The University of St. La Salle

COAT OF ARMS

UNIVERSITY OF ST. LA SALLE

1952

PHILIPPINES

NEGROS OCCIDENTAL

BACOLOD CITY
A sugar cane in the form of a shield indicates commitment to the Negrense youth.

“Fides” is Latin for “Faith,” a fundamental Lasallian virtue. It is super-inscribed on a book, symbol of knowledge. Knowledge in faith is our aim.

The kubo symbolizes the majority of the Filipino people for whom quality education should be directed.

The star of faith that radiates in all that we do.

The picture of St. John Baptist de La Salle reminds us of our Patron Saint and our friend in heaven.

1952

1952 was the foundation of the school.

The Filipino flag symbolizes our love for and loyalty to our country.
Preface

In view of the efforts of the University of St. La Salle – Integrated School – to provide a unified guide book for its academic community, the Integrated School Student Handbook acquaints Kindergarten, Lower Grades and Upper Grades students with the bits and pieces of their Lasallian Heritage, general information and routine procedures, academic policies and procedures, discipline policies, student activity program, academic support services and other miscellany that will guide or direct the conduct of every Lasallian student.

It is deemed important that every Lasallian learn by heart the provisions in this Handbook to be able to inculcate self-discipline and imbibe the Lasallian Attributes as essentials of a learning environment in pursuit of academic excellence.
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, Illana, 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 Scubillon Rousseau
(1797 - 1867)
(Jean Bernard Rousseau)

Born in Annay-a-Cote (Yvonne, France) in 1779, Brother Scubillon 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 Integrated School Canlubang
• 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, charism, 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 charism, 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 fledging 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) wholistic development, 2) social awareness and involvement, 3) academic excellence, 4) concern for the poor, 5) love for one’s country and being a Filipino.

July 5, 1988 was another milestone for La Salle as it marked its elevation to university status.

The effort to attain university status was initiated in 1982 by Bro. President Rafael Donato, FSC. It was continued by his successor Bro. Victor Franco, FSC and was completed by Bro Rolando R. Dizon FSC.

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.

In June 1994, a three-storey high school building was erected, totally separated from the college department.

In 1997, both Elementary and High School levels were granted 3rd reaccreditation status by PAASCU.

In 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”.

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

School year 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.
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.

School year 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 in Bacolod City celebrated its DIAMOND Jubilee with the theme, “Transforming Lives. Building Communities. Shaping Futures.”

On November 22, 2013, PAASCU granted the Integrated School another “clean” five-year re-accredited status.

In School Year 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.

In School Year 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.

School year 2016-2017 was 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, and the Search for Three Outstanding Students (THOS) and Three Outstanding Student Councils (TOSCA) awards, and student and faculty international benchmarking and leadership camps.

In School Year 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 thrust this academic year: “Living out the Lasallian Values in our Educational Mission Today”.

In view of this, as a Catholic school, the Integrated School continues 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, Keenene-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!
La SALLE, RAH!!!!!
*CROWD
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

<table>
<thead>
<tr>
<th>For NEW STUDENTS and TRANSFEREES</th>
</tr>
</thead>
<tbody>
<tr>
<td>The applicant must:</td>
</tr>
<tr>
<td>1. accomplish the following documents required by the Guidance Services Center:</td>
</tr>
<tr>
<td>a. Application Form</td>
</tr>
<tr>
<td>b. Letter of Recommendation (form provided)</td>
</tr>
<tr>
<td>c. Certified copy of Form 138 (Report Card)</td>
</tr>
<tr>
<td>d. PSA Birth Certificate (2 pcs. photocopy)</td>
</tr>
<tr>
<td>e. 2 pcs. 2x2 ID pictures</td>
</tr>
<tr>
<td>2. have satisfactory marks in all subjects;</td>
</tr>
<tr>
<td>3. have a satisfactory deportment grade;</td>
</tr>
<tr>
<td>4. be within the age group of the grade level one is applying for;</td>
</tr>
<tr>
<td>5. successfully pass the criteria set by the Admissions Board.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For KINDER</th>
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<tbody>
<tr>
<td>a. Must be 5 years old by June 1</td>
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<tr>
<td>b. Must have completed a pre-kindergarten schooling or its equivalent</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>For FOREIGN STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Certificate of English Proficiency</td>
</tr>
<tr>
<td>b. Foreign Passport</td>
</tr>
<tr>
<td>c. DepEd Certificate of Placement</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>For RETURNING STUDENTS</th>
</tr>
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<tbody>
<tr>
<td>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 deportment grade; and 3) satisfactory admission test result.</td>
</tr>
<tr>
<td>b. A student who voluntarily withdraws from USLS-IS for disciplinary reason may re-apply for admission provided the student has: 1) a satisfactory deportment 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 deportment are considered vital in the evaluation of the returnee-applicant.</td>
</tr>
</tbody>
</table>

