

COLEGIO DE STA. ANA DE VICTORIAS  
Integrated School



# STUDENT HANDBOOK

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Name

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Address

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Contact Number/s

## Introduction

This handbook is a guide to all Pre-School, Grade School, and High School students of Colegio de Sta. Ana de Victorias for the efficient and effective accomplishment of their roles as students of the institution. The contents of this handbook are not absolute. In the event that uncommon problems or issues not included in this handbook will surface, the school authorities have the right to make exceptions or add new policies.

The Integrated School Student Handbook contains information about the philosophy, vision-mission and objectives of the integrated school, the academic and co-curricular programs, policies on academics and discipline, daily routines and standard operating procedures, school facilities and services, and other matters which are of importance to the life of a young student .

IS students and their parents are expected to read and understand the contents of this handbook upon receipt. The parental reply slip at the back of the handbook should be returned to the Class Adviser. Compliance to all school rules and regulations is presumed once the student has officially registered at Colegio de Sta. Ana de Victorias – Integrated School.

# Table of Contents

Title Page	
Introduction	
St. Anne	1
The School Seal	2
Core Values	2
School Philosophy/Vision-Mission	3
Objectives of the Integrated School	4
<b>ACADEMIC PROGRAM</b>	
Course Offerings	
The Pre-School	5
The Grade School	5
The High School	5
Policies on Admission	6
Academic Policies	
Grading System	7
Tests/Exams	8
The Report Card	8
Academic Probation	8
Policies on Retention	9
Department Rating	9
Honors	9
Remedial Classes	10
Extension Classes	10
Participation in Contests	11
<b>POLICIES AND RULES ON DISCIPLINE</b>	
Persons in Authority	11
Rules and Regulations	12
School/P.E. Uniform	17
Grooming	19
Sanctions	19
Table of Offenses and Corrective Measures	20
Suspension of Classes	25
School Facilities	26
Prayer Ending and Responses	26
<b>Acknowledgment Receipt</b>	

# St. Anne

The name Anne was derived from the Hebrew "Hannah", meaning "grace". St. Anne was born in Bethlehem and married Joachim from Nazareth in Galilee. She was chosen by God to be the mother of Mary, His own blessed Mother on earth. They were both of the royal house of David, and their lives were wholly occupied in prayer and good works. One thing only was wanting to their union – they were childless, and this was held as a bitter misfortune among the Jews. Anne and Joachim



prayed to God and begged for His mercy. At length, when Anne was an aged woman, Mary was born, the fruit rather of grace than of nature, and the child more of God than of man. With the birth of Mary, the aged Anne began a new life: she watched her every movement with reverent tenderness, and felt herself hourly sanctified by the presence of her immaculate child. But she had vowed her daughter to God. To God, Mary had consecrated herself again, and to Him, Anne gave her back. Mary was three years old when Anne and Joachim led her up the Temple steps, saw her pass by herself into the inner sanctuary, and then saw her no more. Thus was Anne left childless in her lone old age, and deprived of her purest earthly joy just when she needed it most. She humbly adored the Divine Will, and began again to watch and pray, till God called her to unending rest with the Father.

The life of St. Anne and her connection as holy mother of Mary and grandmother of Jesus was very popular to early Christians. In the year 550, a church was built in honor of St. Anne in Jerusalem. It is believed to be near where Anne, Joachim, and Mary lived. The Feast Day of St. Anne and St. Joachim is July 26.

## The School Seal



The school seal should be used or worn with utmost respect by every CSAV student. It is not merely a logo, but a symbol of the school's heritage.

The **open book** represents the knowledge and quality Catholic education that the school wants to bring its students. The **hands** signify willingness, perseverance, hard work and determination, which every CSAV student should strive to possess. The **laurel leaves** are symbols of achievement and excellence in every task that a student should accomplish. The **rising sun** symbolizes the vision of a bright future for every student of the institution. The **staircase**, the way to attaining one's goals, is triangular in shape for it also symbolizes the three personas of God – Father, Son, and Holy Spirit – making all endeavors possible. Finally, the **octagon** stands for the eight core values that would guide the students to become productive members of society, faithful servants of God, and true followers of the Catholic faith.

