

Paref Southcrest School, Inc.
Student's Handbook

Governor Cuenco Street,
Banilad, Cebu City 6000
Philippines
Tel. # (6332) 344-5042/44



INTRODUCTION

Welcome to PAREF Southcrest School.

PAREF Southcrest is one of the many schools in the Philippines and abroad inspired by the philosophy that the home is the first school and the parents are the primary educators of their children. It promotes a positive learning environment that facilitates the practice of virtues such as excellence, service, responsibility, respect, friendship, hard work and love for God. It provides a well-rounded school experience while maintaining a personalized attention for each child.

All academic courses offered in PAREF schools follow the curriculum required by the Philippine government and foster the values and ideals of Filipino culture. The religious instruction is based on the Magisterium of the Catholic Church. PAREF Southcrest School is open to persons of all religious beliefs.

SCHOOL'S OFFICIAL NAME AND SEAL

The name of Southcrest points to the location of the school as being in the south of the Philippines. The word “crest” is the highest point of any aspiration and therefore serves as a symbol for aspiring for the best.

On the left field of the crest, the color blue and the vinta represent Southcrest as a PAREF school. The three stars, small, medium and large, represent the academic and personal formation of the students, parents and school personnel.

The sea and the kiosk on the right field symbolize the island of Cebu where the school is located. The mountain on which the kiosk stands represents the difficulties one has to overcome in life.

The school carries the motto: *“Perducere semitas ad astra”* meaning *blaze a trail to the stars.*



VISION

Academic excellence founded upon Christian virtues and values

MISSION STATEMENT

Southcrest aims to provide a balanced and high-level of academic and personal formation for its students, their parents, faculty and staff so that they live according to the Christian ideal in service to the community. This is achieved through an active home-school collaboration among parents, school administration, faculty and mentors.

SCHOOL PHILOSOPHY

INTEGRAL EDUCATION

Southcrest believes that true education addresses all aspects of the human person: physical, social, intellectual, moral, and spiritual. Thus, Southcrest provides an integral formation to all the members of its community.

HOME-SCHOOL PARTNERSHIP

A child's education is, first and foremost, the responsibility of parents. However, on account of personal, professional and material limitations, parents may entrust a share of this responsibility to trained educators. Thus, in PAREF schools, parents and teachers are partners in educating the whole child in all aspects of her life.

To foster a close home-school partnership, regular communications are given to parents. In order to insure the effectiveness of these communications, the school solicits the cooperation of the mentors who are crucial to making the home-school collaboration work as they act as a bridge between the school and the home. Parents can raise their concern to the mentors who should inform the competent persons so that the issue is addressed and communicated to parents.

The school also seeks the help of the Class Advisers to ensure that communication with parents through the letters sent to them is monitored. A transmittal or reply slip usually accompanies the letters to parents whose receipt they have to acknowledge. Parents are enjoined to carry out and give support to the points being communicated.

MENTORING PROGRAM

The cornerstone of PAREF schools is the mentoring program, a personal one-on-one advising available to students. The mentoring session is the main channel through which home-school collaboration is achieved. Each student is given a mentor, normally a teacher or school staff who holds periodic conversations with the child and her parents. The mentor is the primary contact person for the parents.

Through mentoring, each student is given the chance to get to know herself better, to cultivate virtues, to develop a personal relationship with God and to assimilate the intellectual and moral formation imparted by the school to help the student develop into a mature and responsible individual. In effect, the mentor acts as a caring adult and friend in whom the child confides and with whom she freely relates with trust.

METHODS OF INSTRUCTION AND LEARNING THRUST

The school follows traditional and integrative methods of instruction. In the *Primary* and *Intermediate* Levels, the development of fundamental intellectual skills is emphasized, while in *High School*, emphasis is placed on high order thinking skill.

SPIRITUAL ATTENTION

All activities of the school are in perfect accord with fundamental Christian principles, with due respect given to the freedom of individual consciences.

The school promotes among parents, teachers and students a loyal adherence to the doctrine of Christian faith and morals and a deep respect towards the Church hierarchy.

The activities promoting the spiritual formation of parents, teachers, and students are entrusted to *Opus Dei*, a Personal Prelature of the Catholic Church.



THE GOVERNING BODY

The government of the entire school is entrusted to a collegial body, the Management Committee, which is composed of the following:

Executive Director

Associate Director for Personal Formation

Associate Director for Academic Formation

Associate Director for Financial Management

STUDENT GUIDELINES

A. Attendance and Tardiness

A Southcrest student is expected to attend classes regularly and punctually. Regular attendance to all classes and scheduled activities is one of the most important responsibilities of a student.

1. Daily Schedule

Students are encouraged to be in school ten minutes before flag ceremony in the morning, so that they will have enough time to prepare for the class day. They should be in the line together with the class for the flag ceremony, otherwise the student will be considered tardy.

For students who were absent, they must present to the Class Adviser an excuse letter written by the parents in the Student Diary, together with a doctor's certificate, if the absence was more than five days due to illness. The adviser will then inform the teachers concerned about the student's absence.

Each student is required to at least attend 80 % of the total number of school days for her subjects to be credited. Thus, if students need to make trips within or outside the country, she must inform the school in writing stating the purpose of the trip and the length of the absence. This letter is to be addressed to the Executive Director and given at least one month before departure. She is advised to wait for the reply of the school. After the trip, the student has to submit all the requirements and to take the exams she missed during her absence as agreed in the make-up form.

For Intermediate and High School:

Students who are tardy ask a slip from the School Guard or from the Class Adviser and fill it out. Tardiness is excused if it is caused by unexpected factors not within the control of the students (e.g. strong rains, floods, accidents, or an unexpected occurrence at home). Parents are requested to send an excuse letter informing the adviser of the reason for tardiness. Habitual unexcused tardiness is subject to disciplinary action. Ten (10) unexcused marks for the quarter is considered a minor offense which merits a lower Personal Development Grade by one level, given that the student and the parents have been informed of the increasing number of tardiness. Fifteen (15) unexcused marks will merit a major offense and a Personal Development Grade of Unsatisfactory (U).

