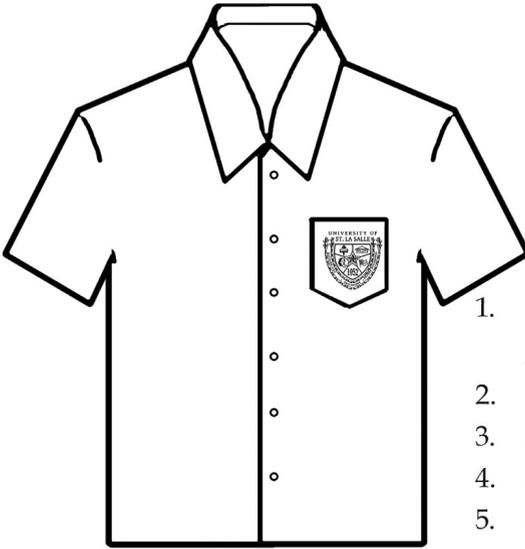
1. blouse - white tetoron
2. skirt
3. black leather shoes
4. white socks

FEMALE UNIFORM
GRADES 7-10



LENGTH - 2 inches below the knee
Note: Skirt material is available in the Bookstore

UNIFORM FOR BOYS GRADE 1 TO GRADE 6



1. white polo shirt with USLS patch
2. white t-shirt (undershirt)
3. khaki pants
4. white socks
5. black leather shoes

MALE UNIFORM GRADES 7-10



1. white (santana) polo barong with green USLS-IS embroidered emblem (back not tapered) with slits on the side
2. white t-shirt (undershirt)
3. black pants
4. black socks
5. black leather shoes

Note: Black leather or rubber “sports” shoes are not allowed.

V. COMMUNICATION SYSTEMS

A. DAILY BULLETIN

The Daily Bulletin is a daily publication of USLS-IS and carries official notices and information on school matters. Students are held responsible for the knowledge of its contents. Any announcement to be published the following day should be submitted to the Vice Principal for Academics Office by 2:30 p.m.

B. THE IS REVIEW

It is a quarterly info-bulletin published to inform the IS community of important achievements and announcements.

C. CIRCULARS / LETTER FOR PARENTS

1. Circulars/letters for parents are sent through the students. Students are responsible for returning the reply slip signed by their parents/guardians to the homeroom advisers/subject teachers. Failure to submit the reply slip on the designed date will merit an appropriate disciplinary sanction and **may affect the student's Homeroom grade.**
2. Circular letters and other announcements may also be posted on the Daily Bulletin or the IS Review.
3. In all cases, the parents and/or their children shall be bound by any new rule, regulation and/or policy that may have been announced through the circular on the date of its effectivity.

D. PUBLIC ADDRESS SYSTEM

It is available at the Junior High School Level Office and IS Main Office and is used for official notice on school matters and other special announcements.

E. BULLETIN BOARDS

1. Important announcements and notices are posted on various bulletin boards.
2. Students are reminded that bulletin boards are for official use only. Therefore, tampering with notices is considered a serious offense.
3. Students may post notices or other materials only on designated areas with the approval of the Level Vice Principal. Unauthorized notice and/or materials may not be posted.

F. OFFICIAL SCHOOL PUBLICATIONS

1. GREEN BEACON and CROSSROADS

These are the official school papers in English of the Grade School and Junior High School, respectively. The papers are managed by the members of the Editorial Staff and the moderators.

2. LUNTIANG TANGLAW and ANG LAYAG

These are the official school papers in Filipino of the Grade School and Junior High School, respectively. The papers are managed by the members of the Editorial Staff and the moderators.

VI. PRINTOUTS/REPORT CARDS

Computer printouts of the grades are issued at the end of the First, Second, and Third quarters. As an important parental obligation, parents/guardians are reminded to keep track of the scheduled distribution of printouts to avoid any inconvenience in the future.

The official report card (SF9) is issued at the end of the school year.

VII. PARENT - TEACHER CONFERENCE

1. Parents are welcome to visit the school for a conference with the teachers regarding the academic and/or disciplinary standing of their children/wards.
2. After distribution of grades printouts for the recently concluded quarter, a timely conference with the teacher/s concerned may be arranged by the parents/guardians, during the scheduled Parent-Teacher Conference (PTC) week through the respective Office of Level Vice Principal.
3. Appointments are usually scheduled after classes in the afternoon when the teachers are mostly available.
4. Those who have an appointment with the teachers in the Lower Grades or have other transactions in the office have to log in and out with the Security Guard at Glass Door # 3. A confirmation slip will be issued by the Lower Grades Level Secretary to be given to the Guard as they go out of Glass Door # 3.

VIII. PARENT ASSEMBLIES

Parent assemblies are held during the school year usually during the issuance of printouts or appropriate occasions. Parents are encouraged to take this opportunity to meet with their child's teachers and discuss matters which might be of concern to them. While these are not times for lengthy conferences, parents should feel free to discuss a phase of their child's progress and set another appointment for further discussion should they feel this is necessary

IX. USE OF SCHOOL FACILITIES

A. USE OF SCHOOL FACILITIES

Use of school facilities such as classrooms, Covered Courts, PAASCU Room, HELE/TLE Laboratories, Balay Kalinungan, AVR, etc. by students or groups is allowed provided the activity is supervised by a teacher or a moderator.

For facilities needed for overnight use, persons responsible must secure a form from the Vice Chancellor for Administration and forward the same to the Offices of the Principal and of the Level Vice Principal for approval. Use of the facilities on Sundays and holidays must likewise be approved by both offices.

B. USE OF TELEPHONE

Use of telephone is restricted to recess, lunch break and dismissal time. Students are not allowed to use the phone during class time, unless extremely necessary and with the approval of the Level Vice Principal/DFO.

For any emergency, telephones are available in the following offices:

- Vice Principal for Academics 432-3769 or 432-1181 Loc. 158
- Lower Grades Level Vice Principal's Office 433-5143 or 432-1181 Loc. 144
- Junior High School Level Vice Principal's Office 432-0541 or 432-1181 Loc. 147

C. LOCKERS

Lockers are available for student's use on a first come-first served basis. A fee is charged for a year's use. Payment is made at the Cashier. The official receipt together with a duplicate key is submitted to the office of the Level Vice Principal for a locker assignment.

Locker keys must be surrendered at the end of the school year.

X. STUDENT SAFETY AND WELL-BEING

- A. To ensure students' safety and well-being, the school employs Security Guards both in-house and from the agency. They are posted at the entrance and exit gates on specified schedules. Parents, guardians and other guests are required to present an ID in exchange of a Visitor's Pass whenever they wish to enter the school campus.
- B. The presence of persons outside the school gates engaging in the selling of questionable and unsanitary items poses a grave threat to the well-being of the students. As such, students are discouraged to buy these items from vendors.
- C. For safety and order, playing is not held along the corridors. Students can play in designated playing venues.
- D. Rough and dangerous games such as roller blading, skateboarding, slateboarding, skating, waveboarding and the like are not allowed inside the campus.

XI. SUSPENSION OF CLASSES

A. DUE TO TYPHOONS, FLOODING, OTHER WEATHER DISTURBANCES AND CALAMITIES

Pursuant to DepEd Order No. 43 S. 2012

Guidelines on the Implementation of Executive Order No. 66 (Prescribing Rules on the Cancellation or Suspension of Classes and Work in Government Offices Due to Typhoons, Flooding, Other Disturbances, and Calamities)

1. Cancellation and suspension of classes are observed directly from

the weather bulletins of the Philippine Atmospheric Geophysical and Astronomical Services Administration (PAGASA).

2. Classes in affected areas are automatically suspended based on the PAGASA declared storm signals, while local government units (LGUs) – not the DepEd – decide on and announce class suspensions during calamities in the absence of a storm signal.
3. Classes in the affected areas shall automatically be cancelled or suspended once the PAGASA raised the following storm signals: 1.) **Signal No. 1**, public and private pre-school and kindergarten classes; 2.) **Signal No. 2**, public and private pre-school, kindergarten, elementary and high school classes (including Senior High School); and 3.) **Signal No. 3**, classes in all levels.
4. Storm signal warnings declared by PAGASA at 10:00 PM, and 4:30 AM of the following day will reflect the cancellation and suspension of classes for the whole day in appropriate levels in the affected areas.
5. Storm signal warnings declared by PAGASA at 11:00 AM will automatically cancel or suspend the same day's afternoon classes in the appropriate levels in the affected areas.
6. In the absence of storm signal warnings, LGU officials are expected to announce not later than 4:30 AM for whole day cancellation or suspension or not later than 11:00 AM for afternoon cancellation of suspension.
7. Furthermore, DepEd calls on parents to practice their discretion on determining whether their children should go to school during typhoons, floods and other calamities, even in the absence of cancellation or suspension of classes announcement.

B. DUE TO TRANSPORTATION STRIKE

Due to certain constraints and for the safety of the students, parents are encouraged to decide for their children to attend or not to attend classes during transport strikes.

C. DUE TO DECLARED HOLIDAYS

Classes are automatically suspended in cases of declared national, local or school holidays.

D. DUE TO EMERGENCIES

During times of emergencies, The Principal, in consultation with the Administrative Council, makes the decision on the proper course of action.

XII. STUDENT'S INSURANCE

Student Insurance coverage is provided by Philippine British Assurance Company, Inc.

ACCIDENTAL DEATH & DISABLEMENT/DISEMEMBERMENT	-	Php 100,000.00
PERMANENT AND TOTAL DISABILITY	-	100,000.00
UNPROVOKED MURDER AND ASSAULT	-	100,000.00

ACCIDENTAL MEDICAL REIMBURSEMENT	-	20,000.00
ACCIDENTAL BURIAL BENEFIT	-	10,000.00
BURIAL BENEFIT DUE TO NATURAL CAUSES	-	7,500.00
DAILY HOSPITALIZATION BENEFIT DUE TO ACCIDENT (mas. of 31 days)	-	300.00/day
NATURAL CAUSES (max. of 15 days)	-	300.00/day
COMPREHENSIVE GENERAL LIABILITY (premises and Operations only)	-	1,500.00
	-	150,000.00 (CSL)
AMBULANCE ASSISTANCE	-	1,500.00
FIRE CASH ASSISTANCE	-	5,000.00

The foregoing coverage will provide protection to the insured person 24 hours a day, in or out of school starting starting June 1, 2019.

Procedure for claiming insurance benefit:

1. Go to the Main Clinic to accomplish forms. School physician and clinic staff will provide assistance.
2. Present all medical receipts for reimbursement.
3. Submit all forms and requirements to the HRDS office through the clinic.
4. Wait for 1-2 weeks for claims to be processed.

XIII. EXCERPTS FROM THE MANUAL OF REGULATIONS FOR PRIVATE SCHOOLS

DEPED ORDER NO. 70

“Students are prohibited from using pagers and cellular phones (especially those with text messaging) during class hours.”

SPECIAL GUIDELINES ON THE USE OF GADGETS:

Electronic gadgets such as cellphones, discman, laptops, iPods, iPads, MP3 players, portable sound systems and the like are not requirements of the school. The school will not be held responsible for the loss of these gadgets. Cellular phones must be kept away from sight and must be switched off from 7:30 AM until recess, dismissal time (lunch break, afternoon dismissal) and cannot be used in any learning session/school activity, unless allowed or prescribed by the teacher for classroom instruction use. Any device not allowed on campus shall be confiscated and deposited at the Level Vice Principal’s Office. All confiscated items are subject to the declared consequences and will be returned to the parents at a specified time.

In emergency cases, the calls may be made in the Level Vice Principal’s Office upon approval by respective authorities.

Use of Electronic Gadgets

In a year, violators are subject to the following consequences:

- 1st Offense - Confiscation, memory exercise, and violation report to parents/guardian. Item should be claimed after class at the Upper Grades Office upon submission of the memory exercise.
- 2nd Offense - Confiscation, memory exercise, and B in department. Item should be claimed by the parent/guardian after class at the Upper Grades Office upon submission of the memory exercise.
- 3rd Offense - Confiscation, memory exercise, and B- in department. Item will be deposited in the school vault for a week and should be claimed by the parent/guardian at the Upper Grades Office after one week.
- 4th Offense - Confiscation, memory exercise, C in department, and DP status. Item will be deposited in the school vault for a month and should be claimed by the parent/guardian at the Upper Grades Office after one month.

PROPERTY WAIVER CLAUSE

The school will not recognize any responsibility over any loss or damages of property brought to school.

DEPED ORDER NO. 34 1980

“Any student, teacher, professor, officer or employee of a university, college or school who impedes, obstructs, prevents or defeats the right and obligation of a teacher or professor to teach his subject, or the right of a student to attend to his classes, shall be subjected to disciplinary action without prejudice to the criminal liability of the offender.”

PARAGRAPH 146, MANUAL OF REGULATIONS FOR PRIVATE SCHOOLS 7TH EDITION.

“Expulsion: The penalty of expulsion is an extreme form of administrative sanction which debars the students from all public and private schools. To be valid and effective, the penalty of expulsion is usually considered proper punishment for gross misconduct or dishonesty and/ or such offenses as hazing, carrying deadly weapons, immorality, drunkenness, vandalism, hooliganism, assaulting a teacher or any other school authority or his agent or student, instigating leading to participating in concerted activities leading to a stoppage of classes, preventing or threatening students or faculty members or school authorities from discharging their duties, or from attending classes or entering the school premises, forging or tampering school records or transferring forms or securing or using such forged transfer credentials.”

PARAGRAPH 148, MANUAL OF REGULATIONS FOR PRIVATE SCHOOLS 7TH EDITION.

“In view of the fact that the school administrators, more particularly the teachers, exercise in relation to students authority in loco-parentis, they shall have the right, in case of minor offenses committed in their presence, to impose appropriate disciplinary measures in the interest of good order and discipline.”

PARAGRAPH 151, MANUAL OF REGULATIONS FOR PRIVATE SCHOOLS 7TH EDITION

“A student who has incurred absences of more than 20% of the required total number of class and laboratory periods in a given time should not be given credit. A school may adopt its own attendance policies for students belonging to the upper half of the class.”

THE DANGEROUS DRUGS ACT OF 1972: REPUBLIC ACT NO. 6425, ARTICLE V. SECTION 28: HEAD, SUPERVISORS AND TEACHERS OF SCHOOLS

“For the purpose of enforcing the provisions of Articles II and III of this Act, all school heads, supervisors, and teachers shall be deemed to be persons in authority, and, are such as hereby vested with the power to apprehend, arrest or cause the apprehension or arrest of any persons in authority if they are in school or within its immediate vicinity, or beyond such immediate if they are in attendance at any school or class function in their official capacity as school heads, supervisors or teachers.

Any teacher or school employee who discovers or finds that any person in the school or within its immediate vicinity is violating any provision of Article II or III of this Act shall have the duty to report the matter to the proper authorities. Failure to report in either case shall, after due hearing, constitute sufficient cause for disciplinary action”.

XIV. IMPLEMENTING RULES AND REGULATIONS

FOR RANDOM DRUG TESTING

WHEREAS, the Comprehensive Dangerous Drugs Act of 2002 (Rep. Act 9165) under Article 3, Section 36(c), requires students of secondary and tertiary schools to undergo random drug testing.

WHEREAS, the same Section provides that said random drug testing be conducted pursuant to rules and regulations as contained in the School Student Handbook and further, require notice to parents, so far as the random drug testing is concerned;

NOW, THEREFORE, premises considered, these rules and regulations to be made an integral part of the University of St. La Salle Integrated School High School Student Handbook, are hereby promulgated, as follows:

1. *Generation of Sampled Students* – As discussed and agreed by the Principal From Grades 8-10 will be subjected to Drug Testing Program to initially derive a base line data for the IS in its effort to create a drug free High School Campus.

Thereafter and in so far as subsequent drug tests are concerned, further samples shall be generated through random sampling or unless justifiable cause or reason requires for it to be conducted otherwise.