## Core Values

Every student of Colegio de Sta. Ana de Victorias – Integrated School are expected to live out the following core values:

- Christ-centeredness
- Discipline
- Excellence
- Simplicity
- Social Awareness
- Stewardship
- Compassion
- Patriotism

## School Philosophy

Colegio de Sta. Ana de Victorias believes that education is aimed at the total growth of a human being for him to be able to enjoy a fruitful life and establish a harmonious relationship with God and his fellowmen.

## Vision

The Integrated School of Colegio de Sta. Ana de Victorias envisions itself to be one of the leading basic educational institutions in Negros Occidental in the formation of Christ-centered, academically excellent, and socially aware students who are endowed with the core values of the school.

## Mission

The community of Colegio de Sta. Ana de Victorias – Integrated School is dedicated to the pursuit of quality, holistic basic education in order to produce well-rounded students who are God-fearing, academically competitive, independent, compassionate, and responsible members of society, capable of contributing for the development of our country.

## Objectives of the Integrated School

To realize its vision-mission, the Integrated School commits itself to the task of providing quality Basic Education to the young through:

- providing knowledge, developing skills, and inculcating values necessary for physical, intellectual, social, spiritual, and moral development;

- cultivating self-discipline and a solid sense of responsibility essential to achieving and seeking excellence;
- promoting a deep sense of patriotism and love for his/her own countrymen;
- providing learning experiences that would promote awareness of social issues and responsiveness to the needs of the marginalized sectors of society;
- enhancing one's talents and aptitudes to equip him/her with useful skills for future endeavors; and
- developing a deep reverence for God and concern for all His creations.

It aims to produce young graduates who are able to:

- demonstrate concern for the poor and the less fortunate by responding to their needs;
- exemplify Christian values through reverence for God and involvement in the liturgical life of the Christian community;
- live out the eight core values of Christ-centeredness, discipline, excellence, simplicity, social awareness, stewardship, compassion, and patriotism;
- appreciate their Filipino cultural heritage and uphold their dignity as citizens of the country;
- demonstrate competence in oral and written communication, both in English and Filipino;
- exercise the basic knowledge and skills learned which are necessary in understanding and solving life's problems;
- practice critical thinking, make sound judgments, and respond wisely to relevant social issues, both local and international;
- cultivate a genuine love for reading and learning;
- display desirable attitudes, habits, and behavior towards any undertaking;
- maintain a healthy lifestyle to develop a sound body and mind;
- harness their God-given talents, accept their limitations, and work for self-advancement

## Academic Program

### Course Offerings

#### I. Pre-School Program

##### *Subjects*

- Reading
- Language
- Math
- Filipino
- Music, Art, PE, Health
- Writing
- Homeroom

#### II. Primary Program (Grade 1 – 3)

##### *Subjects*

- CLE
- Reading
- Language
- Filipino
- Hiligaynon
- Math
- Science
- Civics & Culture
- Music, Art, PE
- Computer
- Writing
- Homeroom

#### III. Intermediate Program (Grade 4 – 6)

##### *Subjects*

- CLE
- Reading
- Language

- d. Filipino
- e. Math
- f. Science
- g. Civics & Culture
- h. Music, Art, PE
- i. Computer
- j. Homeroom

**IV. Secondary Program (Grade 7 – 10)**

*Subjects*

- a. CLE
- b. English
- c. Filipino
- d. Math
- e. Science
- f. Social Studies
- g. TLE
- h. Music, Art, PE, Health
- i. Homeroom

## Policies on Admission

**I. Age Requirements for Admission**

Kinder 1	:	4 years old by June
Kinder 2	:	5 years old by June
Grade 1	:	6 years old by June
Grade 2	:	7 years old by June
Grade 3	:	8 years old by June
Grade 7	:	13 years old by October (should have finished their elementary course)
Grade 8	:	14 years old by October
Grade 9	:	15 years old by October
Grade 10	:	16 years old by October

**II. Procedure for Admission**

1. Applicant submits the following documents to the Registrar for evaluation:
  - Photocopy of NSO certified Birth Certificate
  - Photocopy of Baptismal Certificate
  - Report Card
  - 2 pcs. 2 x 2 pictures
  - Bureau of Immigration study permit (for aliens only)
2. Applicant is scheduled to take the entrance examination.
3. Applicant is scheduled for an interview.
4. The Board of Admissions deliberates on the examination and interview results before it gives its final decision.
5. Applicant is officially notified of the results by the Principal.
6. Reservation may be done right after the results are given. A reservation fee of P1,000.00 should be paid by incoming new students. It is non-refundable but deductible during enrolment.

