

I. HISTORY OF ST. VINCENT DE PAUL ACADEMY

Officially incorporated on October 26,1995. Its door opened to the students on the following school year 1996-1997.

It initially offered nursery and kinder class. The students were only seventeen during the first year. The organized classes were adequately housed in one- story three- room building.

St. Vincent de Paul Academy was founded by Mr. Roberto G. Navarro, Mr. Jose G. Navarro and Mrs. Fe N. Encarnacion.

The St. Vincent de Paul Academy believes in democratic education for individual responsibility and social competence. Its main purpose is to prepare students who are socially efficient and responsive to the needs of the Republic of the Philippines within the framework of international understanding. Hence, it endeavors to provide its students with a working understanding of the nature and meaning of democracy, of the changing social milieu in which they are expected to work and live, the nature of the Filipino and his culture, and his responsibilities to the people of the region to which he belong and the world at large.

St. Vincent de Paul Academy was named after the patron saint of the poor, because the adverse effects of economic crisis was evident in its present location where most of the students come from lower and middle class society.

On its third year of operation, the board of trustees agreed upon to add two more grade level, Grade IV and Grade V. The strong faculty helped to attract more students.

The need for the establishment of a high school department was uppermost in the minds of the founders, the board of trustees, the principal and the parents. Through careful planning, cohesive effort, and the growing number of enrollment, the dream of a high school came true in 1998.

Through the years, the SVDPA has continuously striven to keep abreast of educational developments. It has always striven to make its program of training relevant to the life of the nation, and the conditions of prevailing among the people for whose welfare its students are being trained.

The efforts extended have born fruits as shown by the increasing population attesting to the quality of education offered and the efficiency of the schools educational system.

Today, additional buildings and expansion are envisioned to accommodate more students to help attain a better educational programming.

The school is dedicated to pay tribute to the loving parents of Mr. Navarro: The late Mrs. Felicisima Galang and Mr. Francisco Navarro.

We thank you for bringing SVDPA close to its avowed purpose of serving the nation through education.

II. SCHOOL MISSION

Total formation of the individual student through the integration of a relevant and quality education with competence for needed leadership and service for building a truly humane Filipino community and society.

III. GOALS

OBJECTIVES OF ELEMENTARY EDUCATION

1. To provide the basic knowledge and develop the foundation, skills attitudes and values including moral and spiritual dimensions essential to the child personal development and necessary for living in and contributing to a developing and changing social milieu.
2. To provide learning experience which will increase the child's awareness of and responsiveness to the change in society and to prepare him to constructive and effective involvement.
3. To promote and intensify the child's knowledge of identification with, love for the nation and the people to which he belong.
4. To promote work experiences which develop and enhance the child's orientation to the world of work and creativity in order to prepare him to engage in honest and gainful work.

OBJECTIVES OF SECONDARY EDUCATION

1. To continue promote the objectives of the elementary education, but shifting in emphasis from the mastery of basic tools of learning, expression, and understanding to the use of extension of the tools for further exploring intellectual, ideals, attitudes and skills in order to develop the whole human being.
2. To discover & enhance, the different aptitudes & interests of the individual student so as to equip him with skills for products endeavor & thus prepare him for work in the real world and or further studies.

IV. PHILOSOPHY AND AIMS

The St. Vincent de Paul Academy believes in democratic education for individual responsibility and social competence. Its main purpose is to prepare students who are socially efficient and responsive to the needs of the Republic of the Philippines within the framework of international understanding. Hence, it endeavors to provide its students with a working understanding of the nature and meaning of democracy, of the changing social milieu in which they are expected to work and live, the nature of the Filipino and his culture, and his responsibilities to the people of the region to which he belong and the world at large.

V. STUDENT SERVICES

1. Library – contains a selection of books; Encyclopedias, magazines pamphlets and other materials for reference, study and research purposes for students and faculty. Computers with unlimited internet access are available for research purposes.
2. Health services provide emergency first-aid treatment and routine medication to common illness. A doctor is always available to attend to complicated illness and emergency cases. A dentist is also available for individual dental examination.
3. Cashiers office – All payment must be made through the accounting office. Receipts will be issued by the cashier upon payment.
4. Guidance services – provides moral guidance to all students. Attends to the career development program of graduating high school students. Implements disciplinary code of conduct.
5. Canteen services – serves snack items and meals during lunch time. It also sells basic school supplies.
6. Summer Enrichment Program – for students who need assistance in reading, writing and mathematics.
7. Individual tutorial service – for students who need special attention on specific subject area. Tutorial service should be arranged with the guidance counselor. A fee will be collected for this extra service.
8. Wifi and 24/7 internet access, website, and student server.