C. ENROLLMENT PROCEDURES

<table>
<thead>
<tr>
<th>For NEW STUDENT and TRANSFEREES</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Submit the following requirements to the enrolling officer:</td>
</tr>
</tbody>
</table>
- Accepted letter from the Guidance Services Center
- A photocopy of PSA Birth Certificate
- Original Report Card
- Accepted FOREIGN student should submit either one of the following:
  - Alien Certificate of Registration (ACR) or Special Study Permit (SSP)
- A student with DUAL citizenship should submit either of the following:
  - Filipino Recognition Certificate or Philippine Passport

b. Answer the Enrollment Form completely. 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, 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 deportment 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. 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 toys in school during FREE DESIGN DAY. Bicycles, skateboard, roller blades 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 teachers.
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 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 pony tail. 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 Deportment)
• 3rd offense/warning - B- in Deportment and other activity as required by DFO
• 4th offense - C in Deportment 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.

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**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 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:**
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
IV. SCHOOL UNIFORMS

**KINDER UNIFORM - GIRLS**

**SAILOR COLLAR**

- Piping
- Ribbon (plain)

**BOXED**

**FRONT**

**BACK**

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

**KINDER UNIFORM - BOYS**

- side pocket
- garterized

**FRONT**

**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

pleated along the collar

pleated teteron

cuffed sleeves

checkered ribbon

four pleats

low-torsoed band (loose) with double buttons (10 inches below the waist)

box pleats

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.*
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.

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.
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. A conference with the teacher/s concerned may be arranged by the parents/guardians through the respective Office of Level Vice Principal regarding the academic and/or disciplinary standing of their children/wards.

The official report card (F-138) is issued at the end of the school year.

VII. USE OF SCHOOL FACILITIES
A. USE OF SCHOOL FACILITIES
Use of school facilities such as classrooms, Covered Courts, Class 2008 PAASCU Room, HELE/TLE Laboratories, Balay Kalinungan, AVR, Gallaga Theater, 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
- Grade School 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.

VIII. 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:
   a. INSPA Court – Grades 5 and 6 students and the varsity players (after dismissal)
   b. Quadrangle-Grades Grades 3 and 4 students (court # 2 for Grade 3 and court #1 for Grade 4)
   c. Primary Covered Court – Grades 1 and 2 students
   d. Kinder Playground – Kinder students

D. Rough and dangerous games such as roller blading, skateboarding, slateboarding, skating, waveboarding and the like are not allowed inside the campus.

IX. 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.

X. **STUDENT’S INSURANCE**

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

- ACCIDENTAL DEATH & DISABLEMENT/DISMEMBERMENT: 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 - 300.00/day
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
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 June 1, 2018.

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.

XI. 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 7:40 AM until recess, dismissal time (lunch break, afternoon dismissal) and cannot be used in any learning session/school activity. 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 and memory exercise. Items should be claimed by the parent/guardian after class at the Level Vice Principal’s Office.
- 2nd Offense - Confiscation and memory exercise. Items will be deposited in the school vault for a month and should
• 3rd Offense - Confiscation and memory exercise. Items will be deposited in the school vault for one quarter and should be claimed by the parent/guardian. B- in deportment.
• 4th Offense - Confiscation. Item will be deposited in the school vault until the end of the school year. C in deportment and DP status.

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”.

XII. 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.

**XIII. 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."

XIV. REMINDERS FOR PARENTS/GUARDIANS

A. PARENT - TEACHER CONFERENCE

1. Parents are welcome to visit the school for a conference with the teachers. Parents are requested to make the appointment through the Level Vice Principal's Office. Appointments are usually scheduled after classes in the afternoon when the teachers are mostly available.

2. Those who have an appointment with the teachers in the Grade School or have other transactions in the office have to log in and out with the Security Guard at the Glass Door # 3 or at the Grade 7 Grill. A confirmation slip will be issued by the Lower Grades Level Secretary to be given to the Guard as they go out at the Glass Door # 3.

B. 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 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.

C. GROWTH IN PERSONAL RESPONSIBILITY

In order to develop responsibility in the students, no deliveries of materials or supplies are to be made during class hours. Parents, guardians, drivers and helpers are not allowed to give directly to the students article which they may have forgotten at home. These articles should be brought to the Level Vice Principal's Office from where they will be given to the students.
D. 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
   • Glass Door #4 – for Grades 4-6 students.
2. Grade 2 CDE will use Glass Door #1 during their early dismissal.
3. Glass Doors #1 and #4 will be closed 30 minutes after dismissal.
4. Parents/Guardians who pass through the Gallaga Theater Gate will stay and wait in the Canteen Area only. They have to use the Gallaga Theater Gate as their way to exit the Grade School building.

