

SENIOR HIGH SCHOOL

# Reflections



SY 2019-2020 | Wednesday March 4, 2020 | No.101

**Bible Verse for the Day:**

"For god alone, O my soul, wait in silence, for my hope is for him."

Psalm 62:5

## IMPORTANT DATES

March 2-6	GRADE 12 PT WEEK
March 5	3RD QUARTER READING OF HONORS GRADE 12 I HOMEROOM
March 9 - 11	GRADE 12 4TH QUARTER EXAM
March 13	GRADE 12 GRADES SAVE ONLY SUBMISSION OF LIST OF FAILURES
March 16 - 21	GRADE 11 PT WEEK
March 16 - 18	GRADE 12 GRADES VERIFICATION
March 20	GRADE 12 GRADES SAVE & SUBMIT
March 25 - 27	GRADE 11 4TH QUARTER EXAM
March 28	CONSULTATION DAY
March 31	GRADUATION REHERSAL
April 1	GRADUATION REHERSAL
April 2	THANKSGIVING MASS & RECOGNITION RITES
April 3	LICEO GRADUATION RITES

## GRADE 12 GRADUATING STUDENTS

### FORM 137

Students with lacking Junior High School transcript (Form 137), please submit your Form 137 to Liceo office during the 4th quarter exam week.

Only graduating students who have Form 137 will be allowed to join in the graduation rites; and only continuing students who have this will be allowed to enroll next school year.

## TOGA MEASUREMENT SCHEDULE

(FINAL SCHEDULE)

March 5 -6 , 2020

9:00—11:30 am and 2:00—6:00 pm

In front of the College Registrar's

## CONGRATULATIONS

IWAG 2020 AWARDEES

**Yzabela Z. Velez-White HUMSS 12B**

Berdeng Parola

**Aaron Paul Infante STEM 12I**

**Maphi Daniel Polvora ABM 12 H**

KAPAWA

## DISCIPLINE AND FORMATION OFFICE

### CLEARANCE SIGNING SCHEDULE

(window transaction)

Effective March 3, 2020

**AM 9:30 - 11:30**

**PM 1:30 - 5:00**

Please be guided. Thank you

## INFORMATION TECHNOLOGY SERVICES

New dashboard link

Liceo Students

<http://its.usls.edu.ph/students/liceo/>

Teachers

<http://its.usls.edu.ph/isgrades/>

Admissions (Incoming Grade 11)

<http://its.usls.edu.ph/admission/liceo/>

## CELAM

MARCH 05, 2020  
HANDUMANAN PARK @ 4:30 PM

MEDITATIONS ON THE  
*WAY OF THE CROSS*



LICEO DE LA SALLE  
University of St. La Salle  
Bacolod City

### Guidelines in Giving Special Exams

Rationale: Aside from providing guidelines in giving special exams, the intent and purpose of this policy is to instill discipline to our students and to train them to be responsible for their action/s.

General rule: All students must take their exams during the scheduled examination period. However, LICEO extends special exams to those who cannot take the same on schedule, provided the following circumstances must be met:

1. Special Exams must be done within the “special exam week” only or the week after the scheduled examination period, excluding Saturday, Sunday, and Holiday. The day, time, and venue of the special exam must be agreed by the teacher and the student concerned.
  - 1a. Special exam may be given after the special exam week but no longer than one week after said special period, if:
    - The teacher is not available to give the special exam on said given period; or
    - The student is still not available due to long sickness, provided a medical certificate shall be attached to the letter appeal addressed and submitted to the Academic Coordinator concerned.
    - The same must be done within 48 hours after return to class.
  2. If the reason for non-taking of exam is sickness of any kind, the student must INFORM the teacher/s or the class mayor concerned, through his/her:
    - Parent/s; or
    - Guardian; or
    - Classmate/Friend.
  - 2a. If the information of non-taking of exam due to sickness is relayed to the class Mayor, the latter has the responsibility to inform the teacher concerned.
  - 2b. Immediately, upon returning to class, student must present a medical certificate to his/her teacher/s and request for a special exam.
3. If the reason of non-taking of exam is no permit, because of non-payment or he/she cannot avail of the promissory note, the student must INFORM his/her teacher/s BEFORE or DURING the exam schedule.
4. If the reason of non-taking of exam is “official” in nature with document/s duly approved by the Principal and/or the VP for Academics or VP for Operations, the student must furnish his/her teacher/s a copy of the approved document BEFORE the scheduled official business or travel.
  - 4a. “Official” would include but not limited to school representations to academic, sports, and cultural competitions, as well as off-campus activities, such as fieldtrips and the like.
5. If the reason of non-taking of exam is fortuitous in nature such as fire or flood, the student must INFORM his/her teacher/s or class mayor, in anyway possible.
  - 5a. If the information is relayed to the class mayor, the latter has the responsibility to Inform the teacher/s concerned.
6. If all of the above-provided circumstances are met, a special exam must be granted to a student without a need of an excused absence form from the Academic Coordinator, EXCEPT to those who submitted a letter of appeal for a special exam to be taken after the special exam week as provided in 1a.
7. If the reason of non-taking of exam is personal in nature, then as a general rule, NO SPECIAL EXAM will be granted, except if such personal excuse is provided in a letter approved by the Principal and/or the Vice Principal for Academics.
8. Nevertheless, in line with letter B, under the so-called academic freedom, teachers are given the discretionary authority to decide, under humanitarian consideration, to give or not to give a special exam to student/s under them.
9. Teacher in his/her discretion and sound judgment may give the same exam questions or opt to prepare another set of exam questions, provided the same must be within the topics covered in class and must comply with the standard requirements set by Liceo.
10. This policy takes effect on the 4<sup>th</sup> quarter, AY 2019-2020.

**UNIVERSITY OF  
ST. LASALLE**OFFICE OF THE VICE CHANCELLOR  
FOR ADMINISTRATION**VCA MEMO No. 48**  
Series of 2019-20

DATE: March 2, 2020

TO: THE USLS COMMUNITY

FROM: DR. LUIS S. ARROYO JR.  
Director, Health Services CenterTHRU: MS. CHARO MAE M. CORDOVA, MBA  
Vice Chancellor for Administration

SUBJECT: USLS PROTOCOL FOR COVID-19

Greetings in St. La Salle!

In relation to our continuing precautionary measures in maintaining the USLS campus free from COVID-19 infection, please be informed of the following protocol:

- ALL STUDENTS, FACULTY AND STAFF with travel history to countries with positive cases of COVID-19 infection are required to do a "self-quarantine" (stay at home) for 14 days.
- The affected units shall grant the 14 days as a period of EXCUSED ABSENCE provided that upon reporting to class/office, the particular student, faculty or staff present an excuse slip with a copy of the return ticket or any document to validate the excuse claimed.
- As a usual practice, any student, faculty or staff with fever are advised to stay home and not report to the school/office anymore.

We are encouraging all units and offices to be vigilant in following this protocol for the safety of every member of our community.