## Academic Policies

**I. Grading System**

The grading system is averaging by quarters. The final grade for every subject is obtained by dividing the sum of the quarterly grades by four (4). A student whose final grade is below 75 is considered failed.

The highest grade for each quarter is 98 while the lowest is 70. The passing grade is 75.

For Pre-School, a pupil's percentage grade will be converted to the following letter grade:

O (Outstanding)	95 – 98
VS (Very Satisfactory)	90 – 94
S (Satisfactory)	85 – 89
MS (Moderately Satisfactory)	80 – 84
NI (Needs Improvement)	75 – 79
NSA (Needs Special Assistance)	74 and below

For Grades 1 – 10, a student's percentage grade will be converted to the following letter grade:

A (Advanced)	90 – 98
P (Proficient)	85 – 89
AP (Approaching Proficiency)	80 – 84
D (Developing)	75 – 79
B (Beginning)	74 and below

## II. Tests and Examinations

Students who are caught cheating during a short quiz or long quiz will automatically be given zero (0) in that particular test.

A written examination is given at the end of each quarter. A student who missed an examination will be given a special exam within a week from the last day of examinations provided that he/she is able to present a doctor's certificate or other documents that validate his/her absence. Absence during quarterly exams is considered valid or excused only for the following reasons:

- illness with hospitalization or doctor's certification
- death of immediate members of the family
- official activities sanctioned by the school

A student whose absence during examination day is not excused will automatically be given a score of zero (0) in the subject/s that he/she missed.

If a student is caught cheating during an examination, he/she will automatically receive a subject grade of 70 in the report card within a particular quarter.

## III. Report Card

All students of the Integrated School will be issued a Report Card every quarter. Report cards of students with failing grades or under Academic Probation must be claimed by parents or authorized guardians. Parents who wish to talk with the subject teachers must make an appointment at the Principal's Office. All

consultations with subject teachers must be done within school hours during the concerned teacher's free time.

The report card is an official report of the school to the parents pertinent to their child's performance in school and therefore should not be tampered. Parents should sign the report card on a quarterly basis before returning it to the school. Loss of report card will be subject to fine.

## IV. Academic Probation

Students who are not doing well in their academic subjects are placed under academic probation. These students have:

- one quarterly failing grade in any academic subject
- three or more line of seven in any academic subject within the quarter
- one failing final grade in any academic subject
- three or more line of seven in any academic subject in the final grade
- repeated a grade level

A student who is under academic probation is not allowed to participate in interschool competitions. If on academic probation for one year, he/she will not be readmitted for the next school year if he/she has a failing mark in any academic subject.

An academic probation will be lifted at the end of a quarter or school year once the student has satisfactorily improved his/her grades.

## V. Policy on Retention

A student who fails in two academic subjects at the end of the school year is asked to withdraw from CSAV or repeat the grade level if he/she intends to stay.

A student who fails in two academic subjects at the end of the school year for two consecutive years is asked to withdraw from CSAV.

## VI. Department Grades

The quarterly department grade or conduct grade is an average of all the department grades given by the subject teachers to a student. It is based on the following:

20%	Courtesy and Politeness
20%	Attendance and Punctuality
20%	Honesty and Truthfulness
20%	Discipline and Responsibility
20%	Cleanliness and Care for the Environment

The highest department grade in every quarter is 98 while the lowest is 70.

## VII. Quarterly Honors and Awards

### Pre-School

**Excellence Award** is given to pupils who got a letter grade of O (Outstanding) in all subjects.

**Achievers Award** is given to pupils who got a letter grade of not lower than VS (Very Satisfactory) in all subjects.

### Grade School

**Gold Honors** are merited by pupils with an average grade of at least 95 but with no grades below 90 including Department grade. Penmanship grade should be at least 85.

**Silver Honors** are merited by pupils with an average grade of at least 93 but with no grades below 90 including Department grade. Penmanship grade should be at least 85.