E. 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 stay at the Glass Door or Canteen Area only.
2. Parents/guardians are not allowed to eat their own lunch at the canteen area.
3. Only those who have valid ID shall be allowed to enter the Lower Grades Level area during lunch time.
4. Those who have transactions to be made at the Accounting Office have to use Gate #2 as their entrance.
5. A curfew at 6:00 pm has been imposed, thus, children must be fetched by their parents/guardians/Helpers on time.
6. Parents/Guardians of athletes staying in the venues during practices after school must seek a Special Pass from the Varsity Sports Office.

F. DRESS CODE
In accordance with proper decorum, parents/guardians are expected to come to school in appropriate attire for certain functions or occasions.
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 25 minutes.

THE INTEGRATED SCHOOL K TO 10 CURRICULUM

KINDER

Christian Living Education
Music, Arts, Physical Education & Health
English
Reading/Writing
Math with Computer Education
Filipino
Supervised Play and Learn Program (SPLP)

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**II. SPECIAL ACADEMIC PROGRAMS**

**A. FILIPINO SPECIAL PROGRAM**

This is given to foreigners or balikbayan students 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 9 and 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**

Remedial programs are given to students who need assistance in Math, Science, Reading and 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 within three (3) days upon receipt.

**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

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<td>Very Satisfactory</td>
<td>85 – 89</td>
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<td>Did Not Meet Expectations</td>
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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 ______ Does not participate actively in class discussions and activities
D ______ Submits poor quality product or presents poor quality performance task
E ______ Does not submit/present required product/performance task
F ______ Gets low in summative assessment
G ______ Gets low in quarterly assessment
H ______ Shows inattentiveness in class most of the time
I ______ Shows inconsistency in class attendance
X ______ Shows disruptive behavior in class most of the time
Y ______ Speaks English/Filipino consistently
Z ______ Shows excellent behavior in class

**Note:** Letters appearing under Comments Code are different from those of levels of Proficiency.

J. SPECIAL GUIDELINES ON ASSESSMENTS

1. Make-up summative assessments may be given upon approval by the Office of the Vice Principal for Academics. Such assessments must be done by the student within one (1) week upon return to school.

2. Performance tasks and other related outputs must be completed within the scheduled days and must be done in school.

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.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Grades 1 to 3 Students</td>
<td></td>
</tr>
<tr>
<td>1. Final Grade of at least 75 in all subjects</td>
<td>Promoted to the next grade level</td>
</tr>
<tr>
<td>2. Did not meet expectations in not more than two subjects</td>
<td>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.</td>
</tr>
<tr>
<td>For Grades 4 to 10 Students</td>
<td>3. Did not meet expectations in three or more subjects</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>1. Final Grade of at least 75 in all learning areas</td>
</tr>
<tr>
<td></td>
<td>2. Did Not Meet Expectations in not more than two subjects</td>
</tr>
<tr>
<td></td>
<td>3. Did Not Meet Expectations in three or more subjects</td>
</tr>
<tr>
<td></td>
<td>4. Must pass all learning areas in the Elementary</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Must pass all subjects in the Junior High School</td>
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<td></td>
</tr>
</tbody>
</table>

**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.

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 will follow the NO PERMIT, NO EXAM POLICY.
      2. Students are required to secure their exam permits before taking quarterly exams. There will be no issuance of promissory note for the fourth quarter exam.
      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. They cannot 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.

   B. SPECIAL EXAMINATION GUIDELINES
      When a student is absent during the exam days because of serious reason (i.e. illness, accident and other unavoidable circumstances) the following steps 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 Development 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 Deportment.

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 Deportment 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/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 93% in all subjects
b. a deportment 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 deportment grade of B+ 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 85% in all subjects  
b. a deportment 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 82% in all subjects  
b. a deportment 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 82% or B in all learning areas including Homeroom, Co-curricular Club and Deportment 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, Fourth Quarter and Final Honorees are awarded in a Special Honors Assembly during the First Quarter of the succeeding 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 B+ in Deportment; likewise, grades in Homeroom and Co-curricular club (for Grades 2-8 only) must not be lower than B 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 82% in all subjects. Deportment 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 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 Certificates during their respective culminating rites. Grades 7 to 9 awardees receive their 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

1. DEPORTMENT AWARDS

a. A certificate of recognition is given to any student at any quarter for having 2 Z comments in any two academic subjects offered for the school year.

b. Aside from 2 Z comments, the student must be cleared of any violation as stated in this handbook, no X in other subjects, minimum grade of A – in Homeroom, and no recorded case of tardiness for the quarter based on the files of the Discipline and Formation Office during the quarter.

c. The awardee for the quarter receives a personalized Lasallian Deportment 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 Deportment 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 Deportment for final deliberation together with the committee members.

2. PERFECT AND PUNCTUAL ATTENDANCE AWARD (PPA AWARD)

This award 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. Grades 1 to 5 and Grades 7 to 9 PPA awardees are recognized in a Special Honors Assembly during the First Quarter of the succeeding school year.

