

CHAPTER I: GENERAL INFORMATION

A. SCHOOL HISTORY

The School was founded in September 1988 by a group of Filipino parents. The founders named it as the **Philippine Embassy School in Al-Khobar (PESA)**. PESA formally started its academic operation in June 1989 with a Temporary Permit No. 001 s. 1989 issued by the Philippine Department of Education, Culture and Sports (**DECS**) signed by Secretary Lourdes Quisumbing.

On July 25, 1989, the Chief of the Philippine Mission in Riyadh, Dr. Mauyag Moh'd. Tamano sent a letter to the Saudi Government Officials assigned in the Eastern Province to inform them of the intent to put up a Philippine Embassy School in Al Khobar under the auspices of the Philippine Embassy in Riyadh. The School would follow the standard Philippine Education Curriculum. PESA was formally recognized by the Philippine Government after granting its Temporary Permit under DECS Recognition No. 01 s. 1995, "stipulating that the school shall operate in accordance with the laws of the Republic of the Philippines, maintain the prescribed standards of instruction and comply with the rules and regulations pertaining to the organization, administration, and supervision of private educational institutions in the Philippines". The Ministry of Education (MOE) of the Kingdom of Saudi Arabia formally recognized PESA as a Filipino Community School by granting its License No. 2/1937 dated 1415/12/29 (May 8, 1995).

On July 15, 1995 (17/2/1416-H) the Ministry of Foreign Affairs of the Kingdom of Saudi Arabia in response to its request No. RME-349/95 dated 18 February 1995, informed the Embassy of the Republic of the Philippines (Riyadh) that the requested license to operate a Philippine School in Al-Khobar has been granted and approved to operate under the provisions and directives that governed the International Schools in the Kingdom, in accordance with the rules and conditions agreed by the Filipino community.

In compliance with the permit issued by the Ministry of Education (MOE), where foreign schools should be named as International Schools in addition

to the country of nationals served by the school, PESA was renamed in SY 1995-1996 to "**International Philippine School in Al-Khobar (originally acronym "IPS Al-Khobar")**" and currently known to the Filipino Community in the Kingdom as "**IPSA**" (Member: Saudi Arabian International Schools).

On April 2012, IPSA renewed its Government Recognition No. SP – 002, Series 2012, signed by Br. Armin A. Luistro – FSC, Secretary of the Department of Education, Philippines.

B. SCHOOL SEAL

The seal of **IPSA** carries with it:



The Philippine Flag stands for the Filipino community: administration, faculty, staff, parents and students of which the School belongs. **The Flag of the Kingdom of Saudi Arabia** stands for the host Country where the School is established to show respect to its geographical location. **The Open Book** symbolizes knowledge craved by all men which contains food and fire for the mind as well as the body. It gives all the facts and events that happened since its founding in 1988 as the "First Filipino Community School" in the Eastern Province of the Kingdom of Saudi Arabia. **The Torch** symbolizes enlightenment to its students through quality education. **The Scalloped Border** represents the different regions of our country. **The Red and Yellow Backdrops: Red** suggests love for truth, knowledge and people. **Yellow** symbolizes optimism and the promise of a bright future for the children. **The Arabic Transcription** is the Arabic translation of the International Philippine School in Al-Khobar and Member: Saudi Arabian International Schools.

C. VISION

International Philippine School in Al-Khobar (IPSA) is a leading Filipino community school: pro-God, dynamic and responsive to the needs of the learners and the community.

D. MISSION

International Philippine School in Al-Khobar (IPSA) is committed to providing value-focused, research-based, service-driven and innovative education.

E. OBJECTIVES

IPSA specifically aims the following:

1. Develop the students' abilities, skills, interests, attitudes, and values through meaningful learning experiences and holistic education.
2. Contribute to shaping the Filipino identity and character of students and equip them for integration/re-integration in the Philippine educational system.
3. Prepare the students to take their place in society as productive citizens, service-driven leaders, and life-long learners.

F. DISTINCTIVES

IPSA is notable for:

1. **C**ommitted leaders and volunteers
2. **R**oster of successful students and alumni
3. **E**mpowered teachers and staff
4. **A**cademic excellence
5. **T**eamwork
6. **E**quipped learning environment

G. GRADUATE ATTRIBUTES

IPSANS are distinctive and exceptional individuals who exemplify:

1. **Character:** IPSANS adhere to the values of integrity, excellence, and service.
2. **Competence:** IPSANS are skillful and equipped for college and beyond.
3. **Cooperation:** IPSANS recognize the good in others and work for common good.

CHAPTER II: ORGANIZATIONAL STRUCTURE

A. SCHOOL GOVERNING BOARD

The School Governing Board (SGB) primarily serves as the policy-making body of the School. The SGB determines the general policies of the school, provides direction through long-term strategic planning, ensures that the school complies with statutory laws and requirements, and fosters harmonious and coordinated efforts towards the attainment of school goals. It is composed of seven (7) members elected by their fellow IPSA parents and appointed/approved by the Saudi Ministry of Education.

The representative from the Saudi Ministry of Education has a supervisory function over the SGB while the Philippine Ambassador to Saudi Arabia has an advisory function to the SGB.

(References: Article 08, Sections 1-4 of the MOE Rules of the Board of Directors of Foreign Community Schools of 2006 (1427H). Article V, Section 32 of the Manual of Policies, Standards, and Procedures for Philippine Schools Overseas, Third Edition)

B. SCHOOL PRINCIPAL

The School Principal (SP) is the Chief Executive Officer of the School and the Educational Manager responsible for the efficient and effective management of the School and for achieving its goals and objectives. In relation to this, the SP implements plans, policies, and procedures and oversees the day-to-day operations of the school. The SP reports to the SGB and serves as rapporteur during SGB meetings.

C. OFFICE HEADS

The Office Heads who comprise the School Management Team report to the School Principal. Below are their main functions:

1. **Academic Supervisor** is primarily responsible for the planning, control, organization, supervision, and evaluation of the teaching-learning process in a particular program area.
2. **School Registrar** is primarily responsible for student admission and registration, safekeeping and administering student records, and submission of reportorial requirements to CFO-DepEd.
3. **Student and Community Affairs Head** is primarily responsible in planning, directing, controlling, and evaluating the student development programs of the School particularly in learning resource provision, talent, and skill development, character building, behavior management and career path. He is also responsible in dealing with the community, parents, alumni, and other stakeholders.
4. **Support Services Head** is primarily responsible for the maintenance and upkeep of school facilities and properties. He also supervises the transport, canteen, and clinic services of the School.
5. **Finance Officer** is primarily responsible for administering the financial affairs of the School and for the accurate and timely recording and reporting of financial transactions and statements; takes custody of all monies, securities, checks, financial records and documents; and ensures that internal controls are in place, policies and procedures are adhered to, for the safeguarding of School assets and operational efficiency.
6. **Human Resource Officer** is primarily responsible in administering/ coordinating personnel recruitment, induction, training, development, and appraisal. He safe-keeps personnel records, prepares the payroll, and ensures compliance to labor laws and Personnel Handbook.

D. ACADEMIC & ADMINISTRATIVE STAFF

1. **Guidance Counselor** provides guidance and counseling to pupils and students to promote better understanding of one's self, of other people and of social norms in general.
2. **Student Activity Coordinator** is responsible for the organization, coordination, and evaluation of co-curricular activities of the School.
3. **Learning Resource In-Charge** is responsible for the management of the School Library and Learning Resource Centers. He ensures that

instructional materials are available and accessible to students and teachers in order to complement teaching-learning.

4. **School Nurse** shall be responsible in administering first aid measures to pupils/ students, teachers and admin staff in cases of illness, accident or in emergency cases. He monitors daily sanitation and hygiene of the School and its facilities.
5. **Property Custodian** is responsible for record maintenance and inventory of school-purchased properties and donated assets as well as procurement of school supplies, school textbooks, uniforms, year book, saleable and non-saleable items, and handling and issuance of office supplies, janitorial supplies, and other non-saleable items.
6. **Cashier** is responsible for the appropriate collection of all school fees and issuance of official receipts for all the funds collected.
7. **Disbursing Assistant** is responsible for the proper handling, recording, and issuance of all school disbursements thru petty cash and checks as appropriated and approved by the School Management.
8. **Store-in-Charge** is responsible for the proper issuance and inventory of school supplies, uniforms, school textbooks and other saleable items in the Store.
9. **Accounting Clerk** is responsible for preparing inventory reconciliation reports, financial reconciliations and other analyses as required by the School Management.
10. **School Secretary** performs administrative work and any other duties and responsibilities as may be assigned by the School Principal.
11. **Government Relations Officer** serves as the school authorized representative to facilitate, with appropriate Saudi Government Agencies, the processing of official documents to satisfy the requirements of the host government pertaining to the operation of the school.
12. **Class Adviser** provides counsel, guidance, and leadership to members of a particular class. He implements academic and discipline policies; and renders regular reports on performance of students to their parents.

13. **Subject Teacher** designs and implements lessons based on the prescribed curriculum and students' needs and interests; evaluates learning outcomes.
14. **Club Moderator** is responsible in the formulation, implementation, and evaluation of the program of action of a particular club.

CHAPTER III: CURRICULUM

A. ACADEMIC HIERARCHY, OBJECTIVES & DESCRIPTIONS

The academic hierarchy corresponds to the following levels:

1. **Pre-school Education.** The program of the Pre-school Education includes Nursery, Kindergarten 1 and Kindergarten 2 levels.

The objectives of the Pre-school education are:

- a. to develop the child in all aspects (physical, social, moral, spiritual, emotional and cognitive), so that he/she may be better prepared to adjust and cope with the life situations within the context of his/her experience;
- b. to maximize the child's fullest potential through a variety of carefully selected and meaningful experiences considering his/her interests and capabilities and;
- c. to develop the child in all aspects so that he/she becomes a self-propelling, thinking and contributing individual able to make decisions which will prepare him/her for the more complex demands of future life;
- d. to provide equal opportunities to all children to avail of accessible mandatory and compulsory kindergarten education that effectively promotes physical, social, intellectual, emotional, and skills simulations and values formation to sufficiently prepare for formal elementary schooling; and
- e. to make education learner-oriented and responsive to the needs, cognitive and cultural capacity, the circumstances and diversity of learners, schools and communities through to the appropriate languages of teaching and learning.

The Early Childhood or Pre-school Education Program provides the early childhood stimulation needed by children during their formative years. Its learning areas include activities that develop in each child communication skills in English and Filipino, numeracy skills, socio-emotional skills, motor and creative skills.

2. **Grade School Education.** The programs of Grade School Education provide the early childhood stimulation needed by the children during their formative years. The program includes Grade 1 – 6 Levels. The objectives of the Grade School education are:

- a. to provide the basic knowledge and to develop the foundation skills, attitudes, and values, including moral and spiritual dimensions essential to personal development;
- b. to provide learning experiences which increase the learner's awareness of, and responsive to the changes and demands of society and prepare him/her for constructive and effective involvement;
- c. to promote and intensify the learner's knowledge of, identification with, and love for the nation and the people to which he/she belongs; and
- d. to promote experiences which develop the learner's orientation to the world of work and creativity and prepare himself/herself to engage in honest and gainful work.

Pursuant to Department of Education Order No. 31 s. 2012, there are eight (8) learning areas comprising the core curriculum of the basic elementary education from grades 1 to 6 each of which is described in the following matrix:

a. Integrated Language Arts

Focused on the development of literacy and numeracy skills and learning of concepts. The macro skills – listening, speaking, reading, writing and viewing spiral across grade levels and across languages. The ultimate goal is communicative competence both oral and written in three languages.

b. Science

Science education aims to develop scientific literacy among students that will prepare them to be informed and participative citizens who are able

to make judgments and decisions regarding applications of scientific knowledge that may have social, health, or environmental impacts. The science curriculum recognizes the place of science and technology in everyday human affairs. It integrates science and technology in the civic, personal, social, economic, and the values and ethical aspects of life.

The science curriculum promotes a strong link between science and technology, including indigenous technology, keeping our country's cultural uniqueness and peculiarities intact.

c. Mathematics

Elementary mathematics covers basic concepts and ideas, skills and processes on numbers and number sense-geometry, measurement, patterns and algebra, probability and statistics as enlist, using appropriate technology in critical thinking, problem solving, reasoning, communicating, making connections, representations and decisions in real life.

d. AralingPanlipunan (AP)

Ito ay asignatura na nagtuturo ng mga konsepto sa pananagutang pansarili, pamilya, kapwa, bansa/daigdig at Diyos; pananagutan para sa kabutihang panlahat upang mamuhay nang may kaayusan, katiwasayan, kaunlaran tungo sa kaligayahan ng tao.

e. Edukasyong Pantahanan at Pangkabuhayan (EPP)

Edukasyong Pantahanan at Pangkabuhayan develops knowledge, skills, values and attitude in Agriculture, Entrepreneurship and information Communication Technology (ICT), Home Economics and Industrial Arts that can help improve self, family and community life considering sustainable development.

f. Music, Art, Physical Education and Health

The *Music Program* focuses on the learner as the recipient of the knowledge, skills, and values necessary for artistic expression and cultural literacy. The curriculum design is student-centered, based on spiral progression, and grounded in performance-based learning. Thus

the learner is empowered, through active involvement and participation, to effectively correlate music and art to the development of his/her own cultural identity and expand his/her vision of the world.