**Bronze Honors** are merited by students with an average grade of at least 90 but with no grades below 90 including Department grade. Penmanship grade should be at least 85.

## High School

**With Highest Honors** are merited by students with an average grade of at least 95 but with no grades below 85. Department grade should be 90 and above.

**With High Honors** are merited by students with an average grade of at least 93 but with no grades below 85. Department grade should be 90 and above.

**With Honors** are merited by students with an average grade of at least 90 but with no grades below 85. Department grade should be 90 and above.

## VIII. Special Academic Programs

### A. Remedial Class

Students in the Grade School who have difficulty in Reading, Language, and Math will be required to attend the Remedial classes conducted for free after the regular classes.

### B. Extension Class

Extension classes are offered to students who obtained failing grades or under academic probation after the regular school year.

Students of CSAV are not allowed to take extension classes in other schools.

## IX. Participation in Contests

To develop students into well-rounded and confident persons, the school encourages them to join different co-curricular activities. These activities are necessary because they supplement classroom instruction.

Students who will be chosen to represent the school in different competitions through the recommendation of their class advisers or subject teachers will be excused from their respective classes.

# Policies and Rules on Discipline

One of the eight core values of Colegio de Sta. Ana de Victorias – Integrated School is Discipline. For the school to achieve its vision-mission, its students should be able to follow rules and regulations and to have developed self-discipline and independence. It is therefore the main objective of the school to produce students who are not only academically competitive but can show good behavior, can respect others' rights, and can accept the consequences of their deeds.

## I. Respect for Persons in Authority

CSAV students are expected to give due respect to the following persons who are vested with authority in their area of work:

- School President
- Principal
- College Administrators
- Teachers
- Office Staff
- Class Officers/Student Leaders
- Maintenance Staff
- Security Guards

## II. Campus Rules and Regulations

### Line Formation

All students should form their lines by class in entering and leaving the classroom and in going to other parts of the school. Students should always follow the "Keep Right" rule when walking along the corridor.

When lining up, students must maintain silence and order. Students who are not in their classroom after prayer time in the morning are considered late.

## Behavior in the Classroom

Students should stand quietly when the teacher enters or leaves the classroom. They greet the teacher politely and do not sit unless they are asked to do so. They also greet other visitors who enter the classroom.

When waiting for the next teacher in-between periods, students should remain silent. They are not allowed to leave or peep out of the classroom.

There is no need to greet a classroom observer.

A student should stand properly and answer respectfully in sentence form when asked to answer a question in class.

Transferring seats without the permission of the teacher is not allowed.

## Going to the Restroom

Students should go to the restroom one at a time with the permission of the teacher. They are not allowed to go out without the pass tag.

A teacher assistant will accompany the Pre-School pupils in going to the restroom.

## Recess/Lunch Time

Students should take their snacks or lunch first before playing. Recess and lunch breaks of Pre-School to Grade 3 pupils will be supervised by their Class Advisers in the classroom.

No High School student will be allowed to take his/her snacks and lunch inside the classroom. They should instead proceed to the eating area.

## **Routine Tasks**

Tasks such as sweeping the floor, closing and opening doors and windows, turning the lights and fans on or off, erasing the blackboard writings, arranging tables and chairs, and others may be delegated to students but should be supervised by the teachers.

## **Selling Items**

Students are not allowed to sell items to their classmates in school. Asking money from classmates is also prohibited.

## **Parties**

Birthday parties are not allowed in school.

## **Off-Limits Areas**

The following places are off-limits to students of the Integrated School:

- College building and offices
- Principal's Office
- IS Faculty Room
- Classrooms of other grade levels
- Playroom (Off-limits to Grade 2 to High School students)
- HS Library (Off-limits to Pre-School and Grade School pupils)
- School gate during class hours

The college building will only be accessed by IS students for passage during rainy days or with the supervision of a teacher during a class activity.

## **Vandalism**

Students are not allowed to write on walls, tables, desks, and other school property. They are expected to use the different school facilities with care.

## **Behavior Outside the Classroom and in Public Places**

Loud, boisterous laughter is not allowed in any part of the campus. Students are expected to speak in moderate tone. In using staircases, they should go up and down without a single sound and carefully without running or skipping steps. They should behave accordingly in and out of the campus especially in public places like malls, theaters, vehicles, churches, etc.