VI. ADMINISTRATIVE POLICIES

1. Admission Policy – St. Vincent de Paul Academy an “open admission policy”. Students are accepted on the basis of an entrance examination, academic performance and an interview.
2. Requirements for admission for pre-school.
 - a. birth certificate (PSA)

Requirements for admission for Grade 1.

- a. Birth certificate (PSA)
- b. Moving Up Certificate/Diploma/Report Card

Requirements for admission for grade 2 to 12.

- a. Entrance test for new students.
- b. F-138 or report card
- c. Certification of good moral character
- d. Birth certificate (PSA).

3. Reservations are accepted for a fee and will be deducted upon registration.
4. Orientation is held every first Saturday of the opening of the class.
5. Regular classes are usually held every first or second Monday of June.
6. Tuition fee – please see the updated tuition fee schedule in the accounting office.
7. Refund of Fees.

Complete Withdrawal

Students who desire to leave the school for valid reasons shall be entitled to a refund in accordance with the following schedule:

Before the opening of the class Amount paid to the school except registration fee.

Within 15 days after the opening of regular classes whether or not they have attended classes – 90% of the applicable amount paid in tuition fee maybe refunded. Registration and miscellaneous fees are not refundable.

16th day of the regular classes to the 30th day after the opening of the regular classes whether or not they have attended classes – 40% of the applicable amount paid in tuition fee maybe refunded. Registration and miscellaneous fee are not refundable.

After a month of regular classes, whether or not they have attended classes, no refund will be given but full payment for the course must be paid or charged.

There will be no refund on text book, notebook, school diary, and uniform.

For pre-school students:

Parents will be asked to sign a promissory note indicating their obligation to pay the full tuition, registration and miscellaneous fees if the child stopped attending after a month of regular classes. When enrollment has been stop due to number of students restriction for class there's no refund and the full fee must be paid.

VII. ACADEMIC REQUIREMENTS

A. Attendance of Classes

1. Prompt and regular attendance in all classes is required of the students from the first up to the last meeting of every course.
2. A student who is absent from class is responsible for all the matters taken up during his / her absence and must arrange for missed assignments, tests, quizzes, etc. with his / her teacher.
3. In case of absence, the student should;
 - a. Present a letter of excuse signed by the parents/ guardian, with reason of absence.
 - b. Bring a certification from the attending doctor, if absence is due to illness and specially if the reason for illness is contagious in nature.
4. A student who is absent for more than 20% of the number of classes per subject will not be given credit for that particular subject.
5. In cases where teacher is late for class, the class representative should immediately inform anybody from the Principal's office in order to assign a substitute teacher.

6. Where typhoon signal #2 is raised, all elementary and secondary classes shall automatically be suspended.
7. Special Examination – a special examination will be given if a student failed to take the periodic examination. It will be administered every first Wednesday of the succeeding month after each periodic exams. The procedure is as follows:
 - a. Present a letter from parent indicating the reason for failure to take the exams or if sick, a medical certification from our school doctor to the guidance counselor.
 - b. Pay the special examination fee of Php100.00 per subject at the cashier's office. If sick and with certification, the special examination fee is free.
 - c. Present the receipt of payment to the guidance counselor. The F138 or report card will not be issued to the parent for the specific grading period missed.

Note: Special Exams for Honor Students

A penalty of five (5) points will be deducted from the raw score. However, the penalty could be waived upon presentation of a medical certificate only.

B. Grading System

1. The academic performance of a student is indicated by the mark he received in each subject. A student's grade in each subject is computed at the end of each quarter. It is based not only on formal examination, but also other evidences of academic performance: such as recitation, quizzes homework, assignments, experiments, projects, periodic test, character; etc.
2. The averaging grading system is used.
3. The numerical grading is used and grades are expressed in multiple of one (1).
4. The passing mark in any given subject should be a grade of 75%. The highest is 100% and lowest is 69%.
5. In order to show the true performance of the student for each grading period, there will be no limit on the increase or decrease of grades.

C. Conduct Marks.

1. A conduct mark in each subject is given at the end of each quarter indicating the student's behavior in class and his/her observance of school regulation.
 - a. A student is given an **A** in conduct for subject if in the judgment of his/her teacher; he/she has **faithfully followed the Code of Discipline** of the school.
 - b. A Student is given a **B** in conduct for a subject if he/she has **not incurred any violation of the major offenses** listed on the Students Handbook, and if the judgment of his/her teacher, he/she **generally observed the Code of Discipline of the school.**

- c. A student is given **C** in conduct for a subject if he/she has **not incurred any violation of the major offenses** listed in Student's Handbook, but has occasionally violated the other provisions of the Code of Discipline of the school.
- d. A student is given **D** in conduct for subject, if he/she **has incurred a serious violation** of the major offenses listed in the Student's Handbook, or has frequently violated provisions of the Code of Discipline of the school.