2. *Matching of Samples with Class Schedules and Classrooms* – The students (identified through School ID #s) to be tested for the day, the class schedule and dates are to be determined randomly. The matching and scheduling will be done by the Guidance Service Center, the office of the Discipline and Formation Officer and the Level Vice Principal.
3. *Notice of Waivers* – Notices and waivers will be sent to all parents of Grades 8-10 containing all pertinent information on the program, through the level Vice Principal's office, retrieval of which will be done by the Homeroom Advisers for submission to the Level Vice Principal.
4. *Drug Testing Procedure* – The procedure for drug testing shall be as follows:
 - 4.1 On the date and time of the drug test, the matched students will be called to the Guidance Service Center for briefing. No outward sign of the conduct of the drug test shall be made by the person notifying the subjects of the drug test.
 - 4.2 The testing will be conducted at the High School Satellite Clinic or any other suitable testing site where he or she will be required to produce his or her urine sample to be tested for drug use. The DFO, LVP, School Medical Representative (doctor or nurse), INSPA Representative and SAC Representative will be allowed to stay within the vicinity of the testing site.
 - 4.3 The urine sample will be divided into two parts, the first of which shall go to the University of St. La Salle and the other to the Department of Health (DOH) for safekeeping. The first part will be tested by a DOH-accredited drug-testing center, to determine whether the same is positive, the same being considered as initial test.
 - 4.4 Safeguards should be put in place to guarantee the integrity of the drug test.
5. *Kind of Drug Test* – The drug test to be a test for methamphetamine and/or any other narcotic or stimulants as may be determined by school authorities.
6. *Final Positive Test* – In order for the test to be considered a positive drug test, both the initial and the confirmatory test should be positive, except as provided for under paragraph 7 hereof.
7. *Challenge* – Any student subjected to drug test may challenge through his/her parent/s or legal guardian an initial positive drug test result by filing a written petition to the Committee on Random Drug Testing. Said petition must be verified. Failure to file the petition within a period of fifteen (15) days from the date of notice of the initial positive drug test result shall be deemed waiver of the right to challenge said drug test and the same shall be considered as having been confirmed as a final positive test. No challenge shall be allowed from a negative drug test result, unless on proof of false or fraudulent drug

test. Said challenge in writing which may be brought by any person shall be verified. If a drug test is challenged in this manner, the DOH shall conduct a drug test on the sample it is holding for safekeeping and should this be positive, this will constitute a final positive drug test result.

False or Fraudulent Drug Test Result – Submission of false or fraudulent drug test result shall be considered a positive drug test result. Any other person conspiring with any person or aiding him or her in producing such false or fraudulent drug test result will be penalized in accordance with the law.

8. *Confidentiality* – In the conduct of the random drug testing, all parties are required to observe confidentiality.
9. *Students' Rights* – The rights of students as enriched in the Magna Carta for Students and as established in the Student Handbook shall be fully protected in the conduct of the random drug testing. Any violation of student' rights shall be dealt with accordingly.

Post-test Consequences of Positive Drug Test – Any person found to be positive for drug test in accordance with paragraph 6 hereof shall be required to submit to the post-test procedure, as follows:

- *1st Offense: Counseling* – He or she shall be required to undergo counseling with the proper school authority. A conference with the student and parent concerned shall be conducted.
- *Rehabilitation* – It is determined from counseling and other tests that the level of addiction is such that it should warrant further action; the person found positive for drug test shall be required to undergo rehabilitation in accordance with the law. The cost for rehabilitation shall be borne by the parents.
- *2nd Offense:* If for a 2nd drug test the student is still found positive, he or she shall be suspended from attending classes for a period not exceeding twenty percent (20%) of the prescribed class days for the school year.
- *3rd Offense:* If for a 3rd drug test, the student is still found positive, he/she shall be dismissed from the University.

The provisions above will be considered only as far as the Random Drug testing is concerned. **All other offenses subject to disciplinary sanctions as found in the student handbook still apply.**

XV. EXCERPTS ON ANTI-BULLYING ACT OF 2012

AN ACT REQUIRING ALL ELEMENTARY AND SECONDARY SCHOOLS TO ADOPT POLICIES TO PREVENT AND ADDRESS ACTS OF BULLYING IN THEIR INSTITUTIONS
Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

Section 1. *Short Title.* This Act shall be known as the “Anti-Bullying Act of 2012”

Section 2. *Acts of Bullying.* – For purposes of this Act, “bullying” shall refer to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

- (a) Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- (b) Any act that causes damage to a victim’s psyche and/or emotional well-being;
- (c) Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim’s looks, clothes and body; and
- (d) Cyber-bullying or any bullying done through the use of technology or any electronic means.

“Now, therefore, the school highly discourages all students from creating and/or maintaining an account in the social networks especially those that can not provide an effective mechanism that would enable the recipient to trace the source of communication, in the interest of holding the source accountable for any undesirable effect/s caused by his/her irresponsible use of the social network.”

XVI. USLS-IS ANTI- BULLYING AND CHILD PROTECTION PROGRAM

This Anti – bullying and Child Protection Program will serve as guide to the University of St. La Salle Integrated School in addressing concerns related to RA 10627 and the Department of Education’s advocacy on child protection.

A. OBJECTIVES:

This program aims to:

- 1. identify composition of the anti – bullying / child protection policy committee
- 2. increase the level of awareness among stakeholders regarding RA 10627
- 3. develop formation programs to avoid incidence of bullying
- 4. institute guidelines on how to handle bullying cases

B. DEFINITION OF TERMS

For purposes of clearer and common understanding of bullying, the following definition of terms shall be used as stipulated in RA 10627:

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

1. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
2. Any act that causes damage to a victim’s psyche and/or emotional well-being;
3. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim’s looks, clothes and body;
4. “Cyber- bullying” or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats as defined in DepED Order No. 40, s. 2012; and
5. Any other form of bullying as may be provided in the school’s child protection or anti-bullying policy, consistent with the Act and this IRR of RA 10627.

The term “bullying” shall also include:

1. “Social bullying” – refers to any deliberate, repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group.
2. “Gender-based bullying” – refers to any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity (SOGI).

C. PROHIBITED ACTS

The following are acts which may warrant corresponding sanctions:

1. Bullying at the following:
 - a. school grounds;
 - b. property immediately adjacent to school grounds;

- c. school-sponsored or school-related activities, functions or programs whether on or off school grounds;
 - d. school bus stops;
 - e. school buses or other vehicles owned, leased or used by a school;
 - f. school buses or school services privately-owned but accredited by the school.
2. Bullying through the use of technology or an electronic device or other forms of media owned, leased or used by a school.
 3. Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device or other forms of media that is not owned, leased or used by a school; and
 4. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying.

D. ANTI – BULLYING COMMITTEE

To ensure the smooth implementation of the program, the Anti – Bullying or the Child Protection Policy Committee is formed. The committee will tackle related issues and concerns and will be in – charge of formulating or drafting different programs and activities to suppress and eventually eliminate incidence of bullying in the Integrated School, monitors all cases of anti – bullying and makes referrals to appropriate agencies and offices as may be required by the circumstance. The following are the designated members of the Committee:

1. Principal – Chair
2. Level Vice Principals
3. Discipline and Formation Officers
4. Guidance Director
5. Senior Teacher (2)
6. SAC Representative
7. INSPA Representative

E. ANTI – BULLYING CAMPAIGN

The success of the program progresses from a very good information campaign to a more definite set of guidelines. To realize the desired goals and objectives of the program, the following strategies will be used to ensure that stakeholders are properly oriented with the provisions of RA 10627 and the policy of the Integrated School related to this.

1. Orientation Phase
 - The Office of the DFO together with the Office of the Level Vice

principal at the start of the school year provides time for students to be oriented with the school's policies on discipline giving emphasis on bullying.

- Faculty members and other school personnel are given the same orientation during summer in – service training.
 - The parents through the parent association , INSPA , is encouraged to include anti – bullying talks to parents to help them recognize signs whether their child is experiencing bullying as a victim or as a bully.
2. On – going regular reminders through:
 - the daily bulletin
 - during Monday's and Friday's general assemblies
 - homeroom classes
 3. A week activity to highlight Anti – bullying to include the following :
 - Launching of Anti – bullying Week
 - Poster making contest
 - Slogan writing
 - Online Video presentation c/o shidokan
 - Ribbon to show support to “ NO to Bullying” c/o SAC

F. FORMATION PROGRAMS

Certain Existing programs of the school support the goals and objectives of the anti – bullying and the child protection policy and thereby also supported and sustained. The following formation programs are believed to proactively hinder bullying in school:

1. Formation sessions initiated by the Office of the DFO such as:
 - Formation for athletes
 - Talk on vices and its effects to Grade 7 and 8 students
 - Summer camp program for students with discipline problem
2. Integration of topics in CLE or Values Education such as
 - Respect for the dignity of others
 - Lasallian attributes
3. Empowerment of student leaders as stewards of God's creation through good leadership and examples (LOTS)
4. Spiritual formation program of the Campus Ministry
 - Search – in
 - Recollection
5. Counselling programs of the Guidance Services Center

6. Stick a “ No to Bullying Sticker “
7. I am my brother’s keeper

XVII. REMINDERS FOR PARENTS/GUARDIANS

A. GROWTH IN PERSONAL RESPONSIBILITY

Parents/guardians or their representatives are enjoined to promote and develop personal responsibility in the students; hence, **NO DELIVERIES OF MATERIALS OR SUPPLIES** (left at home or forgotten to bring by students) **ARE TO BE MADE DURING CLASS HOURS.**

B. WAITING AREA

1. At dismissal time, parents/guardians passing through Gate #2 will wait for their child/children at the following areas:
 - Glass Door #1 – for Grades 1 and 2 AB students
 - Glass Door #3 – for Grades 2 CDE and Grade 3 students
2. Grade 2 CDE will use Glass Door #1 during their early dismissal.
3. Glass Door #1 will be closed 30 minutes after dismissal.
4. Grades 4 to 6 students will be picked up at Gate 7 or 8 (Santuario area).

C. SPECIAL REMINDERS

1. Parents guardians and helpers including non- IS personnel are not allowed to loiter in the campus in the morning and at dismissal time. They have to wait outside the Glass Door.
2. Parents/guardians are not allowed to eat their own lunch at the canteen area.
3. Only those who have valid ID or Season’s Pass shall be allowed to enter the Lower Grades Level area during lunch time.
4. A curfew at 6:00 pm has been imposed, thus, children must be fetched by their parents/guardians/helpers on time. Curfew time may be extended during Performance Tasks week.
5. Parents/Guardians of athletes staying in the venues during practices after school must seek a Special Pass from the Varsity Sports Office.

D. DRESS CODE

In accordance with proper decorum, parents/guardians are expected to come to school in appropriate attire at all times.

Part 3

ACADEMIC POLICIES AND PROCEDURES

I. ACADEMIC CURRICULUM

The University of St. La Salle-Integrated School is an accredited institution by the Philippine Association of Accrediting Schools, Colleges and Universities (PAASCU) and has attained level two status. As such, it is covered by DepEd Order No.32, s. 2006 which grants full curricular autonomy, an “authority to modify the curriculum without DepEd approval provided that the minimum requirements and guidelines are complied.”

The school has constantly evaluated and revised its curriculum to align with the national standards, the De la Salle Philippines (DLSP) standards, and eventually with the Philippine Catholic School Standards (PCSS). Embedded in the curriculum is Understanding by Design framework which focuses on “teaching for understanding” driven by the Lasallian Guiding Principles (LGPs) on Educational Experiences and the core values of Lasallian Education: Faith, Zeal for Service, and Communion in Mission. The curriculum is also designed to achieve the school’s vision-mission toward holistic formation of students and academic excellence.

The instructional time is 50 minutes except in KINDER which is 40 minutes.

THE INTEGRATED SCHOOL K TO 10 CURRICULUM

KINDER

English

Reading/Writing

Math

Filipino

Supervised Play and Learn Program (SPLP) including Christian Living Education and Music, Arts, Physical Education & Health

Grade 1

Number of Meetings

Mother Tongue 1

1x

Christian Living Education with Values Education 1

3x

English 1

4x

Reading 1

4x

Mathematics 1

5x

Science 1

2x

Filipino 1

4x

Araling Panlipunan 1

4x

Music, Arts, Physical Education & Health (MAPEH) 1

3x

Grade 2	Number of Meetings
Mother Tongue 2	1x
Christian Living Education with Values Education 2	3x
English 2	4x
Reading 2	4x
Mathematics 2	5x
Science 2	2x
Filipino 2	4x
Araling Panlipunan 2	4x
Music, Arts, Physical Education & Health (MAPEH) 2	3x
Co-Curricular Club	1x
Grade 3	Number of Meetings
Mother Tongue 3	1x
Christian Living Education with Values Education 3	3x
English 3	4x
Reading 3	4x
Mathematics 3	5x
Science 3	2x
Filipino 3	4x
Araling Panlipunan 3	4x
Music, Arts, Physical Education & Health (MAPEH) 3	3x
Co-Curricular Club	1x
Grade 4	Number of Meetings
Christian Living Education with Values Education 4	3x
English/Reading 4	6x
Mathematics 4	5x
Science 4	5x
Computer Education 4	2x
Filipino 4	5x
Araling Panlipunan 4	4x
Home Economics and Livelihood Education (HELE) 4	2x
Music, Arts, Physical Education & Health (MAPEH) 4	3x
Co-Curricular Club	1x
Grade 5	Number of Meetings
Christian Living Education with Values Education 5	3x
English/Reading 5	6x
Mathematics 5	5x
Science 5	5x
Computer Education 5	2x
Filipino 5	5x
Araling Panlipunan 5	4x
Home Economics and Livelihood Education (HELE) 5	2x
Music, Arts, Physical Education & Health (MAPEH) 5	3x

Co-Curricular Club	1x
Grade 6	Number of Meetings
Christian Living Education with Values Education 6	3x
English/Reading 6	6x
Mathematics 6	5x
Science 6	5x
Computer Education 6	2x
Filipino 6	5x
Araling Panlipunan 6	4x
Home Economics and Livelihood Education (HELE) 6	2x
Music, Arts, Physical Education & Health (MAPEH) 6	3x
Co-Curricular Club	1x
Grade 7	Number of Meetings
Christian Living Education and Values Education 7	3x
Science 7	6x
Filipino 7	5x
Araling Panlipunan 7	4x
Computer Education 7	2x
Music, Arts, P.E. and Health 7	3x
English 7	6x
Mathematics 7	6x
Career Pathways in Tech. and Livelihood Education (CP-TLE) 7	2x
Co-Curricular Club	1x
Grade 8	Number of Meetings
Christian Living Education and Values Education 8	3x
English 8	5x
Filipino 8	5x
Araling Panlipunan 8	4x
Science 8	5x
Mathematics 8	6x
Career Pathways in Tech. and Livelihood Education (CP-TLE) 8	2x
Computer Education 8	2x
Music, Arts, P.E. and Health 8	3x
Co-Curricular Club	1x
Grade 9	Number of Meetings
Christian Living Education and Values Education 9	3x
English 9	5x
Filipino 9	5x
Araling Panlipunan 9	4x
Science 9	5x
Mathematics 9	6x
Career Pathways in Tech. and Livelihood Education (CP-TLE) 9	2x
Elective 9 (Bookkeeping 1)	2x

Computer Education 9	2x
Music, Arts, Physical Education & Health (MAPEH) 9	3x
Grade 10	Number of Meetings
Christian Living Education and Values Education 10	3x
English 10	6x
Filipino 10	5x
Araling Panlipunan 10	4x
Science 10	6x
Mathematics 10	5x
Bookkeeping 2	2x
Music Arts and Physical Education	3x
Computer Education 10	2x
Citizenship Advancement Training	1x
Elective 10	2x

II. SPECIAL ACADEMIC PROGRAMS

A. FILIPINO SPECIAL PROGRAM

This is given to foreigners or balikbayans who need assistance in learning the Filipino language.