The *Art Program* provides our Filipino learners with art experiences that include recognizing, creating, appreciating, and critiquing their own artistic works and the works of others. From Nursery Kindergarten, art instruction begins with creative exploration of art materials, concepts and processes found in the Philippines and other countries. It continues to develop the student's imagination and individual expression, and inquiry into the aesthetic qualities of his/her work, the work of others, artists of the past and present, from the Philippines and from the other parts of the world. It culminates in seeing the connection of art to other areas of study and exposure to various art-related activities and careers.

The *Physical Education Program* is anchored on the tenet "Move to Learn and Learn to Move" with ultimate goal of achieving life-long fitness. It shall contribute to the development of fitness, health and wellness among school-age students as provided in the program's rich and challenging physical activity experiences. It shall promote the development of a participative and active body; learning to use the body moving efficiently and effectively in a given space time, effort and assurance of quality movement. The desire for becoming a physical educated person, thus aid an individual in successfully selecting and participating activities appropriate at various stages of life.

The *Health Program* from Nursery/Kindergarten to Grade 6 focuses on the physical, mental, emotional, social, moral and spiritual dimensions of health and enables the learners to acquire essential knowledge, attitudes, and skills necessary to promote good nutrition, prevent and control diseases and substance use and abuse, reduce health-related risk behaviors to prevent and control injuries with the end view of maintaining and improving personal, family community, national and global health.

g. Edukasyon sa Pagpapakatao (EsP)

Ang Edukasyon sa Pagpapakatao (EsP) ay asignaturang bahagi ng K to 12 nagagabay at huhubog sa mga kabataan. Ang tunguhin o *outcome* ng EsP ay kabataang nagpapasya at kumikilos nang mapanagutan tungo sa kabutihang panlahat. Nangangahulugan ito na lilinangin at pauunlarin ang pagkataong etikal ng bawat mag-aaral. Upang maipamalas ito, kailangang magtaglay siya ng limang pangunahing kakayahan (macro skills): pag-unawa, paglinilay, pagsangguni, pagpapasya at pagkilos.

h. Computer Education

Computer Education aims to bring quality computer education to students so that they can gain an academic edge by developing proficiency in using computers as tools for learning, productivity, creativity, and entertainment. It helps students build a solid foundation of fundamental learning and computer skills and understand the technology as a tool for School's organization, communication research and problem solving.

i. Arabic Language, Saudi History, and Islamic Culture

Arabic Language and Saudi History form part of the curriculum as mandated by the Saudi Ministry of Education.

3. High School Education. The program of High School Education is concerned primarily with continuing basic education and expanding it to include the learning of employable gainful skills. The program includes Junior High School (Grades 7 – 10) and Senior High School (Grades 11 – 12) levels.

The objectives of the High School education are:

- a. to continue to promote the objectives of elementary education;
- b. to discover and enhance the different aptitudes and interests of the Student so as to equip him/her with skills for productive endeavor and/or prepare him/her for tertiary schooling.
- c. to prepare the students for their entry to higher education; and
- d. to equip them with relevant and globally competitive skills which will foster employability and entrepreneurship or technopreneurship.

Pursuant to Department of Education Order No. 31 s. 2012, there are eight (8) learning areas comprising the core curriculum of the secondary education from Grades 7 to 10 each of which is described in the following matrix:

a. Integrated Language Arts

Ang Filipino ay naglalayong malinang ang(1) kakayahang komunikatibo at (2) kahusayan sa pag-unawa at pagpapahalagang pampanitikan ng mga mag-aaral. Lilinangin ang makrong kasanayan (pakikinig, pagsasalita, pagbasa, pagsulat at panonood) sa tulong ng iba't ibang

dulog at pamamaraan tulad ng Komunikatibong Pagtuturong Wika (KPW), Pagtuturong Batay sa Nilalaman (PBL) ng iba't ibang akdang pampanitikan at Pagsasanib ng Gramatika sa Tulong ng iba't ibang Teksto (PGRT), at isinasaalang-alang din ang pagsasanib ng mga papahalagang pangkatauhan sa pag-aaral at pagsusuri ng iba't ibang pampanitikan.

b. Science

This course deals with the basic concepts in Biology, Chemistry, Physics and Earth/Space Science. Every quarter presents the different science disciplines across grade levels in increasing complexity. The course is focused on the development of awareness and understanding of practical everyday problems that affect the learners' lives and those around them.

c. Mathematics

It includes key concepts and principles of number sense, measurement, algebra, geometry, probability and statistics as applied, using appropriate technology, in critical thinking, problem solving, reasoning, communicating, making connections, representations and decisions in real life.

d. Araling Panlipunan (AP)

Ang asignaturang ito ay naglalayong tumalakay sa kasaysayan ng Pilipinas gamit ang sipi ng mga piling primaryang sanggunian mula sa iba't ibang panahon at uri; at magpamalas ng malalim na pang-unawa sa mga pangunahing kaisipan at mga napapanahong isyu sa pag-aaral ng kasaysayan, pamahalaan, kultura at lipunan ng mga rehiyong Asyano; kasaysayang pandaigdig at napapanahong isyu; at ang kaisipan at napapanahong isyu sa ekonomiks at pambansang pag-unlad.

e. Technology and Livelihood Education (TLE)

Technology and Livelihood Education (TLE) provides an enriched general education that will prepare our graduates for higher education, world of work and lifelong learning. The integration of Entrepreneurship concepts such as Personal Entrepreneurial Competencies (PECS), Environmental and Market (E & M), and Process and Delivery prepares the students for gainful employment and to set up their own business in the areas of Agri-Fishery Arts, Industrial Arts, Home Economics, and Information and Communication Technology.

f. **Music, Art, Physical Education and Health (MAPEH)**

Music and Arts deal with the study of man's aesthetic expression through sounds (music) and visuals (art) mirroring the sentiments and ideas of society and culture, and contributing to the development of individual and collective identity. It is designed to be student-centered, based on spiral progression, and grounded in performance-based learning focused on appreciation and application where basic fundamentals are further reinforced. The program design empowers the learners to effectively correlate Music and Art to the study of Philippine Culture, as influenced by history, the culture of its neighbors, and the effects of globalization and advancement of information technology.

Physical Education promote the development of active and healthy lifestyle. Physical Education focuses on five (5) strands namely: body management, movement skills, games and sports, rhythm and dance and physical fitness. Each strands is sequentially developed across grade levels including activities that are varied and age-appropriate to address the needs and interest of learners.

The *Health program* deals with physical, mental, emotional, social, moral and spiritual dimensions of health that enable learners to acquire essential knowledge, attitudes and skills necessary to promote good 1. nutrition, prevent and control diseases, substance abuse, and reduce health-related risk behaviors and injuries with the view to maintaining and improving personal, family, community, national and global health.

g. **Edukasyon sa Pagpapakatao (EsP)**

Ang Edukasyon sa Pagpapakatao ay naglalayong malinang at mapaunlad ang kakayahan ng mga mag-aaral sa moral na pagpapasya at paggawa ng mga pasyang batay sa idinidikta ng tamang konsensya.

Apat na temaang nililalang sa paraang expanding spiral mula Nursery /Kindergarten hanggang Grade 10: (a) Pananagutang Pansarili at Pagiging Kasapi sa Pamilya, (b) Pakikipagkapwa at Katataganng Pamilya, (c) Paggawa Tungo sa Pambansang Pag-unlad at Pakikibahagi sa Pandaigdigang Pagkakaisa, at (d) Pagkamaka-Diyos at Preperensya sa Kabutihan.

Ang nilalaman at istrakturang Edukasyon sa Pagpapakatao at nakaangkla sa dalawang disiplina: Ethics at Career Guidance. Ang Etika ay ang siyensyang moralidad ng kilos ng tao. Ang Career Guidance ay

ang paggabay sa mag-aaral namagpasyang kursong akademiko o teknikal-bokasyonal na tugma sa kanyang mga talento, kakayahan at aptitude at mga trabahong kailangan sa ekonomiya.

h. **Computer Education**

Computer Education aims to bring quality computer education to students so that they can gain an academic edge by developing proficiency in using computers as tools for learning, productivity, creativity, and entertainment. It helps students build a solid foundation of fundamental learning and computer skills and understand the technology as a tool for School's organization, communication research and problem solving.

i. **Arabic Language, Saudi History, and Islamic Culture**

Arabic Language and Saudi History form part of the curriculum as mandated by the Saudi Ministry of Education.

Note: Senior High School Curriculum will be issued in another circular.

B. ACADEMIC STANDARDS, POLICIES & PROCEDURES

1. Admission

For admission, a student seeking for enrolment shall submit the following documents and shall pass the admission test/assessment:

a. New Enrollees/Transferees

1. Original Report Card (Form 138-A)
2. Copy of Birth Certificate
3. Certificate of Good Moral Character
4. Iqama (Father & Student)
5. Copy of Philippine Passport
6. Latest ID Picture (1 ½" x 1 ½") – 2 pcs.
7. Immunization Record
8. Father's Employment Certificate

Notes:

1. Arab children of Filipina mother shall be enrolled only after securing an approval from the Saudi Ministry of Education (MOE).
2. Assessment result is indicated as passed/failed only.

b. Old Students

1. Duly accomplished Registration Form
2. Photocopy of valid Philippine Passport

Note: The School reserves the right to assign Students (old & new) to a particular class section upon enrolment.

c. Age Requirements for Preschoolers and Grade I

On or before the last day of the first quarter period of the School year, if the child is at the following School level:

1.	Nursery Level	At least 3-years and 6 months old and not older than 4 years and 5 months old by June of the current school year.
2.	Kindergarten Level (K-1)	At least 4-years and 6 months old by June and has completed Nursery by June of the following school year.
3.	Preparatory Level (K-2)	At least 5-years and 6 months old by June and has completed Kinder or its equivalent by June of the following school year.
4.	Grade One	At least 6-years old by June and has completed Preparatory Level by June of the following school year.

d. Withdrawal of Enrollment and Tuition

A student who transfers or otherwise withdraws, in writing, within two (2) weeks after the beginning of classes and who has already paid tuition and other school fees in full or for any length longer than one (1) month shall be charged ten percent (10%) of the total amount due for the term if he/she withdraws within the first week of classes, thirty percent (30%) if with the third week of classes, and fifty percent (50%) if within a month after the opening of classes, regardless of whether or not he/she has actually attended classes.

Reference: IACPSO Manual of Policies, Standards and Regulations for Philippine Schools Overseas (Third Edition) Article VIII, Section 46.

e. Policy Guidelines and Procedures on Absences Incurred by A Student

Class attendance is considered very important in IPSA. Students are expected to attend all scheduled class days in which they are enrolled. Attendance is monitored on a daily basis and recorded in the School Register by the Class Adviser and Subject Teachers in their respective class periods.

1. Absences

For an absence of **less than five (5) days**, an excuse letter from the parent/guardian with pertinent proof must be submitted to the Class Adviser for consideration duly signed by the Academic Supervisor for dissemination to all concerned subject teachers. The Class Advisers shall be responsible for excuse letter filing and safe keeping.

Absences of **five (5) or more consecutive days** to be considered excused, parent must complete a Student Leave of Absence Form and submit an excuse letter with attached pertinent documents (medical certificate, travel documents, etc.) to the Academic Supervisor for approval. The AS shall issue the approved Student Leave of Absence Form.

2. Reasons considered to be excused as follows:

- a. Sickness – 10 calendar days
- b. Emergency Leave with justifiable reasons – maximum of 15 calendar days.
- c. Scheduled Vacation – maximum of 30 calendar days
- d. College Entrance Exams in the Philippines – maximum of 10 calendar days.
- e. Other analogous cases as determined by the School Principal.

3. Absences will be recorded in the School Register (Form 1) based on the actual number of days of absence whether excused or unexcused.

When the absence is unexcused, the absent student shall be given the lowest possible grade in all her graded work during her absence from class. If the absence is excused, the student will be given make-up tests/quizzes.

4. Procedures for Planned Absence of five (5) or more days which may be due to scheduled vacation, college entrance test, etc:

- a. Submit an excuse letter and filled-out Student Leave of Absence Form (SLOA) to the AS for approval.
- b. After **3 working days**, claim approved SLOA from the Academic Supervisor.
- c. Present the SLOA to Subject Teachers before and after the planned period of absence.
- d. Study lessons missed using the subject scope and sequence (given at the start of each quarter) as a guide.

Report to the AS on the first day of arrival from an absence for make-up tests schedule. Failure to do this means receiving a failing grade for missed graded works.

Note: **Special Tests and Quizzes** are administered within ten (10) calendar days upon the first day of arrival from an absence.

C. GRADING SYSTEM

1. POLICY GUIDELINES ON CLASSROOM ASSESSMENT FOR THE K TO 12 BASIC EDUCATION PROGRAM (DepEd Order No. 8, s. 2015 – 01 April 2015)

The K to 12 Basic Education Program uses a standards-and-competency-based grading system. According to the K to 12 new grading system, all grades will be based on the weighted raw score of the learners' summative assessments.

"The minimum grade needed to pass a specific learning area is 60%, which is transmuted to 75 in the report card. The lowest mark that can appear on the report card is 60 for Quarterly Grades and Final Grades".