To control the misbehavior outside the classrooms, a conduct card will be given to every student at the beginning of regular classes. Any teacher and school staff has the right to ask for the student's conduct card to record violations on any provisions of the Code of Discipline.

The conduct card will be collected by the adviser at the end of each grading period and will be used as a part of the conduct grade of the student GMRC / Values Education

Loss of conduct card will be considered a serious offense.

Teachers who will teach more than one subject in the same class will give **ONLY ONE MARK** for all subjects.

The student **D** in conduct will be asked together with his/her parents, to report to the Guidance Counselor, and to the subject teacher(s) who gave him/her the D mark.

Academic Probation

In the 2007-2008 academic year, St. Vincent de Paul Academy instituted an Academic Probation Program. The program will formally recognize students who are failing 1 or more classes and / or struggling with multiple classes.

Purpose

The purpose of this program is to identify struggling students in order to formally notify them of their under performance and implement provisions to ensure improvement. The program will provide specific directives to identify students eligible for probation, requirements these students must meet for the rest of the academic year, and penalties for not meeting the stated requirements.

Eligibility

All students who fall under any of the following categories for a single grading period are to be placed on academic probation immediately:

- Cumulative average of all subjects is below 80%
- Failing 1 subject and average is below 85
- Failing 2 or more subjects, regardless of average

The only exception of these directives is the case where a student's 4th grading period falls under one of these categories, however their final average does not. Once a student is placed on academic probation, the student and his or her guardians will receive a formal letter of notification. The student's academic probation status will be lifted once he or she meets the requirements outlined in the next section.

Provisions for Improvement

The student will remain on academic probation until all the following requirements are met for the following grading period:

- Student must meet with their Guidance Counselor once every two weeks to discuss progress and failing grades.
- Cumulative average of all subjects is above 80%

Only after meeting of these requirements will the student be taken off academic probation.

Penalties

Students who remain on academic probation after the 4th grading will have to complete the following requirements before being promoted to the next grade level:

- The student must complete summer enrichment program in problem areas as directed by their guidance counselor.
- Student must complete a comprehensive exam covering concepts learned from all subjects of the previous year.

D. Report Cards

1. A computerized report card & appointment letter of student who does not have any academic difficulties or with no conduct problem will be given to the student for their parent/guardian viewing.
2. A computerized appointment letter of student who has academic difficulties or conduct problem will be given to the parent/guardian through the student.

E. Honor Award

Selection of Class Honors

Criteria:

Academic	70%
Character and conduct	20%
Extra curricular	10%

1. Academics:

- a. First Honor Award – Student has no grade lower than 88% in any subject and the general average is 90% or above.
- b. Second Honor Award – the student has no grade lower than 85% in any subject and the general average is 88% or above.
- c. Third Honor Award – The student has no grade lower than 82% in any subject and general average is 85% above.

NOTE:

- For Pre-School to Grade 10
There will be only one First, Second, and Third Honor Award per level.
- For Senior High School
There will be only one First, Second, and Third Honor Award per track per level.
- If in case there are multiple students who are qualified for an academic award the average grade will be used accordingly and for the lower academic award.

2. Character:

- a. Discipline
- b. Conduct card grade
- c. Interview
- d. Adviser's recommendation
- e. Subject conduct grade

3. Extra Curricular:

- a. Recommendation on the performance in the activity during the last two years in SVDPA.

Grounds for disqualification for receiving an honor award

1. Student's whose parent or relative works for the school or is deemed by the administration that they have possible influence over the teacher with regards the students rating.
2. Students who received a conduct mark on any subject that is lower than B.
3. Students who transferred in the middle of the school year.

Tuition Fees Discounts for honor students for the next school year

100% - 1st Honor

100% - 2nd Honor

100% - 3rd Honor

Selection of Valedictorian and Salutatorian for Grade 12

1. He / She must be an honor student for 3 consecutive years with a grade not lower than 82% in all subjects (Grade 9 - 11).
2. Grade 9 report card must be submitted as soon as possible.
3. He / She must have taken Grade 11 at this institution.
4. There will be only one Valedictorian and Salutatorian in all Grade 12.

NOTE:

- For Valedictorian
He/she must have a grade not lower than 88% in all subjects in Grade 11 and 12 and the general average is 90% or above.
- For Salutatorian
He/she must have a grade not lower than 85% in all subjects in Grade 11 and Grade 12 and the general average is 88% or above.

On Valedictory Address

The graduating class of senior high school will be required to submit their own written valedictory address. A selecting committee will choose the best valedictory address to be used.

All graduating students of senior high school would also be required to audition as to who will deliver the valedictory address. A selecting committee will also determine as to whom will best deliver the valedictory address.

