

St. Joseph  
School



**Student Handbook**

## FOREWORD

This New Student's Handbook is a revision of the 2006 edition. Revisions were made in line with the school's commitment to continuously upgrade its mission, educational programs, policies, rules and regulations in response to the call of the times.

This handbook provides basic information about St. Joseph School as well as the policies, rules and regulations of the School.

As it is an important guide, we enjoin students and their parents to familiarize themselves with its contents because a child enrollment in SJS is understood to mean acceptance of its provisions and willingness to abide by the school policies, rules and regulations.

Dear Parents,

We, at St. Joseph School, are most happy and privileged to have you entrusted with us for their basic education. We strongly believe that with you as our partners, we can be able to provide your children their educational need as demanded by the present time and society.

For us to be able to work harmoniously with one another, we have designed this Student Handbook to serve as a GUIDE and COMPANION for you and your child studying in this school. Started herein are the rules and regulations of the school that all students need to know and understand by mind and by heart as they get involved in school academic and non-academic activities.

This is important if the child is to succeed in his/her schooling and to achieve the greatest benefit provided by the education in this school.

This handbook certainly serves as our linkage considering the significant need to strengthen the relationship between the school and your home. Definitely, it is a rich source of information and certainly an important avenue for our continuous and consistent communication.

As we go on furthering our partnership in the education of your children, let this handbook be our constant FRIEND and COMPANION as they come to our school.

Let us make use of this handbook and consider it as a personal keepsake.

May our Holy Patron, St. Joseph intercede for us.

**SJS ADMINISTRATION**

# STUDENT'S HANDBOOK

NAME: \_\_\_\_\_

GR./YR. & SECTION \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TEL. NO. \_\_\_\_\_

ADVISER: \_\_\_\_\_

STUDENT NO.: \_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_

We fully accept and support all the school policies contained in this Handbook and cooperate with the school in the attainment of its objectives.

CONFORME:

\_\_\_\_\_  
PARENT'S SIGNATURE OVER PRINTED NAME

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# **St. Joseph School**

## **SAN PABLO CITY**

### **STUDENT MANUAL**

#### **ST. JOSEPH SCHOOL: HISTORICAL PERSPECTIVE**

The St. Joseph School was founded in 1972 by the late Dr. Jose Lejardo Mercado and Mrs. Eufrocina Ariano Mercado. It started as St. Joseph Nursery Center with only 18 pupils enrolled.

In 1973, a year after the school was founded, the founders themselves decided to start the school's grade school department which had its first batch of elementary school graduates in 1978. There were only 8 grade six pupils that comprised the first grade school graduates. Every year, thereafter, graduates would increase in number.

Dedicated and committed to provide educational services to the children and youth of San Pablo City and its neighboring towns, cities, and municipalities, the school administration embarked on its expansion and development programs with emphasis on the improvement of the school physical plans and facilities as well. Academically, it has employed qualified teaching and non-teaching personnel with dedication and commitment to help and support the school's thrusts and its founders' mission of helping the children acquire good basic education.

In 1997, the school opened its academic doors to high school students, thus, started its high school department. Contrary to many secondary schools that began operating from first year high school, St. Joseph School started operating as a high school from third year level, thus, having its first batch of 16 high school graduates in 1999.

Today, St. Joseph School is a highly recognized school offering **pre-school, complete elementary and complete secondary levels**. It is managed by a family corporation composed basically of the sons and daughters of the late

founders, Dr. Jose Lejardo Mercado and Mrs. Eufrocina Ariano Mercado. It now stands a monumental legacy of the dedicated founders and continues to live by their educational thrusts.

#### **ST. JOSEPH SCHOOL PRAYER**

*Our heavenly Father: all powerful and ever living God, the fountain of all goodness, glory and honor we offer unto you. We praise and thank you for giving us life, hope and strength to carry on each day.*

*Through the Blessed Virgin Mary to St. Joseph School, we lift up our hearts in prayer: Guide us with your wisdom, correct us with your justice, comfort us with your mercy and protect us with your power.*

*We consecrate our hearts and minds to you, that we may do your holy will. We pray for your grace and Your love which are enough wealth for us. Lead us safely every moment to the endlessly of your Heaven, with your loving Son, Jesus our Lord, Amen.*

#### **A STUDENT'S PRAYER**

*Great and loving Father, the giver of life and all that is good and beautiful. I thank you for all the gifts.*

*Fill me with your Holy Spirit, teach me to be humble, obedient, truthful and respectful, responsible in everything that I do and patient in times of trouble and difficulties.*

*Fill me with desire to love and serve You more. Grant me all the graces I need to do well in my studies, to live according to your will and grow to be the child you want me to be. Amen.*

## THE SEAL AND THE COLORS

The **yellow-green theme** and the **lily** symbolize **St. Joseph, Patron of the school**. With Mary, our Blessed Mother, St. Joseph labored so much in the infancy and childhood of Jesus and rendered assistance both to Mary and Jesus. And it is to St. Joseph's loving care and intercession that the school entrusts herself in the pursuit of her educational endeavor.

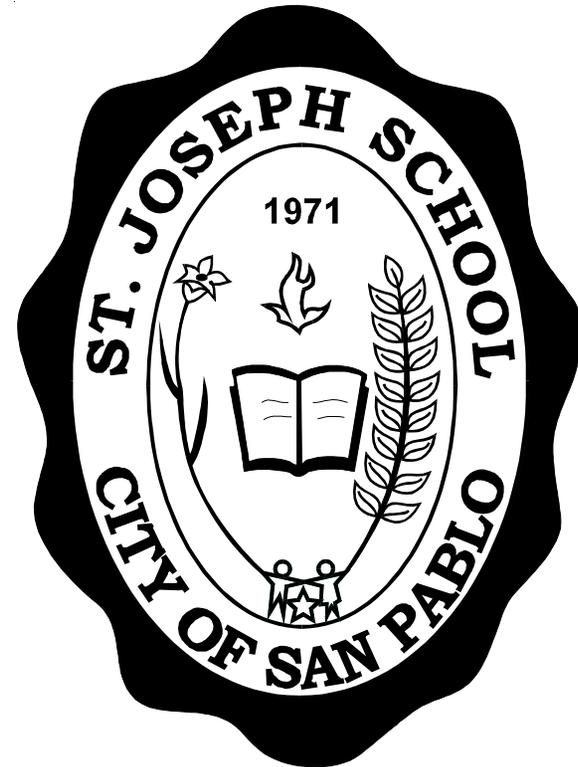
The **book of knowledge and the flame of wisdom** symbolize a **partial goal of the St. Joseph School's educational program, academic excellence** which she has always striven to impart to all her students.