2. Leaving School Early in the Day

Because the school is concerned about the personal safety and security of its students, they are not allowed to leave the school premises between the time of arrival and dismissal time unless a letter from their parents requesting for permission to leave school before the usual time is presented. The letter should be given to the Class Adviser during the Class Advisory Period (CAP) in the morning.

3. Suspension of Classes Due to Typhoons and Other Calamities

The following are the guidelines issued by the Department of Education (DepEd) regarding the suspension of classes when typhoons and other calamities occur (cf Executive Order No. 66, s. January 9, 2012):

Automatic suspension is the cancellation of classes in both public and private elementary and/or secondary schools region-wide, which does not require school announcement.

Where typhoon signal No.1 is raised by PAG-ASA, classes at the pre-school level are automatically suspended in all public and private schools.

Where typhoon signal No. 2 is raised by PAG-ASA, classes at the pre-school, elementary and secondary levels are automatically suspended in all public and private schools.

In the absence of typhoon signal warnings from PAG-ASA, localized suspension or cancellation of classes in both public and private elementary and/or secondary schools may be implemented.

Parents have the ultimate responsibility for determining whether their children should go to school, even if no order for the suspension of classes has been issued, if they feel that traveling to or from school will place their children at risk.

B. School Uniform, Personal Appearance and the Dress Code

The school uniform is a reflection of the culture and philosophy of the school. Students are expected to wear it properly and with pride. The school wishes everyone in Southcrest to maintain a general appearance characterized by appropriateness, neatness, and simplicity.

1. Daily Uniform

Students must wear the school uniform with pride and respect as it represents the school. They are expected to come to school daily or attend related activities in complete uniform, which consists of the following:

The prescribed blouse and skirt using the official Southcrest plaid material.

Bow tie or blue ribbon properly tied around the collar.

A validated ID worn visibly using the official school sling.

A sando or half-chemise worn under the blouse.

A pair of plain white socks.

A pair of flat-heeled black leather shoes.



For Intermediate and High School:

A Uniform Slip is issued to a student who fails to follow the above guidelines. Habitual non-compliance of uniform and personal appearance guidelines for a maximum of ten (10) times per quarter will be considered a minor offense, which merits a lower Personal Development Grade by one level; fifteen (15) violations will merit a major offense and a Personal Development Grade of Unsatisfactory

(U). If a student is unable to wear the prescribed uniform, she must present an excuse letter from her parents to her Class Adviser stating the reason and specifying the length of time that she will not be able to wear the prescribed uniform.

The school discourages students from going to public places in their school uniform.

For Primary Students

Primary students (i.e., Grades 1 to 3) are allowed to come to school in their P.E. uniform only when the P.E. class is scheduled on that day.

2. Physical Education (P.E.) Uniform

The P.E. uniform should be worn with the prescribed P.E. T-shirt and jogging pants together with a pair of predominantly white rubber shoes during P.E. class.

3. Gala Uniform

Only specific levels will be using the gala uniform for the following occasions:

Grade 2 – First Holy Communion

Grade 6 – Graduation

Grade 8 – Confirmation

Year IV – Graduation

The gala attire includes:

- * the gala dress
- * plain skin-colored nylon stockings (when required)
- * a pair of cream or beige pump shoes with low heels

4. Personal Appearance and Dress Code

Good grooming and personal appearance are essential elements in the teaching and learning process hence dress and personal appearance should not interfere with the educational interest and the purpose of a PAREF education.

The Southcrest student is pleasant to look at – natural, modest and well-groomed. When wearing civilian clothes during special school activities, it is the responsibility of the student to dress naturally and appropriately, keeping in mind that the way a person dresses reflects her values and

attitudes. For example, clothes and footwear such as slippers, shorts, sleeveless shirts which are more proper for places like resorts, gym and the bedroom would not be appropriate in an academic institution. Respect for the body also demands modesty in clothing. Thus, the school discourages clothes that do not reflect this sign of respect.

Clothing that exposes the entire shoulder, tube tops, spaghetti straps may be worn with a blouse or shirt. Clothing exposing the torso, midriff either front, back or side, shall not be worn. Undergarments shall not be visible. Mini-skirts, mini-dresses, shorts, tight clothes, are not permitted. Clothing not properly fastened or with tears that are indecent shall not be worn.

Any clothing or item attached to or worn on a clothing or on a person's body with pictures, symbols or writings containing any obscenity or abusive language is prohibited on the school campus.

Any student violating the dress code may be suspended for the remainder of the school day and may receive unexcused absences.

Non-compliance of the dress code may be considered a major offense.

The principal or her designated person(s) has the authority to determine inappropriate appearance.

C. School Materials and Personal Belongings

Southcrest is a dynamic learning community. A student is therefore expected to observe and maintain an atmosphere of diligent study, hard work, and healthy social interactions.

A student is encouraged to bring only the essentials to school, labeled with one's name, grade or year level, so that they will be easily identified and losses will be avoided.

The bringing of personal electronic communication devices/gadgets is highly discouraged. Students turn in cellphones – with 3G off – upon submission to the Class Adviser first thing in the morning.

Only high school students can use laptops but strictly for educational use only. During breaks like recess and lunch and after school hours, students who need to use gadgets for educational use should stay in the library which will be a wifi zone from 4:30 – 5:00 PM. Students found using cellphones, tablets, laptops after class hours and breaks will have their gadgets confiscated.

Items, other than the prescribed school materials, such as CDs, radios, tape recorders, magazines, laptops, TV, cellphones, i-pods, costumes, cameras, etc., may be brought to school **if they are needed for a school project or activity**. They should be declared and/or turned over to the Class Adviser at the start of the day. Otherwise, these items will be confiscated and will be withheld for seven school days for the first offense.

Students should handle with care all school property, such as rented books, chairs, desks, laboratory tools, computer units and sports equipment. Students shall inform the teacher of any breakage and, if needed, make monetary restitution for any damage done.

D. School Facilities

Buildings and facilities are used accordingly. Every member of the Southcrest academic community shares in the responsibility of maintenance and good housekeeping.

Students are encouraged to make notes of repair when they notice items needing repair. They can give these notes to their class adviser who takes charge of informing the Maintenance department about the needed repairs.