F. Other Awards

1. **Academic Excellence Award** is given to students who qualified to be the first, second, and third honor but disqualified for some reasons, though it will not be recognized, he / she will receive a medal of excellence and a certificate certifying that he / she qualified as an honor student.

2. **Academic Award** is given to those who qualified to be the honorable mention and disqualified for some reasons.)

LEGAL ASPECT OF SCHOOL DISCIPLINE

Section 74. AUTHORITY TO MAINTAIN SCHOOL DISCIPLINE

Every private school shall maintain good discipline **INSIDE** the school campus as well **OUTSIDE** the school premises when pupils or students are engaged in **ACTIVITIES AUTHORIZED** by the school.

In recognition of this, SECTION 17 of BP 232 provides that every school administration shall:

17.3 Develop and maintain a healthy school atmosphere is conducive to the promotion and preservation of academic freedom and effective teaching and learning and to progressive school personnel relationship.

Discipline in Education is also specifically mandated by the CONSTITUTION:

(All educational institutions) xxx shall teach the rights and duties of citizenship, strengthen ethical and spiritual values, develop moral character and personal discipline.

Student discipline may also refer to “the desired and / or expected norm of conduct of students and the corresponding administrative sanctions and violations thereof as set forth in the duly approved and promulgated school rules and regulations”.

Paragraph 155 of the Service Manual of Public School states that:

School authorities are not, under ordinary circumstances, warranted in applying school punishments for facts committed outside of the jurisdiction of the school building and grounds XXX. As a rule XXX the authority and responsibility stop at the boarder of the school grounds, and made action taken for acts committed without these boundaries should in general be left to the police authorities, the courts of justice and the family concerned.

Any school for what matter, has a dual responsibility to its students. One is to provide opportunities for learning and the other is to help them to grow and develop into mature, responsible, effect and worthy citizens of the community. Discipline is one of the means to carry out the second responsibility.

XXX there can be no doubt that the establishment of an educational institution requires rules and regulations necessary for the maintenance of an orderly educational program and the creation of an educational environment conducive to learning XXX. The general rule is that the authority of the school is co-extensive with its territorial jurisdiction, or its school grounds XXX.

The rule is not rigid or one without exceptions. It is the better view that there are instances when the school might be cancelled upon to exercise its power over its students XXX for acts committed outside the school and beyond school hours in the following:

- a. In cases of the violations of the school policies or regulations occurring in connection with a school sponsored activity off campus;
- b. In cases where the misconduct of the student involves his status as student or affects the good name or reputation of the school.

Schools may compel students to keep to norms of conduct expected of the members of the community, whether on or off campus. Therefore, when the students misbehave outside the campus and the misconduct complained directly affects the

offenders status as suitable member of that community, there is no reason why schools may impose disciplinary sanctions on him.

The NEW FAMILY CODE, another important legal authority on student discipline, provides that:

The school, its administrators and teachers, or the individual, entity or in child care shall have SPECIAL PARENT AUTHORITY and responsibility over the minor child while under their supervision, instruction and custody.

Authority and responsibility shall apply to all authorized activities whether inside or outside the premises of the school, entity or institution. * Sarmiento, III Ulpiano P. Manual of Regulations for Private School. Risen Publishing, New Manila, Quezon City, 1995. pp 280-283.

CODE OF DISCIPLINE

Discipline as verb means “to train habits for good order and proper subordination; to take up in any orderly and methodical manner”. Discipline is a form of guidance. It adds to training the idea of control often self-control. The best character and spirit of discipline lie in the observance of rules and regulations. Especially when there is no supervision. It strongly suggests firm commitment and dedication. In order to train and develop in the student right attitude and values, promote genuine character development and establish good order for a healthy atmosphere, the school uses a written code to make sure that the policies are understood and properly implemented. The CODE OF DISCIPLINE, therefore, is written code to guide student conduct.

1. CLASS ATTENDANCE

- a. Absences or tardiness in class is excused only when confirmed by parents or legal guardian approved by the administration.
- b. A student who is absent due to chronic illness is required to bring doctor's certificate indicating that treatment had been administered and that the student is fit to return to school and the illness is no longer contagious.
- c. Absences or tardiness for reason other than illness or accident must be requested in advance, in writing, and confirmed by parents or guardian from the Guidance Counselor for approval, through the Principal. Absences/tardiness not approved in advance will be considered unexcused and the right to make up will be denied.
- d. A student who has been absent should, upon his/her arrival present to Guidance Counselor an excuse letter stating the reason for his/ her absence and duly signed by the parents or legal guardian. An admit to class slip will be issued to him/her which be presented to the teacher and to be recorded by the Class Secretary upon entering the class.

- e. Fifteen days of unexcused/absences or 20% of total number of school days will constitute sufficient ground for barring a student from continuing to attend class for the rest of the year.
- f. Every first week of the month, the school provides the students and parents with a newsletter indicating all activities sanctioned by the school.