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, and Chess 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.

Grade 6 and Grade 10 athletic awardees are recognized during their respective culminating rites. Grades 1 to 5 and Grades 7 to 9 athletic awardees are recognized during the Stingers Pep Rally or Stingers Recognition Rites.

c. Special Citation certificates are given to 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.

4. CLUB AWARDS

Grades 2 to 8 students who have shown outstanding performance and participation as club members are granted Certificates of Recognition by their respective club moderators 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 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

The awardees are recognized during the annual Lasallian Achievers Convocation.

C. AWARDS EXCLUSIVELY GRANTED DURING TRANSITION/COMPLETION RITES

1. AWARDS OF DISTINCTION

The following prestigious awards are granted only to Grade 10 students during their Completion Rites. Special Lasallian medals are bestowed on the awardees.

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 in Christian Living Education and Deportment 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 in Christian Living Education and Deportment 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 top 1 in the final grading based on his/her Grade 9 and Grade 10 academic performance
• Must have exhibited mild, gracious and social demeanor
• Must have a consistent high satisfactory grade in Christian Living Education and Deportment 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 in Christian Living Education and Deportment 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 in Christian Living Education and Deportment 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 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% 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.

Note: Effective School Year 2029-2030, Alma Mater Awards will be granted to students who would complete Kindergarten beginning School Year 2018-2019 through Grade 10 in the Integrated School.

3. GERRY ROXAS LEADERSHIP AWARD

The Gerry Roxas Leadership award is given to a Grade 10 completer in recognition of his/her outstanding contributions to the school community through student activities and as a dynamic student-leader and a product of Lasallian education.

The awardee must be of good moral character, and must have shown outstanding leadership in co-curricular activities.

4. LITERARY AND CULTURAL AWARDS

Gold Medals are given to Grade 6 and Grade 10 students who have
exelled/championed in any of the following events/competitions:

- Theater Arts
- Visual Arts
- Photography
- Folkdance
- Dance Art
- Drumbeating
- Music
- Declamation
- Rhetoric/Public Speaking

5. **SAC AWARD**

Certificates of Recognition are given to deserving Grade 6 and Grade 10 students who are members of the Student Affairs Council, 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 or regional schools press conference within the school year. Champions/placers/finalists in the national schools press conference within the school year receive Special Journalism, Gold medals and certificates.

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 Certificates 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 or involvement in other distinctive events of local, regional, national or international level or in special sports such as Shooting, Archery, Bowling, Billiards, Golf, Rock Climbing, Skim Boarding, Skateboarding, Gymnastics, Dance Sport, 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 Deportment 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.

Note: Outstanding members of the student organizations who deserve special recognition are awarded during the Recognition Rites after the Thanksgiving Mass of Grade 10.
IX. PROCEDURE IN DETERMINING AwarDEEES

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 recommendatory and subject to the approval and certification by the Principal.

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 Recognition Rites (Grade 6) and the Batch Message during the Completion Rites (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 filling.
5. The school reserves the right to determine the awardees with respect to the prescribed criteria and procedure for selection.
DISCIPLINE POLICIES

RATIONALE

The University of St. La Salle Integrated School offers education that is viewed from a wholistic 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 DEPORTMENT GRADE

The deportment 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 deportment 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 deportment grade is based on the following:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding</td>
<td>(2 Z’s or more, no X’s) (95-100)</td>
</tr>
<tr>
<td>A-</td>
<td>Highly Satisfactory</td>
<td>(1’Z, no X’s) (90-94)</td>
</tr>
<tr>
<td>B+</td>
<td>Satisfactory</td>
<td>(no Z’s, no X’s) (85-89)</td>
</tr>
</tbody>
</table>
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 Deportment Report (SCDR) which will be issued to the parent/guardian upon submission of the Student Deportment 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 Deportment 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. Flying paper airplane, throwing paper bullets or pieces of chalk, corn grits and the like
10. Habitually asking for papers/habitually borrowing of ballpens
11. Reading comics, pocketbooks, magazines and using materials and gadgets not related to the subject during class hours
12. Transferring of seat during class without permission from the subject teacher
13. Unbecoming or indecent behavioral manifestation of boy-girl relationship during class hours
14. 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 deportment 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 deportment 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 deportment 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.

C. Lifting of Disciplinary Probation

Disciplinary Probation may be lifted after one quarter if the student gets a grade of B+ or above in deportment 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 deportment 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 deportment at any quarter
4. A student who gets a C in deportment 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. Rendition of community work and a B+ in deportment will reduce the status.