Students are encouraged to keep their surroundings clean and to facilitate the work of the housekeeping department by picking up litter and segregating trash.

E. Student Diary

The Student Diary serves as a tool of communication between the home and the school. From time to time, parents, teachers, and mentors may use the Student Diary to write messages. However, for confidential correspondence, parents are requested to use a stationery.

Students may record assignments, quizzes and test results, and other important reminders in the Student Diary.

F. Student Health and Medication Policy

Students too ill to remain in class must request permission from the teacher to go to the clinic. When needed, parent/guardian shall be contacted and the determination made whether the student shall go home or return to class.

The school nurse shall be the supervisor of the medication administration program. She shall insure that a proper medication advice from the parent/guardian is renewed as needed. A telephone order for any change in medication shall be received only by the school nurse; however in an emergency and in the absence of the nurse, any member of the management or the class adviser can do so. The verbal order must be followed by a written order within three school days.

The medication advice shall contain the following:

- a. Student's name
- b. Name of physician and phone number
- c. Name of medication and dosage
- d. Frequency and approximate time of medication administration
- e. Date of start of medication and discontinuation date
- f. Specific directions for administration.

It is not safe for children to deliver medicines to school to avoid lost or stolen medicines, the sharing of medicines with classmates, or the student taking the medicines unsupervised.

Students with symptoms indicating a possible presence of communicable disease shall be isolated from the other students. The parent shall be contacted and asked to take the student home.

A student may be exempted from the regular physical education program by a written request from the attending physician stating the length of the exemption.

G. Visitors

All visitors are welcome. However, visitors are required to sign in by the entrance gate and to present an ID. A pass will be issued to visitors. Persons without a pass are subject to trespassing violation.

Students are not allowed to bring visitors to school without prior permission from management.

H. School Insurance

A personal accident insurance is available to all students.

I. Student Concerns Procedure

The school welcomes suggestions and feedback even from students.

Students can give suggestions or feedback to their mentor or to management verbally or in writing. Issues raised will be studied and the resolution of the issue will be relayed to the student who gave the feedback.

J. Library Policies

The Library Code of Conduct is meant to ensure that those using library facilities will have access to them in a quiet, orderly and safe atmosphere. A person may lose library privileges for:

- engaging in disorderly conduct inside the library
- failing to comply with a reasonable staff request
- bringing food or beverages into the library without authorization
- sleeping or lying down
- misuse of library furniture and equipment
- bringing in animals
- littering
- blocking aisles, exits or entrances with one's personal belongings
- using audible devices without headphones or with headphones set at a volume that disturbs others
- entering the library in inappropriate attire.

K. Use of Computer Network or Internet

All users must follow the policy and report any misuse of the network or the internet to a teacher, supervisor or management personnel. Access is provided mainly for educational purposes.

If a user is uncertain whether a particular use is acceptable, she should consult her teacher or her supervisor.

The following are examples of inappropriate use of the computer network or internet:

- accessing pornographic sites, obscene depiction, harmful materials or materials that encourage others to violate the law, confidential information, copyrighted material,
- criminal activities
- selling or purchasing illegal items
- spamming or spreading viruses; using anonymous email sites
- using profane, abusive language
- making false statements
- deleting, copying, modifying, forging other user's name, emails, file or data
- disguising one's identity; impersonating others
- sending anonymous emails
- posting inappropriate texts or pictures in the internet
- damaging computer equipment, filter ,data
- disrupting any computer system
- hacking
- using another's account password
- unnecessary disclosing of the school's or anyone's password to others or allowing them to use another's account
- using the internet for personal financial gain.

Misuse may lead to disciplinary and/or legal action against the student or employee.

THE PERSONAL DEVELOPMENT AND CODE OF DISCIPLINE

A. The Criteria for Personal Development Grade (PDG)

The PDG is a separate grade from the academic grade of each subject. It reflects the development of the student in the area of virtues and proper conduct.

The good behavior expected of a Southcrest student is categorized in four areas, the Core Values of Southcrest: **Love for God, Concern for Others, Respect, and Responsibility.**

The indicators for each category are as follows:

A. Love for God

1. Shows respect and reverence for God and the things of God; lives silence and avoids distractions during Mass and other liturgical celebrations and when inside the chapel to help others pray.
2. Is sincere and regular in her mentoring chats; prays/reflects and makes goals on how she can improve in living the virtues and in growing more in love with God.

B. Respect

3. Is friendly to all; makes sure no one feels left alone; is fair in her dealings with the others.
4. Is well-mannered and courteous; greets the people she meets; says 'Thank you,' 'I'm sorry,' an 'Please' when needed.
5. Lives modesty, sobriety and temperance; her appearance and dress do not call attention; shows respect to other people and institutions through her appearance and conduct.
6. Does not complain or get upset when things do not turn out well or when there are difficulties and irritations but rather gives feedback with serenity to competent authorities; knows how to wait for her turn; does not compare herself with others.
7. Is orderly, tidy and neat with her things; segregates trash; avoids wastage.
8. Is kind to all; avoids gossip, does not ignore or isolate people; avoids name-calling and spreading rumors; is not rude or boastful; does not hurt people with her words omissions and actions.

C. Responsibility

9. Does quality work; submits homework and projects on time.
10. Pays attention in class; is always ready to learn once the teacher is inside the classroom; observes silence so learning is facilitated.
11. Cooperates in school/group activities; is reliable and can be trusted to do her task.
12. Takes care of school property and the property of others; informs the teacher or staff if something needs to be repaired.

D. Concern for Others

13. Gives feedback and informs the teacher of significant information to be of help to others (volunteers to relay information about homework or quizzes or projects to the person absent; informs the teacher if someone is sick etc).
14. Is observant and sensitive to the needs of others and takes time to help them; looks for opportunities and volunteers to serve.
15. Leads others to practice the core values of the school through advocacy work, service learning projects or simple gestures of helping those who are less-fortunate or are in need; looks for ways to make others happy.