B. ENRICHMENT PROGRAMS

1. Elective Course Program

Grade 10 students are placed in the elective courses based on the results of their National Career Assessment Examination (NCAE) and the Center for Educational Measurement (CEM) Profiler Test given while they were in Grade 9. Students' interest in the course offerings is also considered in the elective placement procedure. The level Guidance Counselor conducts individual or group career counseling to assist students in their choice of elective courses and eventually their career options.

As enrichment programs, elective courses acquaint Grade 10 students with foundational knowledge on subjects aligned with the Senior High School tracks and College courses.

2. Club Offerings

As part of the holistic development of the students, the school offers various club offerings from Grade 2 to 6 in the Lower Grades and from Grade 7 and 8 in the Upper Grades. Grade 10 students may join the existing student organizations and attend to their activities outside of their regular class schedules.

Clubs are categorized as Service Clubs, Sports Clubs, Interest Clubs and Academic Clubs. Students may enlist in the club of their choice at the beginning of the school year. The Office of the Level Vice Principal facilitates the grouping of the students in the different clubs

with assigned teacher-moderators.

3. Academic Excellence Program

The program is offered to selected students who excel in the different learning areas and identified and recommended by the teachers and Department Chairs concerned. They attend special sessions under their mentors who prepare them for various academic contests and endeavors.

4. Internationalization Program

To ensure global awareness and competitiveness among the students, the school provides opportunities for students to participate in international field trips and benchmarking activities. Such may be internally-initiated or a response to external invitations which the school deem fit for the furtherance of their learning and development.

5. Special Events

The school likewise provides students the opportunity to actualize their learning and enrich their leadership potentials and social development through organizing, sponsoring, or hosting activities and special events involving students and teachers from other schools.

III. SPECIAL ASSISTANCE PROGRAM

A. REMEDIAL PROGRAMS

Compulsory remedial programs are given to students who need assistance in Math, Science, Reading, English, etc. as identified by the subject teachers and recommended by the Department Chairpersons.

B. ACADEMIC BEHAVIORAL REPORT

This notice is issued to parents/guardians of students observed by the subject teachers to be academically challenged during the first four weeks of the quarter. This notice is purely a reminder of the academic behavior of the students in class and not a guarantee for failing or passing the subject. Upon receipt of this notice, parents/guardians are requested to affix their signature in the Reply Slip and send it back to the subject teacher concerned through the student.

C. CONSULTATION TIME

Students with academic and personal problems or concerns are encouraged to see their subject teachers after class for consultation purposes. Likewise, they are encouraged to refer their concerns to the Department Chairs and Level Vice Principal. Subject teachers may summon the students for a conference. Specifically, this period is utilized for:

- conducting remedial classes
- counseling of students

- verifying of scores and class standing
- taking make-up tests and long tests
- conducting review lessons
- conducting make-up classes

D. TUTORIAL

Any request for tutoring should be arranged with the Level Vice Principal for approval according to certain guidelines.

Tutoring of students by non-IS Faculty is not allowed on campus.

IV. GENERAL ACADEMIC POLICIES

Academics is an integral part of the school's effort to maintain and further improve the quality of education that is offered to its clientele. Hence, these policies are designed to provide directions to the students, who are involved in the acquisition of knowledge, skills, understanding, application to real-life situations and values relevant in the pursuit of excellence, as well as to their parents or guardians.

A. GRADING SYSTEM

The point system is adopted as the grading system where all academic activities in each subject are given total points. These points are earned by the student in each quarter and whatever accumulated points a student has earned are transmuted into percent and computed based on the weight of the assessment components.

The school year is divided into four quarters. The quarterly grade is based on summative assessments classified into written works (quizzes, long tests, homework, seatwork, laboratory reports, research paper, etc.), performance tasks, and quarterly examinations which are reflective of the academic performance of the student.

B. PASSING GRADE AND CUT-OFF SCORE

The highest grade that can be given to a student after transmutation of performance shall be 100% and the lowest grade that can be given is 65%. The passing grade is 75%. The passing cut-off score for any academic activity or requirement is 60%.

C. DESCRIPTORS AND GRADING SCALE

Descriptor	Grading Scale	Remarks
Outstanding	90 – 100	Passed
Very Satisfactory	85 – 89	Passed
Satisfactory	80 – 84	Passed
Fairly Satisfactory	75 – 79	Passed
Did Not Meet Expectations	Below 75	Failed

The summary of learner progress is shown quarterly to parents and guardians in the report card with the grading scale and corresponding descriptors. Remarks are given at the end of the grade level.

D. LETTER GRADES

1. The following student formation components merit letter grades:
 - Homeroom
 - Co-curricular Club (Grades 2 to 8 only)
 - Citizenship Advancement Training (for Grade 10 only)
 - Deportment (**See Part 4 Discipline Policies**)
2. Key to Appraisal
 - A [95-100] B [80-84]
 - A- [90-94] B- [75-79]
 - B+ [85-89] C [74 and below]

E. HOMEROOM GRADE

This grade is given by the homeroom adviser based on the following criteria:

- Attendance in homeroom activities
- Participation in homeroom and school activities
- Prompt return of reply slips
- Cooperation in homeroom projects

F. CO-CURRICULAR CLUB GRADE

Grades 2 to 8 students receive quarterly co-curricular club grades determined by the club moderators based on the following criteria:

1. Attendance in club activities
2. Performance in club activities
3. Participation/cooperation in club activities
4. Other criteria pertinent to the nature of the club

G. CITIZENSHIP ADVANCEMENT TRAINING (CAT) GRADE

Grade 10 students receive quarterly CAT grade based on their attendance, discipline, participation and performance in the training program. However, Grade 10 students with active membership in the Explorer Scouts and Girl Scouts of the Philippines are exempted from the course. Respective moderators will provide the grades at the end of each quarter.

H. FINAL GRADE COMPUTATION

The final grade is the average of the four quarters. A final grade of 74 is rounded off to 75 whereas a final grade below 74 will not be rounded off and considered a failing grade.

I. COMMENT CODE

The report card contains a column for comment code that will help students

and parents understand the grade given by the teacher in a particular subject. The comment codes are as follows:

- A _____ Submits consistently quality school works
- B _____ Participates actively in class discussions and activities
- C _____ Needs to participate actively in class discussions and activities
- D _____ Needs to submit quality product or present quality performance task
- E _____ Needs to submit/present required product/performance task
- F _____ Needs to improve performance in summative assessment
- G _____ Needs to perform better in quarterly assessment
- H _____ Needs to be more attentive in class
- I _____ Needs to come to school/class more regularly and punctually
- X _____ Shows disruptive behavior in class most of the time
- Y _____ Speaks English/Filipino consistently
- Z _____ Shows excellent behavior in class

** Note: Letter appearing under Comments Code are different from those of levels of proficiency

V. STUDENT PROMOTION

The following guidelines for promoting a student to the next grade level must be applied judiciously based on pertinent evidences.

A Final Grade of 75 or higher in all learning areas allows the student to be promoted to the next grade level. The table below specifies the guidelines to follow for learner promotion.

	Requirements	Decision
For Grades 1 to 3 Students	1. Final Grade of at least 75 in all subjects	Promoted to the next grade level
	2. Did not meet expectations in not more than two subjects	Must pass remedial classes for subjects with failing mark to be promoted to the next grade level. Otherwise the student is asked to withdraw from the school.
	3. Did not meet expectations in three or more subjects	Withdrawal from the school
For Grades 4 to 10 Students	1. Final Grade of at least 75 in all learning areas	Promoted to the next level
For Grades 4 to 10 Students	2. Did Not Meet Expectations in not more than two subjects	Must pass remedial classes for subjects with failing mark to be promoted to the next grade level. Otherwise the learner is asked to withdraw from the school.

For Grades 4 to 10 Students	3. Did Not Meet Expectations in three or more subjects	Withdrawal from the school
	4. Must pass all learning areas in the Elementary	1. Earn the Elementary Certificate 2. Promoted to Junior High School
	5. Must pass all subjects in the Junior High School	1. Earn the Junior High School Certificate 2. Promoted to Senior High School

VI. DEFERMENT OF GRADES

A. WHEN IS DEFERMENT OF QUARTERLY GRADES ALLOWED

1. When a student is medically advised to leave school temporarily for about 35% or more of the total school days for the quarter provided the student seeks clearance from the school physician.
2. When a new student enrolls in school after at least 35% of the total school days of the first quarter, due to the late school calendar where he/she came from.
3. In special cases as deemed reasonable by the Principal or Vice Principal for Academics.

B. GUIDELINES ON DEFERMENT OF GRADES/APPROVED ABSENCE

1. Deferment of grades may be given to a student once a year for every school year.
2. The average of the succeeding two quarters is computed and becomes the quarterly deferred grade of the student.
3. An approved absence is noted on the student's attendance record but is not counted against the allowable number of absences in the school.

VII. ACADEMIC PROBATION (AP Status)

Academic probation (AP) is a status imposed on students who have failed to meet the minimum academic requirements of the school. Its purpose is to assist the students to focus more on their academic performances.

A. WHO ARE PLACED ON ACADEMIC PROBATION?

1. A new student who falls below the requirements for admission set by the Admissions Board.
2. Any student who incurs failure in 2 or more learning areas at the end of the quarter. A notification letter to parents/guardians will be sent by the Office of the Vice Principal for Academics. Parents/guardians are expected to send back through their children the acknowledgement slip at least three (3) days after receipt.

B. CONDITIONS OF ACADEMIC PROBATION

1. Any student on academic probation for 2 consecutive school years will be readmitted on the third year provided that the academic probation status is lifted during or after the second year of probation.
2. Any student on Academic Probation is not allowed to represent the school in any NOPSSCEA, provincial, regional or national athletic competitions during the quarter when the AP status is deemed effective.
3. A student placed on AP is advised to attend remedial programs, consultations with subject teachers concerned, avail of tutorial services and/or refrain from joining activities that may distract the student in coping with the academic difficulties.

C. LIFTING OF ACADEMIC PROBATION

Academic probation will be lifted at the end of every quarter if a student has no failing mark in any subject.

VIII. EXAMINATION GUIDELINES

A. GUIDELINES FOR EXAMINATION

1. The school implements the NO PAYMENT, NO EXAM POLICY. (Please see below VCA Memo No. 14 s. 2018-2019.)
2. Parents/guardians are advised to settle accountabilities at the Business Office before the scheduled quarterly exams.
3. In order to ensure that the proper environment for concentration and learning is maintained, students are expected to observe silence in the exam room.
4. Students are not allowed to leave the room until the warning bell has been rung.
5. Students are strongly encouraged to review their test papers before submitting them to the proctor or homeroom adviser.

VCA Memo No. 14 s. 2018-2019

IMPLEMENTING GUIDELINES ON “NO PAYMENT, NO EXAM POLICY” effective SY 2018-2019

For the INTEGRATED SCHOOL

1. The Business Office will release the statement of accounts to the Level Vice Principals two (2) weeks before quarterly exams.
2. Three (3) days before exams, the Business Office will accept requests for Promissory Notes (PN) requiring at least 50% of what is due for the quarter. An exam permit is given after paying the amount indicated in the PN.
3. Fines for non-payment of the balance as indicated in the Promissory Note after a two-week grace period will be imposed as follows:
 - 1st week after the deadline P100
 - 2nd week after the deadline 200

- 3rd week after the deadline 300
 - Beyond the 3rd week 100/week but not to exceed P500
4. Failure to pay the balance as indicated in the promissory note will automatically disqualify the student's parent or guardian to apply for a succeeding promissory note.
 5. On the First Day of exams, students without exam permit may be allowed to take the exams for the day but will not be allowed to take the exams for the succeeding days unless accounts have been settled at the Business Office.

B. SPECIAL EXAMINATION GUIDELINES

When a student is absent during the exam days because of serious reason (i.e. illness or unavoidable circumstances) the following should be followed:

1. Parents should notify the Level Vice Principal or Vice Principal for Academics before the scheduled exams. If no communication is done with the school, the student is not allowed to take a special exam.
2. SOP on absences should be followed by the student upon returning to school.
3. Students are required to pay P30.00 for every exam missed to defray special exam preparation.

C. SPECIAL PROVISIONS ON CHEATING

Cheating is a form of academic dishonesty and it has no place in La Salle. The students are expected to prepare for their lessons every day and do their academic requirements and activities honestly.

To strengthen the Lasallian values formation program, the following sanctions are imposed on students who violate this policy:

1. **During a Summative Assessment**
Cheating in any form during a summative assessment will forfeit the student's score for that assessment. The student should be reported to the Level Vice Principal and/or DFO in writing. The next offense will put the student under Disciplinary Probation (DP) with a C in Department.
2. **During a Quarterly Assessment/Examination**
Cheating in any form during the quarterly assessment or examination will automatically fail the student in that particular subject for the quarter because he/she forfeits all previous scores. The student should be reported to the Level Vice Principal and/or DFO in writing. The Department grade for that quarter will be C.

IX. POLICY ON HOMEWORK AND ASSIGNMENTS

Importance

Homework serves a very purposeful role in the learning process because it establishes the link between school and the outside world. It establishes the

responsibility in students to “follow through.” That is, homework/or assignments help them to accept responsibility for bringing work from school to home and then from home to school.

Responsibilities of Parents and Guardians:

1. Participate in establishing a relationship between home and school;
2. Provide a good homework environment, including a quiet work space, proper lighting, a specific time and necessary school supplies;
3. Help a child with homework assignments, such as Math or Spelling problems, offer guidance with research and assist on project;
4. Provide help as needed, but also be sure that the work is completed by the child, not the parent or sibling;
5. Check a child's work to ensure the assignments are ready to be brought to school;
6. Demonstrate an interest in the child's work and offer praise and encouragement;
7. Be responsive to the child's concerns or confusion about the assignments; and
8. Communicate with the subject teachers any related concerns.

Important: Appropriate homework and assignments may be required of all students from Monday to Thursday. No homework is to be given during Fridays except for subjects held twice or once a week.

X. AWARDS AND RECOGNITION

Pursuant to DepEd Order No. 36 s. 2016 entitled *Policy Guidelines on Awards and Recognition for the Kto12 Basic Education Program*, the school confers awards and recognition on deserving students for their outstanding performance and achievement in academics, deportment, punctuality and attendance, leadership, literary, journalism, cultural, sports, community service, religious and spiritual involvement, among other aspects of student development. The process of selecting the awardees is based on particular guidelines governing each type of award or recognition.

For academic honors, the awardees are verified by the Department Chairpersons and the Vice Principal for Academics based on the grades submitted by the subject teachers, including the Department, Homeroom, Club and CAT grades generated by respective raters and processed by the Registrar's Office through its automated system. Non-academic awardees are determined on the basis of the merits acquired i.e. garnering the top place/championship in a competition or participation in a related event of high esteem as officially published in the IS Daily Bulletin or IS Review or through a certification submitted for evaluation and upon deliberation by the Awards Committee.

A. ACADEMIC AWARDS

The school recognizes meritorious achievements of students who excel outstandingly in academics. The following academic awards are bestowed on students who meet the criteria set: Academic Excellence Award, the General Academic Excellence Award, and the Subject Excellence Award.

1. **ACADEMIC EXCELLENCE AWARDS (AEA)**

Certificates of academic excellence awards are granted quarterly to Grades 1 to 10 students who meet the standards set for each category.

PRINCIPAL'S DISTINCTION

A student receives "PD" if he/ she has:

- a. an average of 95% and above with no grade below 95% in all subjects
- b. a department grade of A
- c. co-curricular and Homeroom grades of A

GOLD L

A student receives "Gold L" if he/she has:

- a. an average of 90% and above with no grade below 90% in all subjects
- b. a department grade of A- and above
- c. co-curricular and Homeroom grades of A- and above.