Three Components:

1. Written Works

- Assess learners' understanding of concepts & application of skills in written form.
- Prepare learners for quarterly assessments.
- Includes long quizzes, unit or long tests, essays, written reports, written recitations, and other written output.
- Given at the end of the topic or unit
- Distributed across the Cognitive Process Dimensions (Remembering, Understanding, Applying, Analyzing, Evaluating, and Creating)

2. Performance Tasks

- Involve students in the learning process individually or in collaboration with teammates over a period of time.
- Give students opportunities to demonstrate and integrate their knowledge, understanding, and skills about topics or lessons learned in a specific real-life situation by performing and/or producing evidence of their learning.
- Give students the freedom to express their learning in appropriate and diverse ways.
- Encourage student inquiry, integration of knowledge, understanding, and skills in various contexts beyond the assessment period.
- Includes creating or innovating products or do performance-based tasks e.g. skills demonstration, group presentation, oral work, multimedia presentations, and research projects.
- Given at the end of a lesson, several times during the quarter.

3. Quarterly Assessment

- Measures student learning at the end of the quarter.
- Objective tests, performance-based, or a combination thereof.

STEPS IN COMPUTING FOR THE FINAL GRADE

Step 1 – Grades from all students work are added up. This result to the total score for each component.

Step 2 – The sum for each component is converted to the Percentage Score (PS).

$$PS = (\text{total raw score} / \text{highest possible score}) \times 100\%$$

Step 3 – Percentage Scores are then converted to Weighted Score (WS).

$$WS = PS \times \text{weight of component}$$

Weight of the Components for Grades 1 - 10

Grades	Components	Languages/ AP/EsP	Science	Math	MAPE H	EPP/ TLE
1 to 10	Written Work	30%	40%		20%	
	Performance Tasks	50%	40%		60%	
	Quarterly Assessment	20%	20%		20%	

Step 4 – The sum of the Weighted Scores in each component is the Initial Grade. This Initial Grade will be transmuted using the given transmutation table to get the Quarterly Grade (QG).

Initial Grade	Transmuted Grade	Initial Grade	Transmuted Grade
100	100		
98.4 – 99.99	99	66.40 – 67.99	79
96.80 – 98.39	98	64.80 – 66.39	78

95.20 – 96.79	97	63.20 – 64.79	77
93.60 – 95.19	96	61.60 – 63.19	76
92.00 – 93.59	95	60.00 – 61.59	75
90.40 – 91.99	94	56.00 – 59.99	74
88.80 – 90.39	93	52.00 – 55.99	73
87.20 – 88.79	92	48.00 – 51.99	72
85.60 – 87.19	91	44.00 – 47.99	71
84.00 – 85.59	90	40.00 – 43.99	70
82.40 – 83.99	89	36.00 – 39.99	69
80.80 – 82.39	88	32.00 – 35.99	68
79.20 – 80.79	87	28.00 – 31.99	67
77.60 – 79.19	86	24.00 – 27.99	66
76.00 – 77.59	85	20.00 – 23.99	65
74.40 – 75.99	84	16.00 – 19.99	64
72.80 – 74.39	83	12.00 – 15.99	63
71.20 – 72.79	82	8.00 – 11.99	62
69.60 – 71.19	81	4.00 – 7.99	61
68.60 – 69.59	80	0 – 3.99	60

Step 5 – The Quarterly Grade for each learning area is written in the report card of the student.

Final Grade by Learning Area – add the QG of each quarter and divide by 4.

General Average – sum of Final Grades of all learning areas divide by total number of learning areas in a grade level.

Final Grades and General Average

Learning Area	Quarter				Final Grade
	1	2	3	4	
Filipino	80	89	86	84	85.00
English	89	90	92	87	90.00
Mathematics	82	85	83	83	83.00
Science	86	87	85	84	86.00
Araling Panlipunan	90	92	91	89	91.00
Edukasyon sa Pagpapakatao	89	93	90	88	90.00
Edukasyong Pantahanan at Pangkabuhayan	80	81	84	79	81.00
MAPEH	85	86	85	84	85.00
General Average					86.000

Learner Promotion and Retention

Grade Levels	Requirements	Decision
For Grades 1 to 3 Learners	1. Final Grade of at least 75 in all learning areas	Promoted to the next grade level
	2. Did Not Meet Expectations in not more than two learning areas	Must pass remedial classes for learning areas with failing mark to be promoted to the next level. Otherwise the learner is retained in the same grade level.
	3. Did Not Meet Expectations in three or more learning areas.	Retained in the same grade level
For Grades 4 to 10 Learners	1. Final Grade of at least 75 in all learning areas	Promoted to the next grade level
	2. Did Not Meet Expectations in not more than two learning areas	Must pass remedial classes for learning areas with failing mark to be promoted to the next level. Otherwise the learner is retained in the same grade level.

	3. Did not Meet Expectations in three or more learning areas.	Retained in the same grade level
	4. Must pass all learning areas in the elementary	1. Earn the Elementary Certificate 2. Promoted to Junior High School
	5. Must pass all learning areas in the Junior High School	1. Earn the Junior High School Certificate 2. Promoted to Senior High School
For Grades 11 and 12 Learners	1. Final Grade of at least 75 in all learning areas in a semester	Can proceed to the next semester
	2. Did Not Meet Expectations in a prerequisite subject in a learning area	Must pass remedial classes for failed competencies in the subject before being allowed to enroll in the higher-level subject
	3. Did Not Meet Expectations in any subject or learning area at the end of the semester	Must pass remedial classes for failed competencies in the subjects or learning areas to be allowed to enroll in the next semester. Otherwise the learner must retake the subjects failed.
	4. Must pass all subjects or learning areas in Senior High School	Earn the Senior High School Certificate

THE CORE VALUES OF THE STUDENT REFLECTED IN THE REPORT CARD (Conduct Grade)

A non-numerical rating scale will be used to report on learners' behavior demonstrating the Core Values.

Descriptions and Indicators of Observed Values

Core Values	Behavior Statements	Indicators
Maka-Diyos	Expresses one's spiritual beliefs while respecting the spiritual beliefs of others	<ol style="list-style-type: none"> 1. Engages oneself in worthwhile spiritual activities 2. Respects sacred places 3. Respects religious beliefs of others 4. Demonstrates to learn curiosity and willingness to learn about other ways to express spiritual life
	Shows adherence to ethical principles by upholding truth	<ol style="list-style-type: none"> 1. Tells the truth 2. Returns borrowed things in good condition 3. Demonstrates intellectual honesty 4. Expects honesty from others 5. Aspires to be kind and fair to all 6. Identifies personal biases 7. Recognizes and respects one's feelings and those of others
Makatao	Is insensitive to individual, social, and cultural differences	<ol style="list-style-type: none"> 1. Shows respect for all 2. Waits for one's turn 3. Takes good care of borrowed things 4. Views mistakes as learning opportunities 5. Upholds and respects the dignity and equality of all including those with special needs 6. Volunteers to assist others in times of need 7. Recognizes and respects people from different economic, social, and cultural backgrounds

	Demonstrates contributions toward solidarity	<ol style="list-style-type: none"> 1. Cooperates during activities 2. Recognizes and accepts the contribution of others toward a goal 3. Considers diverse views 4. Communicates respectfully 5. Accepts defeat and celebrates others' success 6. Enables others to succeed 7. Speaks out against and prevents bullying
Makakalikasan	Cares for the environment and utilizes resources wisely, judiciously, and economically	<ol style="list-style-type: none"> 1. Shows a caring attitude toward the environment 2. Practices waste management 3. Conserve energy and resources 4. Takes care of school materials, facilities, and equipment 5. Keeps work area in order during and after work 6. Keeps one's work neat and orderly
Makabansa	Demonstrates pride in being a Filipino; exercises the rights and responsibilities of a Filipino citizen	<ol style="list-style-type: none"> 1. Identifies oneself as a Filipino 2. respects the flag and national anthem 3. Takes pride in diverse Filipino cultural expressions, practices, and traditions 4. Promotes the appreciation and enhancement of Filipino languages 5. Abides by the rules of the school, community, and country 6. Enables others to develop interest and pride in being a Filipino

	Demonstrates appropriate behavior in carrying out activities in the school, community, and country	1. Manages time and personal resources efficiently and effectively 2. Preserves to achieve goals despite difficult circumstances 3. Conducts oneself appropriately in various situations
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Marking for the Observed Values

Marking	Non-Numerical Rating
AO	Always Observed
SO	Sometimes Observed
RO	Rarely Observed
NO	Not Observed

Reference: Department of Education Order No. 08 s. 2015, 01 April 2015 - POLICY GUIDELINES ON CLASSROOM ASSESSMENT FOR THE K TO 12 BASIC EDUCATION PROGRAM).

2. PUPIL/STUDENT PROGRESS REPORT

Parents may inquire regularly about their child's progress in School.

- Parents who wish to inquire about their child's progress should request for appointments with the Subject Teachers concerned through the Office of the Academic Supervisor.
- The Progress Report Card is issued to parents/guardian on the second week after the quarterly test. The Class Adviser confers with the parent/guardian regarding the progress of their child both in academic subjects and conduct.
- Written notices are sent by the class advisers or subject teachers to parents/ guardians of pupils/students with failing grades and/or behavioral problems requiring them to come for a conference with the Class Adviser or the Subject Teacher concerned. The School will not be held responsible for future complaints of parents/guardians who do not come for a conference regarding their child's failing grades or deficiencies on the appointed date.

- Parents/Guardians must sign the Progress Report Card and return it to the Class Adviser not later than two (2) days upon receipt.
- Loss of Progress Report Card must be reported to the Class Adviser immediately. A prescribed fee of SR 10.00 will be charged for the replacement of the lost report card.

3. POLICY GUIDELINES FOR THE DETERMINATION OF HONORS AND AWARDS

The Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program articulates the recognition given to learners who have shown exemplary performance in specific areas of their school life. These guidelines are anchored in the Classroom Assessment for the K to 12 Basic Education Program (DepEd Order No. 8 s. 2015), which supports learner's holistic development in order for them to become effective lifelong learners with 21st century skills. This policy aims to give all learners equal opportunity to excel in relation to the standard set by the curriculum and focus on their own performance rather than to compete with one another. It recognizes that all students have their unique strengths that need to be identified, strengthened, and publicly acknowledged.

ACADEMIC HONORS

- Candidates for honors shall be drawn based on their general average. They must not have a grade lower than 85% in any subject and have not been subjected to disciplinary action due to major offense within the current School Year.
- To determine the honor students, students shall meet the required general average.
 - Academic Performance

Academic Awards shall be based on the general average of all K to 12 learning areas in the curriculum year. The procedure is as follows:

 - Compute the final grade of each learning area up to two (2) decimal places;
 - Get the general average of the final grades of all learning areas up to three (3) decimal places;

Academic Awards from K1 to Grade 11 shall be designated as follows:

General Average	Designation
97.000 – Above	Highest Honors
95.000 – 96.999	High Honors
93.000 – 94.999	With Honors

Notes:

Honor students shall have no grade lower than 85.00 in any subject.

Descriptive Method shall be used for Nursery students.

BEST IN CO-CURRICULAR (for Grades 6, 10, and 12 only)

Co-Curricular Awards cover the achievement of the candidates in five (5) areas namely: a) Contests and Competitions (**CC**) b) Student Leadership (**SL**), c) Campus Journalism (**CJ**), d) Officership and membership (**OM**), and e) Participation and Attendance (**PA**). The procedure for ranking based on the co-curricular is as follows:

- Validate each co-curricular achievement of each candidate;
- Classify all valid co-curricular achievements of each candidates and get their corresponding points assigned to them as indicated below;

List of activities authorized by the School and corresponding points:

b.1. Student Publication – IPSA GAZETTE

Editor-in-Chief.....	6
Associate/Managing.....	5
Section Editor.....	4
Contributors.....	3
Others.....	2

b.2. Supreme Student Government

President.....	8
Vice President.....	6
Secretary/Treasurer.....	4
Auditor/PRO/Sgt. at Arms/ Level Representative.....	2
Class President.....	1

Class Vice President.....	0.75
Class Treasurer/Secretary.....	0.75
Other Class Officers.....	0.5

b.3. Officership/Membership in School-Sponsored Clubs

President.....	2
Vice President.....	1.5
Treas/Sec/Other Officers.....	1
Members.....	0.75

b.4. Participation or Attendance Inside and Outside the School (student should be officially representing the School)

Leadership Training/Seminar.....	0.75
Speaker (with audition).....	0.75
Emcee (with audition).....	0.75
Participant.....	0.75

b.5. Official Contests and Competitions

	1 st	2 nd	3 rd	Participant
International	15	10	8	6
National	10	8	6	4
Regional	8	6	4	2

(Eastern Province)

b.6. Programs and Other Related Activities/ Organizations

COMELEC Chairman.....	0.75
Vice Chair.....	0.5
COMELEC Members.....	0.25

b.7. Sports Activities/Mini Olympics

School	1 st	2 nd	3 rd	Finalist/Participant
Individual/Dual	1	0.9	0.8	0.7
Group Games	0.5	0.4	0.3	0.2
Regional				
Individual/Dual	2	1	1	0.8
Group Games	1	0.5	0.5	0.3
National				
Individual/Dual	3	1.5	1.2	0.9
Group Games	1.5	0.75	0.7	0.4

International

Individual/Dual	4	2	1.5	1
Group Games	2	1.5	1	0.5

Note: For dual games, points will be divided by two (members of the dual team). However, for group games, each member of the team will get the written score above).

b.7.1. Get the total points of each candidate by adding all points garnered regardless of the number of co-curricular achievements in one activity;

b.7.2. Rank the candidates from highest to lowest based on their sum/total points;

b.7.3. The candidate with the highest total points will be awarded Best in Co-curricular.

c. The student's grade in the previous curriculum year shall not be considered in the determination of honors.

d. Only the grade in the current curriculum year shall be considered in the determination of students. Transferees shall be considered in the ranking provided they are enrolled not later than the second week of classes of the current School Year.

e. All candidates for honors and awards (academic and co-curricular) must be of good moral character and have not been subjected to disciplinary action due to major offense within the current School Year.

f. The Academic Supervisor shall be the chairman of the Honors and Awards Committee composed of at least five (5) members (Class Adviser, Student and Community Affairs Head, Guidance Counselor and the Registrar).