PDG Rating

Is observed most of the time	(1) point
Is observed often	(.05) point
Not often observed	(0) point

The table below shows the descriptive equivalent and numerical points of the PDG grade:

O	Outstanding	13-15
VG	Very Good	10-12
G	Good	7-9
I	Inconsistent	4-6
U	Unsatisfactory	1-3

Discipline

The Philippine Constitution mandates all educational institutions to strengthen ethical and spiritual values, develop moral character and personal discipline (Section 3 (2) Art. XIV, 1987 Constitution of the Philippines).

Southcrest expects the highest standards of behavior from all its students.

1. Discipline Committee

The Discipline Committee, composed of appointed members from the faculty, parents and School Board, is an impartial body that studies disciplinary cases. Cases referred to the committee are handled discreetly with proper regard for justice and the dignity of each person. Only those who need to know the issue for purposes of decision-making are in the loop.

The committee's decision considers primarily the FORMATION of the individual and not the imposition of sanctions. In Southcrest, sanctions are meted out to guide the student to accept responsibility for her actions and decisions. They are also meant to help the students grow in maturity, strength of character and to learn positively from the experience.

Common sense dictates that the school retains its power to compel students in or off-campus to a norm of conduct compatible with their standing as members of the academic community....The power of the school over its students does not cease absolutely when they leave school premises, and that conduct outside of school hours may subject a student to school discipline if it directly affects the good order and welfare of the school, or has a direct and immediate effect on the discipline or general welfare of the school (cf Supreme Court decision on Angeles vs Sison case, Feb. 16, 1982).

2. Types of Offenses, Sanctions and Right to Due Process

Section 74 of the Manual Regulations for the Private Schools (MRPS) provides that every private school shall maintain good school discipline inside the school campus as well as outside the school premises when students are engaged in activities authorized by the school.

To comply with this mandate, schools are allowed to impose reasonable disciplinary measures and administrative penalties on erring students.

The Violation of the Rules and the Code of Conduct can have serious repercussions. Students should be responsible for their actions so ignorance of the rules is no excuse to violations.

The Discipline Committee and Management reserve the right to treat such situations in whatever manner may be appropriate. The school may assess fines or require the payment of restitution in cases involving damage or theft.

- **The Behavioral Agreement** is an agreement made by the student with the class adviser that she will refrain from doing a certain misbehavior. Certain conditions may be imposed like writing a letter of apology.
- **The Warning Probation** is given as a warning that further misconduct will not be tolerated and that repeated violation may be cause for disciplinary action. This may already constitute a **minor offense**. A copy will be furnished to the parents.
- **Major/Serious Offenses**

When the offense committed is serious, the school head shall cause the filing of administrative action against the erring student.

- **Authorized Penalty**
 - a. Suspension: can be in-school suspension or out-of-school suspension
 - b. Non-readmission – deny readmission of student in subsequent school year
 - c. Exclusion – dismissal from the moment guilt is proven
 - d. Expulsion – disqualification of a student to be in any school
 - e. Revocation of academic degree
 - f. Exclusion from extra-curricular activities or school functions; temporary withdrawal of privileges.
 - g. Exclusion from graduation ceremonies
 - h. Withholding of diploma
 - i. On probation
 - j. Disqualification from receiving awards (quarterly and year-end).
 - k. Rendering services to the school or community.
- **Disciplinary Probation** is given for a stated period of time for serious or repeated misconduct. It is a written warning that any further misconduct may result in dismissal from the school. Certain conditions may also be imposed like community service, professional counseling, payment of fines, restitution, etc.

When a disciplinary sanction is imposed, it takes effect immediately. However, if a case involving suspension, non-readmission, exclusion or expulsion is appealed, the sanction is held in abeyance, and the student will be placed on Disciplinary Probation until the appeal is heard.

- **Substantial Due Process**

Requires that Disciplinary Rules shall contain enumeration of specific offenses and penalties. Student shall be charged only for a cause as defined in the printed rules and regulations of the school or the Manuals.

A student's liability shall NOT be confined to the enumeration because some may be generally worded to encompass a number of related wrong doings.

- **Procedural Due Process**

These are the minimum requirements of DUE PROCESS–

1. The student is informed in writing of the nature and cause of accusation; parents or guardian shall be informed about it.
 - a. In the school, a Feedback on Student (FOS) is issued by a teacher or any school staff about any misbehavior/offense. For a routine misbehavior done as enumerated in the Code of Discipline, an FOS is given to the mentor who informs the student and parents. It is then given to the Class Adviser. A behavioral agreement form can be issued to the student to help her refrain from doing the same misbehavior. In case it is repeated, a warning probation can be issued and this may constitute a minor offense. However, a minor offense can be given without any behavioral agreement form or warning probation being issued if the situation or misbehavior call for it.
 - b. An FOS for a serious or severe misbehavior committed or (3) FOS's for the same misbehavior/minor offense is referred to the Discipline Committee for investigation. The management is also informed.
2. If the student denies or refutes charges, an investigation shall be constituted;
3. The student shall answer charges, with assistance of counsel, if desired. It is enough for the school to inform the student of her right to be assisted by a lawyer, and is NOT obliged to secure one for her. The absence of a lawyer shall not invalidate proceedings;
4. The student shall be informed of evidence against her;
5. The student shall have the right to adduce evidence;
6. Evidence must be considered by the school authority to hear and decide the case;
7. The student is informed in writing of the decision and the appeal process available to her. The parents/guardian are invited to the school for a conference and are informed of the decision by the discipline committee.
8. The appeal must be initiated immediately within 3 days in writing and addressed to the Chairman of the Board.
9. The punishment, if guilty, must be commensurate with the nature and gravity of the offense.
10. The student serves the sanction. The fact of having committed a major offense is reflected in the Personal Development Grade (PDG) for that quarter.