SILVER L

A student receives "Silver L" if he/she has:

- a. an average of 88% and above with no grade lower than 88% in all subjects
- b. a department grade of B+ and above
- c. co-curricular and Homeroom grades of B+ and above.

ACHIEVEMENT

A student receives an "Achievement" if he/she has:

- a. an average of 85% and above, no grade below 85% in all subjects
- b. a department grade of not lower than B+
- c. co-curricular and Homeroom grades of B+ and above.

To get academic honors in the final, the student must not have any grade lower than 85% or B+ in all learning areas including Homeroom, Co-curricular Club and Department at any time during the school year.

AEA awardees for the first three quarters are recognized during the quarterly Honors Assembly for each grade level. However, due to time constraints, certificates of awards for Fourth Quarter and Final Honorees are distributed to students/parents during the issuance of Report Cards at the end of the school year.

2. **GENERAL ACADEMIC EXCELLENCE AWARD (GAEA)**

- a. The top two students in Grades 1 to 5 and Grades 7 to 9 with the highest General Scholastic Average (GSA) receive Gold Medals as General Academic Excellence Awardees during the annual Lasallian Achievers Convocation (LAC). The awardees, however,

must have no grade lower than A- in Department; likewise, grades in Homeroom and Co-curricular club (for Grades 2-8 only) must not be lower than A- in any quarter.

- b. Grade 6 and Grade 10 Academic Excellence awardees are determined based on the average of the six (6) learning areas (English, Math, Science, Araling Panlipunan, Filipino and Christian Living Education) during the current year. The candidates should have no grades lower than 85% in all subjects. Department grade should be at least B+ and Homeroom grade must not be lower than B+. CAT grade for Grade 10 should have a remark of "Passed". They receive Gold, Silver, and Bronze Medals depending on their ranks during their respective culminating rites.

3. SUBJECT EXCELLENCE AWARD (SEA)

This is awarded to students with the highest final marks but not lower than 90% in English, Science, Math, Social Studies, Filipino or Christian Living Education irrespective of their grades or performances in other subjects. Students who are enrolled in the Special Filipino Class are not qualified for the award in Filipino.

Grade 6 and Grade 10 SEA awardees receive Gold Medal and certificates during their respective culminating rites. Grades 7 to 9 awardees receive Certificates during the annual Lasallian Achievers Convocation.

4. SPECIAL ACADEMIC CITATION

A Special Academic Citation certificate is awarded during the culminating rites to Grade 6 and Grade 10 students who topped or championed academic competitions (such as the Rotary Academic Excellence Contest, MTAP, etc.) in the district, division, provincial, regional, national or international levels. Grades 1-5 and Grades 7-9 awardees are recognized during the annual Lasallian Achievers Convocation.

B. NON-ACADEMIC AWARDS GIVEN DURING RECOGNITION RITES

1. DEPARTMENT AWARDS

- a. A certificate of recognition is given to any student at any quarter for exhibiting excellence in behavior.
- b. A student must have 2 Z comments in any two academic subjects, must be cleared of any violation stated in Student Handbook, no X in any other subjects, minimum grade of A- in Homeroom, minimum grade of 85 in all subjects, and no recorded tardiness for the quarter based on the record of the Discipline and Formation Office during the quarter.
- c. The awardee for the quarter receives a personalized Lasallian Department Certificate (LDC) during the Honors Assembly.

- d. At the end of the school year, any student awarded the LDC for four (4) consecutive quarters is bestowed Excellence in Department Award (EDA) provided the Z comment during the year should include four different subjects.

Grade 6 and Grade 10 EDA awardees receive Certificates during the Recognition Rites after the Thanksgiving Mass while Grades 1 to 5 and Grades 7 to 9 awardees are recognized during the annual Lasallian Achievers Convocation.

- e. List of candidates for the award is posted at the Faculty Room for a review a week after the quarterly exam and then the final list will be submitted by the grade level moderators to the Committee Chair on Department for final deliberation together with the committee members.

2. PERFECT AND PUNCTUAL ATTENDANCE AWARD (PPA AWARD)

Certificate of recognition is given to a student for achieving perfect attendance throughout the school year with no record of tardiness in any of the quarters.

Grade 6 and Grade 10 PPA awardees are recognized during their respective culminating rites.

3. OUTSTANDING ATHLETES AWARDS

Certificates of recognition are given to Grade 6 and Grade 10 student-athletes who have faithfully and consistently played for their teams or individual sports provided they have not been under any disciplinary probation in any quarter during the school year.

Special Citation in Sports certificates are given to Grade 6 and Grade 10 student athletes who were awarded runners-up in NOPSSCEA, Provincial, Regional, National athletic meets and other invitational sports competitions. However, candidates must not have been under Disciplinary Probation in any quarter of the current school year.

Grades 1 to 5 and Grades 7 to 9 athletic awardees are recognized during the Stingers Pep Rally or Stingers Recognition Rites.

4. OUTSTANDING ORGANIZATION /CLUB AWARDS

Grade 6 and Grade 10 students who have shown outstanding performance and participation as members of their respective organizations or clubs receive Certificates of Recognition as determined by their moderators during the Recognition Rites.

Outstanding Grades 2 to 8 students receive Certificates of Recognition during the culminating activity of the accredited student clubs and organizations towards the end of the school year.

5. SPECIAL CITATIONS

Special Citation certificates are awarded during the annual Lasallian

Achievers Convocation to Grades 1 to 5 and Grades 7 to 9 students who, during the current school year, have represented the school and topped journalism and literary-cultural competitions in the district, division, NOPSSCEA, provincial, regional, national or international levels such as but not limited to:

1. NOPSSCEA Literary-Musical Competitions
2. DSPC, RSPC, NSPC.

C. AWARDS EXCLUSIVELY GRANTED DURING CULMINATING RITES

1. AWARDS OF DISTINCTION

The following prestigious awards are granted only to Grade 10 students during their Completion Rites.

a. ST. LA SALLE AWARD

This award is given to a Grade 10 student who, during his/her junior high school education has exemplified the true ideals of a well-rounded Christian youth in the spirit of St. John Baptist de la Salle.

Criteria:

- Must have actively initiated curricular and co-curricular activities
- Must have active involvement in any civic action program
- Must have a consistent high satisfactory grade (90 and above) in Christian Living Education and Department throughout his/her junior high school
- Must be an Alma Mater Awardee

b. ST. BR. BENILDE AWARD

This award is given to a Grade 10 student who has distinguished himself/herself in the spirit of St. Benilde's example of leadership.

Criteria:

- Must have a position in any school accredited organizations during his/her Grade 9 or Grade 10 level
- Must have exhibited humble and effective leadership within the organization
- Has shown enthusiasm and dedication in performing his/her duties within the organization
- Must have a consistent high satisfactory grade (90 and above) in Christian Living Education and Department throughout his/her junior high school

c. ST. BR. MIGUEL AWARD

St. Br. Miguel was a distinguished scholar and educator, an

eminent academician and exemplar who was also noted for his kindness and affability.

This award is given to a Grade 10 student who most closely approximates the life and spirit of this distinguished La Salle Brother.

Criteria:

- Must be in the top 3 ranks in the final grading based on Grade 9 and Grade 10 academic performance
- Must have exhibited mild, gracious and social demeanor
- Must have a consistent high satisfactory grade (90 and above) in Christian Living Education and Department throughout his/her junior high school

d. ST. BR. SOLOMON AWARD

This award is given to a Grade 10 student who develops his/her talents during the current year in the service of the school community.

Criteria:

- Must have exhibited a significant achievement in academic or non-academic activities during his/her Grade 10 level
- Has contributed to the positive image of the school through the said achievement
- Has shown the zeal to overcome the challenge against himself/herself, thereby gaining the respect and admiration of the school community
- Must have a consistent high satisfactory grade (90 and above) in Christian Living Education and Department throughout his/her junior high school

e. BR. MUTIEN-MARIE AWARD

He dedicated himself for more than fifty years to the education of children in the Brother's boarding school at Malonne, Belgium. Br. Mutien-Marie did very ordinary things extraordinarily well. The faith and zeal with which he served his students are worthy of emulation.

Criteria:

- An active volunteer in the outreach activities of the school during his entire junior high school
- Must have shown the extraordinary willingness to serve the school in its social mission
- Must have a consistent high satisfactory grade (90 and above) in Christian Living Education and Department throughout his/her junior high school

f. BLESSED BR. SCUBILLION AWARD

He was sent on a missionary to the island of Reunion in the Indian Ocean in 1833. There he became known for his work as a catechist who promoted the cultural, moral and religious development of the slaves.

Criteria:

- An active volunteer in the spiritual and religious activities of the school during his entire junior high school
- Must have shown the extraordinary willingness to serve the school in its spiritual and religious mission
- Must have a consistent high satisfactory grade (90 and above) in Christian Living Education and Deportment throughout his/her junior high school

g. BR. FRANCIS CODY, FSC HONORS SOCIETY AWARD

This award is given to the top five Grade 10 students who are ranked based on their entire junior high school academic performance provided they have no grade lower than 82% (at least until SY 2022-2023) in any subject and no grade lower than B+ in Deportment in any of the quarters within four years. They must have also attended complete junior high school in USLS-IS. They shall receive a plaque of distinction and their names shall be incorporated in the Honors Society as permanent members.

2. ALMA MATER AWARDS

Certificates of recognition are granted to Grade 10 students who have spent and completed their entire elementary and junior high school in the Integrated School. Those who have come from other La Salle schools may apply for the award. Students who come from La Salle supervised schools are not qualified for this award.

3. ATHLETIC AWARDS

- a. Student athletes who have distinguished themselves as champions in NOPSSCEA, Provincial, Regional, National athletic meets and other invitational sports competitions such as Basketball, Volleyball, Football, Swimming, Taekwondo, Athletics, Badminton, Lawn Tennis, Table Tennis, Chess and Archery receive Gold Medals as Athletic Awardees. However, candidates must not have been under Disciplinary Probation in any quarter of the current school year.
- b. In recognition of the outstanding performance of any Grade 10 student who has distinguished himself/herself in at least two (2) sports in the NOPSSCEA, Provincial Meet, Regional Meet or other national competitions, or performed outstandingly in swimming, the Athlete of the Year Gold Medal Award is granted, provided

the candidate must have not been under Disciplinary Probation in any quarter of the current school year.

4. LITERARY AND CULTURAL AWARDS

Gold Medals are given to Grade 6 and Grade 10 students who have championed in any of the following events or competitions in the NOPSSCEA, provincial, regional, national or international levels:

Theater Arts	Visual Arts	Dance Art
Music	Declamation	Photography
Folkdance	Drumbeating	Dance Sport
PopDance/HipHopDance	Rhetoric/Public Speaking	

5. SAC AWARD

Certificate of recognition is given to deserving Grade 6 and Grade 10 students who are members of the Student Affairs Council (SAC), the governing body of all students' organizations, for their exemplary leadership and effective implementation of all student activities.

6. PUBLICATION AWARDS

Certificates of recognition are granted to Grade 6 and Grade 10 students who have:

- a. been active members of the school paper for at least one (1) year
- b. attended seminars/lectures/meetings regularly conducted by the organization
- c. shown commitment and deep involvement in the organization
- d. been efficient and effective in handling assigned duties/responsibilities

7. JOURNALISM AWARDS

Gold medal is awarded to a Grade 6 or Grade 10 student recognized as champion in the division schools press conference (DSPC) or regional schools press conference (RSPC), and a gold medal with special citation for champions/placers/finalists/qualifiers in the national schools press conference (NSPC) within the school year.

8. ENGLISH PROFICIENCY AWARD

The English Proficiency certificate is awarded to a Grade 10 student who has effectively used the English language both in oral and written forms.

The recipients must have:

- a. No grade below 92 in English in all quarters of the current year.
- b. At least one (1) Y comment in any of the quarters of the current year.

9. CAT AWARDS

Qualified cadet/cadette officers of the Citizenship Advancement Training (CAT) program receive this Certificate of Recognition for

their exemplary leadership and performance during the school year. The awardees are determined by the CAT teacher-facilitator based on certain criteria set for the awards.

10. SPECIAL CITATIONS

Special Citation certificates are given to outstanding Grade 6 and 10 students who brought honors to the school by their exemplary performance in other distinctive events of local, regional, national or international level OR in special sports such as Shooting, Bowling, Billiards, Golf, Rock Climbing, Skim Boarding, Skateboarding, Gymnastics, etc.

11. ORGANIZATION AWARDS

Certificates of Recognition are given to MOST outstanding student organization members who have contributed significantly to the realization of the objectives of the clubs/organizations of which they are members, provided, their Department grade is at least B+ in any quarter.

The following criteria are used to determine the awardees:

a. *Responsibility*

The awardee:

- directs all activities to the organization that he/she is a member of.
- is generous in devoting time, presence, work and talent to the organization.
- keeps his/her priorities in order and is able to meet the obligation.
- is efficient and effective in handling his/her duties and assignments.
- keeps communications open with members of the organization, the SAC, the faculty, the parents and the administration.
- passes all his/her subjects at the end of the year.

b. *Leadership*

The awardee:

- is a positive influence to the organization.
- is responsive to the needs of the organization.
- listens to and allows others to freely express and contribute their ideas and suggestions.

c. *Cooperation*

The awardee:

- shares ideas with others, accepts feedback positively and gives full support to decisions agreed upon.
- positively accepts decisions made by those to whom he/she is accountable.

IX. PROCEDURE IN DETERMINING AWARDEES

The School Principal convenes an Awards Committee composed of appointed members according to the nature of the awards for deliberation. In determining the awardees, the committee takes into consideration all aspects of the candidates who are nominated by the students, faculty, grade level counselors, coaches and moderators in accordance with the existing criteria. The decision of the Awards Committee is final.

To facilitate the selection process, the following provisions of DepEd Order No. 36 series 2016 titled “Policy Guidelines on Awards and Recognition for the Kto12 Basic Education Program” are adopted:

The Awards Committee will:

1. establish the timelines in accepting nominations and in determining qualifiers for specific awards consistent with the guidelines.
2. verify the authenticity and accuracy of documents submitted.
3. deliberate on the qualifications of the candidates for the awards based on the set criteria and documents submitted.
4. recommend to the Principal the result of evaluation for approval.
5. communicate to the school community, parents and other stakeholders involved the results of the evaluation.
6. announce/post the final list of awardees
7. recommend to the Principal the resolution on any related issue that may arise from the results of the awards.

Note:

1. The report on the results of the Awards Committee deliberation shall be signed by all the members of the committee and certified by the Principal.
2. The Awards Committee together with the Principal shall determine roles and assign tasks to the awardees (e.g. Response from the awardees, introduction of the guest speaker, etc.) for the annual Lasallian Achievers Convocation.
3. Furthermore, the committee chooses Grade 6 and 10 students who meet the criteria set by the committee to deliver the Thank You speech during the respective Recognition Rites for Grade 6 and Grade 10 and the Batch Message during the Completion Rites for Grade 10.
4. Cases of protests shall be filed by the candidate with his/her parent or guardian to the Principal within three (3) working days from the announcement and shall be decided on by the Principal, considering the recommendations of the Awards Committee within three (3) working days from filing.
5. The school reserves the right to determine the awardees with respect to the prescribed criteria and procedure for selection.

Part 4

DISCIPLINE POLICIES

RATIONALE

The University of St. La Salle Integrated School offers education that is viewed from a holistic perspective. The development of values and attitudes which encourages mature and responsible behavior is viewed as an integral part of the education of the youth. The sole purpose of the rules set and enforced by the school is to further the process of developing a Christian and refined Lasallian. The students are encouraged to practice self-control and discipline. However, since proper guidance, direction and correction are necessary, the following policies will be carried out to maintain discipline and order not only in school but in all areas of life.

PERFORMANCE EXPECTATIONS OF THE GOVERNMENT

The DepEd states that “Every private school is required to maintain school discipline at a level consistent with accomplishment of good school work” and that “a private school is entitled at any time to drop from school a student who is considered undesirable.” The DepEd also provides the principal and teachers with a Special Parental Authority.