C. **Lifting of Strict Disciplinary Probation**

Strict Disciplinary Probation may be lifted after one quarter if the student obtains a deportment 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 deportment (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 deportment 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 deportment 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 deportment 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 enrolment 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 deportment
4th Offense - conference with parents, 1- day suspension, C in deportment, DP status
5th Offense - conference with parents, 2- day suspension, C in deportment, DP status
6th Offense - conference with parents, 3- day suspension, C in deportment, 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 "punky" 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 Deportment
2nd Offense - Conference with parents, 1-day suspension, 1-day work detention, C in deportment; DP status

3rd Offense - Conference with parents, 2-day suspension, 2-day work detention, C in deportment, SDP status

4th Offense - Conference with parents, 3-day suspension, C in deportment, 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, bullying such as ridiculing and inflicting injury
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 Deportment, SDP status

2nd Offense - Conference with parents, 5-day suspension, C in Deportment, 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) Any offense analogous to any of the above

**CATEGORY FOUR**

Consequences

1st Offense - Conference with parents, C in Deportment, 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 Deportment (Forfeiture of Deportment Award Qualification)
3rd Offense - B+ in Deportment
4th Offense - B in Deportment (Violation report to parents)
5th Offense - B- in Deportment
6th Offense - C in Deportment (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 Deportment/ any other activity required by the DFO
2nd Offense - Conference with parents, 1-day suspension, 1-day work
detention, C in Deportment, DP status

3rd Offense  -  Conference with parents, 2-day suspension, 2-day work
             detention, C in Deportment, SDP status

4th Offense  -  Conference with parents, 3-day suspension, C in
             Deportment, 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 penalty.)

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 Deportment, SDP status
2nd Offense - Conference with parents, 5-day Suspension, C in Deportment, 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 penalty.)
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 Deportment, 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 such as, but not limited to, posing for or taking of, obscene picture or photo of oneself and/or intentional participation in the production or circulation of such materials.

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.
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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>KINDER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7:30 AM – 11:00 PM / 11:30 AM – 3:00 PM</td>
</tr>
<tr>
<td>GRADE 1</td>
<td>3:10 PM</td>
<td>3:10 PM</td>
<td>2:20 PM</td>
<td>2:20 PM</td>
<td>11:50 PM</td>
</tr>
<tr>
<td>GRADE 2</td>
<td>3:10 PM</td>
<td>3:10 PM</td>
<td>2:20 PM</td>
<td>3:10 PM</td>
<td>11:50 PM</td>
</tr>
<tr>
<td>GRADE 3</td>
<td>3:10 PM</td>
<td>3:10 PM</td>
<td>3:10 PM</td>
<td>3:10 PM</td>
<td>2:20 PM</td>
</tr>
<tr>
<td>GRADE 4</td>
<td>4:00 PM</td>
<td>4:00PM</td>
<td>3:10 PM</td>
<td>3:10 PM</td>
<td>2:20 PM</td>
</tr>
<tr>
<td>GRADE 5</td>
<td>4:00 PM</td>
<td>4:00PM</td>
<td>3:10 PM</td>
<td>3:10 PM</td>
<td>2:20 PM</td>
</tr>
<tr>
<td>GRADE 6</td>
<td>4:00 PM</td>
<td>4:00PM</td>
<td>3:10 PM</td>
<td>3:10 PM</td>
<td>2:20 PM</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADE 7</td>
<td>4:00 PM</td>
<td>4:00 PM</td>
<td>4:00 PM</td>
<td>4:00 PM</td>
<td>2:20 PM</td>
</tr>
<tr>
<td>GRADE 8</td>
<td>4:00 PM</td>
<td>3:10 PM</td>
<td>3:10 PM</td>
<td>4:00 PM</td>
<td>2:20 PM</td>
</tr>
<tr>
<td>GRADE 9</td>
<td>4:00 PM</td>
<td>4:00 PM</td>
<td>3:10 PM</td>
<td>3:10 PM</td>
<td>2:20 PM</td>
</tr>
<tr>
<td>GRADE 10</td>
<td>4:00 PM</td>
<td>4:00 PM</td>
<td>4:00 PM</td>
<td>4:00 PM</td>
<td>3:00 PM</td>
</tr>
</tbody>
</table>

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 #4 and Gallaga Gate – for Kinder students
Glass Door #1 – for Grades 1 and 2 AB students
Glass Door #3 – for Grades 2 CDE and Grade 3 students
Glass Door #4 – for Grades 4-7 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.

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 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 session in the morning of Tuesday to Thursday is scheduled. Another 10-minute homeroom meeting takes place every afternoon before 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 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 – 4 students are encouraged to eat lunch inside their classroom together with the advisers. For those who are eating in the canteen, parents/guardians may set the food on the table and should stay at the parents’/guardians’ area at the side.

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. 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.

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, 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.