The Code of Discipline

ROUTINE MISBEHAVIOR LEVEL 1	SERIOUS MISBEHAVIOR LEVEL 2	SEVERE MISBEHAVIOR LEVEL 3	EMERGENCY MISBEHAVIOR LEVEL 4
Lack of basic respect	Frequently repeated routine misbehavior (more than 3 times)	Gross disrespect or disorderly behavior such as swearing, use of vulgar language or gestures/ pictures, spitting at, name calling, drawing offensive pictures	Vandalism, instigating rallies or strikes, arson, gambling
Getting off task	Serious lack of respect for others including ridicule or exclusion.	Uncooperative during in-school suspension or lying during an official investigation	Theft, unauthorized solicitation and contribution, unauthorized bringing out of school property.
Speaking out of turn, too loudly, or when not allowed	False accusation, gossiping, lying, defamation, spreading rumors.	Use of physical force including slapping, punching, kicking, hitting	Assault on school personnel / parent
Using school or other people's property without permission (didn't ask) or inappropriately	Dishonesty or cheating (passing exam leakage, changing answer after test paper has been submitted), possession of unauthorized note; copying or allowing others to copy.	Intimidation, harassment, endangerment, threatening others (orally or written)	Use or possession of threatening, highly disruptive or potentially harmful devices or weapon in school or on school activities
Distracting others while classes are on-going (e.g., shouting, running in the building, making noise etc.)	Failure to own up to misbehavior / blaming others	Throwing potentially harmful objects in school or on the playground including but not limited to pebbles and rocks	Illegal substance in school (possession, use, distribution)
Cutting in line	Taking someone's property or any attempt to steal	Continued bullying after told to stop	False fire alarm and bomb jokes.
Littering or not cleaning up after oneself	Pushing, pinching, or any unwanted or inappropriate touching	Indecent or inappropriate explicit talk, acts, or sending of inappropriate messages or pictures via social media, text or emails or any other form of communication.	- Possession of suggestive or pornographic materials. -Accessing pornographic sites, information, copyrighted materials
Eating at inappropriate times	Continued teasing after request to stop	Violation of another student's civil rights	Spamming or spreading viruses
Downloading music / movies without prior permission	Cheating, possession of notes whether used or not, unauthorized use of gadgets during exams	-Plagiarism or stealing intellectual property in any form. -Changing of grades; impersonate someone	Forging other user's name, email, file, site or sending anonymous emails or messages.
-Being tardy without a legitimate written excuse. -Leaving class prior to teacher dismissal	Disobeying teacher / school authority or failure to comply with a reasonable staff request	Insubordination or defiance of classroom instructions	Disclosing or using another accounts password

Work Refusal	Discourteous or uncooperative assembly behavior	Causing scandal through indecent conversation and immodest acts (indecent exposure of body, seductive poses or gestures), inappropriate touching or display of affection including but not limited to embracing and kissing in school or outside school.	Unauthorized media exposure of school, unnecessarily damaging school or any of its members reputation (online or otherwise)
Missing homework	Cutting classes (including overstaying in the clinic or within the campus)	Improper and unauthorized media exposure	
Not wearing complete school uniform	Retaliation	Using name of the school, school seal or uniform without permission.	
	Bullying	Alcohol or tobacco products (use, possession and distribution in school grounds or during school activities.	
	Damaging someone else’s property (writing on walls, tables, chairs, etc)		
	Violation of dress code in school premises /activities		

CONSEQUENCE / SANCTIONS

ROUTINE MISBEHAVIOR	SERIOUS MISBEHAVIOR	SEVERE MISBEHAVIOR	EMERGENCY MISBEHAVIOR
1 st Time: Feedback on Student - Inform parents	-may be considered a major offense. -subject to disciplinary investigation -PDG lowered to one level -Sanctions will be given.	-Major offense -PDG lowered to 2 levels -Sanctions will be given	-Major offense -PDG lowered to I (Inconsistent) or U (Unsatisfactory) -Sanctions will be given -Immediate suspension while investigation is on-going.
2 nd Time: Warning			
3 rd Time: Minor Offense - Behavioral contract - Loss of privileges (lessen recess)			
Note: For Primary Students, the same consequences are given but they are not considered major offense.			

Please note: Disciplinary cases not covered in this manual will depend on administrative policy/discretion.

The school administration retains control over lockers and desk space and have the right and duty to inspect and search student lockers, desks, belongings etc if there is reasonable suspicion upon information received that illegal, stolen or prohibited items are likely to be found in the student’s possession. This is done in the exercise of the school’s duty to enforce school discipline and protect the health and safety of the school community.

Zero-Tolerance on Bullying

The school is obliged to provide a safe and secure learning environment for its students; hence, it will not tolerate bullying or harassment in any form.

Bullying is repeatedly inflicting physical or psychological hurt on another student/s e.g., threatening, intimidating, harassment, cyberbullying, public humiliation, name-calling, gossiping, spreading rumors, ostracizing, social exclusion, isolating people.

A student has the right to report any incident to a teacher or school staff without any fear of reprisals. When a student is a victim of bullying, she has to tell the bully to stop, and immediately report the incident.

Bullying is considered a serious misbehavior.

PRIMARY LEVEL'S DISCIPLINE POLICY

Discipline is about teaching children appropriate behavior and helping them become respectful, responsible, honest, caring, cheerful, pleasant and obedient. The Primary students are expected to try to live the core values of the school as manifested in the Personal Development Grade (PDG) indicators.

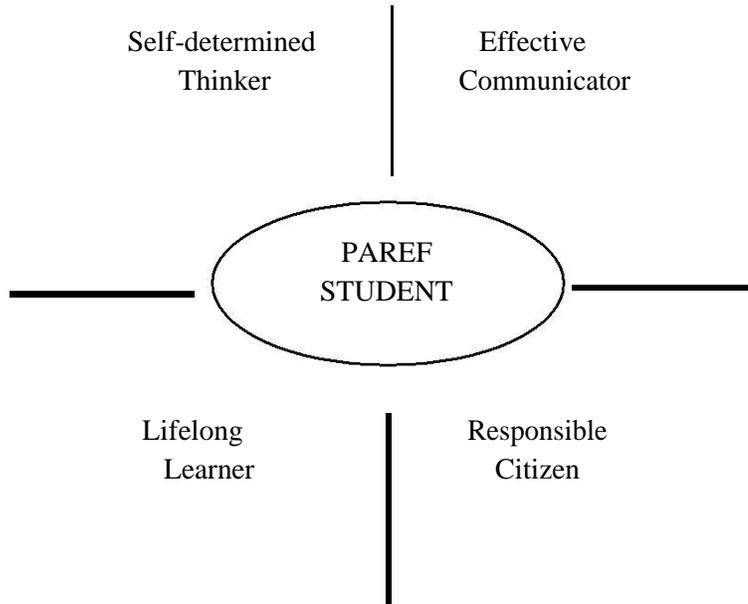
When routine misbehavior occurs, the teachers will use verbal reminders and non-verbal cues. An FOS is issued so the mentor can be informed. The mentor then discusses this with the parent.