I. DISCIPLINE CASES

In disciplinary concerns that do not warrant dismissal, the Discipline and Formation Officer (DFO) will handle discipline matters in coordination with the Level Vice Principal. Otherwise, the matter will be referred to the Principal.

II. THE DISCIPLINE BOARD

The Discipline Board is a fact-finding body that may be convened by the Principal to hear charge(s) on student(s) of any possible offense that may warrant dismissal or expulsion. It shall be composed of five (5) members appointed by the Principal. It submits its findings and recommendation to the Principal who makes the final decision.

III. COMPUTATION OF DEPARTMENT GRADE

The department grade is computed by the Homeroom Adviser based on the number of x's and z's found in the subject teachers' comments code. X refers to disruptive behavior, code Z refers to excellent behavior. However, the DFO's department grade will supersede the Homeroom Adviser's if the former's grade is lower. The DFO's grade is based on other violations committed by the student.

The final department grade is based on the following:

A	Outstanding	(2 Z's or more, no X's)	(95-100)
A-	Highly Satisfactory	(1'Z, no X's)	(90-94)
B+	Satisfactory	(no Z's, no X's)	(85-89)
B	Fair	(no Z's, 1 X)	(80-84)

B-	Unsatisfactory	(no Z's, 2 X's)	(75-79)
C	Subject to Disciplinary Action	(no Z's, 3 X's)	(74 and below)

IV. DISRUPTIVE BEHAVIOR

This is a behavior manifested or displayed by the student that interrupts and disturbs the smooth flow of the teaching-learning process in the classroom. The behavior is documented through the Student Class Department Report (SCDR) which will be issued to the parent/guardian upon submission of the Student Department Report (SDR) by the subject teacher.

The Code X is given to a student who fails to show consistent improved behavior after the Student's Class Department Report has been sent to his/her parents/guardian. The following are classified as Disruptive Behaviors:

1. All forms of defiance
2. Bringing and playing cards and toys during class
3. Boisterous laughter
4. Borrowing of books and other materials (especially from another room) during class hours without asking permission
5. Coming in late during exchange of periods
6. Continuous talking, speaking indecent/vulgar words, making unnecessary or irritating sounds in spite of a warning
7. Eating during class hours.
8. Uncontrolled verbal arguments inside the classroom during class hours
9. Habitually asking for pieces of paper/habitually borrowing of ballpens
10. Reading comics, pocketbooks, magazines and using materials and gadgets not related to the subject during class hours
11. Transferring of seat during class without permission from the subject teacher
12. Unbecoming or indecent behavioral manifestation of boy-girl relationship during class hours
13. Any offense analogous to the above.

V. DEFINITION OF CONSEQUENCES

For violations of school rules and regulations the following shall be imposed:

A. **Warning**

This is a written notification to both the student and parents/ guardians to inform and caution the student on the consequences of the conduct.

B. **Memory Exercise**

A written activity given to students in order to remind him/her about a certain school policy.

C. **Work Detention**

Work Detention is given for a matter which is considered by the DFO to be serious either due to one isolated act or to consistent negative attitude or

behavior e.g. habitual misbehavior or disregard of school policy.

D. Suspension

Suspension from classes forbids attendance in regular classes but demands the presence of the student in school to perform the task assigned by the DFO.

E. Dismissal

This is a final and irrevocable withdrawal from school. The Principal, after consultation with the Discipline Board, may dismiss a student. Dismissal is incurred by misconduct of a very serious nature calling for immediate withdrawal. However, DP/ SDP students who warrant dismissal do not require the convening of the Discipline Board.

F. Expulsion

Expulsion is a very serious punishment recommended only by the Principal with the approval of the Department of Education. A student who has been expelled from school is forbidden to enroll in any other school.

VI. DISCIPLINARY PROBATION

This is a restraining measure on the student who has been guilty of a consistent misbehavior or a single grave breach conduct. Its sole purpose is to help the student improve his/her future conduct.

A. Who incurs Disciplinary Probation (DP)

1. A student who receives a grade of C in department for the quarterly grade
2. An incoming student recommended to be placed on DP by the Admissions Board
3. A student who commits an offense which would warrant that he/she be placed on DP

B. Conditions for Disciplinary Probation

1. A student on DP who receives a failing grade in department for the succeeding quarter is required to see the Discipline Officer with his/her parent.
2. A student placed on DP status during the last two quarters or during the 4th quarter only of the school year and with a final department grade of B- or below is required to attend the Summer Camp Program for him/her to lift the status. Graduating students are to render community service before and after graduation rites. Credentials will not be released unless the student has complied with the number of required hours.
3rd and 4th Quarter DP – 40 hours
4th Quarter DP – 20 hours
3. A student on DP may be allowed to participate in any provincial,

regional, and national fieldtrip as soon as the status had been lifted unless otherwise stated by the guidelines of the trip/activity.

4. Varsity athletes under DP/SDP status are not allowed to participate in any official/ invitational tournaments.
5. A student on DP status is required to render community work, as assigned by the DFO, a week after the distribution of printouts.

C. Lifting of Disciplinary Probation

Disciplinary Probation may be lifted after one quarter if the student gets a grade of B+ or above in department for the quarter. However, if a student receives a grade of B or lower during the probationary period, his/her probation will continue through the subsequent quarter of the same school year.

Grade 7 incoming students (including USLS-IS Grade 6) placed on the status by the Admissions Board is required to lift his/her status during the current school year, otherwise, he/she will be required to comply with the 80-hour work during the Summer Camp.

VII. STRICT DISCIPLINARY PROBATION

A. Who incurs Strict Disciplinary Probation (SDP)

1. A student on DP who repeatedly violates school rules and regulations and/or a student placed on DP for 2 consecutive quarters and still gets a C in department for the succeeding quarter
2. A student who is guilty of a single grave offense in any school activity or function on or off campus and/or in a public place where such offense is a potential or a real danger to the reputation of the student, his/her family, and the University of St. La Salle Integrated School (Refer to Degree of Violation and their consequences)
3. A student on DP who commits a serious offense and receives a failing grade of C in department at any quarter
4. A student who gets a C in department for 3 consecutive quarters

B. Conditions for Strict Disciplinary Probation (SDP)

1. If the student receives a failing grade in any quarter or commits a Category Three, Category Four and Category Five offense as stated in the student handbook, he/she is recommended for withdrawal at anytime during the school year.
2. Any student on SDP cannot represent the school in any outside activity or any school-initiated activity.
3. Varsity athletes on SDP are not allowed to participate in official/ invitational tournaments (NOPSSCEA, Provincial and Regional Meet, National Tournaments) during the school year.
4. A student on SDP is required to render community work for one Saturday, a week after the distribution of printouts.

C. Lifting of Strict Disciplinary Probation

Strict Disciplinary Probation may be lifted after one quarter if the student obtains a department grade of B+ or above. Once lifted, the student is placed on DP status.

D. Summer Camp Program

1. Summer Camp Program is an 80, 60, 40 or 20-hour work in school at the end of the school year required of a student who meets any of the conditions below:
 - a. a student who failed in department (final grade of C) at the end of the school year
 - b. a student who is placed on DP status for the entire school year
 - c. a student who is placed on SDP status at any quarter
 - d. a student who is placed on DP status during the 3rd and 4th quarters (No DP status from the 1st to 2nd Quarters) and with a final department grade of B-
 - e. a student who is placed on DP status during the 4th quarter (No DP status from the 1st to 3rd Quarters) and with a final department grade of B-
2. Summer Camp attendance enables a student to lift his/ her DP/SDP status and possibly be readmitted for the next school year. After attendance of the required number of hours of Summer Camp Program, a student with DP/SDP status at the end of the following year will be evaluated for his/her re-admission or non-admission for the next school year.
3. A student who is placed under SDP status but has manifested behavioral improvement as shown by a clean department status at the end of the school year will be subjected to re-evaluation by the DFO to decide on the number of hours or nature of participation in the summer camp.
4. Students, foreseeing possible conflicts that might cause him/her not to attend the summer Camp Program, should communicate to the school through his/her parents/recognized guardians before the program begins. The student should support his/her claims with valid documents.

The school may refuse the involvement of any student who would fail to follow this procedure.

VIII. DEGREES OF VIOLATIONS AND THEIR CONSEQUENCES

A. LOWER GRADES

The following are offenses according to gravity with corresponding penalties: Violations and Consequences are accumulated from 1st to 4th quarters.

CATEGORY ONE

Consequences

- 1st Offense - verbal, written warning to students
- 2nd Offense - written warning to parents
- 3rd Offense - conference with parents, B- in department
- 4th Offense - conference with parents, 1- day suspension, C in department, DP status
- 5th Offense - conference with parents, 2- day suspension, C in department, DP status
- 6th Offense - conference with parents, 3- day suspension, C in department, SDP status

Violations

- a) Incomplete uniform
- b) Wearing of earrings for the boys and multiple earrings for girls, use of colored lenses and the use of “punk” accessories on campus
- c) Applying of colored hair dye, nail polish, make-up, lipstick on campus
- d) Buying food from any vendor or eatery outside the campus during recess
- e) Disregard of submission on due dates of all official communications
- f) Disruptive behavior during related school activities
- g) Failure to present a letter of excuse upon return from absence
- h) Failure to return class pass tag after use
- i) Littering
- j) Loitering during class hours
- k) Use of profane or indecent language or gestures
- l) Playing ball games during recess and lunch
- m) Unhealthy practices
- n) Playing rough games
- o) Wearing of anklets, bracelets, necklace, rings, etc.
- p) Loitering on campus after 6:00 pm
- q) Any offense analogous to any of the above

CATEGORY TWO

Consequences

- 1st Offense - Violation report to parents, B- in Department
- 2nd Offense - Conference with parents, 1-day suspension, 1-day work detention, C in department; DP status
- 3rd Offense - Conference with parents, 2-day suspension, 2-day work detention, C in department, SDP status

4th Offense - Conference with parents, 3-day suspension, C in department, SDP status, recommendation to withdraw

Violations

- a) Applying of body tattoo (permanent or henna) and body piercing
- b) Alteration of any school documents or correspondence such as but not limited to letters, report cards, ID's, test papers, academic referrals
- c) Participating in betting or gambling activities with the use of spiders, marbles, playing cards, dice, and games like billiards, etc.
- d) Cheating during quizzes and exams
- e) Causing damage to the property of others or of school and/or keeping the property of others like shoes, bags, books, etc.
- f) Unexcused habitual absence
- g) Disrespect for the dignity of others such as ridiculing and bullying
- h) Violation of any valid order of any competent school authority
- i) Possessing, reading, drawing and/or viewing indecent materials
- j) Smoking and/or drinking within 50 meter radius of the school campus
- k) Minor physical dispute or instigating fights on or off campus in any related school activity
- k) Any offense analogous to any of the above

CATEGORY THREE

Consequences

1st Offense - Conference with parents, 1-day suspension, C in Department, SDP status

2nd Offense - Conference with parents, 5-day suspension, C in Department, SDP status

3rd Offense - Dismissal

Violations

- a) Defiance or insubordination to a valid order of a teacher or school authority
- b) Entering the school premises or going to school related activities in a state of intoxication or under the influence of any alcoholic beverages, illegal drugs or chemicals
- c) Fighting resulting to injury
- d) Falsification or forgery
- e) Stealing
- f) Vandalism/Graffiti
- g) Cutting classes
- h) Malicious mischief
- i) Any offense analogous to any of the above

CATEGORY FOUR

Consequences

1st Offense - Conference with parents, C in Department, SDP status

2nd Offense - Dismissal

Violations

- a) Possession, use, distribution or bringing to school or any school activity on or off campus, any intoxicating drink or any alcoholic beverage
- b) Possession of any knife, dagger, or bladed weapon within the school premises
- c) Use of any personal or school facility (like computer, paging device, cellphone) to defame, discredit, dishonor or malign any person in school or its representative

1st Offense – Dismissal

- d) Possession, use, distribution or bringing to school or any school activity on or off campus, any narcotics, marijuana or any dangerous drug
- e) Possession, use, or sale of firecrackers, explosives or firearms
- f) Affiliation with organizations like fraternities whose aims are contrary to the philosophy and objectives of USLS-IS
- g) Any other conduct which threatens or endangers the good name of the school and the morals, health, and safety of the student body; or frequent or continued disregard of school rules and regulations
- h) Any offense analogous to any of the above

CATEGORY FIVE

Consequence

1st Offense – RECOMMENDATION FOR EXPULSION

Violations

Any crime committed within the school premises. In case the crime, also falls under any of the preceding categories, the school has the right to determine under which category it may place the same.

Any offense committed punishable by 3-day suspension or higher, withdrawal, and or expulsion, shall be first subject to an investigation to be conducted by the DFO, Level Vice Principal or Disciplinary Board as the case may be.

B. UPPER GRADES

CATEGORY ONE

Consequences

1st Offense - verbal/written warning to student/any other activity required by the DFO

2nd Offense - A- in Department (Forfeiture of Department Award Qualification)

3rd Offense - B+ in Department

4th Offense - B in Department (Violation report to parents)

5th Offense - B- in Department

6th Offense - C in Department (DP Status)

* Succeeding offenses after the 6th offense will merit work detention after class hours.

Violations

1. Violation of the uniform and grooming policy other than haircut
2. Disregard of submission or due dates of all school correspondence
3. Failure to present a letter of excuse upon return from an absence
4. Failure to return class pass tag after use
5. Littering
6. Loitering during class hours
7. Use of profane or indecent language or gestures
8. Copying of homework during class hours
9. Roughhousing, shouting, inattention, chewing gum, teasing, horse playing, possession of playing cards, howling in class or along the corridors, library or any offices in the building, during the flag ceremony, meeting and any school activity
10. Habitual loss of reply slips
11. Running along the corridors, intent to climb the ledge/ railings or climbing the ledge/railings/ and riding the railings of the staircases of the building.
12. Minor interruption of proceedings like assemblies, meetings, prayers, and the like
13. Unauthorized staying in the faculty area and other off-limits areas
14. Violations of library/computer lab/science lab/CAI room and Integrated School office rules
15. Unauthorized buying and/or selling of products on campus such as food, accessories, etc.
16. Staying, eating in the classroom during breaks without permission from the Homeroom Adviser
17. Any offense analogous to any of the above

CATEGORY TWO

Consequences

- 1st Offense - Violation report to parents, B- in Department/ any other activity required by the DFO
- 2nd Offense - Conference with parents, 1-day suspension, 1-day work detention, C in Department, DP status
- 3rd Offense - Conference with parents, 2-day suspension, 2-day work detention, C in Department, SDP status

4th Offense - Conference with parents, 3-day suspension, C in Department, SDP status, Recommendation to withdraw

5th Offense - Dismissal

Violations

1. Alteration of any school documents, such as cards, ID's, personal data sheet, reply slips, parent's approval forms and others
2. Conduct of a grossly indecent nature on campus or during related school activities and/or public display of physical intimacy in school campus or anywhere while wearing the school uniform
3. Smoking and/or drinking within 50 meter radius of a radius specified by the school at any time
4. Disrespect for the dignity of others, bullying such as ridiculing, threatening, intimidating, inflicting injury or coercing any member of the school
5. Disrespect for the property of others, minor vandalism (Immediate replacement is part of the consequence.)
6. Habitual unexcused absence during special school activities
7. Applying nail polish, body tattoo (permanent or henna) and body piercing
8. Possession, distribution, borrowing or lending of immoral magazines, indecent pictures or materials (including digital materials)
9. Violation of any valid order of any competent school authority
10. Possession, use, distribution or bringing into campus of cigarettes during school activities or functions
11. Lying during official inquiry
12. Engaging in a verbal altercation with the use of indecent language and gesture against any member of the school/ community including its guests and visitors
13. Irresponsible use of the Internet
14. Abuse/misuse of pass privilege
15. Trading, selling or buying of collectible cards
16. Copying of projects, experiments whether in part or in whole
17. Misrepresentation. Using someone else's ID
18. Gambling in any form inside the school premises
19. Exposing one's self and/or other to potential danger, such as, but not limited to, becoming an audience in a fight involving students of the school
20. Malicious mischief
21. Minor physical dispute or instigating fights on or off campus in any related school activity

22. Any offense analogous to any of the above

CATEGORY THREE

Consequences

- 1st Offense - Conference with parents, Summer Camp, 1-day suspension, C in Department, SDP status
- 2nd Offense - Conference with parents, 5-day Suspension, C in Department, SDP status
- 3rd Offense - Dismissal

Violations

1. Gross defiance or insubordination to a valid order of a teacher or school authority
2. Entering the school premises or going to school related activities in a state of intoxication or under the influence of any alcoholic beverages
3. Fighting resulting to injury
4. Cutting class
5. Falsification of letters
6. Forgery
7. Plagiarism
8. Shoplifting
9. Theft
10. Major vandalism or serious destruction of school property including, but not limited to malicious accessing, altering or deleting, damaging or destroying any computer system networks, computer program or data (Immediate replacement or repair is part of the consequence.)
11. Publishing/circulating false or malicious information about the school, a teacher, or any school official or student
12. Unauthorized use of any school official's name for any purpose, such as to solicit funds or donation
13. Breaking in or trespassing into school premises
14. Breaking into or disrupting school functions
15. Proselytizing and/or speaking against Catholic teaching
16. Any offense analogous to any of the above

CATEGORY FOUR

Consequences

- 1st Offense - Conference with parents, C in Department, SDP Status
- 2nd Offense - DISMISSAL

Violations

1. Possession, use, distribution of or bringing into campus or during school activities or functions, intoxicating drinks and or any alcoholic beverages.