The **laurel depicts the many intangible things**, the **passion for precision and perfection**, the habit of **punctuality, self-discipline, courtesy and generosity**, the **strength of body and soul** which a student of **St. Joseph School must achieve**.

The **guiding star between the two children** symbolizes the **many hands** which have **influenced on the young boys and girls of St. Joseph School**. They are the hands of dedicated teachers into whose care and guidance these children are entrusted upon; the hands that will mold these children into young boys and girls eager to continue their search for knowledge and take their respective places in life.

## SCHOOL COLORS

Green - Hope, serenity, social responsibility and solidarity  
White - Truth, justice and freedom  
Yellow - Nobility, strength of character, achievement and honor.



**MISSION STATEMENT OF SJS INCORPORATED**

*To improve the economic well-being and quality of life of all stakeholders and provide opportunity for each person to become responsibly independent in order to serve worthy purpose in the society.*

**INTRODUCTION**

**A. PHILOSOPHY**

The St. Joseph School (SJS) is a Christian based educational institution that caters and responds to the development of well rounded children and youth who are basically aware and conscious of their respective personal, intellectual, social, moral and ethical formations that are strongly imperative in creating an orderly, peaceful and developed society.

It strongly believes in the philosophical theory that education which implies clearly that education precedes development, and that there can never be development without education. It, therefore, adheres to the philosophical thinking that the existence of a school rests primarily on its social and moral responsibilities of providing and meeting the educational needs, challenges and other requirements of the children and youth, so that, in the process, they become individuals equipped with true, genuine and quality knowledge, skills, competencies, values and attitudes that make them capable of responding to the needs and challenges of an ever-changing society.

**B. VISION**

A leading educational institution in the area of basic education geared towards the development and realization of a person with integrity and competence, empowered to attain excellence and imbued with the spirit of love and service to God and fellowmen.

**C. MISSION**

To provide Christian based education of academic excellence, relevant and responsible to ever changing and ever increasing needs of a dynamic Philippine society as well as the wide-reaching global communities.

**D. GOALS AND OBJECTIVES**

To carry out and achieve successfully the mission of the school, the SJS community shall be guided by the following goals and objectives:

**GOALS:**

*To provide the students in all levels of instruction with strong and high quality academic program matched with equally strong and high quality educational activities and experiences to develop their potential and prepare them for a higher and more complicated phase of academic life.*

**OBJECTIVES:**

1. to implement a curricular program in each level of academic schooling with emphasis on the desired learning competences in each of the academic discipline;
2. to undertake a co-curricular experiences of the students for them to acquire more skills and competencies;
3. to design and implant a staff development program to increase the professional, technical, and human skills and competencies of faculty members;
4. to provide the students, teachers and other school personnel educational activities and other related experiences where they can further develop their human personalities and improve on their academic potencies, and at the same time strengthen unity and cooperation;
5. to design and implement a staff development program which underscores professional competencies, technical and human skills in the school setup.

**SCHOOL OFFICIALS**

**BOARD OF DIRECTORS**

- Chairman .....
- President .....
- Treasurer .....
- Secretary .....
- .....
- .....
- School Director .....
- School Principal .....

## II. PROGRAM/COURSE OFFERINGS

The school offers the following programs:

### A. Regular Programs

1. Pre-school Education
  - Nursery
  - Kindergarten
  - Preparatory
2. Complete Elementary Education
3. Complete Secondary Education: Business Science Curriculum

### B. Special Programs (During Summer)

1. Tutorials (individuals and Group)
2. Remedial Program in English, Math, Science and Filipino
3. Enhancement/Enrichment Program in English, Math, Science & Filipino
4. Special Interests Program

## III. ADMISSION POLICIES

Guided with democratic educational philosophy and school academic standards, the administration of St. Joseph School resolves its admission policies. However, its specific procedure may vary from time to time to meet the changing and dynamic milieu.

### A. Admission Requirements

Students applying for elementary and secondary levels should secure the following requirements:

1. A certified photocopy of the report card (Form 138) showing the grades of the latest grading period.
2. Certificate of good moral character from the Principal
3. Certified photocopy of the applicants birth & baptismal certificate
4. Two (2) photos 2 (2" x 2") (1"x1") – recent and identical
5. A photocopy of Alien Certificate of Registration (ACR) if foreigner.

## B. Admission Procedures

1. Present the admission requirements to the guidance office for the issuance of the application form.
2. Submit the accomplished application form and pay the examination fee at the cashier's office.
3. Take the examination tests as scheduled. Present the examination permit or receipt of the exam fee to the proctor.
4. Come back on the date specified for the date of the admission and the time of the interview.
5. Present the interview slip to the Principal for the interview.
6. An enrollment slip is issued to a qualified applicant after the interview.

For Preschoolers and Grade 1 applicants, the following must be observed.

### Age Requirements

Nursery ..... 3-4 years old  
Kindergarten ..... 4-5 years old  
Preparatory ..... 5-6 years old  
Grade 1 ..... 6-7 years old  
Grade 1 applicants undergo admission test (in Language Art and Math) and interview. Satisfactory result is required for admission.