ATTENDANCE IN SCHOOL FUNCTIONS/ACTIVITIES

- a. Student must attend all school functions or activities which will take the place of classroom activities.
- b. An admit to class slip is required from the student to enter the class.

TARDINESS

- a. Student is considered late for school when flag ceremony has begun. He/She must secure an admit to class slip from the Guidance Counselor to enter the class.
- b. A student is considered late to his/her class (subject) if he/she enters the class room after the second bell has rung. He / She must secure an admit to class slip from the Guidance Counselor to enter the class.
- c. A student who is late for school is required to submit to the Guidance counselor an excuse letter from parents or guardian the next day they come to class.
- d. A student who is late for 5 minutes will not be allowed to attend his/her class. She / He will stay in a designated area.

2. CLASS CUT

- a. Students who come to school but not in class five (5) minutes after the start of class incurs a class cut except when his/her absence is with due permission.
- b. The same rules apply during assemblies for school functions which take place of class time.

Students who cut class must secure an admit to class slip from the guidance counselor to be admitted for the next period.

3. TRUANCY

- a. Absences without valid cause or is not authorized by the parents or guardian is considered truancy.
- b. Parents are notified in case of truancy. Habitual truancy (2x) shall be placed under probation.
- c. An admit to class slip is required to student who is truant.

4. LEAVING THE CAMPUS

- a. The SVDPA is responsible for her students during school days. Therefore, no student may leave the school between the time of arrival and dismissal without written specific permission from the Office of the Guidance Counselor.
 - a.1. Forgetting snacks, lunch assignments, projects, etc. is not valid reason to leave the school premises.
 - b. Should there be a valid reason to leave the campus, the procedure should be as follows;
 - b.1. Secure the proper form from the Office of the Guidance Counselor and fill it out in duplicate.
 - b.2. Submit the form together with the letter with request if any, to the Office of the Guidance Counselor for validation.
 - b.3. Give the duplicate to the guard as you leave the campus. This serves as gate pass.
 - b.4. Submit the original to the office of the Guidance Counselor upon returning to.
- c. In case of illness and the student is advised by the school physician to go home, the same procedure is followed upon notification from the clinic.

5. SCHOOL UNIFORM

Personal care and appearance are essential achieving a desirable personality. The school uniform identifies the student in the community, hence, the uniform is a must. It is therefore expected that the student must wear the uniform properly and proudly inside or outside the school premises.

A. Regular Uniform

a.1. Pre-school Boys

- Gray shorts or long pants
- White polo jacket with embroidered SVDPA initials
- Black leather or running shoes but no sandals or slippers
- White socks
- I.D.

a.2. Grade 1 to 6 Boys

- Gray long pants
- White polo jacket with embroidered SVDPA initials
- Black leather or running shoes but no sandals or slippers
- White socks
- I.D.

a.3. Junior High School boys

- Gray long pants with light gray piping
- Polo barong with embroidered SVDPA initials
- School pin
- Belt
- Black leather or running shoes but no sandals or slippers

- White socks
- I.D.

a.4. Senior High School Boys

- Moss green long pants
- Mint green polo barong with embroidered SVDPA initials
- School pin
- Belt
- White or black socks
- Black leather or running shoes but no sandals or slippers
- I.D

a.5. Pre-school Girls

- Gray macarena
- Cream baby collar blouse, with 5 tacks in front, short sleeves with embroidered SVDPA initials
- White knee high socks
- Black leather or running shoes but no sandals or slippers
- I.D

a.6. Grade 1 to 10 Girls

- Gray pleated skirt with pocket at one side
- Cream baby collar blouse, with 5 tacks in front, short sleeves with embroidered SVDPA initials
- School Pin (JHS only)
- White knee high socks
- Black leather or running shoes but no sandals or slippers
- I.D

a.7. Senior High School Girls

- Moss green slacks/skirts
- Mint green blouse, baby collar with piping, short sleeves with piping.
- School Pin
- White or black socks
- Black leather or running shoes but no sandals or slippers
- I.D

B. Special Uniform

b.1. Pre-school to Grade 10 Boys

- Black long pants
- White polo barong with embroidered SVDPA initials
- School pin (JHS only)
- White knee high socks
- Black leather shoes
- I.D.

b.2. Pre-school to Grade 10 Girls

- Full length white dress, short sleeves with white lace insertion, sailor collar with lace insertion and white ribbon(JHS) or necktie(Pre-school to Grade 6)
- School Pin (JHS only)
- White belt
- White knee high socks
- Black leather shoes
- I.D.

C. P.E. Uniform for Pre-school to Grade 10

- White t-shirt with school emblem
- Green jogging pants
- Running shoes
- White socks
- I.D.