Member of the committee must not be related within the second degree of consanguinity or affinity to any of the candidates for honors.

The Committee with the approval of the school Principal reserves the right to decide on matters not covered by this policy.

g. The Honors and Awards Committee shall make the announcement of honor students and awardees not later than ten (10) days before the recognition/commencement rites. Candidates for honors and their parents are requested to be present during the announcement/presentation of honors.

j. Protest, if any, shall be filed in writing by the candidate with his/her parent or guardian to the School Principal within three (3) working days from the announcement and shall be settled by the School Management within three (3) working days from the filing of protest.

5. SPECIAL AWARDS

Grade Level	Special Awards	Criteria
Kinder 1	Best in Conduct	Based on the highest Final Average Grade in Conduct and not subjected to any disciplinary action or referral.
	Best in Penmanship	Based on student's writing Portfolio and Rubric used by the teacher.
	Best in Arts & Craft	Based on student's Arts & Craft Portfolio and Rubric used by the teacher.
Kinder 2	Best in Conduct	Based on the highest Final Average Grade in Conduct and not subjected to any disciplinary action or referral.
	Best in English (Language)	Based on the highest final Average Grade in the subject.
	Best in English (Reading)	
	Best in Math	Based on student's writing Portfolio and Rubric used by the teacher.
	Best in Filipino	
	Best in Penmanship	Based on student's Arts & Craft Portfolio and Rubric used by the teacher.
	Best in Arts & Craft	

	<p>Best in Singing Best in Dancing</p> <p>Best in Quarterly Club Activity</p>	<p>Based on the performance task given during the Quarterly Club Activity Day.</p> <p>Based on the performance task given during Quarterly Club Activity Day from 1st to 4th Quarter.</p>
Grades 1 to 5	<p>Best in Conduct</p> <p>Best in Arabic</p> <p>Boy & Girl Scout of the Year (if applicable)</p>	<p>Based on the highest Final Average Grade in Conduct and not subjected to any disciplinary action or referral.</p> <p>Based on the highest Final Average Grade in Arabic subject.</p> <p>Based on the highest point garnered in BSP/GSP membership and activities.</p>
Grade 6	<p>Best in Co-Curricular</p> <p>Best in English Best in Filipino Best in Mathematics Best in Science Best in Social Studies Best in HELE Best in Computer Best in MAPE Best in Arabic Best in Conduct</p> <p>Boy & Girl Scout of the Year (if applicable)</p>	<p>Based on the highest total points garnered in Co-Curricular activities.</p> <p>Based on the highest Final Average Grade in the subject.</p> <p>Based on the highest Final Average Grade in Conduct and not subjected to any disciplinary action or referral.</p> <p>Based on the highest point garnered in BSP/GSP membership and activities.</p>

	<p>Male & Female Athletes of the Year</p> <p>Basketball Varsity/D'Voice of IPSA/ Dance Troupe/Other School Sponsored Clubs –Service Award</p>	<p>Based on the highest points garnered by the student in athletic performances.</p> <p>Given to members of the said team and clubs for three (3) consecutive years of membership.</p>
Grade 7 to 9	<p>Best in Conduct</p> <p>Best in Arabic</p> <p>Boy/Girl Scout of the Year (if applicable)</p>	<p>Based on the highest Final Average Grade in Conduct and not subjected to any disciplinary action or referral.</p> <p>Based on the highest Final Average Grade in Arabic subject.</p> <p>Based on the highest point garnered in BSP/GSP membership and activities.</p>
Grade 10	<p>Best in Co-Curricular</p> <p>Best in English Best in Filipino Best in Mathematics Best in Science Best in Social Studies Best in TLE Best in Computer Best in MAPEH Best in Conduct</p> <p>Best in Arabic</p>	<p>Based on the highest total points garnered in Co-Curricular activities.</p> <p>Based on the highest Final Average Grade in the subject.</p> <p>Based on the highest Final Average Grade in Conduct and not subjected to any disciplinary action or referral.</p> <p>Based on the highest Final Average Grade in Arabic subject.</p>

Boy & Girl Scout of the Year (if applicable)	Based on the highest point garnered in BSP / GSP membership and activities.
Medal of Recognition	Given to IPSA Gazette Staff and SSG President.
OFWC-EPKSA Academic Excellence Award	Given to the First Honors
OFWC-EPKSA Leadership Award	Given to the SSG President
Basketball/Varsity/Volleyball Varsity/D'Voice of IPSA/Dance Troupe/Other School Sponsored Clubs Service Awards	Given to members of the said team and clubs for four (4) consecutive years of membership.

Note: Honors and Awards for Senior High School and Nursery will be issued in another circular.

6. LOYALTY AWARD

Loyalty Award is given to graduating students of Grade Six and Grade 12 based on the following:

- a. Grade 12:
Gold Loyalty – Continuous (Grade 1 to Grade 12)
Bronze Loyalty – Ten (10) Cumulative years in IPSA
- b. Grade 6 – Silver Loyalty – Continuous (Grade 1 to Grade 6)

CHAPTER IV: CO-CURRICULAR OFFERINGS

The student activities listed below are encouraged at IPSA. However, use of facilities to conduct the affairs is subject for approval. Classrooms are mainly for academic purposes only. Group actions like boycott of classes, demonstrations against any issue, person or teacher are strictly prohibited, pursuant to local laws and regulations.

The curricular program is enriched by various co-curricular programs which aims to foster students' holistic development.

A. SCHOOL SPONSORED CLUBS

1. Supreme Student Government (SSG) is the highest student governing body of the School constituted by officers duly elected by the student body. It aims to provide learning opportunity and first-hand experience in leadership and exercise of democratic procedures, concepts and principles.
2. School Publication – IPSA Gazette is the School's Official Publication that is issued twice a year. It acts as the communication medium to update the IPSA community of important news, activities, developments and other issues concerning the School.

The IPSA Gazette also serves as venue for training students who are aspiring to become journalists and writers and to equip them with the philosophy, art and science of basic campus journalism.

3. Dance Troupe - to encourage and develop the skills of dancing among students and to promote a sense of community and make dancing a part of a national or regional group and help them establish ties with heritage.
4. Sports (Varsity) Club - It aims to develop strong and sound bodies and acquire sportsmanship, teamwork and spirit of loyalty through inter-school competitions, friendship and intramural games.
5. Scouting (BSP/GSP) – Scouting enables the students/pupils to have the greatest opportunity to display their skills, and meet challenges that will help them become disciplined, self-reliant, responsible and God-fearing leaders of tomorrow.
6. Rondalla - It aims to develop and enhance the skills and talents of its members using different musical instruments and rendering musical performances.

B. ACADEMIC CLUBS

1. Science Club –To arouse and cultivate the members' interest in learning Science and develop awareness of and concern for scientific issues in personal, social, environmental and technological contexts.

2. Math Club – It aims to foster a community of students around a common interest in Mathematics and finding paths to introduce Mathematics in creative and innovative ways.

C. INTEREST CLUBS

1. Glee Club – It aims to develop musical abilities and the singing talent of students.
2. Chess / Badminton / Table Tennis Club / Lawn Tennis Club / Boys & Girls Basketball Club - It aims to develop and equip students/pupils with the skills and knowledge needed to be competitive in the sport.
3. Gavel Club – It aims to improve and enhance the students' skills, knowledge and eloquence in public speaking and develop self-confidence.
4. Book Lovers' Club – It aims to develop the pupils/students' interest in reading comprehension and vocabulary.
5. Visual Arts Club – To encourage the members' artistic expression and articulate their thoughts, feelings and creativity through the various visual art forms from two to three dimensions.
6. Theater Arts Club – To provide those with an initial interest in acting an opportunity to learn more about the art and inculcate a deep appreciation for drama and in the process instill a passion for performance.
7. Homemakers Club – It aims to provide students the basic principles of homemaking which includes the purchase, preparation and service of good food, the selection and making of clothing, the choice of house furnishings and care of children.
8. Computer Club – To disseminate knowledge about computer, increase computer skills and promote activities related to the discipline among the club members.
9. Music Club - It aims to develop and enhance the skills and talents of students/pupils using different musical instruments.
10. Robotics Club – It aims to develop educational experiences among students through practical application of science, technology, engineering, math and other concepts.

11. Photography Club – It aims to develop students' skills, talents and creativity in photography by merging advance technology into arts.

12. Nihonggo Club – It aims to introduce the students' to the Japanese language, traditions and cultural heritage.

13. Gymnastics Club – It aims to develop students' gymnastics skills through various levels of training corresponding levels of ability, commitment and potential with the opportunity to perform, compete, and emphasize fun and physical fitness.

14. Alumni Association - A graduate of IPSA or former pupil/student who attended at least three (3) years of schooling in a Philippine School Overseas is qualified to join this Association which aims to:

- a. Attain and enhance the character, competence and cooperation of its members;
- b. Encourage interest and good fellowship;
- c. Work for the members' spiritual and temporal needs, and promote the welfare of the School, its students, faculty, the management and the community.

D. POLICY

1. All officially enrolled students may apply for membership not more than two (2) club/organization of his/her choice at the same time. However, students with two (2) club/organization membership are allowed only to assume one (1) official position/function (officer) in clubs/organizations to avoid conflict in schedules with other clubs/ organizations.
2. A first come, first served policy shall be strictly observed in applying for club/organization membership.
3. All club members shall pay a membership fee (full payment) to the Finance Office to cover the moderator's honorarium, materials and other operational expenses.
4. Cancellation/Withdrawal will be allowed only within one (1) month after registration. Fifty percent (50%) of the membership fee will be refunded (with or without attendance) while the other fifty percent (50%) will be utilized as club funds.

5. Transfer of club membership is allowed only within one (1) month after registration. Transfer of club membership is allowed only once and subject to availability of membership slots.
6. Club/organization meetings/assemblies shall be scheduled outside class hours.
7. Students through the Club Moderator are encouraged to propose an activity subject to the evaluation and recommendation of the Student Activity Coordinator, and endorsement of the Student and Community Affairs Head and approval of the School Principal.
8. Students are prohibited to organize any organization or club without official authorization and recognition.
9. All posters or any information for posting or dissemination are required to secure prior approval from the SP Office.
10. All activities shall be officially transmitted to the Student and Community Affairs Office for screening.
11. Any request or referral from other community organization involving IPSA students for certain activities shall be officially communicated to the Office of School Principal
12. The use of IPSA facilities for any activity requires an official permit from the SP Office.
13. Application for a permit to use School Facilities shall be submitted or filed ten (10) days before the conduct of an activity.
14. All activities are deemed suspended or postponed the entire week preceding the examination week and when in conflict with other official school activity.

E. REQUIREMENTS/REPORTS

1. Club Moderators/Advisers shall formulate and submit the following to SCAO before the opening of classes:
 - a. Action Plan
 - b. Calendar of Activities
 - c. Constitution & By-Laws

2. Club Moderator/Advisers shall submit a Year-End Report at the end of the school year:
 - a. Club Activities & Accomplishments (*with pictures*)
 - b. Problems Met, Action Taken & Recommendations
 - c. Financial Report
 - d. Future Plans

F. OTHER PROGRAMS

The curricular program of IPSA is expected to produce well rounded students/pupils who have a deep appreciation for a variety of things.

1. Remedial Program

These classes are offered to pupils/students who are identified as needing follow-up lessons under the tutelage of their subject teachers.

2. Modular Program

This program is offered to pupils/students who transferred in and lack the required units of his/her grade/year level based on DEPED guidelines.

Pupils/students who fall within this category are required to subscribe to this program under a teacher who has expertise in the particular subject.

CHAPTER V: OTHER SCHOOL POLICIES

A. Class Sectioning

1. Students/pupils are grouped (assigned into a section) heterogeneously by the teachers and Academic Supervisor and approved by the School Principal.
2. No request for student change or transfer of section shall be entertained.

B. Parent-Teacher Conference

1. A parent-teacher conference is regularly called at the end of each quarter. Parents are expected to come and get their children's report cards and consult with the teachers on the scheduled date and time.
2. Parents are encouraged to come and visit the school during regular school days to know how their children are getting along. However, they are not allowed to go directly to the classroom during class hours. Appointment must be made one (1) or two (2) days earlier with the Academic Supervisor who will arrange the PTC.

3. Parents with an appointment will present appointment slip to the guard at the main gate.
4. Parents are enjoined not to hold conferences with a teacher without an appointment as the teacher may have some other things to attend to. Appointment system is to ensure that both parties are available.

C. Clearance

1. A duly accomplished clearance form is required of each student at the end of every school year.
2. No scholastic records will be released at the end of the school year without accomplishing the clearance.
3. Signing of clearance shall be done two (2) weeks before the final examination. The class adviser shall collect the signed clearance form.