For elementary and High School entrants, they should Pass the admission test  
Undergo oral interview and get satisfactory rating.

## RULES FOR THE SCHOLARSHIP

### Requirements:

A full scholar is expected to maintain an average grade of 90 with no grades below 85 in all subjects. Grades will be checked every quarter and will be recorded at the guidance office for the purpose of evaluations. The student must not have any derogatory records during the school year.

The following conditions will be applied in the next academic year:

- a. If he/she maintains an average grade of at least 90 with no grades below 85 in all subjects. He/she will enjoy 100% discount on tuition fee in the next school year.
- b. If he/she maintains an average grade of 88-90 with one grade below 85 he/she will have the benefit of a 75% discount on tuition fee in the next school year.
- c. If he/she maintains an average of 88 with one grade below 85 he/she will have the benefit of a 50% discount on tuition fee in the next school year.

### **SCHOLARSHIP**

The school grants the following scholarships:

#### **ENTRANCE SCHOLARSHIP**

***Class Valedictorian*** – 100% discount on tuition fee. There must be at least 50 members in the graduating class to qualify. He/she is required to maintain an average grade of 90 with no grades below 85.

***Class Salutatorian*** – 50% discount on tuition fee. There must be at least 50 members in the graduating class to qualify. He/she is required to maintain an average grade of 88 with no grades below 85.

***Non-valedictorians or non-salutatorians*** – that will pass the qualifying scholarship examination who belong to the top ten ranking as certified by the School Principal are entitled. The scholarship will depend upon the ranking on the lists of students who will take the scholarship test. It could range from full, half or partial depending on the total number of examinees.

#### **RESIDENT SCHOLARSHIP**

Elementary and high school students who maintains his/her academic standing as first honor will be granted a 100% discount on tuition fee in the succeeding school year.

Elementary and high school students who maintains his/her academic standing as second honor will be granted 50% discount on tuition fee in the succeeding school year.

### **IV. RULES AND REGULATIONS**

#### **A. School Fees**

Include basic matriculation and tuition fees, miscellaneous fees and books;

##### **1. Schedule of Payments**

Fees may be paid/settled based on the following options;

- 1.a Plan A: Full payment upon enrolment
- 1.b Plan B: Semestral Payment: 50% of the total fees is paid upon enrolment, and the remaining 50% is due on or before the start of the second semester.
- 1.c Plan C: Monthly 50% of the total fees is paid upon enrolment and the remaining 50% is paid monthly equally divided into 10 months. The 9th and 10th payment must be done on the 9th month, usually February.
- 1.d Plan D: Quarterly First payment is upon enrolment. Quarterly payment is due before each Quarterly Examination.

##### **2. Terms of Payments**

1. Annual – Full payment entitle a student for a 5% discount upon enrollment.
2. Semestral
3. Quarterly
4. Monthly

Note:

Elementary students can have an initial payment of P3,500 upon enrolment. The remaining balance will be divided into 9 months. High School students can have an initial payment of P3,000 upon enrolment. The remaining balance will be divided into 9 months.

Privileges

100% discount for (1) of the four brothers/sisters enrolled

50% discount for one of the three brothers/sisters enrolled.

## B. School Uniform

1. The school adopts a dress code for all the students in all levels as described below:

### Daily Uniform

1. Academic school uniforms must be worn daily in all academic subjects. P.E. uniforms must be worn during P.E. day. The school gala uniforms are worn every Monday and only as prescribed during specific school affairs.
2. Failure to wear the prescribed appropriate uniform may subject the students to disciplinary action.
3. Improper or inappropriate wearing of uniform shall not be tolerated.

#### A. For Grade-School

(Girls) Square-white collar with green and yellow piping  
(Boys) White Polo shirt with school seal and khaki pants, black shoes and white socks

#### B. For High School

(Females) Blouse: white tetoron cloth, sailor collar, short sleeves and a hip belt with piping  
Skirt: Green & Yellow checkered cloth (prescribed by the school) with pleats. It must at least four inches below the knee.

Black shoes and white socks.

(Males) White Polo Shirt with school seal, dark green slacks pants. Black Shoes and White socks.

### Gala Uniform – Every Monday

For Grade Schools

- a. (Girls) Cloth – white clothman long sleeved blouse with square flat collar
- b. (Box – pleated skirt
- c. (Boys) White: long sleeved polo with seal and khaki pants for elementary

### P.E. Uniform

- a. T-shirt prescribed by the school
- b. Green jogging pants, prescribed by the school
- c. P.E. rubber shoes and white socks.

### Prescribed Hair-cut

Boys: 1x2, inspection is every First Wednesday of the month.

## C. Identification Card (I.D.)

The ID is a part of the School Uniform.

1. Official School I.D. must be worn properly in school at all times.
2. The I.D. is non-transferable. It must be free from any trimmings or tampering.
3. In case of loss, students should inform immediately his/her adviser.
4. Lunch pass are given to students from Grade one to Fourth year high school with the parents' consent.

## D. Class Attendance

All students are expected to attend all their classes regularly and to observe their attendance with punctuality.

A student who misses more than 20% of the required number of schools days may not be given a credit or be dropped from the roll unless for justifiable reasons, the principal decided otherwise.

He/She is considered late or tardy when he/she arrives after the bell has rung for the morning assembly as check or monitored by an SG officer. Student with five tardy is given one absence.

An absence is required to present a letter of excuse signed by the parents or guardians. In case he/she has been absent for three (3) consecutive times, the Principal or the Guidance Counselor must countersign the excuse slip if the absence is due to sickness for 3 days or more he/she should present a medical certificate.

### 1. Tardiness – arriving late

- 1.1 A student is considered tardy when he/she arrived late once the bell has rung during first period in the morning or in the afternoon, or when ever he/she comes late once the class has started.
- 1.2 Five tardiness is equivalent to one absence.
- 1.3 A student who frequently comes late will be dealt with personally by the teacher or will be referred to either the guidance office or the discipline office.