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, assist in the management of 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.
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)  
2018-2019 EXECUTIVE BOARD

Lower Grades Executive Board
President Bernadette Therese R. Deldig
Vice President Sofea S. Garzon
Executive Secretary Jillian Martha D. Ferrer
Executive Treasurer Ryle Chirsten M. Jamero
Public Relations Officer John Matthew S. Eriso

Level Governors
Grade 2 Governor Nazh Gregory C. Tamisen
Grade 3 Governor Diego Luis Valdez
Grade 4 Governor Christyle B. Vingson
Grade 5 Governor Jose Christian D. Jomalesa
Grade 6 Governor Tychicus Tarayao

Upper Grades Executive Board
President Brian Paul Mesada
Vice President Juliana Stacy Caña
Executive Secretary Kyna Hosillos
Executive Treasurer Jose Maria Cajili
Public Relations Officer Joachim Francis Montinola

Level Governors
Grade 7 Governor Kevin William M. Castro
Vice Governor Leon Antonio C. Besar
Secretary Mary Basille M. Salvio
Treasurer Fedee Don Jerry T. Alisoso

Grade 8 Governor Beatrice Louise T. Locson
Vice Governor Geneen Louise F. Gelvoleo
Secretary  Reanna Camille Amaro V. Villanueva 
Treasurer  Lance Gaebriel G. Diong 

**Grade 9**
Governor  Lou Marcial M. Cuesta 
Vice Governor  Jan Ryan G. Locsin 
Secretary  Marielle Natasha C. Judith 
Treasurer  Edriana Michaela C. Magallanes 

**Grade 10**
Governor  Bernard J. Lachica 
Vice Governor  Chelsea Anne A. Rallos 
Secretary  Giles Eugene F. Gelvoleo 
Treasurer  Mary Louise C. Lacson 

**STUDENT AFFAIRS COUNCIL (SAC)**
**PAST PRESIDENTS**

**A. Lower Grades**

- 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. Sevilleno
- 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. Nimand
- 2006 – 2007  Mario Etorre Jose A. Marchadesch

**B. Upper Grades**

- 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
- 2008 – 2009  Marian Grace D. Claver
- 2007 – 2008  Amelia Anna Maria R. Taruc
2005 – 2006  Federico Manuel R. Locsin IV
2004 – 2005  Alan Kristofer F. Motus
2003 – 2004  Delman P. Alagao
2002 – 2003  Hector Gregory A. Benedicto
2000 – 2001  Antonio Eduardo R. Taruc
1999 – 2000  Allan Paolo Felix S. De Guzman
1998 – 1999  Rocky Anthony A. Puentevela
1997 – 1998  Miguel Francisco L. Leonardia
1995 – 1996  Bernardo A. Bernardo
1992 – 1993  Caesar Leonides A. Lirazan
1991 – 1992  Dennis Michael B. Cuaycong
1990 – 1991  Christopher Pio V. Lopez
1988 – 1989  Juan Alfonso D. Suarez
1987 – 1988  Mario Carmelo V. Lopez
1986 – 1987  Pete Raymund V. Delfin
1985 – 1986  Luis Y. Osmeña
1983 – 1984  Raymund Peter Y. Osmeña
1982 – 1983  Angel Gemini B. Salva
1981 – 1982  Roberto Jose R. Jimenez
1979 – 1980  Emilio J. Gayoso
1978 – 1979  Jose Edgardo E. Mirasol
1977 – 1978  Dennis L. Valdez
1975 – 1976  Jose Salvador Mirasol
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
1964 – 1965  Monico O. Puentevilla
1963 – 1964  Alfredo G. Bustamante
1962 – 1963  Salvador Lacson
1960 – 1961  None
1959 – 1960  None
1958 – 1959  None
1957 – 1958  Felix Suarez