2. Use of any personal or school facility (like computer, paging device, cellphone), and the Internet to defame, discredit, dishonor, malign the school or any person in school, or its representative

1st Offense – DISMISSAL

3. Possession, use, distribution or bringing to school or any school activities or functions of narcotics, marijuana or any dangerous drug
4. Possession, use, or sale of firecrackers, explosives or deadly weapons (daggers, sharp pointed knives or guns)
5. Affiliation with organizations like fraternities whose aims are contrary to the philosophy and objectives of USLS-IS
6. Any other conduct which threatens or endangers the good name of the school and the morals, health, and safety of the student body; or frequent or continued disregard of school rules and regulations
7. Participation in any act constituting moral turpitude.
8. Hazing, involvement in initiation process
9. Gross malicious mischief

CATEGORY FIVE

Consequence

1st Offense - RECOMMENDATION FOR EXPULSION

Violation

Committing a crime within school premises

In case the crime also falls under any of the preceding categories, the school has the right to determine under which category it may place the same.

Note: The list/classification of offenses appearing herein is not all-inclusive. Therefore, students may be meted disciplinary action for offenses other than those listed herein or under subsequent amendment or modification of this handbook. Likewise, the school reserves the right to impose lighter or stiffer penalties for offense committed depending on the attending circumstances of the case. In cases where two or more offenses carrying different penalties are committed under one given situation or instance, the heaviest penalty imposable shall be considered or applied.

IX. CONSISTENT MISCONDUCT

A student who is given 3 violation reports in a quarter for any misconduct (including tardiness, SCDRs) is subject to evaluation by the DFO in coordination with the Level Vice Principal and may be suspended. A conference with the parents/guardian will be called. When necessary, the students may be asked to sign an agreement in order to instill in him/her the importance of change of behavior or attitude.

X. INVESTIGATION

Any offense committed punishable by 3-day suspension or higher, withdrawal, and or expulsion, shall be first subject to an investigation to be conducted by the DFO, Level Vice Principal or Principal as the case may be.

A. *Rules in the Conduct of Investigation*

1. The student/s involved and their witnesses, if any, shall be required to submit a written explanation within 72 hours, why no disciplinary measures shall be imposed on him/her/ them for the offense they are charged.
2. After the lapse of the period of 120 hours, with or without the written explanation, the investigating officer(s) shall conduct a hearing to be attended only by the student/s involved and their witnesses, during which the investigating officer(s) may ask clarificatory questions.
3. During the hearing, the investigating officer(s) shall exercise full control of the proceeding and for this purpose, may exclude any person from the proceeding.

Depending on the nature of the offense and the corresponding sanction, the investigating officer(s) may call for representative from both parties for a dialogue.

4. After the hearing, the investigating officer(s) or Principal shall render his/her/their decision.
5. The decision will be communicated by the school to the parents/guardian through any of the following means:
 - a. Face-to-face conference with the parents/guardian
 - b. Notice to parents/guardian through the student
 - c. E-mail using the address provided in the enrolment form
 - d. Phone call/text message using the contact number(s) provided in the enrolment form.
6. The failure of the parents/guardian to meet/communicate with the school, after the latter has done considerable effort for a conference, is not deterrence for the school in imposing the corresponding sanction for the violation committed. All sanctions are to be effective immediately.
7. The decision of the investigating officer or Principal shall be considered final

B. *Preventive Suspension*

Any student undergoing investigation for a grave misconduct or violation of any school policy or who has any pending disciplinary case may be placed under Preventive Suspension until the termination of the investigation or case.

Part 5

ROUTINE PROCEDURES

Since good order and development of internal discipline are important to the total education of the student, certain external measures are implemented at the USLS-Integrated School. These external measures are called “routines” because it is expected that once habits of good order become routinized, they become second nature to the student. It is the goal of encouraging internal discipline that has brought about routine school procedures.

I. DAILY TIME SCHEDULE

A regular class day starts with the Homeroom Period at 7:30 AM followed by the academic classes at 7:50 AM.

For the Lower Grades, the schedule of dismissal is as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
KINDER	7:30 AM – 11:00 PM / 11:30 AM – 3:00 PM				
GRADE 1	3:10 PM	3:10 PM	2:20 PM	2:20 PM	11:50 PM
GRADE 2	3:10 PM	3:10 PM	3:10 PM	3:10 PM	11:50 PM
GRADE 3	3:10 PM	3:10 PM	3:10 PM	3:10 PM	2:20 PM
GRADE 4	4:00 PM	4:00PM	3:10 PM	3:10 PM	2:20 PM
GRADE 5	4:00 PM	4:00PM	3:10 PM	3:10 PM	2:20 PM
GRADE 6	4:00 PM	4:00PM	3:10 PM	3:10 PM	2:20 PM

For Upper Grades, the schedule of dismissal is as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
GRADE 7	4:00 PM	4:00 PM	4:00 PM	4:00 PM	2:20 PM
GRADE 8	4:00 PM	3:10 PM	3:10 PM	4:00 PM	2:20 PM
GRADE 9	4:00 PM	4:00 PM	3:10 PM	3:10 PM	2:20 PM
GRADE 10	4:00 PM	4:00 PM	4:00 PM	4:00 PM	3:00 PM

Nevertheless, the school has designed special class schedules to accommodate within the weekdays in-service training for teachers and student activities that demand more time. Should there be deviation from the above stated schedule such special schedule will be properly communicated to the parents/guardians through the assignment notebook.

II. ENTRANCES AND EXITS

Gate #5– for Kinder students

Glass Door #1 – for Grades 1 and 2 AB students

Glass Door #3 – for Grades 2 CDE and Grade 3 students

Santuario Gate #7 & 8 – for Grades 4-6 students

Gate #1 or #2 – for Grades 7 students

Gate #5 – for Grades 8-10 students

III. BEFORE CLASSES BEGIN

A. Lower Grades

Students may enter their respective class rooms before the time. They are to proceed to the classrooms in an orderly manner as soon as the bell rings. Religious and Reach Out Committee (RROC) leads the Rosary at 7:00 AM.

B. Upper Grades

Students enter their respective classrooms when grill gates and classrooms are opened at 7:20 AM while waiting for the opening of classrooms, students may wait at the following areas: (Canteen, UGCC, upper grades lobby, RDJ Library, umbrella huts, etc.). Proper order and respect for the academic atmosphere of the school should be adhered to, therefore, students are expected to conduct themselves well at all times.

IV. FLAG CEREMONY

Flag ceremony is held at the Quadrangle and Primary Covered Court for the Lower Grades and Covered Court for the Upper Grades every Monday and/or Friday. The bell is rung at 7:30 AM to signal the students to form their lines and then proceed to the venue in an orderly manner. During the rest of the week, the flag ceremony is done in their respective classrooms through the public address system.

V. HOMEROOM PERIOD

To foster a close interactive relationship between Homeroom Adviser and the class, a 20-minute Homeroom Activity program in the morning of Tuesday to Thursday is scheduled. The Homeroom Activity program emphasizes the development of Lasallian attributes among students. Another 10-minute homeroom meeting takes place every afternoon before classes are dismissed.

VI. PRAYERS

A prayerful atmosphere should pervade the school throughout the day. As such, every class period begins and ends with a prayer.

The teacher or a student begins with *“Let us remember that we are in the Holy presence of God”* *“Let us adore Him”* followed by the sign of the cross. The prayer leader intones a spontaneous prayer or a memorized prayer. At the end of the prayer, the traditional prayer invoking St. La Salle is said *“St. John Baptist de la Salle”* – *“Pray for us”, “Live Jesus in our hearts”* – *“Forever”*.

The **MORNING OFFERING** is prayed immediately before the flag ceremony.

The **ANGELUS** and **BLESSING BEFORE MEALS** are prayed before the lunch break.

The **PRAYER AT THE END OF THE DAY** is prayed before dismissal in the afternoon.

The **PRAYER BEFORE AN EXAM** is prayed during the quarterly examination days.

VII. CLASS ATTENDANCE

A. ATTENDANCE PROCEDURE

The class secretary is in-charge of checking the class attendance and indicates this on the Attendance Sheet. Every period the subject teacher rechecks the attendance and affixes her/his signature to confirm the absence. The Attendance Sheet with attached excuse letters is submitted to the DFO by the class secretary for recording after the last period in the afternoon.

B. LETTER AFTER AN ABSENCE

A letter regarding the absence addressed to the DFO/Homeroom Adviser shall be required before a student is allowed to attend classes. The letter (which is found at the back of the Student Handbook) should be prepared and signed by the parent/guardian. The letter should be given to the homeroom adviser during the homeroom period/5th period subject teacher (after being absent in the morning). The adviser then gives it to the DFO. A phone call or facsimile is not a substitute for this letter. A student without the letter will be sent to the DFO. Only signatures of parents/guardians appearing in the Personal Data Sheet will be recognized.

C. EXCUSE LETTER AND MEDICAL CLEARANCE/ CERTIFICATE

A student who has been absent for three or more days due to illness must secure a clearance from the school physician prior to admission to class or submit a Medical Certificate with the inclusive dates of confinement and the reason for such, together with an excuse letter, to the class adviser to be given to the Discipline and Formation Officer.

VIII. PASS TAGS

A. Lower Grades

A teacher's pass is issued to a student seeking permission to leave the class. The tag should immediately be returned to the teacher upon the student's return to the class.

B. Upper Grades

1. Each homeroom is issued a pass tag and a logbook which a student can use in going to the comfort rooms.
2. In going to the clinic, the student logs his/her name in the Clinic Record Book at the Level Vice Principal's office and is then issued a Clinic Slip

in exchange of his/her class pass tag. From the Clinic the student gets his/her pass tag and returns to the classroom with the Clinic Slip.

3. A Level Vice Principal's tag is issued to any student who has to go beyond the high school premises (Main Office, Main Clinic, Cashier, etc.) for an errand or valid personal reason during class hours.

A student is held responsible to return the pass tag immediately after use.

IX. RECESS AND LUNCH BREAKS

A. Lower Grades

1. During lunch time, Grades 1-3 students are encouraged to eat lunch inside their classroom together with the advisers.
2. Students may also eat at the Canteen area or Primary Covered Court area by themselves. Parents and guardians are NOT allowed to stay inside the campus at lunch time.
3. For students who wish to leave the campus during lunch break, their ID's will be inspected by the Security Guard for the Lunch pass. NO LUNCH PASS NO EXIT.
4. Students are prohibited to eat lunch at the Main Chapel area.

B. Upper Grades

1. Students may either bring their own lunch or avail themselves of the canteen services provided by the school. Only students with "Lunch Pass" indicated in the school ID are allowed to take their lunch off campus.
2. Student may take their snacks or lunch at the Upper Grades cafeteria, the Upper Grades covered court, along the corridor on the ground floor and in other designated areas. Eating and drinking are not allowed in the classrooms, stairways and other corridors.

X. CALLING OUT STUDENTS FROM CLASS

- A. Only the Principal, VP-Academics, Level Vice Principals, DFO, and Guidance counselors may call a student out of class. An appointment slip is presented to the teacher to inform him/her of the need for the student to leave the class.
- B. A student who is taking a test or a quiz may NOT be called out of his/her class unless the slip is marked.

XI. DEPARTURE/OFF-CAMPUS PERMIT

A student who has to leave the school campus during class hours due to illness or otherwise, is required to get a departure of off-campus permit from the Level Vice Principal or the Discipline Formation Officer and present this to the Security Guard posted at the school gate.

Likewise, a student who knows in advance that he/she is to leave school during

class hours for personal reason or a previous scheduled appointment has to present a letter from his/her parents or guardian to the DFO prior to the issuance of a permit.

XII. ADVANCE VACATION OR BREAK FROM SCHOOL

Permission to leave school at an earlier date before the regular school breaks (semestral, summer, Holy Week, Christmas) **shall not be granted** except for valid reasons such as emergencies or the like. The request is addressed to the Principal or Vice Principal for Academics for approval under certain conditions.

XIII. BIRTHDAYS IN SCHOOL (for Lower Grades)

Request for simple birthday celebrations should be coursed through the Office of the Level Vice Principal. A birthday contract/agreement should be signed at least three (3) days prior to the celebration. Only simple snacks (no loot bags or party fun wares) to be given during dismissal will be allowed.

XIV. SPECIAL REMINDERS

- a. Warning bell is done for the students to manage time properly. When warning bell has rung, the students should form their line along the corridors while waiting for their teachers.
- b. For safety purposes, students especially in the Lower Grades, are discouraged from running.
- c. To avoid losses, the students should place their things inside the room, not along the corridors after dismissal.
- d. Students should keep right when walking along the corridors.
- e. Students are not allowed to touch any decoration or the bulletin board inside or outside the classroom unless given special instruction.
- f. Everyone should practice CLAYGO (Clean As You Go) wherever they are.
- g. The teacher may assign responsible students to watch over the things of their classmates or should lock the room when they go out.
- h. Students are discouraged to solicit or accept party offers from establishments during class hours or within the campus.

Part 6

STUDENT ACTIVITY PROGRAM

The Student Activity Program is designed to complement and support the existing academic offerings through a wide range of student activities that aims to:

1. develop students' responsibility, leadership, initiative and sense of interdependence;
2. discover and develop students' varied abilities and interests;
3. discover and enhance students' potentials and talents;
4. encourage students' involvement in school and community-related activities;
5. encourage and allow for maximum student responsibility and freedom in initiating, organizing, planning and executing student activities; and
6. propel students' spiritual, social, and civic consciousness towards creative thinking.

A. Guidelines for Student Participation in Officially Recognized Co-Curricular Activities

1. Student representatives are generally to be recommended by teachers or moderators concerned with the activity when warranted.
2. Recommendations are to be screened by the Moderators, Level Vice Principal, and Vice Principal for Academics.
3. The Principal makes the final decision.
4. Teachers are notified of the student's absence through either the Daily Bulletin or note on the faculty bulletin board.
5. Students need not make up for quizzes missed. This should not be taken against them. However, students are responsible for the subject matter missed in preparation for any test which may be given after their absence.

