

Sacred Heart Academy

STUDENT HANDBOOK

2024 EDITION

Sacred Heart Academy



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INTRODUCTION

School life is an extension of family life. Daily routine both academic and behavioral, are defined and measured through certain limitations and standards of the school to help and assist the development of a well-rounded youth of the community.

Through this manual, the school rules and regulations of becoming conduct on academic settings are laid down and various service offerings of the school are identified. We hope that you will understand what the school expects from you as a person and as a student.

THE FOUNDER

Mr. Carlos G. Santos, Sr.

The **Sacred Heart Academy (SHA)** is associated with the legacy of “Ka Carling”.

It was “Ka Carling” who is in the “Life Blood” of **SACRED HEART ACADEMY (SHA)**.

A farmer, businessman, trader, philanthropist, family man, and an educator – these are the fields of human endeavor where the Founding Father of Sacred Heart Academy has achieved significantly. Realizing the need for private secondary school in the municipality of Sta. Maria more than six decades ago, he pioneered the building of the very first private secondary school in town whose residents had previously endured the hardships of commuting to nearby towns of Bulacan just to obtain secondary formal education.

Today, SHA stands proud as one of the biggest and most prestigious schools in the province of Bulacan. This goal of providing quality education at a very affordable cost has passed on to the children of “Ka Carling” as he is fondly called by everybody, who relentlessly strives to continue their father’s dream.

His life is an inspiration itself. Despite his lack of higher educational attainment due to limited opportunities and resources during his time, he struggled to succeed with just the right determination, industry, experience, patience, and perseverance. Truly, he represents the ideals that the Academy is worth remembering.

Mr. Carlos Garcia Santos Sr. was married to the late Agueda Nicolas Santos to whom he had sired nine (9) siblings. Only five (5) are alive.

Ka Carling is not only the father of Sacred Heart Academy figuratively speaking, but also an ideal father to his five (5) living children.

On October 5, 1997 in commemoration of Family and Parents Week Celebration at the Philippine International Convention Center (PICC), he was significantly awarded as an Outstanding Parent of the Year during the 3rd Annual Golden and Celebrity Parents Awards.

On the same occasion, the late Agueda N. Santos was also awarded posthumously.

This award is one of Ka Carling's precious legacies.

HISTORICAL BACKGROUND

The **Sacred Heart Academy** is an educational institution owned by the Sacred Heart Academy of Sta. Maria (Bulacan), Inc. and managed by the Board of Directors.

The **Sacred Heart Academy** was established on February 15, 1963 and first operated in July 1963. In school year 1963- 1964, classes in the first and second year high school started with a combined enrolment of two hundred forty four (244) students. First year level was composed of four (4) sections (A- D) and second year was composed of two (2) sections (A-B). While the batch from 1964 & 1965 classes in third year and fourth year were added to the first two batches. The first graduation was held in 1965 with 14 graduates. By the school year 1973-1974, the school opened its Night Secondary Department with thirty nine (39) students only. This action was done to give the working youth a chance to pursue their secondary education.

The construction of the Nursery Kinder Elementary Department building was completed in 1982. There were more facilities improvements in 1988; these were the school canteen, administrative building, library, and laboratory room. In 1989, the computer room was set up for the advancement in technology.

The construction of the new four-storey building started on April 1, 1995 and was completed on October 6, 1995. The construction of phases I and II was also completed in SY 1997-1998. Phase III's final construction coincided with the Founder's Day celebration on October 7, 2000.

Comparably speaking, the **Sacred Heart Academy** has the highest number of enrollees in the municipality of Sta. Maria, Bulacan. It has withstood the mushrooming of private schools, both elementary and secondary schools within the area and nearby municipalities.

The mission of providing quality education has been the hallmark of the Sacred Heart Academy since its establishment.

GOVERNMENT RECOGNITION

Pre- Elementary – Government Recognition E-004, s, 1985

Grades 1 to 6 – Government Recognition E-004, s, 1985

Junior High School – Government Recognition in 1966 by the DepEd Central Office

Senior High School – SHSP No. 166, s. 2015, SHSP No. 620, s. 2015, SHSP No. 748, s. 2016

THE SCHOOL SEAL



The school seal is a torch which stands for truth. The book signifies education and the heart represents the school, **Sacred Heart Academy**. The seal urges us in responding to the present-day realities. The lofty ideas and aspirations that the Academy instill in the youth are represented by the book at the center. The circle symbolizes symmetry and the unending cycle progressive pursuits in life.