## **Joining Beauty Contests and the Like**

IS students are discouraged to join beauty contests, TV shows, ramp modeling, etc. especially when such activities require the wearing of skimpy outfits, swimsuits, or bikinis. Students who join this kind of activities are not allowed to use the name of the school.

## **Order and Cleanliness**

Students should constantly help in maintaining cleanliness in all parts of the campus by throwing their trash in the appropriate trash bin. They also help in picking up litter they see around them.

Classrooms should be kept clean and orderly at all times.

## **Personal Belongings**

All personal belongings should bear the owner's name or should be labeled. It is the responsibility of every student to take care of and look after their things especially during dismissal time.

When a student finds an article that does not belong to him/her, he/she deposits it at the Principal's Office for safekeeping. Lost articles may be claimed by the owner during recess, lunch, or dismissal time. Unclaimed articles will be donated to the school's Outreach Program.

## **Leaving the Campus**

Students are not allowed to leave the campus in between the time of arrival in the morning and dismissal time without permission from the school authorities. They are not allowed to go home for lunch except with the approval of the Principal. Students will not be allowed to go out without the Lunch Pass or Permit-to-Leave Form signed by the Principal or School Nurse. Parents who want to fetch their children within school hours should submit a letter to the Principal's Office stating the reason for the leave.

## **Bringing of Toys, Cell Phones and Gadgets**

Students of the Integrated School are prohibited from bringing toys, cell phones, and other gadgets to school as these may distract the students' attention from their lessons. This is also one way of preventing theft and promoting simplicity and humility among students. Unnecessary items will be confiscated and will be claimed only by parents.

## **Security and Safety**

IS students are discouraged from hanging around business establishments near the vicinity of the school for safety reasons.

Parents, yayas, drivers, or any outsider are not allowed to enter the classrooms, faculty room, and school corridors. At dismissal time, they have to wait for their charges at the designated waiting area.

Except on emergency cases, visitors of students shall be entertained only during non-class hours. All IS visitors should be directed to the Principal's Office.

## **Delivery of Items**

Delivery of things left at home such as notebooks, books, projects, money, assignments, etc. are discouraged

by the school. Students should bring these things with them when they come to school.

## **Unauthorized Organizations**

Fraternities, sororities, and other unauthorized organizations are not allowed in school.

## **Contributions and Donations**

No one is allowed to collect contributions and donations in cash or in kind without the official signature of the Principal. Parents should verify from the Integrated School Office in cases where money matters are involved.

## **Circular Letters**

The school will be sending circular letters every now and then to encourage close communication between the school and the parents. The reply slips of these letters with the parent's signature should be returned to the Class Adviser on or before the indicated deadline.

## **Attendance and Punctuality**

Daily attendance and punctuality is essential to a productive school life. The following are some regulations relevant to this:

1. Students who have incurred absences will be responsible for all missed school work.
2. A letter of excuse signed by parents and addressed to the Class Adviser should be presented upon an absentee's return to school. Students who fail to submit an excuse letter upon return will not be excused from tests and other classroom activities. A doctor's certificate is required for prolonged absences due to illness. However, even with an excuse letter, only valid absences already stipulated on page 8 will be excused.  
A phone call is not a substitute for an excuse letter.
3. A student who accumulates absence of more than

20% of the total school days shall be dropped from the official list of students.

4. A student who comes late in school will only be admitted in class after acquiring an Admission Slip from the Principal's Office. Habitual tardiness will be a ground for sanction.

### **Dismissal Time**

It is the responsibility of the school to take care of the students during school hours. However, it is also the parents' responsibility to fetch their children on time.

Kinder 1 pupils should not be staying in school beyond 12:00 noon.

Kinder 2, Grade School and High School students should be fetched not later than 4:20 in the afternoon.

Students may be allowed to stay in school beyond school hours only during school practices and activities. They should be supervised by a teacher. Parental Permit Slips should be issued by the teacher ahead of time.

The school is not liable for any untoward incident that may happen beyond school hours.

### **School Uniform**

The school uniform is a representation of the school and the principles it upholds. It should therefore be worn by every student of CSAV with care and respect.