B. Student Activities

1. Leadership Orientation and Training Seminar (LOTS)

The Leadership Orientation Training Seminar (LOTS) is a leadership camp aimed to specialize character development and formation of servant leaders. This activity focuses on developing the leadership skills and value formation of the student leaders with emphasis on value-driven leadership on Faith, Service and Communion. The different organization heads and class homeroom officers are invited to participate in the said activity to discuss and share ideas on social

awareness and community involvement. It aims to enhance and challenge critical thinking, cooperation, unity, camaraderie, problem-solving skills, confidence, initiative, independence, compassion, and humility: qualities that each servant-leader possess.

Infused with faith, zeal for service and communion in mission, passion drives the Lasallian student leaders to utilize their essential learnings in the Leadership Orientation Training Seminar in order to propagate positive affairs both inside and outside the campus.

2. SAC School Projects

The Student Affairs Council (SAC) School Projects aims to develop student leadership potentials, practice good citizenship, promote harmonious relations throughout the school, and by provide orderly and wholesome activities to promote the general welfare of the student body. The following school projects were implemented by the SAC over the years:

- Flag Ceremony Assembly preparations
- Animo Merchandise
- Self-Defense Training Workshop
- Alay-Kapwa: Saturday Reach-Out Activities
- Animofest and Lasallian Week
- Lasallian Teacher's Day Celebration
- Paper Bin Project
- Interbarkada Game events
- Assistance of school events sponsored by different units
 - o Mikel Lovina Sportsfest
 - o IS Balayan reach-outs
 - o Department activities
 - o IS CELAM activities
 - o Level-initiated programs

3. Student Club/Organization-Initiated Activities

To further train students on leadership, community-building, teamwork, responsibility, and creative and critical thinking, the school offers various clubs from Grade 2 to 6 in the Lower Grades and from Grade 7 to 8 in the Upper Grades. Grade 9 and 10 students may join the existing student organizations and attend to these activities outside of their regular class schedules.

Clubs are categorized as Service Clubs, Sports Clubs, Interest Clubs and Academic Clubs. Students may enlist in the club of their choice at the beginning of the school year. The Office of the Level Vice

Principal facilitates the grouping of the students in the different clubs with assigned teacher-moderators.

These clubs regularly meet on a Thursday to plan and implement their approved activities to advance their avowed purposes and goals. Clubs and organizations initiate, sponsor, or organize varied activities all throughout the school year.

4. Invitational Events/Activities

a. Boys and Girls Week Celebration

An event organized by the Rotary Club members of Bacolod City is aimed to instill the true essence of being a public servant within each and every educated youth. It allow student participants to work side by side with real government officials and empower young leaders to be more involved in the city's projects. The participants are also recognized as the future leaders of the next generations to come and serve as a training ground for aspiring government officials. Student leaders from different schools undergo three stages to qualify for the government positions. Afterwards, participants are granted a position to either act as Councilor, Vice-Mayor or Mayor of Bacolod City and other various sectors and departments of the local government. One learns more about the duties of certain government officials and the way in which a local government operates.

b. Three Outstanding Student Council Awards

TOSCA (Three Outstanding Student Council Awards) is an award giving body sponsored by the Bacolod JCI acknowledging work done by student councils of Bacolod City. The vision and passion of every student council leaders in the participating schools are experienced, heard and admired by a board of judges, who decides whoever belongs to the top three. Special advocacy awards are given attention to by the student councils are being identified: business leader, values formation, community service, environmental awareness, and science and technology, sports, and cultural arts.

TOSCA aims to recognize, inspire, and motivate future leaders in the society, to do more than just in a school-level.

c. Saceda Youth Leadership Camp (SYLC) /Saceda International Program in Asia/Australia (SIPA)

The Integrated School believes in the capacity of the students to learn and discover new opportunities through international experiences that they can apply in life, as young individuals of today's generation. Thus, the school has been in partnership with SYLC/SIPA for its Internationalization Program.

Founded by Dr. Dave G. Saceda, SYLC/SIPA, an inaugural leadership development program, seeks to study the value systems and cultures of different countries and learning about the brilliance of cultural diversity. Moreover, the program helps students foster understanding of cultural differences by imparting knowledge and values of the Lasallian Community into their activities in the program.

Furthermore, the program aims to develop the sense of independence and responsibility, as well as, to become much more open minded and sensitive about people having different cultures and beliefs.

C. STUDENT ORGANIZATIONS/CLUBS

The Student Affairs Council (SAC)

The major organization of the Integrated School is the Student Affairs Council (SAC) which aims to develop in students' leadership potentials, practice good citizenship, promote harmonious relations throughout the school, provide orderly direction to the school activities and promote the general welfare of the school.

The council officers are composed of the president, vice president, secretary, treasurer, PRO, grade level governors, vice governors, batch secretaries and treasurers and homeroom mayors, and appointed officers (in the case of the Lower Grades).

SAC Vision-Mission Statement

WE, the students of the USLS-Integrated School, envision a school where the Lasallian values of faith, service and community are infused into the spirit of each and every Lasallian student; where the habits of moral values and discipline are put into action to build a society filled with love, respect, understanding and acceptance of all people; and where all Lasallian students inspire one another to be the change that our world needs.

Thus, we commit to achieve our goals through our collective and collaborative exercise of ethical and servant leadership in school and society.

STUDENT AFFAIRS COUNCIL (SAC) 2019-2020 EXECUTIVE BOARD

Lower Grades Executive Board

President	Catherine Therese Q. Gatuslao
Vice President	Tiffany Joy M. Desengañó
Executive Secretary	Christine Michaella Angeli O. Villa
Executive Treasurer	Mikaela Angela V. Rubica
Public Relations Officer	Julia Frances D. Ferrer

Level Governors

Grade 2 Governor	Andre Carlo F. Britanico
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Grade 3 Governor	Maria Julia Otilia G. Lacson
Grade 4 Governor	Franzis Andrea H. Ando
Grade 5 Governor	Justin Paul G. Mendez
Grade 6 Governor	Gian Carlo M. Barcoma

Upper Grades Executive Board

President	Edrian Kyle B. Verzosa
Vice President	Lou Marcial M. Cuesta
Executive Secretary	Marielle Natasha C. Judith
Executive Treasurer	Edriana Michaela C. Magallanes
Public Relations Officer	Cindy Lou T. Samson

Level Governors

Grade 7	Governor	Bernadette Therese R. Deldig
	Vice Governor	Sofea S. Garzon
	Secretary	John Matthew S. Eriso
	Treasurer	Tychicus Jairus T. Tarayao
Grade 8	Governor	Leon Antonio C. Besar
	Vice Governor	Gianna Angela M. Severino
	Secretary	Ma. Liana Jeanber S. Eriso
	Treasurer	Leila May C. Sorreño
Grade 9	Governor	Geneen Louise F. Gelvoleo
	Vice Governor	Jason Paul G. Mendez
	Secretary	Kelly Gabriel S. Occeño
	Treasurer	Cindy Pauline C. Pablador
Grade 10	Governor	Emmanuel N. Salgado II
	Vice Governor	Jahmai Mar A. Alarcon
	Secretary	Jasmine D. Mahilum
	Treasurer	Bianca Manuela P. Diva

STUDENT AFFAIRS COUNCIL (SAC)

PAST PRESIDENTS

A. Lower Grades

2018 – 2019	Bernadette Therese R. Deldig
2017 – 2018	Kevin William M. Castro
2016 – 2017	Sean Cedric M. Castro
2015 – 2016	Lou Marcial M. Cuesta
2014 – 2015	Nympha Isabelle C. Santillan
2013 – 2014	Eazel T. Sevileno

2012 – 2013	Justin Mikael G. Moreno
2011 – 2012	John Christopher G. Orbista
2010 – 2011	Rhea Mae M. Villalba
2009 – 2010	Leandro Rafael A. Marchadesch
2008 – 2009	Dominique Y. Abelido
2007 – 2008	Mark P. Nimanand
2006 – 2007	Mario Etorre Jose A. Marchadesch

B. Upper Grades

2018 – 2019	Brian Paul Mesada
2017 – 2018	Kent Benedict G. Villaflor
2016 – 2017	Justin Mikael G. Moreno
2015 – 2016	Bryan J. Bermejo
2014 – 2015	Lance Ryan J. Villarosa
2013 – 2014	Arielle L. Estrañero
2012 – 2013	Vanya Fatima Castor
2011 – 2012	John Paul Fabricante
2010 – 2011	Mario Etorre Jose A. Marchadesch
2009 – 2010	Neil Renan D. Juntado
2008 – 2009	Marian Grace D. Claver
2007 – 2008	Amelia Anna Maria R. Taruc
2006 – 2007	Roseller C. Ciocon Jr.
2005 – 2006	Federico Manuel R. Locsin IV
2004 – 2005	Alan Kristofer F. Motus
2003 – 2004	Delman P. Alagao
2002 – 2003	Hector Gregory A. Benedicto
2001 – 2002	Matthew Victor Anthony O. Gamboa
2000 – 2001	Antonio Eduardo R. Taruc
1999 – 2000	Allan Paolo Felix S. De Guzman
1998 – 1999	Rocky Anthony A. Puentevella
1997 – 1998	Miguel Francisco L. Leonardia
1996 – 1997	Cesar B. Regino Jr.
1995 – 1996	Bernardo A. Bernardo
1994 – 1995	Rudyard S. Hipe
1993 – 1994	Edwin J. Miraflor Jr.
1992 – 1993	Caesar Leonides A. Lirazan
1991 – 1992	Dennis Michael B. Cuaycong
1990 – 1991	Christopher Pio V. Lopez
1989 – 1990	Paul Benedict Ian H. Fernandez

1988 – 1989	Juan Alfonso D. Suarez
1987 – 1988	Mario Carmelo V. Lopez
1986 – 1987	Pete Raymund V. Delfin
1985 – 1986	Luis Y. Osmeña
1984 – 1985	Jose Ma. G. Montinola
1983 – 1984	Raymund Peter Y. Osmeña
1982 – 1983	Angel Gemini B. Salva
1981 – 1982	Roberto Jose R. Jimenez
1980 – 1981	Raymund D. Villanueva
1979 – 1980	Emilio J. Gayoso
1978 – 1979	Jose Edgardo E. Mirasol
1977 – 1978	Dennis L. Valdez
1976 – 1977	Alfonso “Diding” F. Gamboa
1975 – 1976	Jose Salvador Mirasol
1974 – 1975	Rafael “Juny” Lizares Jr.
1973 – 1974	None
1972 – 1973	Gregorio Kilayko
1971 – 1972	Paul F. Lacson
1970 – 1971	Alan A. Ayco
1969 – 1970	Jessie Benedicto
1968 – 1969	Antonio C. Yulo
1967 – 1968	Jose Ma. T. Ascalon
1966 – 1967	Dennis B. Ditching
1965 – 1966	Ricardo Gallaga Jr.
1964 – 1965	Monico O. Puentevella
1963 – 1964	Alfredo G. Bustamante
1962 – 1963	Salvador Lacson
1961 – 1962	Jimmy G. Golez
1960 – 1961	None
1959 – 1960	None
1958 – 1959	None
1957 – 1958	Felix Suarez

RECOGNIZED CLUBS AND ORGANIZATIONS SY 2019-2020

LOWER GRADES LEVEL

CLUBS	MEMBERSHIP
Badminton	Gr. 2 & 3
Creative Hands	Gr. 2 & 3
Kids For Christ	Gr. 2 & 3
Lasallian Earth Warriors (LAW)	Gr. 2 & 3
Lasallian Geos	Gr. 2 & 3
Numja Kids	Gr. 2 & 3
Sporty Kids	Gr. 2 & 3
Star Scouts	Gr. 2 & 3 Girls
The Mob	Gr. 2 & 3
Travel Zone	Gr. 2 & 3
Words & Stories	Gr. 2 & 3
Achievers' Circle for Excellence (ACE)	Gr. 4 & 6 selected
Badminton	Gr. 4-6
BSP	Gr. 4-6
GSP	Gr. 4-6 Girls
Larong Pinoy	Gr. 4-6
Musika	Gr. 4-6
Numja	Gr. 4-6
Rated PG	Gr. 4-6
Science Wizards	Gr. 4-6
Service Scouts	Gr. 6 Boys
Soduko	Gr. 4-6
Spikers	Gr. 4-6
Sweat Out!	Gr. 4-6
Table Tennis	Gr. 4-6
UCPM	Gr. 4-6
Writer's Pool (English)	Gr. 4-6
Writer's Pool (Filipino)	Gr. 4-6
Luntyang Tanglaw	Lower Grades
Green Beacon	Lower Grades

UPPER GRADES (FOR GRADES 7-8 ONLY)

CLUBS	CLUBS
Artists Pool	IS Praisers and Acolytes
Badminton	Photography
Basketball	Reading Hub
Chef's Circle	Robotics Club
Chess	Table Tennis
Computer	Volleyball Boys
Dance	Volleyball Girls
Euler's Circle	Young Educators Society
IS Chorale	

ACCREDITED STUDENT ORGANIZATIONS

NAME OF ORGANIZATION	UMBRELLA ORGANIZATION
Les Femmes	c/o CLE Department
IS Drumbeaters	
Multer Productions	
Campus Peer Ministry	c/o IS CELAM Office
Amity Youth	c/o CAT
Junior Red Cross	Kabulig
Lasallian Peace Corps	Kabulig
Young Citizens for Environmental Rescue	Kabulig
Gawad Kalinga	Kabulig
Bahay Pag-asa Volunteers	Kabulig
Little Voices	Kabulig
Drug Watch	Kabulig
Interact	Kabulig
Explorer Scouts	
Girl Scouts of the Philippines	
Photography (for honorary members in Grade 9-10)	

Part 7

ACADEMIC SUPPORT SERVICES

I. INTEGRATED SCHOOL CENTER FOR LASALLIAN MINISTRIES (IS CELAM)

The Integrated School Center for Lasallian Ministries (IS CELAM) extends its services to the whole Lasallian community. It provides “experiences” of God for students which complement Christian Living Education classes. The program aims to foster holistic development of the students, guided and inspired by the charism of St. John Baptist de La Salle, giving them opportunity to share their time, talent and treasure in service to Christ as demonstrated through the school community and outreach to the less-privileged in our society.

The students are provided with opportunities for:

- a. Spiritual / religious formation through retreats and recollections (as per schedule), and paraliturgical services, liturgical and sacramental services;
- b. Formation and training of Peer Ministers;
- c. Intensification of Lasallian mission in youth ministry;
- d. Involvement in the Diocesan activities;
- e. Vocation accompaniment;
- f. Altar Servers, Lectors, Commentators.

II. IS BALAYAN

The IS Balayan, previously known as the Community Services Center serves as a venue for the students to be exposed to the reality of daily living in welfare institutions, public schools, urban squatter areas and puroks, and in the process, elicit in them the desire to fulfill the need for creative and meaningful involvement so as to meet some of the social needs of the marginalized communities.

The underlying thrust of the program is the inculcation of Christian values and moral principles which propel each individual to be more conscious of the needs of his fellowmen and contribute one’s talents and wealth for the upliftment of the quality of life in the community.

It provides the students with concrete and meaningful opportunities to relate school experiences to one’s immediate community, applying the theories gained from the different subjects taught in school.

III. THE GUIDANCE SERVICES

The Philosophy of the Integrated School Guidance Services Center is to assist all students to acquire the academic, career, personal and social skills to achieve the fullest

educational potential and successfully manage their lives as healthy, understanding, responsible, competent and productive citizens who respect themselves and others

As a service unit, a well-defined and a well-organized developmental Guidance Program is designed to maximize the students' growth and development inspired by the charism of our founder St. John Baptist de La Salle.

A. Core Services and Programs

1. Counseling

The “heart” of the program. It is geared towards providing opportunities for the students to understand themselves better in order that they may become capable of self-direction and self-improvement.

2. Testing

It is an evaluation and assessment service. It is meant to determine/predict students' academic potentials, capabilities and aptitude as well as personality estimates. Data gathered are used for counseling, career assessment, placement, statistical studies and researches.