D. Student's Record

1. Request form must be duly accomplished and submitted to the School Registrar. Release of Records is done 3 to 5 working days after filing of request.
2. Generally, IPSA sends the Official Transcript of Record to the school that requested for it unless the bearer has a written authorization to bring it personally to the said school.
3. The School will only release requested records/certificates if all the obligations of the student to the school have been satisfactorily settled.

E. Recess and Lunch

1. All students are required to take recess and lunch inside the school premises.
2. Every student should eat lunch. No activity at the basketball covered court and the quadrangle is permitted.
3. Every student is expected to observe good table manners during meals.
4. Students should wash their hands before and after eating.

F. Dismissal

1. If the student has to leave earlier than the regular dismissal schedule, a Permit to Leave Form must be secured from the Office of the School Principal/Academic Supervisor. The parent/guardian should fetch the student.
2. If a student is to be sent home due to illness, the School Nurse calls up her parents to pick her up. Parents are responsible to update/inform the School of any change in contact numbers.

G. Health Precaution

Students who are sick or ill with contagious disease (e.g. chicken pox, measles, flu, etc.) or who have not sufficiently recovered from an illness are advised to go/stay at home. A medical clearance certificate (from a doctor) shall be presented to the Class Adviser and School Nurse before returning to class.

H. Assignment Notebook

1. The Assignment Notebook is a notebook all students should have. The notebook is used for copying assignments, reminders, circulars, letters to parents, and announcements.
2. Teachers and parents may also use this notebook for communicating with each other.
3. A student is expected to have the Assignment Notebook at all times. A student is expected to use this notebook in all her subjects.

I. School Materials

Every student is expected to come to class with the necessary school materials. The class schedule is a guide in determining these things that must be brought to school.

1. School materials needed should bear the student's/pupil's name and section to prevent losses.
2. Students are not allowed to retrieve required school materials left at home.
3. A student is not allowed to bring materials that are not essential in any of her classes during the day. The teacher may confiscate such item. Confiscated materials are returned to the parents of a student with a warning.

4. Confiscation is necessary if the material:
 - a. is a distraction
 - b. encourages theft
 - c. causes an unnecessary need among others
 - d. may harm or injure
5. In particular, the following are not allowed in school:
 - a. pets
 - b. toys of all sorts
 - c. magazines and comic books
 - d. playing cards and game boards
 - e. audio/video equipment and accessories and other electronic devices (ex., I-pod, PSP, MP3/MP4 players, Tablets, Cameras, etc.)

In the event that any of the above-mentioned items are essential to a class activity and has to be brought to school, permission rests with the Student and Community Affairs Head or Academic Supervisor.

6. Students and teachers may turn over Lost and Found items to the School Secretary.
 - a. Claiming of lost items shall be made during breaks only.
 - b. Students may also report lost/missing personal belongings.
 - c. At the end of the school year, unclaimed Lost and Found items are considered for donations to the school's outreach program.

J. Assigned Places and Off-Limits Areas

1. During school days, IPSA is responsible for the whereabouts of its students. Students therefore, should be at their assigned places during class hours and within the premises of the school during breaks.
2. From the time a student arrives at IPSA and his/her dismissal, he/she is not allowed to leave the campus without written permission from the School Principal/Academic Supervisor.
3. During P.E. or Laboratory period, all students are required to be with their respective sections. During Club period, students should stay with their club moderator at their assigned area.
4. The following places are off-limits to the students:
 - a. Faculty Rooms
 - b. Administration Offices (except for official business)
 - c. Workrooms and offices
 - d. Rooftop
 - e. Muslim Prayer Room (For non-Muslims)

K. Search or Inspection and Confiscation

1. When it is deemed necessary for the common good, the Student and Community Affairs Head or any designated school official may conduct a search and/or inspection of any locker or bag. Normally, this is done in the presence of the students.
2. A search and /or inspection is conducted to prevent the commission of an offense or to aid in the solution of a disciplinary case.
3. Confiscated items are turned over to the SCAO Head.

L. Use of School Name and Seal

1. No individual or group may use the name and/or seal of the school for any activity, and/or in any printed material (T-shirt, jacket, trophy, etc.) without the explicit authorization of the School. This applies to printed programs invitations, announcements, tickets, parties, balls, leagues, tournament, competitions or other similar activities.
2. Anyone who wishes to use the school name or seal must first seek authorization and approval from the School Principal through a written request.

M. School Fees

1. Miscellaneous Fees
Miscellaneous fees are paid in full upon enrollment at the Finance Office.
2. Tuition
Payment of tuition can be made on an Annual, Quarterly and Monthly basis.
3. Unsettled Accounts
The School reserves the right to withhold the report card and other credentials of students who have not settled their financial obligation as a contract agreement. To be eligible for enrolment, students should settle all financial obligations in the previous school year.
4. Collection of fees is done by the School Cashier only. Parents are therefore advised to directly pay to the Cashier or send payment through bank transfer to the School's account.

N. Donations

The School accepts donations in cash or in kind. Donors shall course these through the Finance Office for proper acknowledgment and recording.

CHAPTER VI : STUDENT SERVICES

The following services are provided by the School to the Students/Pupils:

1. Office of the Academic Supervisor

The Office of the Academic Supervisor is responsible for the day-to-day supervision of the department. Services offered includes appointment of parents to teachers, issue permit to leave the school, issue special examination schedule and Student leave of absence form.

2. Office of the Registrar

The office provides information on admissions, registration, requirements for transfers and graduation. Issuance of Form 137, certificates and diplomas, and clearance and certifications pertaining to academic records as well as School IDs.

3. Office of the Finance Officer

The Finance Office issues financial clearances, examination permits and receipts of payment, certifications of school fees to students with educational assistance from parents' employer.

4. Student and Community Affairs Office

- a. The Office of the Student and Community Affairs is tasked to accept students/pupils referred by any school personnel for proper investigation and administration of corresponding disciplinary actions applicable to the offenses or violations committed by the students / pupils in accordance with the established school rules and regulations.
- b. This Office exercise overall supervision and coordination of all students' co-curricular and extra-curricular activities, programs and projects.
- c. The Office through the Guidance Counselor is tasked to help the students in their academic or behavioral problems. Among the services rendered are: individual and group counseling, group guidance, testing and and evaluation, follow-up and information, provides career guide evaluation, issue certificate of good moral character.

The following is the procedure to avail the services of the Guidance Counselor:

- c.1. A Student/Pupil can avail of any of the guidance services anytime during school operating hours.
- c.2. When a Student/Pupil is referred by the Class Adviser or the Student and Community Affairs Head, he/she proceeds to the Guidance Office at the specified time and submits his/her referral slip to the Counselor.
- c.3. When a Student / Pupil receives a "call slip" from the Guidance Counselor, he/she sees the Counselor at the indicated time.
- c.4. Parents could make a visit at the Guidance Office for any concerns regarding their child by appointment from the Office of the Student and Community Affairs Office.
- c.5. The Guidance Office treats all information with utmost confidentiality.
- c.6. When the call slip/referral falls during a class hour, student/pupil asks permission from his/her subject teacher except during examination, where he/she may not be allowed to leave the classroom.

5. School Laboratories

The School laboratories such as Computer, Science and TLE/EPP Laboratory are offered by the School as part of the standard curriculum.

6. School Clinic

IPSA provides a School Clinic manned by registered nurses who are available throughout the School operating hours. The School Clinic provides the following services:

- a. Emergency Response: In the event of an emergency requiring hospitalization, school staff will administer first aid and will contact the parent/guardian. Once a parent/guardian is reached, staff will apprise him/her of the emergency situation. In the event that both parents cannot be reached, the nurse/aide or first aider will apply first aid and will endorse/transfer the student requiring medical services/treatment for illness or injury to the nearest hospital. Student will be released to parent/guardian at the hospital.

In the event that the parent/guardian is not available and send another person to take charge of the student, school staff will release the student to him/her at the hospital.

If parents cannot be reached (contacted), the School reserves the right to decide on emergency cases.

Parents are responsible to ensure that their child has Residence Permit (Iqama) and medical insurance card at all times as a requirement in hospitals.

- b. Administer medication with written instructions from parents on a case to case basis.
- c. Communicable Diseases: The School Management goal is to protect the School community from the spread of communicable diseases. Students should not attend school if they have an illness that prevents them from participating comfortably in school activities and/or could be spread to others.
- d. Students may be required to submit their immunization record as per instruction of Saudi Ministry of Health (MOH). The School reserves the right to refuse admission of children of non-compliant parents to adhere/comply to MOH guidelines.
- e. In order to assist in the child's complete recovery from his/her illness and prevent the spread of illness in the classroom, the following guidelines shall be observed:
 - Chickenpox: Incubation period for varicella is 10-21 days, the attending physician must certify (Medical Clearance) that the child is able to return and attend school.
 - Bacterial/Viral Infections (ie. HFMD, strep throat, impetigo or pinkeye): 24 hours after starting antibiotics the attending physician must certify (Medical Clearance) that the child is able to return and attend school.
 - Dry chapped lips are not a medical necessity and do not need to be seen in the clinic unless sores or bleeding are evident, then they will be allowed only 1 trip to the clinic for Vaseline application. Parents are encouraged to provide lip balm especially during the winter season.
 - Ear aches can be a common complaint, especially among the elementary age. Unless it is a chronic pain or drainage is apparent, the child may be kept in class until break. The school nurse/aide can check for inflammation and drainage, but cannot diagnose an ear

infection; therefore the child may be referred to a physician for further evaluation and treatment.

- Headaches: If a student complains of a headache, and no other symptoms, they may be asked to remain in class until break. Exceptions to this would be diagnosis of migraines or other medical condition that includes frequent headaches. Questions to ask students before sending them to the clinic during class are: hungry?, having enough sleep?, sensitive to smells? Eye strain/problems? These are not emergent and can wait until class breaks.
- If pink eye is suspected, the affected child will be sent home and referred to a doctor for evaluation and treatment. If it is diagnosed as pink eye, student may return to school after 24 hours of treatment with appropriate medicated eye drops.
- Rashes: If allergic reaction is suspected and a student is at risk for respiratory difficulty, the student may be sent home or to a medical facility immediately. If not life threatening, the student may receive antihistamine with parent's permission and remain at school if parent so may decide. Rashes of unknown origin will be reported to parent and treated accordingly.
- Sore throats: A very common complaint. Strep throat is a communicable disease caused by group streptococci bacteria, student should be sent to the clinic but not during class hours, unless other symptoms are present as well (ie: increase temperature, vomiting, rash, earache, lump in the throat). Affected students may be assessed by the clinic nurse/aide at the break. If throat is painful and reddened, (+) sinus drainage and white patches on the tonsils or swollen glands are observed, fluids may be encouraged, over-the-counter pain relievers (acetaminophen, (Tylenol, Temptra) or ibuprofen may be given if allowed by the parents and a note may be sent home. Cough syrup may be given to children >+8 years of age and allowed only 1 trip to the clinic a day. ,8 years is a choking hazard and will not be given by the school staff unless allowed by the parents.

- **Stomach aches:** This is a very frequent complaint, often exaggerated, and difficult to medically evaluate. It can become a very time consuming evaluation for the student, clinic nurse/aide, and teacher. If the student has been in clinic in 20 minutes without fever, vomiting, or diarrhea, they may return to class. Upon initial complaint to the teacher, the student should be given opportunity to use bathroom or eat a snack. If a student has a medical condition that causes frequent stomach problems, it should be reported to the school nurse/aide or principal so that a Plan of Care can be written and special arrangements can be made.
- **Over-the-counter medicines** such as cough syrup, antihistamines, decongestants among others may be given at school if absolutely necessary and as long as the parent brings the medicine in the original container, labeled with student's name, to the school nurse/aide with instructions (dose and time). It will be administered for a maximum of five (5) days, the student will be referred to his/her physician for further evaluation. The School do not encourage giving medicine at school when doses can be given at home or if it will make student drowsy or impaired.

8. **Library and Learning Resource Center**

Library is very important in the attainment of the objectives of education. Its main function is to make instructional materials available and accessible to teachers and learners in order to develop positive reading/study habits and to enhance the ability to use these materials efficiently and effectively as tools of learning.

- Operating Hours.** The Library is open during school days from 7:45 am to 4:30 pm
- Library Holdings.** The Library collection includes books, magazines, journals, newspapers, PC units, Software, Educational CDs, Internet facility, Printer, VHS tapes and other information materials. The books are arranged according to the Dewey Decimal Classification System.
- Users.** Only bona fide faculty, staff, students and pupils can avail of the Library materials, facilities and services. They are encouraged to suggest books/materials for acquisition.

9. **Books & Supplies Store**

IPSA provides a store where textbooks, P.E. uniforms, supplies are available.

10. **Photocopying Services**

IPSA provides a Photocopying services to students with minimal fee, it is located at the School Library.

11. **Transport Services**

IPSA provides transportation services through private contracting company to students and pupils at standard fees on designated routes.

12. **School Canteen**

IPSA provides a School Canteen through a concessionaire to cater food services to Pupils/Students, Faculty, Staff and Parents during school days.

13. **Campus Security Services**

IPSA employs a Saudi Security Guard to safeguard the safety of the students/pupils inside the School campus and to maintain the peace and order in the School.

CHAPTER VII: RIGHTS, DUTIES AND RESPONSIBILITIES OF STUDENTS/PUPILS

A. Rights of Students/Pupils

IPSA promotes and supports the rights of the Students/Pupils, namely:

1. The right to receive proper and satisfactory instruction in the course he or she is enrolled, in accordance with the approved educational objectives and standards of the school.
2. The right to be respected in his or her rights, and to be reasonably and fairly treated as a student and as a person consistent with human dignity.
3. The right to form, join or lead in such student organizations or associations as may be recognized or authorized to operate by the school.
4. The right to avail of the use of school facilities for his or her curricular activities as may be authorized by the school.
5. The right to reasonable protection from danger to one's life and property while in the School and in duly approved and supervised out-of-School activities.