### 2. Absences

- 2.1 Excused absences: When the office of the Principal, Guidance or the Adviser is informed at least one day before the absence or on the day of the absence

with a written letter from the parents or guardian. In some cases, the letter of excuse can be presented when the absentee comes back.

- 2.2 Unexcused absences: Absences without prior notice to school authorities or during the day of the absence.
- 2.3 Excused absences do not exempt the student from accomplishing academic requirements due on the day of absence. He/she should make arrangement with the teachers concerned.
- 2.4 Unexcused absences can be sufficient ground to place the student in a disciplinary action; or if committed before second semester, to drop him/her from the list; or if committed after the 3rd quarterly period, to fail him/her in all subjects.

### **3. Cutting Classes**

- 3.1 A student cuts class when he attends some classes and does not attend other classes; or when he leaves class with the period and does not come back.
- 3.2 Cutting classes is a major offense and is dealt with appropriately.

### **E. Security Measures**

1. A pupil is allowed to leave the room only for compelling personal reasons or upon notice by the Principal or designated officer.
2. A pupil can be granted early dismissal for reasonable causes only by the Principal or the School Regent if he is fetched by parents/official guardian or upon the presentation of a letter of request signed by the parents/official guardian. A fetcher is required to present his ID as proof of his identity.
3. After 5:00 p.m., a pupil is allowed to stay only in the waiting or parking area at main gate.
4. On non-class days, a pupil is allowed to enter the school premises only for official activities or business, the NO ID NO ENTRY policy is enforced even on non-class days.
5. An off-campus activity in the name of the school can be organized or participated in by a pupil only as endorsed by the Principal and approved by the Directress.

6. A pupil must be fetched from school after a field trip. No one except those with parents/guardians shall be allowed to alight elsewhere on the way to school.
7. Parents or Guardians are required to secure Gate Pass in the office.

### **F. Use of School Facilities**

1. Students are expected to be responsible in using the school facilities properly.
2. A written letter of request must be filled in the office of the administration if the major facilities will be used especially on weekends. Request should be approved prior to the use of facilities requested.
3. Any form of destruction shall be dealt with appropriately through disciplinary action.

### **G. Care of School Property**

School facilities are provided to facilitate the learning process. It is therefore important that SJS pupils should exercise care in the use of school property.

#### **Pupil must:**

- a. take care of school property at all times.
- b. use school facilities or materials like blackboard, bulletin board, audio-visual materials only with the permission of the teacher or whoever is in-charge.
- c. replace or repair at his/her own expense any school property he/she happens to damage.
- d. help save an electric and water bills by switching off lights electric fans and turning off water faucet when not in use.

### **H. Lost and Found Articles**

A pupil is responsible for the safekeeping of his/her personal belongings. In case of loss he/she should report the incident to his/her Class Adviser the soonest time possible.

As deterrent, the school does not allow the bringing of valuables like expensive calculators and pens, big amounts of money, radios, cassettes, cell phones, beepers, pagers, caps and even the wearing of expensive white rubber shoes for P.E. The school shall, not be held liable in case of losses due to non-compliance.

Loss and found articles should be surrendered to or claimed from the Guidance Office.

### **SJS Code of Conduct**

1. Every SJS student is respectful and obedient. He/she is expected to respect all school authorities and personnel and to obey all the school rules and regulations.
2. Every SJS student is a well-behaved person with good manners and right conduct. He/She does not misbehave in class and outside the class and knows how to relate properly with his/her classmate.
3. Every SJS student is a caretaker of school environment and all its facilities. He/She takes proper care of the school's materials, equipments and facilities and help maintain their good condition.
4. Every SJS student takes pride in being a member of SJS academic community. He/She is proud to wear the school's official uniform with proper identification card (ID) during school days and during school affairs when required. He/She does not make any alterations on the uniform and keeps himself/herself decently looking and well-groomed in uniform.
5. Every SJS student loves to study and shows enthusiasm in studying. He/She does not absent nor comes late to class and attends to class with seriousness of purpose.
6. Every SJS student is a good follower of the rules and regulations either in the classroom or in the campus facilities. He/She does not attempt or make any move to violate them.
7. Every SJS student comes to class prepared. He/She actively participates in class discussion and submits on time the requirements.
8. Every SJS student uses the right words to say. He/She does not utter a single vulgar/obscene and indecent language.
9. Every SJS student knows and observes good moral and right conduct. He/She does not make any display of immoral conduct.
10. Every SJS student believes in his/her ability and capability as a student. He/She observe proper decorum during recitation, submission of

requirements and during examination. He does not resort to copying others' works nor cheat during examination.

11. Every SJS student does not indulge into wrong vices like smoking, drinking liquors, taking prohibited drugs, he/she is fully aware and conscious that these are evils and, therefore, must be totally discarded.
12. Every SJS student respects others rights on the use of their personal belongings and properties without permission, or more importantly, does not steal.
13. Every SJS student is active in school's clubs and organizations, he/she does not join any organization or fraternities outside and not sanctioned or accredited by the school.
14. Every SJS student is a Christian person and, therefore, lives by his/her Christian faith. He/She knows how to respect other's faith.

### **Teachers**

The student-teacher relationship should be bounded by mutual respect and cooperation. Students are expected to:

- a. show respect, obedience thoughtfulness and love to their teachers.
- b. seek advise and guidance of their teachers regarding their personal and academic difficulties.
- c. desist from asking undue favors or considerations from their teachers especially on matters pertaining to grades.

### **Behavior**

To be a cultured Christian, you are to manifest positive values and attitudes in and out of the school premises. Keep in mind that good manners are mark of a well-bred and well-educated person.

#### **1. Flag Ceremony**

The flag is the symbol of our country, hence you should behave with proper decorum during this occasion. You are expected to:

- a. be punctual in the formation of lines in the quadrangle or any designated place.
- b. observance silence before and after the bell is rung.