When a serious misbehavior occurs, mentors notify the parents about the misbehavior so they can be involved in the behavioral or discipline plan to coordinate the home-school responses to the misbehavior. For serious misbehavior, consequences will be applied as soon as the misbehavior occurs. A consequence will be applied based on the seriousness, severity and/or frequency of the misbehavior. The following is a list of possible consequences:

- g. verbal or written reminders
- h. loss of privileges (access to playground, few minute of recess etc)
- i. letter of apology
- j. restitution or repair of property
- k. disqualification from receiving an award especially for repeated misbehavior
- l. time-out

THE ACADEMIC PROGRAM

PAREF Academic Goals:



A. General Guidelines

Grading System

The school year is divided into four grading periods – First Quarter to Fourth Quarter. The final grade is the average of the quarter grades.

The table below shows the numerical equivalent of the letters of the academic grades:

Letter Grades	Description	Range
A	Advanced	95-100
A-		90-94.999
P	Proficient	85-89.999
AP	Approaching Proficiency	80-84.999
D	Developing	75-79.999
B	Beginning	74.999 & below

Report Cards

Report Cards are normally released two to three weeks after the Quarterly Examination. The card shows the results of a student’s performance in each subject. Parents have to sign the reply slip with the report card and it must be returned to the Class Adviser the very next day.

HIGH SCHOOL LEVEL ACADEMIC PROGRAM

The subjects in the curriculum from the First to Fourth Year are as follows:

FIRST YEAR

English	1.5
Math	1.5
General Science	1.8
Filipino	1.2

Makabayan

History	1.2
Religion	0.9
Home Economics	0.9
Physical Education	0.3
Computer	0.3
Music	0.3
Art	0.3
Health	0.3

THIRD YEAR

English	1.5
Math	1.5
Chemistry	1.8
Filipino	1.2

Makabayan

History	1.2
Religion	0.9
Home Economics	0.9
Physical Education	0.3
Computer	0.3
Music	0.3
Art	0.3
Health	0.3

SECOND YEAR

English	1.5
Math	1.5
Biology	1.8
Filipino	1.2

Makabayan

History	1.2
Religion	0.9
Home Economics	0.9
Physical Education	0.3
Computer	0.3
Music	0.3
Art	0.3
Health	0.3

FOURTH YEAR

English	1.5
Math	1.5
Physics	1.8
Filipino	1.2

Makabayan

History	1.2
Religion	0.9
Philosophy	0.5
Home Economics	0.9
Physical Education	0.3
Computer	0.3
Music	0.3
Art	0.3
Health	0.3
CAT	0.3

ACADEMIC REPORTS

The school issues academic reports as a reminder of concern and warning for all students in a given period. However, students should not wait for the academic report before taking their studies seriously.

The STUDENT PROGRESS REPORT (SPR) given at the middle of the quarter, indicates the general standing of the students based on her academic performance on all the evaluation tools given from the beginning of the quarter to the midquarter (i.e., about 4 weeks before the quarterly exam). It is meant to spur the student to exert more effort to improve her academic achievement and study habits.

At the end of each quarter, the students' grades are computed. The quarterly grades are based on her performance on the Class Standing (CS) which makes up 70% of the Quarter Grade (QG) and the Quarterly Exam (QE) which is 30% of the Quarter Grade.

Class standing consists of the following:

- quizzes, long tests/practical tests
- recitation/participation and involvement in discussions
- reports/projects/laboratory work/research
- assignments, seatworks

Academic evaluation

SPR standing	Numerical Equivalent	Description
P	80 – 100	Passing
BP	75 – 79	Barely Passing
CD	74 and below	Conditional

Computation of Grades

The weighted averaging system of grading is used. The school year is divided into four quarters. The final grade is the average of the quarter grades.

B. Criteria on Promotion

1. The passing mark in any given subject is a grade of 75 or C.
2. A high school student shall be retained in the year level if she incurs failures of three units or more during the regular school year and is unable to make up for the failed subjects during the summer sessions.

Students who receive academic warning during the third quarters and fourth quarters are advised to wait for official notice regarding their academic status before making plans for summer vacation. Students concerned should attend summer classes* as scheduled. The school will not provide special arrangements for those who miss the classes.

*can be taken up in any DepEd accredited schools if it is not offered in Southcrest

Note: Department of Education policies on retention and promotion are generally followed and considered.

Readmission of Students

The school reserves the right not to admit:

- a student who is retained the second time in the same year level
- a student who does not meet the conditions stipulated under academic probation

Academic Probation

**A student failing the same subject for 2 consecutive school years may be placed under Academic Probation.*

- A student who fails in at least 2.5 units (for high school) or 3 major subjects (for intermediate) will be automatically placed under academic probation for the following school year.
- The re-admission of students who did not meet the conditions prescribed during the probationary year will be evaluated.
- The school reserves the right not to admit any student who did not meet the conditions stipulated during the probationary period.

C. Graduation Requirements

1. A candidate for graduation must complete all the requirements prescribed by the school.
2. Attendance (punctuality and regularity) during the graduation rehearsals and all the other related activities (recollection, talks, assemblies) is a pre-requisite for graduation.
3. Diplomas, transcripts of records, and other documents of graduating students who have not complied with all the requirements will be withheld pending completion of all academic and other school requirements.

THE AWARDING SYSTEM

A. Quarterly Performance

A ***Gold Certificate*** is awarded to a student who has a quarterly general average of A (95 – 100%) in Academics and at least a VG in Personal Development

A ***Silver Certificate*** is awarded to a student who has a quarterly general average of at least A– (90 – 94.99 %) in Academics and at least a VG in Personal Development.