VISION

Sacred Heart Academy, in partnership with the community, will be recognized as a model learning institution for excellence in all disciplines.

MISSION

Sacred Heart Academy aims to provide high quality education in a safe and nurturing environment where stakeholders demonstrate spirit of respect and compassion, responsibility and commitment to academic excellence and community engagement.

OBJECTIVES:

- To discover and enhance students' intelligence, problem solving and communication skills
- To maintain collaborative partnerships with stakeholders towards holistic student development
- To continuously support its human resources towards personal and professional development
- To develop the students' respect and appreciation of Philippine culture

CORE VALUES:

SERVICE – for the common good

HONESTY – at all times

INTEGRITY – in all of our actions

NATIONALISM – for the love of country

EXCELLENCE – in everything that we do

SHA GRADUATE ATTRIBUTES:

SHA Graduates are . . .

- effective communicators
- analytical problem solvers
- obedient, cooperative and adaptable members of the society.
- Respectful to other people, Filipino culture and values.

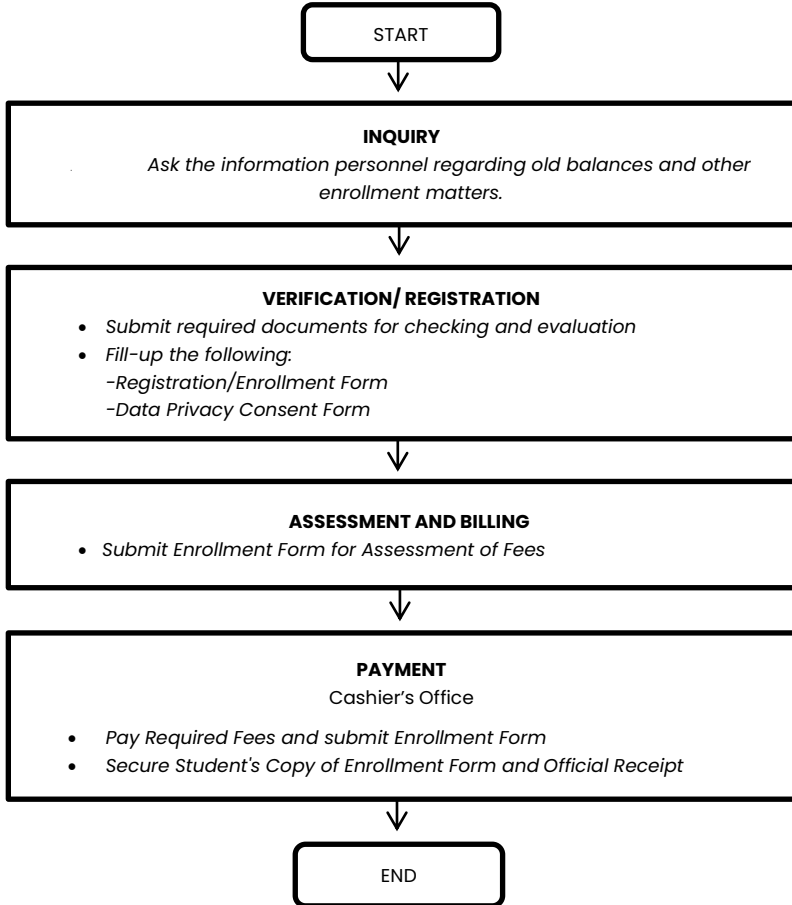
MOTTO:

SHAns that S.H.I.N.E.