- c. pray and sing aloud together and know the following prayers and song:
  - Morning Prayer
  - National Anthem (Filipino)
  - Patriotic Pledge (Filipino)
  - SJS Hymn

## 2. Angelus

When the Angelus bell rings at 12:00 noon everybody is expected to pause and stand to pray the Angelus in response to the reminder of God's Incarnation and Man's acceptance of the will of God.

## 3. On Campus

The school is your second home, hence you should made it suitable, safe and comfortable place to stay in. You are expected to:

- a. wear your ID card properly within the school campus.
- b. avoid littering.
- c. refrain from destroying school properties. Any damage or breakage by the students must be repaired or replaced at the expense of parent or guardians.
- d. avoid receiving social callers in-school. If parents or relatives come for urgent reasons, they should seek the permission of the principal before the student can be called from the classroom.
- e. observe curfew time 5:30 p.m. At this time, no student should be seen roaming the school campus.

However, if the student is being fetched, he/she stay at the parents' waiting area.

The following are off-limits to the students.

- a. Any place on campus after the school curfew time unless given permission by the duly constituted authority.
- b. All areas declared off-limits by the school administration.

## 4. Off Campus

At all times you are associated with the school and its populace off campus. Hence, you are expected to:

- a. conduct yourselves in a manner, which befits a

- cultured young citizen,
- b. participate only outside activities, which will promote the name of St. Joseph School,
- c. wear the right clothes for the occasion you attend to,
- d. refrain from using the name of the school in getting publicizes unless permitted to do so,
- e. refrain from eating bubble gum.

## 5. Classroom

The classroom is the place where you receive your formal education, hence you are expected to:

- a. stand to show respect to the teacher when she/he enters and leaves the room.
- b. pay close attention to your teachers and classmates during class discussions.
- c. ask the permission of the teacher when leaving the classroom.
- d. wait quietly in the classroom, if the teacher is absent or tardy.
- e. the class president should report the teachers' absence to the Principals' Office.
- f. refrain from roaming around the room, laughing boisterously and making unnecessary noise during class hours and in between periods.
- g. refrain from talking to people through the windows or doors.
- h. refrain from using the teachers' table and touching anything placed on it except when requested to by the teacher.
- i. refrain from bringing comics, books, magazines and other printed materials other than those required for the academic program except with the expressed permission of your teacher, otherwise, these materials will be confiscated. It should be forwarded to the guidance office, call the parents and return the materials.
- j. leave the chairs and other school materials clean and in order whenever you leave the classroom during dismissal.
- k. turn off lights and electric fans when not in use.

## 6. Canteen

The canteen is the place for eating. You are expected to:

- a. observe good manners.
- b. maintain cleanliness of the canteen at all times; return empty bottles to their proper places, throw plastic cups, wrappers and used table napkins into the garbage cans.
- c. follow strictly the "First come first served" policy.
- d. use placemats while eating your meal at lunchtime.
- e. self-service, clean their own mess, and no borrowing of utensils.

## 7. Library

The library is a place for studying, reading and researching. You are encouraged to use it for intellectual growth, thus, you are expected to:

- a. observe silence, respect and courtesy at all times.
- b. use and handle library books and magazines with care.
- c. return reading materials properly to their respective shelves after having read them.

## 8. Comfort Rooms

You are expected to:

- a. use the comfort room assigned to you.
- b. wrap used napkins properly and throw them into the garbage cans.
- c. avoid stepping on the bowls and flush them after use.
- d. refrain from wasteful consumption of water and lights.
- e. refrain from writing on the walls and doors. Any act of vandalism shall be dealt with accordingly.

## 9. In the Chapel

- a. The chapel is the house of God. In due respect and reverence behave properly in His presence.
- b. Be attentive and prayerful in attending the liturgical service.

## 10. Corridor

The SJS Students are expected to:

- a. observe silence while passing along the corridors so as not to disturb classes that are going on.
- b. avoid loitering during class hours and in between periods.
- c. keep the school corridors clean.
- d. avoid using the corridors and classrooms as playground.
- e. keep the chalkboard ledges clean and avoid sitting on them.

## Offenses

Any student who goes against the SJS Commandments certainly commits offenses to a certain degree.

### A. Minor offenses

1. Absenteeism Code #5
2. Tardiness: Code #5

1st Offense – Report student concerned – report tardiness to Guidance Office.

2nd Offense – Accept student concerned – report tardiness to Guidance Office. Go to principal who shall advise the Parents of the offense and warning for the last time.

3rd Offense – Do not accept the concerned student. Bring subject student to the Guidance office and call attention of the Parents who shall be advised in writing. Meanwhile, the student is marked absent for the day's class, and should undergo guidance counseling.

4th Offense – Report tardiness to Principal who shall impose a 3-5 days suspension advising the Parents about the penalty. After serving suspension and before reporting to class, counseling to both parents and student should be conducted.

5th Offense – Possible Expulsion/Suspension is given to pupils/student who show no

improvement and willingness to be corrected.

3. Common misbehavior in class Code #2
4. Improper use of school uniform (academic gala) #4
5. Coming to school not in uniform and without I.D. #4
6. Littering
7. Loitering during class hours
8. Violation of rules regarding use of facilities (ie, Library, Laboratory etc.)
9. Eating or fixing oneself during class hours.
10. Cutting class
11. Staying in restricted places like faculty room, laboratory, administration offices especially without permission.
12. Creating unnecessary noise and other forms of disturbance during class hours.
13. Wearing earrings for boys, putting on make-ups for girls, sporting streaks, off-colored hairs, wearing body accessories like tattoos, fancy chains and fancy hand & neck accessories.
14. Borrowing or lending I.D. in order to gain entrance in the campus or classroom.
15. Smoking, gambling, drinking liquor.

### Sanctions and Penalties

1. Reprimand for first offense
2. Written warning for second offense
3. Parents conference with Discipline Officer for the third offense to determine corresponding penalty ranging from one to three day suspension from classes with the approval of the Principal or Director.