A ***White Certificate*** is awarded to a student who has a quarterly general average of at least B (85 – 89.99 %) in Academics and at least a VG in Personal Development.

A student is disqualified from receiving an award due to:

1. Having a grade lower than B – in academics in the quarter
2. Having a grade lower than VG in department in the quarter
3. Having committed a major offense

B. Year-End Performance (for Grade 6 and undergraduates)

A ***Gold Medal*** is awarded to a student who has a final general average of A in Academics and *at least a VG* in Personal Development regardless of the number and kind of certificates she has received during the school year.

A ***Silver Medal*** is awarded to a student who has a final general average of A- in Academics and VG in Personal Development regardless of the number and kind of certificates she has received during the school year.

A student is disqualified from receiving a medal due to:

1. Having a failing grade (F) in academics in any of the quarters
2. Having a final grade lower than VG in department for the school year
3. Having committed a major offense

The ***Award for Subject Excellence*** is given to the student who has rated the highest in the subject and having all A's in all four (4) quarters. Department must not be lower than a VG.

C. Graduating High School Student

A ***Gold Medal*** is awarded to a student who has a final general average of A in Academics and *at least a VG* in Personal Development regardless of the number and kind of certificates she has received during the school year.

A ***Silver Medal*** is awarded to a student who has a final general average of A- in Academics and at least a VG in Personal Development regardless of the number and kind of certificates she has received during the school year.

A student will be disqualified from receiving a year-end award for the same reasons stated above (see awards for Grade 6 and undergraduates).

Southcrest Lady Award

This is the highest award given to a student who has shown excellent achievement in academics and has actively and continuously pursued and practiced the virtues inspired by Christian ideals. She exemplifies the Southcrest Vision for students.

Subject Achievement Award

This award is given to graduating students who have harmonized effort, right attitude and disposition with excellent academic performance in a particular subject.

To qualify for the award, the student must have obtained the highest total average in the subject from first to fourth year. The candidate should have obtained at least an average of 95% in all quarters in all year levels. The recipient of the award should not have committed a major offense during her stay in High School. Department grade must not be lower than VG.

Southcrest Leadership Award

The following are the criteria in choosing the awardee:

1. Sense of Commitment
 - Participates actively in numerous school related activities.
 - Manifests selflessness and industriousness
 - Is civic-minded
 - Is loyal to the school

2. Sense of Responsibility
 - Occupies a position of responsibility
 - Shows exemplary dedication



Co-curricular Award

This is given to students who have excelled in the Co-curricular activities. The department grade should not be lower than VG. The candidate should not have committed a major offense during the year. This award can also be given to undergraduates.

Athlete of the Year Award

This award is given to a student who has shown outstanding performance in sports by living the spirit of sportsmanship in an organized tournament while maintaining a good academic standing.

The award is presented to the student, both to graduating students and undergraduates, who meet the following criteria:

1. Exhibits sportsmanship and a sporting spirit such as
 - emotional maturity
 - respect for authority during games and practices
 - patience and humility, concern for others during training and competition
2. Has a department grade of not lower than VG

Special Recognition

This recognition is given to students, either graduating or undergraduate, who have won awards in National or International competitions and have brought honor and prestige to the school.

Service Award

This award is given to students who have initiated or sustained service learning projects that have created a significant impact on the community or person whose need/s they have addressed.

Loyalty Award

This award is given to students who completed their schooling in Southcrest continuously from Grade one to Fourth year.

ANNEX 1

PAREF DRUG POLICY

General Policy

The school recognizes the harmful effects of dangerous drugs on the physical and medical well-being not only of its students but on the whole citizenry as well. As an institution committed to the academic and moral formation of its students, it assumes its important responsibility of ensuring that the students are well-informed of the evils of using prohibited drugs and will endeavor to make the school free from such dangers.

The policy was formulated in accordance with the provisions of Republic Act 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002.

I. Definition of Prohibited Drugs

Prohibited drugs include those listed in the schedules annexed to RA 9165. Included in these schedules are prohibited drugs such as marijuana or Indian hemp, ecstasy, shabu, ice, opium poppy, valium, heroin, morphine, cocaine, etc.

II. Authority to Conduct Drug Testing

Pursuant to Article III, Sec. 36 of RA 9165, all PAREF students from Grade 7 to Year IV will undergo mandatory drug testing. The school, after informing the parents will conduct drug testing twice within the school year. The school reserves the right to conduct at random the test at the time it deems appropriate. A drug testing fee will be charged during the enrollment period.

III. Authority to Apprehend

Authorities of the school (Executive Director, Management Committee, Teachers, etc.) shall be deemed persons in authority if they are in school or within the immediate vicinity of the school or even beyond the immediate vicinity ☺ if they are in attendance at any school or class function in their official capacity as school head or teachers, to apprehend any student who uses or promotes to others the use of prohibited drugs.

Any school authority who finds or discovers that a student is in possession, uses, or distributes prohibited drugs has the duty to report the incident to her immediate superior or the Executive Director.

IV. A Drug Related Offense – A Serious Major Offense

Due to the serious danger that prohibited drugs can cause in school community, a student in possession of, using, distributing or found to be positive for use of prohibited drugs is considered to have committed a “**serious major offense**”. As such, drug related offenses will be subject to the penalty of “immediate dismissal from the school.”

Students found positive for use of prohibited drugs as a result of the drug testing conducted by the school are likewise deemed to have committed the serious major offense of drug use, regardless of whether the drug was taken inside or outside of the school premises, or during or outside school functions.

While the school recognizes the need to help the student rehabilitate from drug use, the school authorities, neither have the training nor the expertise to handle the rehabilitation of drug offenders, and to better help the quick rehabilitation of drug offenders, the school may facilitate or help their parents or guardians seek assistance from appropriate institutions.

V. Due Process

1. If a student is caught in possession of, using or distributing prohibited drugs, the student must be accorded due process as written in the Code of Discipline.
2. As called for by the School's Policy on Drugs, the Discipline Committee recommends the immediate dismissal of the drug offender.
3. The Head of Discipline will call the parents of the student to personally inform them of the case.
4. The decision of the Discipline Committee is final since it is merely implementing the Drug Policy of the School.