SECTION 1. ADMISSION AND ENROLMENT PROCEDURES

1.1 Enrollment Procedures

MANUAL-ENROLLMENT PROCEDURE



ADMISSION & RECORDS AND FINANCE OFFICE TASKS

(Onsite Enrollment)

START



INQUIRY

Information Desk Personnel

- **Ask for Report Card**
- **For OLD STUDENT, check:**
 - *If with old balance: Proceed to Cashier and pay old balance first before enrollment.*
 - *If without old balance: Proceed to the ENROLLMENT LANE.*
- **Check/ask enrollee :**
 - **If REGISTERED ONLINE**
 - *(Verified and received Acknowledgement Email)*
 - *Proceed to Cashier and pay the school fees.*
 - *(Has no Acknowledgement Email received yet) proceed to A&RO for verification.*
 - **If NOT REGISTERED ONLINE:** *Proceed to the ENROLLMENT LANE.*
- **New Student Endorsement Incentive Form registration**



VERIFICATION/REGISTRATION

- *Check completeness & authenticity of required documents **
Transferee – For interview at the Guidance & Discipline Office
(Provide Recommendation Form)
- *Evaluate required documents **
For transferee – Assess subjects taken from originating school (for SHS)-Issue Request Form for SF10;
For incomplete document submitted (ORIGINAL/HARD COPY OF REPORT CARD) – For signing of Affidavit of Undertakings.
- *Provide Enrollment Form and Data Privacy Consent Form*
- *Check accuracy of accomplished Enrollment Form*
- *Attached all checked documents*
- *Encode student's name and date of enrollment on Enrollment Monitoring Master List (EML Google Sheet)*
- *Encode submitted documents' date of submission on Enrollment Monitoring Master List (EML Google sheet)*
- *Attached Verification slip - Signed by the Enrollment Verification Personnel*



ASSESSMENT AND BILLING

- Provide assessment of Fees
- Encode student's assessment of school fees in Enrollment Monitoring Master List (EML Google Sheet)



PAYMENT

Cashier's Office

- Accept Payments
- Provide a copy of the following to the client:
 - 3. Enrollment Form (Student's Copy)**
 - 4. Official Receipt**
- 1. Encode payment details on Enrollment Monitoring Master List (EML Google Sheet)
- 2. Encode student's name and grade level in B& C System
- 3. Receive accomplished Enrollment Form and other documents



ENROLLMENT CONFIRMATION/ FOLLOW-UP

ADMISSION AND RECORDS OFFICE

- Send **Enrollment Confirmation Email** to enrollees registered email address is:
 - Enrollee has **already paid required school fees** and **have submitted the required document (Original Copy of Report Card)**
- Send **Follow-up Email** to enrollees registered email address if:
 - Enrollee has already paid the required school fees, **but has no document (REPORT CARD) submitted.**
 - Enrollee has already submitted the required document **but has no payment made for required school fees.**
 - Enrollee has **not yet submitted/paid both the required document (REPORT CARD) and school fees respectively.**

NOTE: Only students who are paid and have submitted all the required documents shall be considered OFFICIALLY ENROLLED.



END

ONLINE ENROLLMENT PROCEDURE

START

REGISTRATION

- Click <https://forms.gle/QrQJbccYKfTGBkce9>
- Fill-out the Enrollment Form (Google Form)

SUBMISSION OF REQUIRED DOCUMENTS

- Send required documents thru email
enrollment.shabulacan@gmail.com
(2 to 3 days verification)
(SF 9 Report Card, School Record of transferee from abroad, ESC certificate, Birth certificate, and good moral)
- Expect to receive an email/text message from the Admission and Records Office acknowledging Online Enrollment
- Expect to receive an email from shafinance63@gmail.com
- Assessment of Fees
- Payment Guidelines

PAYMENT OF SCHOOL FEES

Pay thru bank and other payment channel

Bank – Sacred Heart Academy – Metrobank Account #156-7-156-526920

-Sacred Heart Academy – PSBank Account #069402000025

GCash transfer to bank

SHA Cashier

Send Proof of Payment (PoP) at shafinance63@gmail.com for payment verification with email subject: [Last Name, First Name, Middle Name, and Transaction Type]

ie. Dela Cruz, Juan, Santos, Tuition Fee Down Payment

PoP should be a clear copy of a successful transfer statement with date, time, reference number, amount transferred, SHA Bank Account Number & name and other important details. (3 days verification)

- Expect to receive an email from shafinance63@gmail.com acknowledging the receipt of payment.