**First Offense:** Reprimand with written warning and conference with parents.

**Second Offense:** Suspension from classes and school activities of 3 days.

**Third Offense:** Dismissal.

Note - Number of days ranges from one (1) day to one week depending upon the degree of the offense as determined during due process.  
- Administration through the Office of the Principal in coordination with Guidance and Discipline Officers and in consultation with the Teachers, reserves the

right to modify the policies herein contained as the situated warrants, and to impose other disciplinary measures as may be needed.

### Academic Policies

In keeping with the schools' vision of creating a culture of excellence and its mission to provide quality and relevant education, SJS adopts certain policies and standards within reasonable grounds and within the control and domain of democratic ideals and principles in education.

1. It is the policy of the school to see to it that classroom encounters are basically academic learning encounters where there is a good blend of teachers and students' interactions, behaviors and activities.
2. It is typical in a classroom setting to see students participating in classroom discussion of the lesson, performing varied learning tasks, presenting research works and related assignments and submitting themselves to either formative or summative education.
3. A student of SJS seriously desirous of acquiring the best of what the school offers in terms of knowledge, competencies, skills, values and attitudes should necessarily be proactive learners and active participants in the educative process. He / She, therefore may be required or motivated to do school works and activities based on certain norms and standards set by the school.

### Examinations

- a. As a rule, no special examinations are given to a pupil/student who fails to take them on the regular schedule. However, for valid reasons such as a pupil's illness or death of an immediate member of the family, said examination may be administered provided that parents forward a letter of request to the Principal within the week of the regular schedule for examinations.
- b. No advance test may be given to any pupil except for compelling reasons.
- c. Full settlement of accounts is required before one is allowed to take examinations.

- d. A pupil caught cheating will have a grade of zero (0) for that particular test and shall be given a conduct grade of C.
- e. An advance examination must be given for the candidates for graduating and honor students two weeks before the regular scheduled examination.
- f. During Quarterly Examination days, classes are dismissed earlier than the regular schedules.

## **Grading system**

### **Rating and Promotion in the Elementary Schools**

In the elementary level, it shall be the policy of the Schools to have a grading system which will place greater emphasis on student performance:

- a. during the final examination in each of the four (4) quarterly grading periods; and
- b. on competitive written performance in class examinations, test and quizzes, over other forms of measurement.

The weight of the final examination for each of the four (4) quarterly grading periods shall be forty percent (40%). The remaining sixty percent (60%) will be used for other measures of achievement, such as class quizzes, monthly test, recitation, homework, project and behavior.

The grade for each of the first three quarterly grading periods shall have equal weight. However, the rating for the fourth grading period shall be given a weight twice, any of the other three previous ratings. Thus, each of the first three grading, period ratings will have a weight of twenty percent (20%), while the rating for the fourth grading period will have a double weight of forty (40%).

The lowest grade that can be given to a student after transmutation of performance shall be seventy percent (70%). The passing grade in any given subject shall be seventy five percent (75%).

Quizzes ratings refer to a written performance in class examinations such as tests, unit tests and other forms of summative measurement. Tests used to monitor the pupil's progress such as formative tests are not included in the computation for the rating of quizzes.

Recitation / interaction refers to pupil's participation in any form of interactive activities during the teaching-learning process.

Behavior observations, specific indicators shall be used in observing pupil's behavior. The class adviser and other teachers handling the class shall give the rating for behavior observations. The specific item has a weight of 5% in the overall rating for each learning areas.

The rating for each learning area in a grading period is the average of all the ratings entered in the Class Record under each measures of achievement multiplied by the corresponding weight.

The general average of the pupil is obtained by adding all the ratings recorded in the Progress Report Card under the column for Final Ratings, divided by the number of learning areas in the grade level.

An overall average of 75% shall be the minimum requirements for promotion in all grade levels.

### **Selection of Honor Pupils/Students in Private Elementary Schools**

1. Consistent Honor Students shall be ranked using the 7-3 point scheme (7 points for academic performance and 3 points for leadership in co-curricular activities as explained in the Enclosure to this DepEd Order).
2. The student's grades in the previous curriculum level shall not be considered in the ranking of honors for graduating students.
3. A pupil/student who has been suspended for serious disciplinary infractions (e.g. cheating and stealing, smoking inside the school premises, gambling, of any sort, fighting, causing injury to others, etc.) as defined in Chapter 3, Section 1.1.2 of the 2000 DECS Service Manual shall be disqualified for honors for the curriculum grade/year during which the suspension is imposed.
4. Recognition shall be given for the achievement of pupils/students in specific academic disciplines (e.g. Science, Mathematics, English) and in special curricular areas (e.g. athletics, performing arts, campus journalism).
5. Schools with special curricular programs (e.g. special science, arts, sports SPED) and duly recognized annexes of secondary schools

(provided that the Annex is a complete high school/ with all the curriculum years) shall select their own set of honor pupils, students.

6. Any teacher who is related within the second degree of affinity or consanguinity to any candidate for honors shall not be allowed to sit as member of the Selection Committee.
7. The Head of the School, as Chair of the Selection Committee, shall make the final announcement of honor students. The announcement for the graduating students shall be made not later than fifteen (15) working days before the recognition rites/commencement exercises.
8. Protests, if any, shall be filed with the Office of the Principal by the candidates and their parents/guardians, within five (5) working days before the recognition/graduation rites, and shall be settled at the district level, in the case of elementary, and at the division level, in the case of the secondary, not later than three (3) working days before recognition/graduation.

#### Procedure on the Ranking of Honor Pupils/Students

1. The following criteria and the corresponding relative weights shall be used in determining the honors:

1.1. Academic Excellence (7 points)

Academic excellence shall be based on the general average of the seven learning areas in the curriculum year.