3. Individual Inventory

It aims to document and collect information about the student's test results, personality estimates, family and behavior appraisal among others that may aid to understand and support in their growth and development.

4. Information

Group Guidance and Information

- a. **Group Guidance Program.** It promotes students' awareness and understanding on issues related to personal, emotional and social development appropriate to developmental stages and enrichment activities.
- b. **Career Guidance Program.** It provides a comprehensive career program properly defined for each grade level to help assess students' abilities, skills and interests as part of life – career planning process and help students widen a broad understanding of the world of work for them to make wise future career decisions.
- c. **Orientation Program.** It offers different kinds of orientation programs which provide students with wide range of knowledge and information for better academic preparation and help develop the wholesome school life adjustment.
- d. **Special Program for OFW.** This is designed to provide programs and activities for the children of overseas workers to develop the ability to share and communicate their feelings, self-awareness and their capacities to cope with life challenges. Furthermore, it

is a good avenue for the children to share and learn from each other. The fact that they are all children of migrants undergoing the same experience resulted in developing a self-help group.

5. Placement

It aims to provide students with complete support, guidance and streamline application process to an appropriate grade level and suitable career choices in consonance with their skills and interest to achieve academic goals. This process is focused in determining appropriate options that are a “best fit” for each student’s capabilities, academic, social and emotional aspects.

6. Follow-Up

This service is designed to secure essential information that is necessary for evaluating and planning the many phases of the school program. Likewise, it helps determine the adequacy and sufficiency of the services and programs extended in meeting the needs of its clientele.

B. Related Services and Programs

1. Research and Evaluation

It is geared towards a systematic gathering of data in order to come up with a quantitative explanation of hard facts. Information gathered may provide further knowledge and understanding of the data as basis for planning and improving instruction and services.

2. Consultation, Referrals and Recommendations

Provides the venue for healthy exchange of information related to the behavior, attitude, career decision making and academic concerns of the students when teachers, counselors, parents. School administrators and specialists involvement and intervention is desired.

3. Service to Administrators, Teachers and Parents

A well organized and functional service that serves the Administrators, faculty and parents to establish and maintain an open and smooth lines of communication which can bring an effective working relation and better coordination of effort in maximizing the education benefits of all students. Furthermore, help facilitate guidance activities and in – service training for teachers in enhancing personal growth and self – improvement and enhance good parenting skills for parents.

4. Outreach

It is a special service rendered/extended to the Lasallian community, La Salle supervised schools, other schools and outside communities, sharing extra time and expertise of the counselors.

IV. LIBRARIES

A. LETTY L. MONTELIBANO (LLM) LIBRARY

The LLM Library is an Educational Learning Resource Center that provides materials, facilities and services that support the teaching-learning process.

1. SERVICE HOURS:

* Monday – Friday 7:00 A.M. - 5:00 P.M.

2. SERVICES OFFERED TO FACULTY AND STUDENTS

- a. Reader's Education
 - * Library Instruction Program (Kinder to Grade 6)
 - * Library Orientation Program
- b. The Computerized Library System Services
 - * Book Circulation
 - * Online Public Access Catalog
 - * Inventory
 - * Cataloging and Classification
- c. Cybernook
 - * Online research
 - * Printing services
- d. Current Awareness Services
 - * Bulletin Board Display
 - * Book Display
 - * Exhibit
 - * Bibliographic List Display of New Acquisition
- e. Supervised Class Research
- f. Reference and Information Service
- g. Recall and Reminder
- h. Acquisition
- i. Acquisition recommendation
- j. Mobile Periodicals
- k. LIBREW Corner

NOTE: The detailed policies and guidelines of the LLM Library can be found in the Library Handbook.

B. RAYMUNDO DIZON, JR. (RDJ) LIBRARY

The RDJ Library is a learning resource center with a wide range of print materials, electronic resources, and online databases to support the school's vision, mission, goals and objectives. These materials are well-organized to facilitate easy access to the users.

1. SERVICE HOURS

Monday to Friday 7:00 AM to 5:00 PM

2. SERVICES OFFERED TO FACULTY AND STUDENTS

- a. Reference and Information Service
- b. Reader's Education
 - * Faculty Orientation
 - * Students Orientation
 - * Library Instruction
- c. Reader's Advisory
- d. Reference Query
- e. Literature Search
- f. Current Awareness Services
 - * Bibliographic or Reading List
 - * New Title Lists
 - * IS Daily Bulletin
 - * Table of Contents (TOC)
 - * Book Exhibits/Display
 - Bulletin Board
 - * Updated Library Webpage
 - * Updated monthly features of the TV Screen inside and outside the Library
- g. Acquisition
- h. Automated Circulation System
 - * Entrance log-in
 - * Cataloging and classification
 - * Circulation
 - * Inventory
 - * Reports Generation
 - * Online Public Access Catalog
 - * Security Gate
- i. Indexing
- j. Interlibrary Loan
- k. Internet and Wi-Fi Access
- l. iPod and Tablet Circulation
- m. Library Reservation
- n. LiBrew Reading Corner
- o. Mobile Periodicals
- p. Printing
- q. Recall
- r. Reminders
- s. Reservation for Classroom Use

- t. Supervised Class Research
- u. Technical Services
- v. Vertical File and Newspaper Clippings

The detailed policies and guidelines of the RDJ Library can be found online at the USLS-IS Library Webpage @ <http://usls.edu.ph/is-library>

V. THE MULTIMEDIA CENTERS

The Multimedia Centers of both Lower and Upper Grades are support units which provide the academic community with adequate equipment, non-print instructional materials, facilities and services to complement formal instruction and co-curricular activities as well.

1. SERVICES HOURS

Monday - Friday 7:30 AM to 4:30 PM (No noon break)

SERVICES OFFERED

- a. Assistance to Classroom Instructional Presentation
- b. Equipment and AV Materials Circulation
- c. Equipment Reservation
- d. Maintenance of AV Equipment
- e. Assistance to Extra Curricular Activities
- f. Photo and Video Documentation Coverage of School Activities
- g. Classroom Film Viewing
- h. Acquisition of Equipment and AV materials.

The detailed policies and guidelines of the Multimedia Centers can be accessed online through the USLS-IS Library webpage @ <http://usls.edu.ph/is-library>.

VI. THE COMPUTER CENTERS

The Computer Center is the laboratory venue of the Computer Education Program. It provides the needed services and equipment which would better serve the students. The laboratory is located at the second level of the Upper Grades building and another laboratory for the lower grades located in front of the LLM Library.

SERVICE HOURS: 7:30 AM – 4:30 PM Monday to Friday

SERVICES OFFERED:

- * Prepare the laboratory for the computer classes and other computer-related activities.
- * Install the operating system and software application required by the class level
- * Organize the computer, user account and data stored in personal directory or folder.

- * Maintain the services of computer system and other related materials.
- * Facilitate remediation time or consultation period as instructed by the subject teachers and approved by the Department Chair
- * Conduct minor repair of computers and other peripherals as needed.
- * Install cables/networks.
- * Maintain the general upkeep of the laboratories.

VII. SCIENCE LABORATORIES

The Integrated School Science Laboratories are composed of the Junior High School (Biology, Chemistry and Physics laboratories) and the Lower Grades laboratories. There are two stockrooms; one is located on the second floor. It is the main storage for chemicals and glassware. The other is on the third floor annexed Chemistry Lab for easy access and safe handling.

The Laboratory office is located on the third floor and is manned by a Laboratory Coordinator and an assistant.

The Science Laboratories aim to support the Science department achieve its goals and objectives by:

1. providing venue for experiment and Science investigation,
2. preparing facilities, materials and supplies during laboratory experiments,
3. providing adequate supplies, materials and facilities,
4. assisting Science teachers in the conduct of experiments, and assisting in the use of laboratory apparatus and equipment.

VIII. HEALTH SERVICES CENTER

A. Medical Consultation

Procedures

1. Any member of the USLS Community who is not feeling well or sick shall go to the clinic for consultation.
2. The physician on duty shall obtain the history of present illness, examine the patient, and make an initial diagnosis and advice the patient regarding his/her conditions.
3. The physician shall prescribe the appropriate medication to the patient.

Policies and Guidelines

1. A request or consultation relayed through a phone call shall not be entertained.
2. The clinic provides basic and emergency services within its resources.
3. Definitive management and treatment should be done with the patients' own personal physician or in the hospital.

4. The clinic provides beds for temporary rest and comfort of patients. As determined by the physician or nurse on duty, the patient may be sent home referred to a specialist, brought to a hospital or allowed to go back to class.
5. Only patients are allowed to rest in the clinic. No companions or watchers are allowed to stay.
6. When there is injury, first aid treatment is administered immediately.
7. No intramuscular or intravenous medications will be given in any of the three clinics.
8. The Health Services Center is not well equipped for treatment of anaphylactic shock.
9. The clinic is not obligated to give the full course of medication, only a starter dose, if available, is provided. Subsequent medications are the responsibility of the patient.
10. Emergency cases are to be brought to the hospital, accompanied by the school nurse. In cases where emergency occurs after regular working hours of the Main Clinic and the Upper Grade Clinic, the nurse at the College Satellite Clinic will accompany the patient to the hospital. Parents or guardians of the student patient will be notified immediately.

B. On Nebulization

Procedures

1. Patient shall seek personal consultation at the Clinic.
2. Upon consultation, the physician on duty shall examine the patient and based on breathing patterns or the auscultatory findings (“wheezing”), nebulization maybe recommended and administered.
3. Re-evaluation of the patient after nebulization shall be done.
4. If no relief was noted, the patient shall be advised to go to the hospital for further management.

Policies and Guidelines

1. The clinic can only provide within its resources, the initial dose of nebule available for nebulization.
2. For those patients who are already on nebulization treatment, it is preferred that they bring their own mouthpiece and tubing and present latest doctor’s prescription/order prior to nebulization.
3. Patients bringing their own nebulizers and personal mist kits can plug in their units at any of the available sockets at the rest areas in any of the clinics in the campus.

C. On Sending Home

Procedures and Guidelines

1. When a patient enters the clinic, the physician or nurse on duty will ask about the chief complaint and history of present illness.

2. The physician or nurse on duty will take the vital signs and assess the patient.
3. After evaluation and assessment, the patient will be given first aid treatment, depending on the availability of the medicine.
4. If the patient is deemed necessary to be sent home, the nurse on duty shall call and inform the Vice Principal's Office, who in turn, will inform the parent or guardian.
5. Meanwhile, the patient is advised to stay and rest in the clinic and will no longer be allowed to go back to his/classroom.
6. Once the parent or guardian arrives at the clinic to pick up the patient, the nurse on duty will give a discharge slip containing the finding, medication given and recommendation.
7. A Kasanagan volunteer (to be informed by the Vice Principal's Office personnel), will get the things of the patient from his/her classroom and brings them to the clinic. The said volunteer will also provide a signed departure slip from the Vice Principal's Office to the parent or guardian.

D. On Ambulance Transport to the Hospital

Procedures

1. The Health Services Center staff shall assess and monitor the patient's health status.
2. After assessment and monitoring, when found the need for further medical care, ambulance transport shall be arranged.
3. The clinic staff shall directly call either the General Services or Campus Internal Safety and Security Office guardhouse to check the availability of the driver and ambulance prior to transport.
4. The clinic staff shall give out details to the driver or guard on duty the needs of the patient and where to transport.

Policies and Guidelines

1. If the patients is a minor or from the Integrated School, parents are notified prior to transport.
2. Once notified, the parents can decide which hospital to bring the patient.
3. The parents may opt to fetch their patient at the clinic and proceed to the hospital or may join in the ambulance for transport.
4. Emergency cases to be brought to the hospital will be accompanied by the school nurse.
5. In cases where emergency occurs after 5:00 PM, the nurse assigned at the college satellite clinic will accompany the patient to the hospital. The satellite clinic will be closed pending the return of the nurse.

6. The university provides ambulance service when necessary.

E. Provision of a Medical Kit

Procedures

1. A written request addressed to the Medical Director when borrowing a medical kit shall be submitted three (3) days prior to the issuance of the said kit.
2. Upon issuance of the medical kit, the borrower shall sign in the logbook.

Policies and Guidelines

1. The medical kit should be returned to the clinic two to three days after using.
2. In case the medical kit is lost or unreturned, the borrower is directed to replace the medical kit container within one week.
3. There will be no issuance of medical kit without a written request.

F. Dental Services

Procedures

1. To avail of the dental services such as tooth extraction or temporary filling, a dental check-up shall be conducted.
2. After dental examination and upon recommendation by the dentist (either for tooth extraction or temporary filling), an appointment shall be arranged prior to the procedure.

Policies and Guidelines

1. There will be no tooth extraction during the examination week.
2. The clinic will provide the local anesthetic prior to tooth extraction, a hemostatic drug, and initial dose of analgesic after the procedure.

G. On Extra/Co-curricular Activities

Procedures

In extra/co-curricular activities (whether on or off campus), the faculty in charge or moderator seeking the services of a nurse shall write a letter of request addressed to the Director, at least one (1) week before the said activity.

Policy and Guidelines

Approval of request is subject to the availability of the nurse.

H. When Claiming Your Insurance

Procedure

1. When there is an occurrence of an injury or accident, the patient shall be taken to the clinic.
2. The physician inquires the nature of the accident, examines the patient and determines the extent of the injury.

3. After the assessment of the physician, the nurse shall determine the scope of the medical insurance coverage.
4. The nurse shall gather the data, fill up the accident insurance form, process and have it signed by the controller.

Policies and Guidelines

Policies and guidelines will be based on the existing accident insurance provider of the University.

CLINIC HOURS and PHYSICIAN'S SCHEDULE

MAIN CLINIC

Monday to Friday 7:30AM to 5:00 PM

Saturday 8:00 AM to 12:00 NN

UPPER GRADES CLINIC

Monday to Friday 7:30 AM to 4:00 PM

PHYSICIAN'S SCHEDULE

Main Clinic

7:30 AM – 9:00 AM Daily

10:00 AM – 12:00 NN Daily

1:30 – 4:30 PM MWF

1:30 – 4:00 PM TTH

UPPER GRADES CLINIC

1:30 – 3:00 PM Tuesday/Thursday

SCHOOL DENTIST

Main Clinic

10:00AM to 12:00 NN Daily

1:30 to 3:30 PM

TEXT OF MEMORY EXERCISE

I am a Lasallian student. I am part of a very significant community where everyone is expected not only to improve himself/herself but also to inspire others to be better. I am bound to uphold its regulations, respect its tradition and persevere to improve it. All of these I will do as a gratitude to those who had come before me and create a better environment for those who would come after me.

I am aware of the school's policy on _____. I am deeply sorry for not observing it. And, I promise not to commit the same mistake again.

SAMPLE EXCUSE LETTER

EXCUSE LETTER

Date

Dear _____,

Please excuse my son/daughter/ward _____
_____ of _____ (Section) for being
absent from classes on _____ due to _____
_____.

Thank you for your kind consideration.

Parent's/Guardian's Name/Signature

Integrated School
Student Handbook Revisions Committee 2019-2020

Chair:

Ms. Lelanie G. Reforma (IS Vice Principal for Academics)

Members:

Dr. Elvira B. Singson (Upper Grades Level Vice Principal)

Ms. Mary Grace O. Sison (Lower Grades Vice Principal)

Dr. Roseller E. Bejemino (UG Discipline and Formation Officer)

Mrs. Gertrude D. Hosillos (LG Discipline and Formation Officer)

Mrs. Nonette D. Diaz (Guidance Services Center Director)

Mrs. Dionesia M. Monserate (RDJ Librarian)

Mrs. Aisa J. Ortega (LLM Librarian)

Mrs. Kristin Mae P. Baqueriza (Science Department Chairperson)

Mr. Carlo N. Diaz (UG Student Affairs Council Moderator)

Mr. Nelmark D. Sambo (LG Student Affairs Council Moderator)

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