D. Civilian Uniform for Senior High School

- White t-shirt with collar
- Blue jeans
- School Pin
- White or black socks
- Running shoes
- I.D.

NOTE:

a. The prescribed special uniform should be worn as specified (i.e. Monday, First Friday, special occasions).

b. Faddish attires / fashion accessories are not allowed for both boys and girls. Only girls are allowed to wear earrings.

c. For wholesome appearance of cleanliness and neatness, hair must be properly groomed. (hair dyeing is prohibited)

d. Colored or printed undershirt and undergarments is not allowed.

e. The length of pants or jogging pants should not touch the ground.

f. Pants should be worn on the waistline. (waistline on or above belly button).

g. Student Council reserves the right to collect monetary penalty for those who are incomplete or improper uniform.

6. Jewelry / Money

Refrain from wearing a valuable jewelry and bringing a big amount of money in school. The school shall not be responsible for the lost jewelry / valuable while in the school campus / premises.

7. Romantic Gesture;

Expression of romantic physical gesture is not acceptable within school premises and maybe deemed as an immoral act.

8. As owner of the lockers, the school and its staff reserves the right to inspect all students properties (e.g. bags, lockers) for possession of illegal items.

9. Student Council has the right to collect money / fees to finance their school activities and project.

The school reserves the right to require students to go through blood test for alcohol content or illegal drug use at the student's expense. Failure to submit will mean either suspension, dismissed or non-admission the following school year.

THE SCHOOL RESERVES THE RIGHT TO DISMISS ANY TIME, ANY STUDENTS WHO FAILS TO GIVE SATISFACTORY EVIDENCE OF EARNESTNESS OF PURPOSE AND ACTIVE COOPERATION, IN ALL REGULATORIES OF CONDUCT AND PROPER BEHAVIOR.

ADMINISTRATIVE SANCTION FOR DISCIPLINARY VIOLATIONS

Kinds of Penalties

1. JUG – is punishment for minor offenses committed against the Code of Discipline. The students will be given a repertory activity such as writing phrases several times or cleaning the library /grounds or toilet for 15 minutes or whatever will be given by the Guidance Counselor.
2. SUSPENSION – Suspension is a punishment for serious offense committed against the code of Discipline. The Guidance Counselor will determine the gravity of the offense and will assign the number of day suspension for the student. A student who is suspended is to report to the Guidance Counselor on the days of his/her suspension and will go to the school in proper uniform. They are responsible for the reasons taken in class which they missed.
3. PROBATION – is a higher penalty. It is given to very serious offense which would also mean suspension. Parents will be notified. The student will be required to report to the Guidance Counselor every month during the probation period. Any violations of the terms of probation will subject the student for dismissal. At the end of the probation the student will be evaluated to find out if he passed the probationary period. Unlifted probation at the end of the probation period will be ground for non-readmission.

4. DISMISSAL – For every serious and grave offense, the disciplinary board will be convened to decide on the case for dismissal.
5. EXPULSION – The penalty of expulsion is an extreme form of administrative sanction which debars a student from all private and public schools. To be valid and effective, the penalty of expulsion requires the approval of DepEd.

Grounds for expulsion are the following:

1. Gross misconduct, frequent continuous or disregard of school rules or regulations.
2. Gross dishonesty, lying deceiving, cheating in serious matters or stealing. Hazing initiating a student a student into fraternity by humiliating him or inflicting pain or wounds or even death on the victim.
3. Assaulting a teacher, student and school authority or his agent inside or outside school premises.
4. Serious and deliberate injury to any person inside or outside school premises.
5. Carrying deadly weapon.
6. Immorality
7. Drunkenness
8. Possession of, use of, peddling of drugs as defined by the Philippine Criminal Code.
9. Vandalism, instigating or engaging in activities resulting in serious damage to campus or school facilities, property or others or injury to persons in the school community.
10. Hooliganism, preventing or threatening personally or through other persons, student faculty members or school authorities from discharging their duties or from attending their classes or entering the school premises.
11. Forging or tampering of school records or transfer form, securing or using forged credentials.

YEAR END DECISION AND RE-ADMISSION POLICIES

The Disciplinary board is made up of class adviser, guidance counselor, department heads, one teacher and one parent will make a year – end decision for the students. Such decision may be reviewed by the principal in consultation with the committee.

A student may be asked to transfer to another school because;

- He / she obtained a final conduct average 79% or below.
- As a probationary student, he/she has failed to meet the conditions upon with the Principal.
- The student who will be readmitted but on probation due to disciplinary action or conduct grade of 79 or below in any grading period and behavior that requires special intervention of the school authorities and his parents.
- He / She has failing grade in three or more subjects.

POLICIES AND PROBATION

- **All new students will go through probationary period.**
- Students receiving a year – end decision are on probation.