As much as possible, students are prohibited from wearing their school uniform in going to the malls, marketplaces, public plaza, etc. In some unavoidable circumstances however, students may wear their school uniform outside the school premises for as long as they do not dishonor it. They should display proper behavior and good manners which characterize a true CSAV-IS student.

All students of the Integrated School are expected to wear their complete school uniform during class days or during special days when wearing of the school uniform is required.

### **A. School Uniform for Boys**

#### **1. Pre-School to Grade 2**

- Plain white polo shirt (shirt jack style) with chest pocket bearing the school's logo
- Black short pants
- Black leather shoes
- Plain white socks
- School ID

#### **2. Grade 3 to High School**

- Plain white polo shirt (shirt jack style) with chest pocket bearing the school's logo
- Black long pants
- Black leather shoes
- Plain white socks
- School ID

### **B. School Uniform for Girls**

#### **1. Pre-School**

- White blouse with peter pan collar
- Prescribed checkered jumper skirt
- Black, low-heeled leather shoes
- Plain white socks
- School ID

#### **2. Grade School and High School**

- White blouse with ribbon and with piping along the collar and sleeves. It should have a 2-inch band around the hips
- Prescribed checkered skirt
- Plain white sando or camisoles as undergarments (for High School)

- Black, low-heeled leather shoes
- Plain white socks
- School ID

A student who does not wear his/her school uniform in coming to school and during class hours will be sent to the Principal's Office/Student Formation Office. He/She will not be admitted to class without an Admission Slip.

### **P.E. Uniform**

The P.E. uniform should be worn properly during P.E. classes or during occasions when there is a need to wear it.

18

Pre-School to Grade 3 pupils may come to school in their complete uniform only during their P.E. day. Intermediate to High School students will change into their P.E. uniform during their P.E. time except when their P.E. class is their first period class in the morning. They have to change back into their school uniform after their class.

### **Rules on Grooming**

1. Hair must be kept neat all the time.
2. The hair of male students must not touch the ears, the shirt's collar, and/or the eyebrows.
3. Shaven head is not allowed.
4. Coloring of hair and excessive use of hair gel is not allowed.
5. Female students are not allowed to wear make-up in the campus.
6. Fingernails should always be kept clean and short. Wearing of nail polish is prohibited.
7. Hair accessories for girls should be simple. Only black or white-colored hair accessories are allowed.
8. Wearing of dark glasses, caps, or colored contact lenses are not allowed in the campus.

9. Only simple earrings and a wristwatch are allowed in school. Dangling earrings, bracelets, necklaces, rings and other jewelry are not to be worn.

### **Student Discipline**

Section 132 – 2010 Revised Manual of Regulations for Private Schools in Basic Education

*Each private school shall have the authority and prerogative to promulgate such reasonable norms, rules and regulations as it may deem necessary for the maintenance of good discipline, which shall be effective as of the date of their promulgation, unless otherwise specified. The school rules governing student discipline and the corresponding sanctions therefore must be clearly specified and defined in writing and made available to the students, or their parents or guardians.*

### **Sanctions for Violations**

Depending on the offense, the following sanctions shall be imposed on the erring student:

- Oral Warning
- Written Warning – to be signed by parents or guardians and returned to the Class Adviser
- Violation Report – to be signed by parents or guardians and returned to the Class Adviser
- Low or Failing Mark in Department for the Quarter
- Academic Sanctions – for academic dishonesty
- Community Service
- Suspension – prohibits the student's attendance in school or any school-related activity for a minimum of 1 day depending on the gravity of the offense. A suspended student's score in all missed tests and activities during the duration of his suspension is zero (0).
- Exclusion or Dropping – students of undesirable character may be excluded or dropped from the roll

- Non-Readmission – the school has the right not to admit a student with undesirable character for the next school year

## Table of Offenses and Corrective Measures

### Pre-School to Grade 3

#### Major Offenses

- Legend:
- 1 – Oral Warning
  - 2 – Referral to the Guidance Counselor
  - 3 – Written Warning
  - 4 – Parent Conference and one step lower than the given department grade
  - 5 – Parental Conference and two steps lower than the given department grade