The procedure for ranking based on academic excellence is as follows:

- 1.1.1 Compute the average of each learning area up to two decimal places;
- 1.1.2 Get the average of the grades of the five learning areas;
- 1.1.3 Rank the candidates according to this average; and
- 1.1.4 Multiply the rank by 7 points.

Student No.	Average of Grades of the Seven Learning areas	Rank	Weighted rank
1	87.60	4	28
2	87.20	5	35
3	87.80	3	21
4	90.00	1	7
5	87.90	2	14

#### 1.2 Co-curricular Activities (3 points)

Performance in the co-curricular activities covers the achievements of the candidates in all activities (at school, division, regional, national and international level), active participation in authorized student organization or clubs, outstanding awards in recognition of the actualization of what had been learned from school, travels in relation to school work, and other civic activities.

The rating shall be based on the combined assessments of all the teachers of the candidate in the curriculum grade/year.

Ranking of candidates shall follow this procedure:

- 1.2.1 Get the composition rank (sum of all ranks given by the raters) of each candidate;
- 1.2.2 Rank of the candidates from the lowest to the highest sum; and
- 1.2.3 Multiply the final rank by 3 points.

Student No.	Activities				Composite Rank	Final Rank	Weighted Rank
	1	2	3	4			
1	2	1.5	2	4	9.5	1.5	4.5
2	3	1.5	3	2	9.5	1.5	4.5
3	4	5	1	5	15	5	1.5
4	1	3	4.5	3	11.5	3	9
5	5	4	4.5	1	14.5	4	12

**For Final Ranks**

1.1.1 Add the weighted ranks of the Rank the sums from the lowest to the highest

Student No.	Academic Excellence	Co-curricular Activities	Total	Rank
1	28	4.5	32.5	3
2	35	4.5	39.5	5
3	21	15	36	4
4	7	9	16	1
5	14	12	26	2

Thus, in this case, Student No.4 shall be the First Honors and Student No.5, the Second Honors.

**Points for Co-Curricular Activities**

Activities	Level of Participation	Points of Rank, Position or Prize Won			
		1st	2nd	3rd	Participant Only
1. Memoandized/Official Contests (Academic, Sports, Others - NGO - Sponsored contest)	National	6	4	2	1
	Regional	5	3	1	.75
	Division	4	2	.75	.50
	District	3	1	.50	.25
	School	2	5	.25	.15
2. School Paper	Position				Points
	Editor-in-Chief				5
	Associate Editor				4
	Managing Editor				3
	Others Section Editor, (Sports, Features, Literary, etc.)				2
	Contributor/Reporter				1
3. Membership in any major Organization (Science Clubs, FHP Scouting, etc.)		President	Vice-President	Secretary/ Treasurer	Other Offices
	National	4	3	2	1
	Regional	3	2	1.5	.75
	Division	2	1.5	1	.75
	District	1	.75	.5	.25
	School	.5	.25	.20	.15
4. Participation/Attendance in Seminar/Camp Activities	National		5		
	Regional		4		
	Division		3		
	District		2		
	School		1		
5. Research		Leader/Chair	Member		
	Division	5	4		
	District	4	3		
	School	3	2		
	Class	2	1		

## HIGH SCHOOL DEPARTMENT

### Revised System of Rating and Reporting of Student Performance for Secondary Schools.

In cognizance of the need to measure the total development of the secondary student terms of knowledge, skills, values and attitudes, the existing system of rating and reporting kinds of activities that will measure all the domains of an individual's development: Cognitive, psychomotor and affective. In the new system of grading 25% -75% of measure of student achievement has been adopted. The weight of the final examination for each quarterly grading period shall be twenty-five (25%) percent. The remaining seventy-five (75%) will be used for other measures of achievement such as quizzes, recitation, unit/ long test, homework, project and others as shown in the following table:

Weight Per Subject Area							
Measures of performance	English and Filipino	Science and technology	Mathematics	Social Studies	THE	Values Educ.	PEHM NSTP
Quizzes/	20%	15%	20%	10%	20%	20%	20%
Unit Summative	10%		25%	10%	10%		10%
Recitation	25%	15%	15%	30%	15%	10%	10%
Homework/ Assignment/	5%	10%	15%	15%		10%	10%
Behavior/ Attitude	5%						
Projects/ Follow	10%	10%		10%	15%	25%	10%
Laboratory Work/ Practicum		25%			15%	10%	15%
Periodical Test	25%	25%	25%	25%	25%	25%	25%
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

There shall be four (4) grading periods using the cumulative method. This means that the final grades for second to fourth grading periods are computed such that the previous grade shall be given weight of 30% and the tentative grade shall be 70% of the grade for the period.

Example:

Grade for the first grading period      85%

Tentative Grade for the 2nd period    87%

30% of 85% = 25.50%

+ 70% of 87% = 60.90%

Computed Grade = 86.40%

Therefore, the final rating for the second grading period is 86%.

The numerical system of grading shall be used and grades shall be expressed in multiples of one. The passing grade in any given subject shall be 75%. The lowest grade that can be given to a student after transmutation of performance shall be seventy (70%) percent. Promotion shall be by subject and by the number of units. In this case, a student who failed in two units or less or is promoted to the next year level. On the other hand, a student will only be required to repeat the subjects that he failed and should be given advance subjects in the next curriculum level.

### Graduation Honors: Secondary level

The following policies and rules shall apply in the resolution of issues relative to graduation honors in the secondary levels:

- a) The following factors toward the evaluation of appropriate graduation honors, such as Class Valedictorian, and Class Salutatorian or any other class distinctive academic honors should be considered: I. Academic -Curricular II. Co-Curricular Activities
- b) The ranking for honors will be based on the general average of the students in the last curriculum year.
- c) With Distinction Award is given to students with no grade below 85% for each grading period.
- d) The ranking relative to the students should be based on the combined judgment of all the academic personnel of the graduating class.
- e) The ranking of Co-curricular activities should be based on the performance and degree involvement of the students in activities authorized by the school during the last curriculum for the high school.
- f) In determining the final rank of each candidate, the ranking on the quality factors should be multiplied by the corresponding weight.
- g) The procedure for determining honor students should be explained by the teachers to the parents and students at the start of the school year to avoid questions during and after the selection. Final selection and announcement of honor student should

be made not later than fifteen (15) working days before commencement exercise or graduation rites. In case there are protest, they should be filed not later than five (5) days after the announcement. Settlement of the protest should be made to the office of the principal and approved by the Director.