- Failure to meet conditions agreed upon by the principal would mean non-readmission for the following year.
- He/She shall report to the Guidance Counselor regularly.
- A student on conduct probation **may be dismissed during the school year.**
- He/She shall not be eligible for any appointed or elective position in any curricular or co-curricular.

PREVENTIVE SYSTEM OF DISCIPLINE

Objectives

- Teach the students the ideals of discipline
- Impress in their minds the importance of rules and regulations.
- Develop in the student a healthy respect for law and authority.
- Correct unacceptable behavior.
- Help strengthen the student's character.
- Protect the student and the good name of the school from the corrupting influence law breakers.

DUE PROCESS

In the investigation of a disciplinary case, due process is observed according to the established school procedure. Due process exists for the protection of the student. The procedure is as follows:

1. The student is called by the subject teacher / adviser to clarify reason for misbehavior. The student is made aware of the violations committed.
2. The subject teacher / adviser makes a written anecdotal report and submits to the Guidance Counselor.
3. The Guidance Counselors talks to the student and inform the parent about the violation in writing and phone call.
4. The Guidance Counselor will inform the Principal about the case and the Principal will convene the Board of Discipline which will conduct the investigation of the case.
5. The BOD will deliberate on the case and decides on the best possible action.
6. The BOD will give the recommendation to the Principal.
7. The principal submits a full report of the proceeding on her own recommendation to the President for his final endorsement and approval.
8. The Guidance Counselor will call at the parents and the corresponding sanction is presented to them.
9. The student has the right to appeal his/her case to Appeal Committee which consist of Academic Administrator and two independent persons of reputable stature. A fee of P3,000.00 will be collected in case a student will appear his/her case.

Breakdown of Fees:

P1,000.00 – each for outside (2) members
 P500.00 – refreshment

NEW CELL PHONE/ENTERTAINMENT DEVICE POLICY

St. Vincent de Paul Academy students will no longer be required to turn in their cellular phone at the beginning of the school day. Cell phone use by students will be permitted on school grounds and will be regulated by the following guidelines.

- Cell phone/entertainment devices use is permitted in common areas only; including hallways, the eating area and playground:
- Cell phone/entertainment devices use is permitted only when a student is not scheduled to be in class; including before class, after class or at lunch break. Cell phone/entertainment devices use is prohibited by students who have been excused from class for any reason, such as washroom break.
- Cell phone/entertainment devices use is strictly prohibited in the classroom. Students are prohibited from using their cell phone/entertainment devices in any way during class time and alerts turned off.
- Cell phone/entertainment devices use is permitted only if it has earphones.
- The school shall not be responsible for the lost devices while in the school campus/premises.
- The Administration will do everything in its power to return the confiscated item in reasonable time upon payment of the fine.

The preceding rules will be enforced strictly by all St. Vincent faculty and staff. The penalties for violating the new cell phone policy are as follows:

- Immediate confiscation of the student's cell phone.
- A fine of P500.00 for the first offense P1,000.00 for the second offense, and on the third offense a fine of P1,000.00 will be collected and the student will be barred for bringing his/her cell phone in school for the rest of the school year.
- Any other punishment deemed necessary by the faculty or administration.

The new cell phone policy is meant to allow students to have greater use of their free time at the school. If it is found that the students are abusing the new rules or that the policy is interfering with academics, the school will be forced to return to the strict no cell phone policy. Please remember that it is everyone's duty to ensure that the cell phones are being used in a responsible manner on school property.

The money collected will go to the Student Council Fund.

- Damage to the home room will be charged equally among the home room class.

MINOR OFFENSES

- Loitering (staying in the classroom / corridors during class hours before and after class hours).
- Minor misbehavior in the classroom / library / AVR / canteen
- Littering in place like in classroom, AVR / canteen, corridors, etc.
- Eating in the classroom, AVR, computer room, line formation.
- Class disturbance (yelling, / boisterous laughing in the classroom and along the corridors)
- Failure of the student to give the call to parent slip to parents.
- Negligence of performance / assigned duties.
- No excuse letter after his / her absence.
- Tardy five (5) times in a quarter.

Any offense similar or analogous to the foregoing

Any student who commits the above mentioned minor offenses will be subject to the following penalty:

- First ----- warning
- Second offenses ----- deduction of four (4) points in conduct.