Major Offenses	Occurrences & Corrective Measures				
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
1. Negligence of school work (No assignment, no project, no book)	1	2	3	4	5
2. Coloring of hair and Improper haircut	1	2	3	4	5
3. Disrespect for school authorities	3	4	5		
4. Deception of school authorities	3	4	5		
5. Use of vulgar and indecent language	3	4	5		
6. Threatening persons in authority or fellow students	3	4	5		
7. Engaging in fights					
a. Oral fight	2	3	4	5	
b. Provocation of fight	2	3	4	5	
c. Quarrel with slight physical injury	4	5			

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
d. Quarrel with serious physical injury	5				
8. Getting others' things without permission	4	5			
9. Cheating during:					
a. quarterly exams (70% grade)	5				
b. quizzes (score of 0)	3	4	5		
10. Forging of signatures	3	4	5		
11. Possession of harmful weapon	3	4	5		
12. Vandalism	4	5			
13. Bringing of toys, cell phones and other gadgets not required	3	4	5		
14. Staying in off-limits areas	1	2	3	4	5
15. Littering	1	2	3	4	5
16. Climbing/passing over Steel bars, school wall, fence, or trees	3	4	5		
17. Failure to submit reply slips on time	3	4	5		
18. Bullying	3	4	5		
19. Asking money from classmates or school mates	3	4	5		
20. Tampering with the report card	4	5			
21. Any offense similar to any of the above					

#### Minor Offenses

- Legend:
- 1 – Oral Warning
  - 2 – Referral to Guidance Counselor
  - 3 – Written Warning
  - 4 – Parent Conference
  - 5 – Parent Conference and one step lower than the given department grade

Minor Offenses	Occurrences & Corrective Measures				
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
1. Tardiness (On Quarterly Basis)	1	2	3	4	5

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
2. Not following classroom rules	1	2	3	4	5
3. Playing during assembly time	1	2	3	4	5
4. Misbehaving during flag ceremony	1	2	3	4	5
5. Failure to present a letter of excuse for an absence committed	1	2	3	4	5
6. Wearing of incomplete School/PE uniform including the ID card	1	2	3	4	5
7. Wearing an old ID card	1	2	3	4	5
8. Roaming around the campus during class hours	1	2	3	4	5
9. Tardiness in class or line formation	1	2	3	4	5
10. Running/shouting along the corridors	1	2	3	4	5
11. Any offense similar to any of the above					

#### Grade 4 – High School

##### CATEGORY 1

- Legend:
- 1 – Oral Warning
  - 2 – Written Warning
  - 3 – Violation Report and one step lower than the given department grade
  - 4 – Community service and one step lower than the given department grade
  - 5 – One step lower than the given department grade and 2 days suspension

##### Offenses

1. Failure to submit a letter of excuse duly signed by parent or guardian
2. Failure to submit reply slip
3. Wearing of incomplete school/P.E. uniform
4. Wearing of printed undershirt
5. Wearing of earrings or unnecessary ornaments for males
6. Wearing of multiple/dangling earrings or other unnecessary ornaments for females

7. Climbing/passing over the railings, school wall, fence, and trees
8. Spitting/littering anywhere in the campus
9. Roaming around the campus during class hours
10. Misbehavior during prayer time and/or flag ceremony
11. Tardiness (On a Quarterly Basis)
12. Unauthorized hairstyle
13. Any act analogous to the above

##### CATEGORY 2

- Legend:
- 1 – Violation Report and one step lower than the given department grade
  - 2 – Community service and one step lower than the given department grade
  - 3 – Grade of 75 in Department and 1 – 2 days suspension
  - 4 – Grade of 74 in Department and 3 – 5 days suspension
  - 5 – Grade of 70 in Department and Exclusion

##### Offenses

1. Unauthorized use of school forms/waivers
2. Disrespect to school logo
3. Bullying
4. Violation of the lunch break policy
5. Bringing of cell phones and other electronic gadgets to school
6. Using an old ID card
7. Borrowing or lending of ID card
8. Wearing of tattoo
9. Wearing of makeup or nail polish
10. Staying in the classroom during lunch break
11. Staying in off-limits areas
12. Using profane and indecent language
13. Public display of affection with girlfriend or boyfriend
14. Any act analogous to the above