ANNEX 2

GUIDELINES FOR STUDENTS JOINING COMPETITIONS

If a student **officially represents** the school for competitions, congresses or other similar activities:

- 1) She will earn credits for the subjects related to the activity or contest
- 2) She will be exempted / excused for quizzes and seatworks done while she was out
- 3) For the other subjects not related to the contest, she will have to make up (i.e. answering long tests, copying notes, doing assignments)
- 4) The student will not be marked absent
- 5) She may request for special make up classes

If a student joins competitions, congresses or other similar activities **as a personal initiative**:

- 1) She must write a letter to the executive director about her absence
- 2) It is possible to earn credits for the subjects related to the activity or contest
- 3) She will NOT be exempted / excused for quizzes, long tests, seatworks and other school work done while she was out but the teachers concerned will assist the child to make up

ANNEX 3

Waiver for Varsity Players

Varsity Parental Consent and Waiver Form

We, _____, are allowing our daughter,
(Name of Parents)

_____ of _____ to form part of the PAREF Southcrest _____
(Name of Student) (Level)

Varsity Team. We guarantee that our daughter is physically and mentally fit to undergo the training in preparation for a competition under the supervision of a coach recognized by the school. We have considered the benefits that she will obtain from her participation in the team, and having understood that every precaution will be taken by the coaches concerned to ensure her safety. We shall not hold the school and any of the coaches/trainers responsible for any accident that may happen beyond their control.

We are aware of the following academic requirements and criteria for personal formation for our daughter to continue to form part of the said team:

1. If she gets an F in any subject at the end of the quarter, she will be suspended from training. However, if she is able to improve her grades and passes all her subjects in the succeeding quarter, her suspension will be lifted.
2. If she commits a major offense in the present school year, she can no longer be part of the varsity team.

It is understood that if ever our daughter will have academic deficiencies or exhibit misconduct, we will receive a written advice from the school.

We assume full responsibility for our decision. Should we decide to rescind our permission, we shall inform the Executive Director in writing.

Signed:

Father’s Signature over Printed Name

Date

Mother’s Signature over Printed Name

Date

Agreement on Varsity Membership

Name of Player : _____

Team : _____

The following are the guidelines on being a member of the varsity:

1. PE Classes

a. A varsity player is exempted from attending PE classes during the school year. The coach of the team will be submitting the academic grade of the student for PE based on the following criteria:

Attendance	40%
Training Conduct / Behavior	30%
Tournament/Competition Performance	30%

b. During PE, a varsity player is expected to do research, review or study in the library or in the classroom. No player should be seen loitering within the school premises. She may opt to join PE classes should she wish to develop speed, strength and stamina from certain activities done during the PE class. Unproductive use of PE time would mean suspension of the privilege of exemption.

c. Injuries

Any injury of a varsity player should be assessed by the school physician. Players advised to refrain from attending or participating the training will be asked to attend regular PE classes.

2. Absences

It is the Varsity Player’s task to inform her Class Adviser of her absence for competitions held during school days. These absences are considered excused and that make-up for missed seatworks, quizzes, and/or tests should be given. The student however, will take responsibility on scheduling the make-up activity with the teacher concerned.

3. Suspension

A varsity player who fails in any subject in the quarter will be suspended from playing in any competition or tournament in the next quarter. If she is able to improve her grades and pass all her subjects in the succeeding quarter, her suspension will be lifted.

4. Dismissal

A Varsity Player will be dismissed from the team if she commits a major offense. All benefits and privileges will be withdrawn. She can no longer be part of any varsity team.

I have read the above guidelines. I agree to respect and abide by the policies and responsibilities stated in this agreement.

Student’s Signature over Printed Name

Date

Waiver for Outside School Activities

WAIVER OF CLAIMS AND RELEASE FROM LIABILITY

TO THE PARENT(S)/ LEGAL GUARDIAN(S): PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING.

1. **Parent(s)/ Legal Guardian(s) Signature:** By signing this document, you confirm that you are a parent or legal guardian of the student identified below (the "Student"). You are assuming risks on behalf of the Student which may have financial and other consequences for you and/or your family should the Student be injured or lose his life while participating in any of the activities which are part of the event.
2. You acknowledge and agree that, in exchange for and as a condition of the Student's participation in any of the seminar activities, you accept financial liability for any loss of or damage to property caused or contributed to by the Student.
3. You further acknowledge **and/ or affirm:**
 - That you are aware that the Student's participation in any of the seminar activities. There could be circumstances- unknown to or unforeseen by the School despite prudential measures taken – which may be hazardous and could result in loss, damage to the property or injury to the person of the student - including loss of life
 - That the Student is in satisfactory physical and mental condition to safely participate in the school activities stated above;
 - prior to the Student's participation in the seminar activities, you have not withheld any relevant and specific information to the teachers of the High School Department any physical or medical, or other particular condition such as, but not limited to allergy, predispositions to factors that may affect the Student's ability to safely participate in the seminar activities;
 - you have read and understand the terms of this document; and have freely signed it without any undue pressure from any party whomsoever.
4. Accordingly, you hereby release PAREF Southcrest School, its officers, teachers, and employees, and others associated with this activity - from all liabilities, claims, demands, actions and causes of action of any nature arising from or related to any injury, including death, suffered by the Student, including any damage, loss, theft or destruction of property, injury or death resulting from the untoward circumstances, unknown to or unforeseen risks, uncontrollable by the School , its officers, teachers, or employees or any other party, while attending at, participating in or travelling to or from any of the seminar activities; including the Student's own negligence of safety measures, own undoing or gross imprudence.
5. This document shall bind you and the Student's heirs, estate trustees, successors and assigns.
6. **Student's Signature:** By signing in the space provided at the bottom of this waiver, the Student confirms that he or she wishes to participate in the activities that are offered by PAREF Southcrest School as part of its program.

SIGNATURES OVER PRINTED NAMES:

Parent's Legal Guardian's Signature

PARENT OR LEGAL GUARDIAN'S NAME

Date

Student's Signature

Student's Name

Date

WITNESSES:

1. SIGNATURE

NAME

2. SIGNATURE

NAME