6. The right to be formally appraised of any complaint against him or her, to be heard by of any complaint against him or her, to be heard by himself or herself or counsel, to present evidence for his or her defense, to confront and cross-examine witnesses, to be informed of the decision on his or her case and to appeal the decision to proper authorities, when appropriate.
7. The right to redress of grievances against any wrong or injustice committed against him or her by any member of the academic community in accordance with the defined channels of authority therein.

B. Duties and Responsibilities of Students/Pupils

1. To obey and observe all laws and prescribed school policies and regulations.
2. To respect proper authority, whether governmental or institutional.
3. To uphold the aims, ideals and integrity of IPSA.
4. To abide by, comply with, and maintain the prescribed academic standards of IPSA.
5. To conduct himself or herself in a proper and irreproachable manner in his or her relations and dealings with all members of the academic community.
6. To observe at all times, inside or outside the classroom or school campus, the accepted principles of proper decorum and good behavior.
7. To meet promptly his or her financial and property obligations to the school.

CHAPTER VIII: SCHOOL RULES AND REGULATIONS

In the exercise of the rights of pupils and students, they shall have to maintain the corresponding duties and responsibilities: to know, observe, and abide by all policies, rules and regulations of the School and to maintain their best possible level of academic achievement. The school has the right to suspend or dismiss any student/pupil who fails to live up to the school rules and regulations.

A. SCHOOL UNIFORM

School uniform is prescribed for all Students/Pupils. School IDs are considered part of the uniform. The School uniform shall consist of the following:

1. BOY'S Uniform (Preschool to Junior High School)

- a. Plain white polo with IPSA patch on the left breast pocket
- b. Navy blue short pants (for Pre-school to Grade 2)
- c. Navy blue long pants (for Grades 3 to High School)
- d. Plain white undershirt
- e. Black leather shoes and plain white socks

2. GIRL'S Uniform

- a. **PRE-SCHOOL** – Pink baby collar dress with IPSA patch on the left breast (2" below the knee).
- b. **GRADE SCHOOL** – white blouse with baby collar and gray jumper with IPSA patch on the left breast.

c. JUNIOR HIGH SCHOOL

1. White blouse with peter pan collar, 3" waist band with secret pocket
2. Pleated gray skirt (2" below the knee length) hipster length
3. Gray necktie with IPSA initial
4. Plain black leather flat shoes and plain white socks

d. P.E Uniform

1. Gray t-shirt with IPSA logo.
2. Gray jogging pants with IPSA/PE initials.
3. Rubber shoes and socks

- e. **Every Thursday**, the students/pupils are allowed to wear civilian clothes. However, female students/pupils are not allowed to wear halter tops, bare midriffs, mini-skirts, shorts and sandals. Boys are not allowed to wear short pants, except Pre-school to Grade 2.

- f. **Winter Clothes** are allowed to be worn during winter months as the need arises and upon official announcement.

3. RESTRICTIONS

In line with IPSA's desire to preserve the good image of the School, students are not allowed to wear or use body paraphernalia like dangling and more than a pair of earrings, friendship bond, fancy and expensive jewelry, outlandish hair styles, dyed or colored hair, body tattoo, body piercing, and torn pants/jeans, and other inappropriate attire/accessories.

B. CAMPUS REGULATIONS

1. GENERAL REGULATIONS

- a. Students/Pupils upon entrance in the School and while inside the School premises must always wear their School ID.
- b. Any student/pupil who brings in to the School campus objects, pictures or literature that are morally offensive shall be dealt with appropriate disciplinary action in accordance with administrative sanction, Minor Offense No. 8.
- c. Any student/pupil who uses abusive behavior or language that is disrespectful, vulgar, or indecent, or which in any manner causes or has the tendency to harm physically/emotionally other students / pupils, faculty members, administrative staff, other School employees or officials shall be dealt with appropriate disciplinary action in accordance with administrative sanction, Major Offense No. 3.
- d. Any student/pupil found drinking prohibited drinks or entering the School premises under the influence of liquor shall be dealt with appropriate disciplinary action in accordance with administrative sanction, Major Offense No. 7.
- e. Any student/pupil found taking prohibited drugs and/or selling, administering, delivering, or giving away to another or in possession shall be dealt with appropriate disciplinary action in accordance with administrative sanction, Major Offense No. 11.
- f. Any student/pupil guilty of theft or deliberate damage to any property of the School shall be dealt with appropriate disciplinary action in accordance with administrative sanction, Major Offense No. 2 and 5.
- g. Any student/pupil found writing or drawing indecent or lewd words or figures on the blackboards/whiteboards, chairs, tables, walls and buses shall be dealt with appropriate disciplinary action in accordance with administrative sanction, Major Offense No. 5.
- h. Any student/pupil caught in possession of deadly weapon and bringing in explosives of any kind inside the campus shall be dealt with appropriate disciplinary action in accordance with administrative sanction, Major Offense No. 8.
- i. Any student/pupil who threatens, coerces, intimidates or compels another student/pupil to be absent from his/her classes, or to participate illegal activity, or restrain him/her from participating in any legal or valid activity or which inflicts upon him/her bodily pain or injury shall be dealt

with appropriate disciplinary action in accordance with administrative sanction, Major Offense No. 15.

- j. Any student/pupil engaging in indecent or immoral conduct while in the School premises shall be dealt with appropriate disciplinary action in accordance with administrative sanction, Major Offense No. 22.
- k. Any student/pupil who is found guilty of forgery, alteration or misuse of school records, documents or credentials, who knowingly furnishes false information to the School in connection with official documents filed by him/her and who circulates false information about the School, its officials, administrators, faculty members, staff and/or students/pupils shall be dealt with appropriate disciplinary action in accordance with administrative sanction, Major Offense No. 16 .
- l. Any student/pupil found intentionally disturbing classes shall be dealt with appropriate disciplinary action in accordance with administrative sanction, Major Offense No. 14.
- m. Announcements will be allowed only on bulletin boards and areas/walls designated by the School authorities and with the approval for posting by the School Principal or his/her representative.
- n. The School campus shall be cleared of all unauthorized persons by 5:00 PM. Students/pupils should go home immediately after the last class period in the afternoon.
- o. Gambling in any form inside the campus is prohibited and student/pupil found guilty there of shall be dealt with appropriate disciplinary action in accordance with administrative sanction, Major Offense No. 6.
- p. Any student/pupil who impedes, obstructs, barricades, prevents or defeat the rights and obligations of a teacher to teach his/her subject, or right of a student/pupil to attend his/her classes, shall be dealt with appropriate disciplinary action in accordance with administrative sanction, Major Offense No. 14.
- q. No student/pupil shall leave the campus without a written request form from his/her parents and approval by the School authorities. Permits are issued by the concerned Academic Supervisor/School Principal. Any student/pupil leaving the campus without permission or who is guilty of cutting classes or students arriving to his or her class subject ten (10) minutes late within the second and last period without a valid reason shall be dealt with appropriate disciplinary action in accordance with administrative sanction, Major Offense No. 22.

- r. Students/pupils shall refrain from loitering and making noise in the corridors during class hours.
- s. Students/pupils shall attend social functions in proper attire appropriate for the occasion.
- t. Students/pupils shall secure cell phone permits from the Office of the Student and Community Affairs and observe the rules and regulations of the use of cell phones and electronic devices inside the School campus.
- u. Student/Pupil shall conduct himself/herself in a manner of becoming a gentle boy or a fine girl at all times.
- v. No student/pupil shall engaged in cyber-bullying or use of the new digital technologies to torment, threaten, harass and inflict embarrassment to another student/pupil. An offense committed through electronic devices such as, but not limited to texting, instant messaging, chatting, Internet and social networking websites or other platforms or formats shall be dealt with appropriate disciplinary action in accordance with administrative sanction Major Offense No. 25.

2. BUS REGULATIONS

The School Bus is considered as an extension of the School premises, therefore the school bus riders are subject to the rules and regulations governing the School, in general.

The School Management reserves the exclusive right to accept upon completion of all necessary requirements, deny or terminate school bus service to any school bus riders due to consistent and continuous violation of the established school bus rules and regulations, formulated to ensure the convenience and safety of all passengers.

The Support Services Office shall be the duly designated office by the School to receive, accept and accommodate all inquiries, complaints and concerns regarding school bus service both from the school bus riders and school bus service provider/contractor.

All School Bus Riders shall abide and submit itself to the following guidelines, rules and regulations:

- a. *Subscription or reservation* (IPSA Form PS-15), *bus service change of schedule* (IPSA Form PS-16) and *cancellation of school bus service* (IPSA Form PS-17) shall be secured from the Support Services Office for appropriate action and submit to the Finance Office for payment and eventual registration. To avoid unnecessary

billing of unsubscribed or unused school bus service, the School Management encourages all school bus service subscribers to immediately inform the concerned offices for any changes.

- b. School bus riders shall pay the required bus service fee to the Finance Office. A one (1) month advance payment is required. A fraction of a month shall be paid in full. Bus Service contract is payable in 10 full months.
- c. Bus riders shall notify the Transport Officer at least one week in advance should they cancel or change their schedules, either from Two-Way to One-Way or vice versa by submitting the Bus Cancellation Form/Bus Service Change of Schedule Form.
- d. A Surcharge Fee of SR50.00 will be charged for every Cancellation or Change of Schedule. Cancellation for one month due to leave or long vacation will not be allowed. Cancellation shall mean, cancellation of the Bus Service until the school year ends. If already cancelled, unpaid months during vacation/leave should be paid first before availing again the Bus Service.
- e. School bus riders shall wait for the arrival of the bus at their respective residences and time schedule to avoid any delay or inconveniences to his/her co-riders during fetching time. Inability of the school bus riders to be at the scheduled time and designated boarding area and left-behind due to their own absence will not be the responsibility of the School Management.
- f. School bus riders shall be in the bus at dismissal time to avoid delay of departure. Second trip bus riders shall wait inside the multi-purpose hall when awaiting for their trip.
- g. Parents or Guardians of the school bus riders are not allowed to travel with the bus or occupy seats which are reserved for other school bus riders.
- h. School bus riders who participate in any activities after school hours will not be covered by the school bus service.
- i. School bus riders shall extend optimum respect and courtesy to the school bus driver at all times and shall behave accordingly in a desirable and decent manner so as not to offend or inflict any distraction while the driver is driving.
- j. School bus drivers are authorized to report any misbehavior or offenses committed by any school bus riders through the issuance of

a Referral Slip (IPSA Form PS-11) to the Student and Community Affairs Office for disciplinary action.

- k. Extending any parts of the body outside the window, littering, transferring from one seat to another, making unnecessary noise, fighting and other misconduct are strictly prohibited.
- l. During examinations, no school bus riders shall board/embark on a school bus other than the assigned school bus. No special trip will be provided.
- m. School bus riders shall strictly adhere to their respective bus assignment on time, transferring or boarding another school bus will not be tolerated. Written notifications will be circulated when impending changes in school bus assignment and time schedule is imminent due to unavoidable circumstances.
- n. School bus riders, must abide to the travel route of the school bus, re-routing or deviating from the official travel route at the convenience or expense of other passengers is strictly prohibited.
- o. SCAO has the authority to investigate, reprimand and promulgate resolutions or decisions in addressing school bus riders' violations/offenses committed against these guidelines.
- p. School bus riders, Parents or Guardians shall direct their inquiries, suggestions, complaints or clarifications to the Support Services Office.

Failure on the part of the School Bus Rider to abide by the rules and regulations, as stipulated in these guidelines, will be dealt with accordingly.

3. ATTENDANCE AND PUNCTUALITY REGULATIONS

- a. A student/pupil is required to be in the School five (5) minutes before the scheduled time for classes and/or for the flag ceremony at 7:45 AM. Dismissal of classes depends upon the class schedule of the grade level.
- b. A student/pupil who arrives in school ten (10) minutes after 7:45 AM is considered late for the day without a duly signed excuse letter from his/her parents.

- c. A student/pupil who incurs tardiness for more than three (3) instances within a month without an excused letter from his/her parents shall be referred to the Guidance Counselor for counseling. If the student/pupil continuously incurs tardiness after undergoing counseling, the Guidance Counselor shall refer the student/pupil to the Office of the Student and Community Affairs Head for appropriate disciplinary action.
- d. In between classes, students/pupils shall be in his/her class on the prescribe time schedule. A student who attend/report five (5) minutes late from his/her class shall be given a verbal warning by the concerned teacher for the first offense. In succeeding instances of tardiness, the teacher shall refer the student to the Guidance Counselor for counseling. No teacher shall deny any late student to attend his/her class or send the student out of the classroom.
- e. A student/pupil who incurs absences for more than twenty (20) percent of the prescribed number of class or laboratory periods during the school year or term shall be given a failing grade and there will be no credit on the course or subject.
- f. The School Principal at his/her discretion may exempt a student/pupil who exceeds the twenty (20) percent limit for reasons considered valid and acceptable to the School Management.
- g. The pupil/student who was exempted by the School Principal shall not be excused from responsibility in keeping up with lesson, assignments, examinations and other academic requirements.
- h. A student/pupil who, without being excused by the School authorities, ceases to attend classes is marked absent every day from the first day and was absent to the tenth consecutive school day, after which, he/she is considered dropped.
- i. A student/pupil who has been absent (5 or less days) is required to present his/her excuse letter to the Class Adviser stating the reason(s) for the absences and must be signed by the Parent. More than five (5) days of absence needs approval from the Academic Supervisor and School Principal.