### **Certificate of Recognition to Parents**

Outstanding students are invariably nurtured in homes where moral and ethical values are held in esteem and opportunities for learning, availed of. Parents who are role models reinforce the goals of education in their homes and therefore deserve recognition for their exemplary efforts. These awards are conferred during the annual commencement exercises.

### **THE REPORT CARD**

- a) The Report Card is an official document issued every quarter to keep the pupil and his parents/guardian posted on his academic standing, conduct and attendance. It should be signed by either the parents or guardians and returned to the Class Adviser within two (2) days from the date of issue.
- b) Any change or erasure other than those initialed by the Class Adviser may mean tampering, a serious offense, and therefore subjects the pupil to disciplinary action unless proven otherwise.
- c) A student who losses his report card must have it replaced.

### **Quizzes and Homework**

Quizzes and homework are given from time to time. A parent/guardian should acknowledge his child's homework and quiz results by affixing signatures on the appropriate page(s) of his/her quiz or assignment notebook.

### **Remediation Services**

- a. Remedial services are offered to pupils needing academic assistance.
- b. Request for tutorial service should be coursed through the Principal's Office.
- c. No honor students are followed for tutorial services.

### **Student Services**

St. Joseph School provides the following services to meet the individual need of the students:

#### **A. Student Services**

- |                   |                       |
|-------------------|-----------------------|
| 1. Guidance       | 5. Laboratory         |
| 2. Medical/Dental | 6. Clerical/Registrar |
| 3. Library        | 7. Spiritual Service  |
| 4. Canteen        |                       |

#### **B. Facilities**

- |  |  |
|--|--|
| 1. Science and Home<br>Economic Laboratory | 6. Chapel                              |
| 2. Audio Visual Room                       | 7. Library                             |
| 3. Auditorium                              | 8. Medical & Dental Clinic             |
| 4. Canteen                                 | 9. Covered Court                       |
| 5. Bookstore                               | 10. School Learning Resource<br>Center |

### **MEDICAL AND DENTAL SERVICES**

All students of St. Joseph School enjoy the benefits of annual medical and dental check-up during the school year. A physician and a dentist are available during office hours in their clinics located in front of the campus for emergency care and first aid treatment only. If a student needs medical evaluation and treatment in the hospital or a referral to his/her family doctor/ dentist or pediatrician, the parents are notified by the teacher. The parents of students with allergy, asthma, seizures, physical disability or those who need special medical attention must submit to the school physician a medical certificate from their family doctor/ dentist or pediatrician regarding the medical condition and needs of their child.

### **CO-CURRICULAR ACTIVITIES**

Pupils/students' co-curricular activities are excellent avenues for fostering the development of innate potentials, leadership, teamwork, desirable social interaction, social responsibility and other areas for skills and character formation. They are then encouraged to participate actively in these activities. However, they should see to it that they maintain balance between their academics and their co-curricular involvement.

## **ELOCUTION CONTEST**

The Elocution Contest Elimination Round for the Elementary and High School Department will be held every August and November. Each level will be having ten (10) participants in each category and only three (3) participants will be declared winners.

The winners for the elimination round will compete with the winners for the final round and only three (3) participants will be declared winners. This is to be held on January.

The Elocuter of the Year Award is to be given to the candidate that won first in both categories in their respective level. The title holder will compete for the championships round for the Hall of Fame Title/Award. This is to be competed by Grades 1, 11 and 111 (Levell) and Grades IV, V and VI (Level 11). And the secondary level (Junior and Senior levels).

## **QUIZ BEE**

### **Elementary -High School Department**

There shall be three levels of the Quiz Bee, the classroom elimination level, the semi-final and final level. Winners from classroom, semi-final and final elimination level shall compete for the championship round.

There shall be two levels of the quiz bee, the elimination round and the final round. Winners from the elimination round and the final round shall compete for the championship round.

## **ORGANIZATIONS AND CLUBS**

### **A.Carpenters**

The official school news literary organ is published twice a year. It is run by a student staff and assisted by a faculty moderator. It taps student resources in news gathering, writing and production. Competitive examinations determine staff membership.

### **B.SJS Scout Organization**

It aims to complement and supplement knowledge and experiences learned at home, school and community through fun and challenging activities, geared for service and development of well-rounded and useful individuals in a changing world.

### **C. SJS GLEE Clubs and Mini Band**

It aims to intensify the development of refined taste in music especially in the art of singing and playing musical instrument. Aside from promoting desirable social attitudes and sense of responsibility from the members, the club helps foster school and community relationship through its rendition and participation in music cultural activities outside the school.

### **D. SJS Outreach Program**

The club aims to promote the virtues of St. Joseph, the Carpenter, thru prayer, in-depth study of his life and work through reach-out to others especially the underprivileged as a Christian way of responding to the love of God and neighbor in Christ.

### **E. Chrysalis**

This is the graduates' yearbook. Its membership is open only for those who excel academically.

### **F. SJS Theatre Arts/Cultural**

This aims to enhance students' creativity, prowess, and skills in Theatre Arts particularly in acting and directing. It also aims to develop students appreciations of theatric works.

### **G. SJS Student Government**

This aims to enhance students leadership skills, initiative and to develop sense of responsibility and obligation.

### **Academic Clubbing:**

This aims to develop student academic skills and interests and enhance their potentials to cater the needs of their fellow students/classmates who has handicapped in a particular academic discipline.