SERIOUS OFFENSE

- Getting of the campus during class hours, without permission.
- Barrowing lending or tampering of school ID
- Deliberate / irregular tardiness (more than 5 less 12)
- Habitual / irregular absences (more than 3 less than 5)
- Cutting classes
- Unruly behavior or misconduct during class hours, programs and other activities.
- Repeated minor offense
- Damage, loss or misplacement of borrowed equipment from any office or department. Penalty on the damaged school property of the school will be cost times three (3).
- Three unexcused absences (without excused letter or medical certificate).
- Use of propane language or an expression of disgust.
- Tampering with bulletin board notices.
- Uttering defamatory / libelous statement against teachers, staff, administrators, and maintenance personnel.
- Smoking / possession of cigarette, lighter, matches, etc.
- Disrespect to school personnel and authorities.
- Gambling in any form inside or outside the school premises.
- Improper use or style of uniform.
- Indecent behavior or act in any school facility.
- Any offense similar or analogous to the following.

Any student who commits the above mentioned major offense will be subjected to the following penalty.

- First offense – 70 in conduct grade: suspension for three days; public and written apology whenever appropriate debarment from assuming position in club or class.
- Second offense – probation or dismissal with 70 in conduct.

VERY SERIOUS OFFENSE

- Twelve (12) tardy arrivals in a school will occur a second offense penalty in a quarter.
- Fifteen unexcused absences.
- Truancy - missing classes without the knowledge of parents or school authorities and going elsewhere outside the campus.
- Possessing / displaying / reading of any obscene pornographic materials and other indecent publications.
- Vandalism – writing on walls, defacing chairs, tables, Penalty on damaged property of the school-cost times three (3).
- Fighting or physically assaulting (causing injury) instigating a quarrel, engaging or participating in activities resulting to damage of properties and or threatening or preventing students, school personnel to enter and or / going out of the campus. Gangsterism / hooliganism, bringing group friends outside / inside to wait and threaten and or physically assaulting somebody.
- Unethical or immoral conduct like kissing, necking, petting with the same or opposite sex, especially that which calls the attention and creates scandal.
- Jeering, sneering or exchanging verbal insults (indecent vulgar words) with schoolmates, either within school grounds or outside/ inside in manner that is publicity scandalous.
- Membership in an unauthorized club, society, fraternities, and or sorority. (under DECS order #20s 1992).
- Carrying / possession of deadly weapons.
- Using, carrying / possessing / distributing prohibited drugs.
- Stealing / shoplifting in and out of school; malversation of funds.
- Forgery: forgoing of signature of parents, teachers, and school officials.
- Giving or submitting false fabricated or misleading information to school officials.
- Drunkenness or bringing of alcoholic beverages.
- Conduct unbecoming during/ out campus activities.
- Cheating or placing oneself under suspicion of cheating.
- Academic dishonesty.
- Intimate relationship between Senior High School student and lower level is strictly prohibited. This violation may result into student dismissal.

The following are examples of academic dishonesty.

- a. Possession or use of crib notes, which may be written in paper or on one's person, student's chair or other materials of the student's possession.
- b. Unauthorized opening of books, notebooks, or similar materials.
- c. Copying, looking at or comparing with other student's paper.

- d. Uncovering one's test paper or allowing another student to copy from his/her test paper.
- e. Giving signals or giving any form of communication, which may be interpreted as giving or soliciting help during the test.
- f. Stealing test papers, projects, research works etc.
- g. Offering or using other student's work as his/her own.
- h. An act analogous or similar to the foregoing.

- Writing letters containing indecent or vulgar words.
- Giving or offering false testimony during school investigations.
- Insubordination or influencing others to insubordination, creating or promoting incidents harmful to the good name of the school, act of defiance, disrespect towards superiors, teachers, staff, students leaders, and maintenance personnel.
- Hazing in any form, committed in connection with any student activity whether within or outside the school premises.
- Falsifying student documents like report cards, clearances, letters of parents, and other official documents.
- Conspiracy to commit an illegal act.
- Repeated suspension / on probation.
- On field trips, picnics, excursions.

i. Academic field trips are supplements to academic instructions. These must be cleared through the class adviser and have written recommendation of the appropriate department heads for written approval of the administrator for academic affairs.

j. Permission of this activity should be secured at least two weeks before the activity date.

k. Picnics or excursion for a class or anything of the school organization should be cleared through the organization adviser. A written approval must be obtained from the office of the administrator for academic affairs at least two weeks from the date of the activity.

l. No outing, excursion, picnic or the like will be approved unless physical security of student is guaranteed and unless with an accompanying adviser/teacher.

m. To use the name of the school for any unapproved activity will be considered very serious offense.

n. The school is not responsible for any activity not approved by the proper office:

o. Any offense similar or analogous to the analogous

Any student who commits the above mentioned very serious offenses will be subjected to the following penalties:

- First Offense – 70 in conduct grade; suspension; on probation; non-readmission next school year.
- Second offense – dismissal or dropping from the school list.

THE SCHOOL RESERVES THE RIGHT TO MAKE CHANGES IN THIS HANDBOOK WITHOUT PRIOR NOTICE TO THE STUDENTS OR PARENTS.