- j. Generally, classes missed due to late enrolment are considered “Absences”.
- k. Participation of students/pupils during special holidays and activities relative to their religion, e.g. Ramadan, shall be allowed by the School Principal upon submission of a written request.
- l. An absence is **“Excused”** when it is due to such unavoidable or unforeseen circumstances such as sickness, death of an immediate relative and taking an entrance examination in the Philippines not more than a month. Other than these, absences are considered **“unexcused”**.
- m. “Excused absences do not exempt student from complying the requirements of the subjects like themes, experiments, projects, term papers, and the like which were undertaken by his/her respective classes during her/his absences.
- n. If a quiz is given during his/her absence, he/she shall be given another set of questions by the teacher concerned.
- o. If a quarterly examination is missed by a pupil/student due to sickness, he/she shall be allowed to take special examinations provided that a Physician/School Nurse referral slip/diagnosis is presented to the concerned teacher.
- p. The school is not responsible for “accidents” or anything that may happen to a student who cuts classes during class hours. Cutting classes refers to a student/pupil who, for whatever reason, did not attend his/her succeeding class/es for the day without official authorization and who leave the School premises without permission.
- q. In case there be an urgent need for a student to go out of the School premises, he/she has to secure “Permit to Leave” from the Academic Supervisor.
- s. Permit to Leave shall be issued only to a pupil/student who is accompanied by his/her parent or upon presentation of letter from parents to the Academic Supervisor which states reason (s) to be permitted to leave the School accompanied by the Parents’ authorized representative.

4. GUIDELINES FOR USE OF CELLPHONE & OTHER ELECTRONIC DEVICES OR GADGETS

- a. A student/pupil should secure cell phone permit from the Office of the Student and Community Affairs Head/Academic Supervisors.
- b. Only cell/mobile phones of low market value or with limited applications /features (without camera) will be allowed in school.
- c. A student/pupil is only allowed to use the cell phone during the 20 minutes recess and break with the consent of the Class Advisers or Subject Teachers, depending on the urgency of call requiring immediate attention.
- d. A student/pupil is not allowed to bring/use electronic devices like MP3 Player, Game Boy, Ipad Tablet, Laptop Computer, PSP, Guitar and other electronic devices or gadgets.
- e. A student/pupil bringing his or her computer laptop and other devices to school for academic purposes shall secure a permit from the of the Academic Supervisor duly attested by his or her subject teacher.
- f. A student/pupil must understand and abide the rules in using cell phone and electronic devices to avoid disciplinary actions in accordance with administrative sanction, Minor Offense No. 1.

5. CAMPUS SECURITY & SAFETY POLICY

Students, parents, school personnel, visitors and other concerned parties shall adhere and observe the following Campus Security & Safety procedures:

- a. Only students and school personnel are allowed inside the campus during school hours;
- b. Visitors may be allowed to enter the school campus after securing an appointment and signing the security service logbook;
- c. Parents or guardians who wish to confer with teachers about their children shall be accommodated after school hours. An accomplished appointment slip (*downloadable from the website and available at the Guard House*) is required;

- d. No students, parents or visitors shall be allowed to enter or stay inside the school building premises after the last class period;
- e. No parent or guardian shall enter the school premises to confront, verbally abuse, assault, including intimidation or threat of bodily harm, swearing or cursing, ridiculing or denigrating any student, school personnel or parent for whatever reasons at all times;
- f. A parent who wish to raise any grievance or complaint against any student or school personnel shall seek an appointment with the School Principal and file a formal complaint for proper disposition through mediation and amicable settlement of conflicts or disagreements. All parent grievance or complaint against any student or school personnel will be treated confidentially and with due process.
- g. The School shall not be held liable or responsible to students who are not fetched on time of dismissal and to students who leave the school without permission;
- h. No student is allowed to stay inside the school campus after **5:00 pm**, except for school-sanctioned after-school activities under the supervision of their respective teacher in-charge;
- i. Students who will be fetched by the parents/guardians later than **5:00 pm** shall secure a permit from the Student and Community Affairs Office (SCAO) in order for them to stay inside the school campus while waiting for their fetchers;
- j. Students are strongly advised to go out only when accompanied by their parents. Cutting classes and leaving the School premises without permission from the Academic Supervisor and without parents/guardian are major offenses and will be strictly dealt with;
- k. The School Guard and all school personnel are authorized to impose and uphold security and safety measures and precautions inside the school campus and within fifty (50) meters radius of the school premises;
- l. Students who are sick or ill with contagious disease or who have not sufficiently recovered from an illness are advised to go/stay at home.

Make-up will be given for any missed graded works. Medical clearance should be presented to the Class Adviser and School Nurse before returning to the class.

m. School Gate 1 Opening and Closing Time Schedule:

6:00 am – 8:00 am	Open
8:00 am – 2:10	Closed
2:10 pm – 2:30 pm	Open for Lower Grades School Dismissal
2:30 pm – 3:50 pm	Closed
3:50 pm – 5:00 pm	Open for Upper Grades & High School Dismissal
5:00 pm	Closed

n. Emergency Contact/Hotline Numbers:

Police Station	999
Fire Station	998
Ambulance	997
Traffic Accidents	993
POLO-ERO Help Desk	013-8941846 / 013-8995714 / 0502216651

6. POLICY ON EDUCATIONAL FIELD TRIPS & OUT-OF-SCHOOL-ACTIVITIES

Educational field trips and out-of-the-school-activities supplement classroom instruction by visiting cultural, historical and scientific interest such as the national and local museums, planetarium, zoological/botanical gardens, historical sites/shrines, model manufacturing or technological firms or scientific sites and Boys/Girls Scout encampment and jamborees.

This Policy on educational field trips and out-of-the-school-activities has of been crafted to guide the School authorities and personnel in the conduct

all educational field trips under the tutelage of the School and ensure that the basic objectives of the activity are attained and fully serve its intentions and purposes.

With reference to field trips and other forms of out-of-the-school-activities, the following guidelines shall be considered for implementation:

- a. No field trip should be undertaken without the written consent of the parents or guardians;
- b. All educational field trip and out-of-the-school-activities participation should not be mandatory/ compulsory in nature;
- c. There should be no punitive measures or activities such as tests related to the trip that will put the students who could not join the field trip at a disadvantage. They should be given special tests or assignments as substitutes to compensate for their inability to join the activity. No tests shall be conducted based on the field trip;
- d. The field trip should be well planned ahead of time with the students, so that they know exactly what to look for in the field trip;
- e. Ocular inspection of the site by the School designated representative prior to the field trip should be conducted to ensure the safety and well-being of all participants. Safety measures should be thoroughly discussed to all participants before the field trip;
- f. Students should only be charged for actual costs for transportation, entrance fees and other related expenses;
- g. Unnecessary disruption of classes due to the preparation for any field trip and other out-of-school-activities shall be avoided;
- h. Educational field trip and other out-of-school-activities should never be utilized to generate income for whatever purpose.
9. School designated educational field trip and other out-of-school-activities' organizers should prepare and submit a written report within five (5) school days after each activity.

The above guidelines are only some of the many possible precautionary measures. School Personnel involved in the preparation and conduct of the educational field trip and other out-of-school-activities are enjoined to identify and initiate additional measures, guided by the principle that since they exercise special parental authority over the students, the School should treat them in a manner that a responsible and caring parent would treat his/her own children.

Reference/s: Policy on Educational Field Trips: DECS Orders No. 52 s. 2003, 51 s. 2002 & 56 s.2001

CHAPTER IX: STUDENT DISCIPLINE

A. AUTHORITY TO PROMULGATE DISCIPLINARY RULES

Every private School shall have the right to promulgate reasonable norms, rules and regulations it may deem necessary and consistent with the provisions of this Manual for the maintenance of good school discipline and class attendance. Such rules and regulations shall be effective as of the date of promulgation and notification to students in an appropriate school issuance or publication (Article XI: Student Discipline, Section 57, Manual of Policies, Standards and Regulations for Philippine Schools Overseas (Third Edition)).

B. AUTHORITY TO MAINTAIN SCHOOL DISCIPLINE

Every private school shall maintain good school discipline inside the school campus as well as outside the school premises when pupils or students are engaged in activities authorized by the School. All school personnel are responsible to maintain school discipline. A Board of Discipline composed of five (5) members (Student and Community Affairs Head, Guidance Counselor, Academic Supervisor, Class Adviser & SSG President) shall convene only on extra-ordinary cases when the pupil/student infraction/violation is not specifically stipulated in the list of major offenses to review, evaluate and decide a case pertaining to pupil/student offense (Article XI: Student Discipline, Section 58, Manual of Policies, Standards and Regulations for Philippine Schools Overseas (Third Edition)).

C. PROCEDURE IN DEALING WITH MINOR AND MAJOR OFFENSES

A student has the right to due process in any disciplinary case raised against him/her and shall undergo the following procedures on cases considered as minor and major offense:

1. Minor Offense

- a. Students who violates any of the above minor offenses for the first and second time shall be referred to the Guidance Counselor for counseling.
- b. When similar minor offense is committed for the second time by the student, the Guidance Counselor shall inform the parents through a written notice
- c. In the event student commits a similar minor offense for the third time, the student shall be referred by the Guidance Counselor or any School Personnel through a Referral Slip to the SCAH for investigation and corresponding administrative sanction and penalty.

2. Major Offense

- a. A written/verbal report through a Referral Slip shall be submitted to the SCAO by the person/s (student or school personnel) who actually witnessed the misbehavior, violation or offense against the school rules and regulations. A duly signed written Incident Report shall be accomplished by the witness/es or complainant/s and the offender/s or violator/s and immediately filed to the office of the SCAO containing the following details: nature and description of the major offense, date, time, particular subject or activity, student/s involved and witness/es.
- b. The SCAO conducts an investigation of the case based on the complainant/s' and offender/s' written incident reports and other circumstantial and material evidences.
- c. The student will be summoned to appear before the SCAO to be informed of the nature and cause of the complaint against him/her and to explain in written form his/her response to the said complaint.

- d. The student/pupil has the right to be heard of his/her side of the matter and to personally confront the complainant, and shall be given fair and just hearing by the SCAO.
- e. When the gravity of the offense needs the presence of his/her parents, they will be duly informed and invited to see the SCAO through a written notice.
- f. In cases of conduct probation, suspension, exclusion, and expulsion of a student/pupil, the Board of Discipline shall convene to decide on the merit of the case.
- g. In case that any student/pupil commits one (1) of the *major offense* within the School Year, the academic and non-academic merits, awards, special awards and membership in any school sanctioned club and organization will be forfeited within the same school year.
- h. Administrative sanctions will be imposed to erring pupil/student commensurate with offenses described under the Categories of Administrative Sanctions.

D. CATEGORIES OF ADMINSTRATIVE SANCTIONS

1. **Verbal Warning** - a verbal advice calling the attention of the student/pupil.
2. **Written Warning/Notice** - this is a formal letter or notice to the parents informing them about the offense committed by their child.
3. **Supervised Work** – the student will be allowed to come to School but he/she will not be allowed to join his/her class. He/She will be given work to complete commensurate to the offense. He/She will be graded two numerical grade lower on conduct.
4. **Suspension** - a penalty in which the School is allowed to deny or deprive an erring student/pupil of attendance in classes for a period not exceeding 20% of the required total number of school days during the school year. The school records of a student who is under disciplinary action of suspension, shall not be released until the lapse of the said disciplinary suspension.

5. **Conduct Probation** - the student gets a failing grade in conduct for that quarter and will be served suspension as well.
6. **Exclusion**—a penalty in which the school is allowed to exclude or drop the name of the erring student from the school rolls or *advised to transfer* to another school for being undesirable, and in case of which penalty, transfer credentials are immediately issued.
7. **Expulsion** – extreme penalty to an erring student consisting of the exclusion from admission to any public or private school in the Philippines or any Philippine School Overseas, and which requires the prior approval of the Secretary of the Department of Education [DepEd].

E. SYSTEMS OF SANCTIONS

- Legend:**
- 1 - Verbal Warning
 - 2 - Written Warning
 - 3 - Supervised Work
 - 4 - Suspension
 - 5 - Conduct Probation
 - 6 - Exclusion
 - 7 - Expulsion

F. MAJOR OFFENSES AND PENALTIES

The following offenses are categorized as Major Offenses with the associated penalty.