RECOGNIZED CLUBS AND ORGANIZATIONS
SY 2018-2019

LOWER GRADES LEVEL

<table>
<thead>
<tr>
<th></th>
<th>CLUBS</th>
<th>MEMBERSHIP</th>
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<tbody>
<tr>
<td>1</td>
<td>The Mob</td>
<td>Grades 2-3</td>
</tr>
<tr>
<td>2</td>
<td>Sporty Kids</td>
<td>Grades 2-3</td>
</tr>
<tr>
<td>3</td>
<td>Sining Eskwela</td>
<td>Grades 2-3</td>
</tr>
<tr>
<td>4</td>
<td>T-Zone</td>
<td>Grades 2-3</td>
</tr>
<tr>
<td>5</td>
<td>Words and Stories</td>
<td>Grades 2-3</td>
</tr>
<tr>
<td>6</td>
<td>KFC (Kids for Christ)</td>
<td>Grades 2-3</td>
</tr>
<tr>
<td>7</td>
<td>Star Scouts of the Philippines</td>
<td>Grades 2-3</td>
</tr>
<tr>
<td>8</td>
<td>Creative Hands</td>
<td>Grade 2-3</td>
</tr>
<tr>
<td>9</td>
<td>Little Librarians</td>
<td>Grades 2-3</td>
</tr>
<tr>
<td>10</td>
<td>BULILIT ACADEMY</td>
<td>Grades 2</td>
</tr>
<tr>
<td>11</td>
<td>KAB Scouts</td>
<td>Grade 3</td>
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<tr>
<td>12</td>
<td>Spike Kids</td>
<td>Grades 3-4</td>
</tr>
<tr>
<td>13</td>
<td>Mentors’ Club (selected membership)</td>
<td>Grades 2-4</td>
</tr>
<tr>
<td></td>
<td>Sci Wizards</td>
<td>Grade 4</td>
</tr>
<tr>
<td>14</td>
<td>Sci Wizards</td>
<td>Grade 4</td>
</tr>
<tr>
<td>15</td>
<td>Boy Scouts of the Philippines</td>
<td>Grades 4-5</td>
</tr>
<tr>
<td>16</td>
<td>Girl Scouts of the Philippines</td>
<td>Grades 4-6</td>
</tr>
<tr>
<td>17</td>
<td>Art Attract</td>
<td>Grades 4-6</td>
</tr>
<tr>
<td>18</td>
<td>Ladies’ Circle</td>
<td>Grades 4-6</td>
</tr>
<tr>
<td></td>
<td>CLUBS</td>
<td>MEMBERSHIP</td>
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</tr>
<tr>
<td>19</td>
<td>Moozikha</td>
<td>Grades 4-6</td>
</tr>
<tr>
<td>20</td>
<td>Numja</td>
<td>Grades 4-6</td>
</tr>
<tr>
<td>21</td>
<td>Universal Cenacle</td>
<td>Grades 4-6</td>
</tr>
<tr>
<td>22</td>
<td>Sudoku</td>
<td>Grades 4-6</td>
</tr>
<tr>
<td>23</td>
<td>Suppah Dance</td>
<td>Grades 4-6</td>
</tr>
<tr>
<td>24</td>
<td>Larong Pambatang Pinoy</td>
<td>Grade 4-6</td>
</tr>
<tr>
<td>25</td>
<td>Sweat Out!</td>
<td>Grades 4-6</td>
</tr>
<tr>
<td>26</td>
<td>Young Lasallian Ambassadors</td>
<td>Grades 4-6</td>
</tr>
<tr>
<td>27</td>
<td>Spikers</td>
<td>Grades 4-6</td>
</tr>
<tr>
<td>28</td>
<td>Dribblers</td>
<td>Grades 5-6</td>
</tr>
<tr>
<td>29</td>
<td>Badminton</td>
<td>Grades 5-6</td>
</tr>
<tr>
<td>30</td>
<td>Kick Off</td>
<td>Grades 5-6</td>
</tr>
<tr>
<td>31</td>
<td>Rated PG</td>
<td>Grades 5-6</td>
</tr>
<tr>
<td>32</td>
<td>Mentors Club (selected membership)</td>
<td>Grades 5-6</td>
</tr>
<tr>
<td>33</td>
<td>Service Scouts</td>
<td>Grades 6</td>
</tr>
<tr>
<td>34</td>
<td>Luntiang Tanglaw</td>
<td>Lower Grades</td>
</tr>
<tr>
<td>35</td>
<td>Green Beacon</td>
<td>Lower Grades</td>
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**UPPER GRADES LEVEL**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Euler's Circle</td>
<td>Grades 7-8</td>
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<tr>
<td>2</td>
<td>Young Scientists Club</td>
<td>Grades 7-8</td>
</tr>
<tr>
<td>3</td>
<td>Junior Public Speakers Guild</td>
<td>Grades 7-8</td>
</tr>
<tr>
<td>4</td>
<td>Computer</td>
<td>Grades 7-8</td>
</tr>
<tr>
<td>5</td>
<td>Mentors Club</td>
<td>Grades 7-10</td>
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<tr>
<td>6</td>
<td>Chef's Circle</td>
<td>Grades 7-8</td>
</tr>
<tr>
<td>7</td>
<td>Dance Club/Troupe</td>
<td>Grades 7-10</td>
</tr>
<tr>
<td>8</td>
<td>IS Chorale</td>
<td>Grades 7-10</td>
</tr>
<tr>
<td>9</td>
<td>Photography</td>
<td>Grades 7-10</td>
</tr>
<tr>
<td>10</td>
<td>Artists Pool</td>
<td>Grades 7-10</td>
</tr>
<tr>
<td>13</td>
<td>Explorer Scouts</td>
<td>Grades 7-10</td>
</tr>
<tr>
<td>14</td>
<td>Girl Scouts of the Philippines</td>
<td>Grades 7-10</td>
</tr>
<tr>
<td>15</td>
<td>IS Praisers and Acolytes</td>
<td>Grades 7-10</td>
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<tr>
<td>16</td>
<td>Archery</td>
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<tr>
<td>17</td>
<td>Badminton</td>
<td>Grades 7-8</td>
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<tr>
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<td>Activity</td>
<td>Grades</td>
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<tr>
<td>18</td>
<td>Basketball</td>
<td>7-8</td>
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<tr>
<td>19</td>
<td>Chess</td>
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<td>Volleyball Boys</td>
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<tr>
<td>21</td>
<td>Volleyball Girls</td>
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<tr>
<td>22</td>
<td>Table Tennis</td>
<td>7-8</td>
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<tr>
<td>23</td>
<td>Les Femmes</td>
<td>Grade 9</td>
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<tr>
<td>24</td>
<td>IS Drumbeaters</td>
<td>7-10</td>
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<tr>
<td>25</td>
<td>Multer Productions</td>
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<td>26</td>
<td>Campus Peer Ministry</td>
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<tr>
<td>27</td>
<td>Amity Youth</td>
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<td>28</td>
<td>Junior Red Cross</td>
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<td>Lasallian Peace Corps</td>
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<td>Young Citizens for Environmental Rescue</td>
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<td>31</td>
<td>Gawad Kalinga</td>
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<tr>
<td>32</td>
<td>Bahay Pag-asa Volunteers</td>
<td>7-10</td>
</tr>
<tr>
<td>33</td>
<td>Little Voices</td>
<td>7-10</td>
</tr>
<tr>
<td>34</td>
<td>Drug Watch</td>
<td>7-10</td>
</tr>
<tr>
<td>35</td>
<td>Interact</td>
<td>7-10</td>
</tr>
</tbody>
</table>
ACADEMIC SUPPORT SERVICES