##### CATEGORY 3

- Legend:
- 1 – Grade of 75 in Department
  - 2 – Grade of 75 in Department and 1 – 2 days suspension

- 3 – Grade of 74 in Department and 3 – 4 days suspension
- 4 – Grade of 70 in Department and Exclusion

Offenses

1. Gross or scandalous misbehavior inside the campus, during off-campus activities, or outside the campus while still wearing the school uniform
2. Assaulting and/or showing disrespect to teachers or persons in authority in and out of the campus whether orally, in writing, or through malicious gestures
3. Assaulting a fellow student whether orally, in writing, through malicious gestures, or with physical contact or injury
4. Sexual advances
5. Threatening fellow students
6. Engaging in fights
7. Bringing to school intoxicating drinks such as beer, liquor, wine, and/or any alcoholic beverages
8. Coming to school under the influence of intoxicating drinks
9. Engaging in drinking alcoholic beverages in school and/or in its immediate vicinity
10. Bringing cigarettes to school
11. Smoking
12. Engaging in immodest acts
13. Cutting classes
14. Truancy
15. Vandalism
16. Forgery
17. Copying of school requirements
18. Cheating during quizzes, long tests, standardized tests, or quarterly examinations
19. Tampering with test scores
20. Any form of gambling in the campus or its immediate vicinity
21. Leaving the school without a valid Gate Pass
22. Willful insubordination
23. Deception of school authorities
24. Withholding information during formal investigation
25. Any act analogous to the above

**CATEGORY 4**

Legend: 1 – Grade of 70 in Department and Exclusion

Offenses

1. Assaulting fellow students and/or teachers and staff in and out of the campus with physical contact
2. Slanderous actions/remarks to fellow students and/or teachers and staff via print and broadcast media, internet, and other medium of communication
3. Rebellious actions/remarks against the school
4. Threatening teachers and staff, and/or persons in authority using deadly weapons
5. Possession, sale or use of deadly weapons, ammunitions, and all forms of explosives
6. Possession, coming to school under the influence of, or peddling or pushing of dangerous drugs
7. Enlisting, recruiting, engaging in activities with fraternities, sororities, gangs, and similar groups
8. Hazing
9. Extortion
10. Theft
11. Illicit relationship
12. Stealing school or personal property
13. Any act analogous to the above

**Classifications of Community Service**

- 3 to 5 hours of community service for violating/committing for the 4<sup>th</sup> time offenses under Category 1
- 5 to 7 hours of community service for violating/committing for the 2<sup>nd</sup> time offenses under Category 2

## Suspension of Classes

According to DepEd Order No. 28 series of 2005, the suspension of classes will be done based on the following:

- Signal # 1 - No classes for Pre-School
- Signal # 2 - No classes for Pre-School, Grade School, and High School
- Signal # 3 - No school

In the absence of storm signals, localized suspension is allowed. The decision may be made by the School Principal. The final decision to let the child go to school or not is also left to the parents.

Emergency school closing may also be announced in cases of earthquakes and other emergencies. Parents will be informed through a telephone call.

## School Facilities and Services

1. Integrated School Building
2. Spiritual Services
3. Library
4. Guidance Centre
5. Canteen
6. Clinic
7. Science Laboratory
8. Computer Laboratory
9. Playroom/Reading Corner/Viewing Room
10. Sewing Room
11. Function Room

## Prayer Ending and Responses

Saint Anne and Saint Joachim..... Pray for us.  
Mary Mother of Christ..... Bless us.

In the name of the Father, and of the Son, and of the Holy Spirit...Amen.

ACKNOWLEDGMENT RECEIPT

I have read and noted the contents

of the

STUDENT HANDBOOK

of

COLEGIO DE STA. ANA DE VICTORIAS  
Integrated School

I promise to comply with all the rules and provisions that it contains.  
If ever I did not comply with these rules, I am willing  
to accept the consequences set forth.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Grade and Section

\_\_\_\_\_  
School Year

\_\_\_\_\_  
Student's Signature

*Concurring:*

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Mother's Signature

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\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Grade and Section

\_\_\_\_\_  
School Year

\_\_\_\_\_  
Student's Signature

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Student's Name

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Grade and Section

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School Year

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Student's Signature

*Concurring:*

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Father's Signature

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Mother's Signature