OFFENSE NO.	NATURE OF MAJOR OFFENSES	OFFENSES AND PENALTY			
		1st	2nd	3rd	4th
1.	Gross Misconduct	4	5	6	7
2.	Fraud, cheating, stealing, plagiarism	4	5	6	7
3.	Assaulting (verbal/physical) any member of the School Community.	4	5	6	7
4.	Smoking inside the school premises.	4	5	6	7

5.	Vandalism, writing on or destroying School property like chairs, tables, whiteboards, windows, books, laboratory equipment and other school properties (The students has to pay for the replacement or repair of damaged property).	3	4	5	6
6.	Gambling of any sort	4	5	6	7
7.	Drinking intoxicants and liquor	7			
8.	Carrying and concealing deadly weapons	7			
9.	Extortion or asking money from other pupils/students.	3	4	5	6
10.	Bullying, fighting, causing injury to other students.	4	5	6	7
11.	Using, possessing and selling of prohibited drugs.	7			
12.	Hazing in any form or manner whether inside or outside the school premises.	4	5	6	7
13.	Immorality /sexual harassment.	4	5	6	7
14.	Instigating, leading or participating in concerted activities leading to stoppage of classes.	4	5	6	7
15.	Preventing, threatening students or faculty members or school authorities from discharging their duties or from attending classes or entering School campus.	4	5	6	7
16.	Forging or tampering with school records or transfer forms.	4	5	6	7
17.	Securing or using forged school records, forms and documents.	4	5	6	7
18.	Hooliganism or act of joining in gangster or street roughs.	4	5	6	7
19.	Acts which lead to public scandal such as shoplifting, taking advantage of crowds in canteen by appropriating for oneself, items without payment or demanding change without prior payment	3	4	5	6
20.	Using the name of the School or recognized organization without permission in printed programs, materials, announcements tickets and outside activities.	3	4	5	6

21.	Collecting or soliciting any amount of money for any activity or outside projects not duly sanctioned by the School.	3	4	5	6
22.	Truancy, cutting classes or leaving the School campus without permission from the School Principal /Academic Supervisor.	3	4	5	6
23.	Engaging in indecent or immoral conduct	3	4	5	6
24.	Profanity	4	5	6	7
25.	Defamation, Libel, Slander, Cyber-bullying and the likes.	5	6	7	

G. MINOR OFFENSES AND PENALTIES

The following offenses are categorized as Minor Offenses with the associated penalty.

OFFENSE No.	NATURE OF MINOR OFFENSES	OFFENSES AND PENALTY			
		1st	2nd	3rd	4th
1.	Using cellular phones and other electronic devices during class hours.	1	2	3	4
2.	Mere possession of cigarettes and gambling paraphernalia	1	2	3	4
3.	Pierced ears or wearing earrings for the boys or wearing more than one pair of earrings for the girls.	1	2	3	4
4.	Tattoo for both boys and girls.	1	2	3	4
5.	Non-observance of prescribed haircut and use of hair color/high lights	1	2	3	4
6.	Littering in the School campus	1	2	3	4
7.	Carrying electronic games and devices	1	2	3	4
8.	Bringing in to the School campus objects, pictures, or literatures that are morally offensive.	1	2	3	4
9.	Non observance of dress code within the school campus.	1	2	3	4

10.	Failure to give School letters, issuances and other circulars to Parents.	1	2	3	4
11.	Violation of off-limit areas	1	2	3	4
12.	No excuse letter after an absence or tardiness	1	2	3	4
13.	Leaving eating places dirty	1	2	3	4
14.	Eating and munching during class hours	1	2	3	4
15.	Chewing gum inside the classroom	1	2	3	4
16.	Unnecessary talking and giggling during classes	1	2	3	4
17.	Quarreling (petty)	1	2	3	4
18.	Transferring of seats without prior approval from the teacher.	1	2	3	4
19.	Escaping from school related assignments	1	2	3	4
20.	Public display of affection between male and female students.	2	3	4	5
21.	Bringing outsiders without securing proper permission from the office of the School Principal.	2	3	4	5
22.	Failure to attend official school programs and activities.	2	3	4	5
23.	Failure to attend his/her class on the prescribe time schedule.	2	3	4	5

H. SANCTIONS ON TARDINESS AND UNEXCUSED ABSENCES

The following sanctions shall apply to absences and tardiness.

1. Habitual Tardiness

Frequency	Corrective Action
3 times	Warning is given to the Pupil/Student and Parents are informed through the Anecdotal Note book or written notice.
8 times	The Pupil/Student is given the lowest grade in punctuality and is required to bring his/her Parents to be appraised of his/her behavior.

Frequency	Corrective Action
12 times	The Pupils/Student is given the lowest grade in punctuality and is suspended for one (1) day (Supervised Work).
More than 12 times	The Pupils/Student is suspended one day (outside the School suspension) every time he/she comes in tardy.

2. Unexcused Absences

Frequency	Corrective Action
3 times	Warning is given to the Pupil/Student and he/she is given the lowest grade in attendance and Parents are informed through the Assignment Notebook or written notice.
5 times	The Pupil/Student is suspended for one day (in-School suspension) and given the lowest grade in attendance
6 times or more	The Pupils/Student is suspended one day every time he/she is absent

NOTES:

Grades 4 to Grades 12 students are given manual work during their in-School suspension or supervised work. If the student is absent during such suspension period to receive the sanction, he/she will be given the equivalent extenuation.

Students' absences and tardiness shall appear in the Report Card (F.138).

In all cases of absences or tardiness, the Student and Community Affairs Office decides on the validity of the excuses submitted by the Students/Pupils.

CHAPTER X - OTHER PROVISIONS AND INFORMATION

1. REPEALING CLAUSE

All existing instructions, policies, rules and regulations which are inconsistent with the provisions of this Family Handbook are hereby amended, modified, or repealed accordingly.

2. EFFECTIVITY

This Family Handbook 2016 Edition shall take effect starting School Year **2016 - 2017**.

3. APPROVAL OF FAMILY HANDBOOK

Approved by the School Governing Board this **16th** day of **June 2016**.

PAMBANSANG AWIT NG PILIPINAS

“Lupang Hinirang”

Bayang magiliw
Perlas ng silanganan
Alab ng Puso
Sa dibdib mo'y buhay

Lupang hinirang
Duyan ka ng magiting
Sa manlulupig
Di ka pasisiil

Sa dagat at bundok
Sa simoy at sa langit mong bughaw
May dilag ang tula
At awit sa paglayang minamahal

Ang kislap ng watawat mo'y
Tagumpay ng nagniningning
Ang bituin at araw niya
Kailan pa ma'y di magdidilim

Lupa ng araw, ng luwalhati't pagsinta
Buhay ay langit sa piling mo
Aming ligaya ng pag may mang-aapi
Ang mamatay ng dahil sa iyo.

PANUNUMPA SA WATAWAT

Panatang makabayan, iniibig ko ang Pilipinas
Aking lupang sinilangan, tahanan ng aking lahi

Kinukupkop ako at tinutulungang
Maging malakas, masipag at marangal
Dahil mahal ko ang Pilipinas,
Diringgin ko ang payo ng aking mga magulang

Susundin ko ang tuntunin ng aking paaralan,
Tutuparin ko ang tungkulin ng mamamayang makabayang
Naglilingkod, nag-aaral, nagdarasal ng buong katapatan
Inaalay ko ang aking buhay, pangarap, pagsisikap sa
bansang Pilipinas

PLEDGE OF LOYALTY

We, the students of the International Philippine School in
Al-Khobar, do hereby pledge our loyalty to our beloved School.

We pledge to live up to the highest level of standards set
by our school, continue to live by the virtues and morals
inculcated in us and pursue a life in accordance with
the values that will help teach each one of us become
a better and effective member of our family,
the community, our country and the world.

AKO AY PILIPINO

Ako ay Pilipino
Ang dugo'y maharlika

Likas sa aking puso
Adhikaing kay ganda

Sa Pilipinas na aking bayan
Lantay na Perlas ng Silangan
Wari'y natipon ang kayamanan ng Maykapal

Bigay sa 'king talino sa mabuti lang laan
Sa aki'y katutubo ang maging mapagmahal

Ako ay Pilipino, Ako ay Pilipino
Isang bansa isang diwa ang minimithi ko
Sa Bayan ko't Bandila laan buhay ko't diwa

Ako ay Pilipino, Pilipinong totoo
Ako ay Pilipino, Ako ay Pilipino
Taas noo kahit kanino
Ang Pilipino ay ako!

SAUDI HYMN (OFFICIAL LANGUAGE)

Sarei Lil Majd Walalya
Majjedi Le Khaleg Assama
Warfai El Khaffag Akhdar
Yahmil Annoor al mosattar

Raddedy Allah Wakbar
Yamawteni Mawtenii Gad
Isht Fakhr Al Moslemeen
Aash Al Maleek Lelalam Walwatan.

SAUDI HYMN (ENGLISH TRANSLATION)

Hasten to glory and supremacy!
Glorify the Creator of the heavens
And raise the green, fluttering flag,
Carrying the emblem of Light!
Repeat - God is greatest!

O my country,
My country, may you always live,
The glory of all Muslims!
Long live the King,
For the flag and the country!

MORNING OFFERING

O my God

I offer You all my thoughts, words, and actions for this day.

Open my mind and pour into it thoughts of intelligence
and wisdom

That I may be one with your divine will;

Put words into my mouth that I may know the right thing to say

And that I may always speak with respect and courtesy;

Touch my heart that I may feel nothing but love for the
people around me;

Strengthen my hand, feet and body that I may be able to
do my tasks perfectly with vigor and enthusiasm.

Most of all, lead me O God into the right path.

In this life full of choices, help me to always make the
wise and right choice.

...All for Your glory, forever and ever.

AMEN.

CLOSING PRAYER

Most loving God, source of all goodness

We thank You so much for guiding us through this day.

We thank You for Your unconditional love and protection.

As we end this day, we ask You to always be in our side,

That we remain steadfast in Your love,
And become the children You want us to be.

Keep us, guard us, and protect us in our way home.

And these we ask in Your Most Holy Name, Amen.

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Morning Offering
Closing Prayer



IPSA DIRECTORY OF OFFICES

OFFICE	TELEPHONE NO.	EMAIL
School Principal	8991487 Loc. 100	principal@ipsa.edu.sa
Academic Supervisors (Lessons, Tests, Grades, Attendance, Permit to Leave)		
Preschool	8991487 Loc. 126/0548636103	psas@ipsa.edu.sa
Grade School	8991487 Loc. 128/0564173160	gsas@ipsa.edu.sa
High School	8991487 Loc. 123/0559142180	hsas@ipsa.edu.sa
Registrar Office Registrar 1(Preschool to Grade 6), Registrar 2 (Grade 7 to Grade 12)		
Registrar 1	8991487 Loc. 114/0506537570	registrar1@ipsa.edu.sa
Registrar 2	6991487 Loc. 112/0551218960	registrar2@ipsa.edu.sa
Student & Community Affairs Office (Discipline, Library, Alumni & Community Relations)		
SA Head	8991487 Loc. 131/0563113454	sao@ipsa.edu.sa
SA Coordinator	8991487 Loc. 129/0571461229	sac@ipsa.edu.sa
Guidance Office (Counseling, College Placement & Entrance Test)		
Counselor	8991487 Loc. 118/0550287042	gc@ipsa.edu.sa
Support Services Office (Maintenance, Transport, Clinic, Canteen & Security)		
SS Head	8991487 Loc.113/0531573486	sso@ipsa.edu.sa
Transport Coordinator	8991487 Loc. 113/0556222701	transport@ipsa.edu.sa
Finance Office (Statement of Account & Payments)		
Finance Officer	8991487 Loc. 116	finance@ipsa.edu.sa
Bookstore In-charge	8991487 Loc. 142/0565753140	bookstore@ipsa.edu.sa
Human Resource Office (Recruitment)		
HR Officer	8991487 Loc.119/053089312	hr@ipsa.edu.sa

NATURE OF THE SCHOOL

In accordance with the Basic Rules and Instructions for the Implementation of the Foreign School Regulations, as promulgated by the Kingdom of Saudi Arabia Council of Ministers' Decree No. 26 dated 4/2/1418 H, the International Philippine School in Al-Khobar is accredited and classified as a Foreign School as defined under the following articles of the Foreign Schools By Laws:

Article One

Foreign Schools: Schools applying educational curricula other than Saudi curricula.

Article Two

This By Laws determines the status of the schools reserved for the foreign communities residing in the Kingdom whose aim is to provide appropriate education to their children, within well-defined criteria and in a way that ensures the pursuance of their education upon their return to their countries of origin.

Article Four

Foreign schools are private educational institutions, financed through educational fees, donations and gifts.

Therefore, consistent with the above-mentioned stipulations, the International Philippine School in Al-Khobar is a private, non-stock and non-profit Foreign School established for the Filipino Community.

IPSA HYMN

IPSA our beloved school
We stand steadfast on you
You're so wonderful and beautiful
Thru God you made our dreams come true

Everybody's extending his hand
To fulfill what he's aiming for
The kind of learning comparable
As taught in our Mother land

IPSA, our beloved school
Forward and don't look back
Aim for excellence
Maintain your competence
For we'll be proud of you.

IPSA in this Arab Land
We're marching onward bound
The hope in you we've found
The love of God we're bound
And we'll always be around.

IPSA promises quality
In education you will see
The pride of Rizal and Mabini
And all the heroes to be.

INTERNATIONAL PHILIPPINE SCHOOL IN AL-KHOBAR

Member: Saudi Arabian International Schools

P.O. Box 4839, Al-Khobar 31952, K.S.A.

School Website: www.ipsa.edu.sa

Email Address: Info@ipsa.edu.sa

Telephone Numbers: 013-899-1487/8895805

FAX: 00966-13-899-3698

DepED Government Recognition No. SP-002, Series 2012

MOE Permit No. 39G



مدرسة الفلبين العالمية بالخبر
عصر المدارس العربية السعودية العالمية
INTERNATIONAL PHILIPPINE SCHOOL IN ALKHOBAR
MEMBER SAUDI ARABIAN INTERNATIONAL SCHOOLS

FAMILY HANDBOOK

2016 EDITION