I. INTEGRATED SCHOOL CAMPUS MINISTRY
The Integrated School Campus Ministry 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. COMMUNITY SERVICES CENTER
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. GUIDANCE SERVICES CENTER
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 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 LOWER GRADES LIBRARY (LLM)

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, and electronic resources including manuscripts pamphlets, brochures, posters, pictures, CD-ROMs, cassette tapes, transparencies, internet, 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
   g. Acquisition
   h. Automated Circulation System
   i. Computerized Cataloging System
   j. Indexing
   k. Interlibrary Loan
   l. Internet Access
   m. Library Reservation
   n. Mobile Periodicals
   o. Online Public Access Catalog (OPAC)
   p. Printing
   q. Recall
   r. Reminders
   s. Reservation for Classroom Use
   t. Supervised Class Research
   u. Technical Services
   v. Vertical File and Newspaper Clippings
   w. Wi-Fi Access
   x. LiBrew Reading Corner

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
   7:00 AM to 5:00 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. Online Daily Bulletin Reading
   i. 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 is located in front of the LLM Library.

SERVICE HOURS: 7:15 – 4:15 PM  Monday to Friday

SERVICES OFFERED:
* Prepare the laboratory for the component of computer system and make available to the students and teachers.
* Install the operating system and software application required by the class level.
* Organize the computer and users account or data and store in personal directory or folder.
* Maintain the services of computer system and other related materials.
* Set remediation time or consultation period per level once a week.
* Do minor repair of computers and other peripherals.
* Install cables/network.
* Maintain the general upkeep of the laboratories.

VII. SCIENCE LABORATORIES
The Integrated School Science Laboratories consist of the Biology, Chemistry, Physics Laboratories, two stockrooms (one located on the third floor and the other on the second floor). It is manned by a Laboratory Coordinator and an assistant.

The Science Laboratories support the Science Department achieve its goals and objectives. It provides the following services to the students and teachers.
1. The preparation of chemicals, reagents, and solutions.
2. The assistance in the set-up of laboratory experiments; computer-aided experiments and computer-aided instruments;
3. The up-keep of the Science Laboratories;
4. The minor repairs of equipment; and renovation and improvement of the laboratory.
5. The supervision in the conduct of the Science Investigatory Project (SIP) of students.

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 nebulizer 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 Immunization

Procedures
1. Any members of the USLS Community who wishes to avail of the immunization shall go to the clinic and inform the nurse.
2. He shall be directed to the cashier to pay the immunization fee.
3. Immunization card or certificate of immunization will be issued upon request.
4. He/She shall present the official receipt to the nurse on duty prior to immunization.

5. Immunization shall then be given via intramuscular route by the nurse.

**Policies and Guidelines**

1. For Hepatitis B immunization, it is preferred that the patient submits a NEGATIVE or NON REACTIVE HBS Antigen result prior to the first dose.

2. For Hepatitis B booster immunization, it is preferred that the patient submits an ANTI-HBS quantitative result.

**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 patient 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 of 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**

1. 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**

1. 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

1. 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 P.M. TTH

Upper Grades Clinic
1:30 – 3:00 PM Tuesday/Thursday

SCHOOL DENTIST

Main Clinic  9:30 to 11:30AM 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