CONFIRMATION

Expect to receive an email from enrollment.shabulacan@gmail.com confirming the enrollment of the student **if the Original copy of the Report Card has been submitted and has paid the required school fees.**

NOTE: Only students who are **paid and have submitted all the Required Documents shall be considered OFFICIALLY ENROLLED.**



END

ADMISSION & RECORDS AND FINANCE OFFICE TASKS (ONLINE)

START



REGISTRATION/ VERIFICATION OF REQUIRED DOCUMENTS (Admission and Records Office)

- Check enrollees on ENROLLMENT FORM (BASIC ED) (Responses) GSheet
- Copy student's information on ENROLLMENT MONITORING MASTERLIST (Google sheet)
- Send email/text message to enrollees registered email address acknowledging receipt of Online Enrollment Registration and advising them to expect an email regarding school fees payment procedure.
- Check enrollees on ENROLLMENT MONITORING MASTERLIST (Google sheet)
- Verify submitted required documents on email (enrollment.shabulacan@gmail.com)
(Record submitted document/date of submission on ENROLLMENT MONITORING MASTERLIST (Google sheet))
- Check the eligibility of the enrollee for Admission to the Next Grade Level.
- For Reserved Student/Applicant, check the name of the enrollee against the ENROLLMENT AND BOOK RESERVATIONS Google sheet (**if enrolled , update status on SY 2023-2024 ENROLLMENT AND BOOK RESERVATIONS Google Sheet**)



**PAYMENT OF SCHOOL FEES
(Finance Office)**

Assessment of Fees using the Enrollment Fee Assessor (EFA)

1. Check first if with old balance before proceeding with the assessment (*if with old balance, inform client to settle it first thru the cashier/online/bank before proceeding with enrollment.*)
2. Fill up Grade level and payment option.
3. For JHS & SHS, check list of discounts and scholarships for PEAC scholarship. For new/transferee students, do not give discount. Registrar will still validate this within the school year.
4. Fill up Cash discount. Must be fully paid on or before August 31, 2023.
5. Fill up Employee discount. Student must be the son/daughter of a SHA employee.
6. Fill up Alumni Subsidy and SHA PC Scholarship. Check list of discounts and scholarships. For new/transferee, do not give discount. Student Services still has to confirm this within the school year.
7. Fill up reservation fee. Check amount from enrollment reservation list
8. Fill up status of student. If student is not in list of PEAC scholarships in the Discount and Scholarship List, the student is a Payee. For new/transferee, automatically a Payee. Registrar will still have to validate the status mid-year.
9. Write down all data onto the enrollment form or email to the client. For email, use the standard email response of Finance found in the next tab.
10. Don't forget to click CLEAR ALL before assessing another client to ensure correct computation.



**ONLINE PAYMENT APPROVAL
(Finance Office)**

- Verify PoP and send email acknowledging the receipt of payment to enrollee's registered email address



**ISSUANCE and ENCODING of OFFICIAL RECEIPT
(Finance Office)**

- Encode Student's Name and Grade Level in B & C System
- Issue Official Receipt
- Encode payment details on SY 2023-2024 ENROLLMENT MONITORING MASTERLIST
(Google sheet)



ENCODING OF ONLINE ENROLLMENT FORM

- Turn-over **Online Payment Official Receipt** to B & C encoders
- Encode/copy student's information from SY 2023-2024 ENROLLMENT MONITORING MASTERLIST (Google sheet) to B & C System.
- File encoded Official Receipt



ENROLLMENT CONFIRMATION/ FOLLOW-UP

ADMISSION AND RECORDS OFFICE

- Send Enrollment Confirmation Email to enrollees registered email address if:
 - *Enrollee has already paid required school fees and have submitted the required document (Original Copy of Report Card)*
- Send Follow-up Email to enrollees registered email address if:
 - *Enrollee has already paid the required school fees, **but has no document (REPORT CARD) submitted.***
 - *Enrollee has already submitted the required document **but has no payment made for required school fees.***
 - *Enrollee has not yet submitted/paid **both the required document (REPORT CARD) and school fees respectively.***

NOTE: Only students who are **paid and have submitted all the required Documents shall be considered OFFICIALLY ENROLLED.**



END

1.2 REQUIREMENTS FOR ENROLLMENT

1.2.1 Old Students

- Original Report Card (SF9)
- Down payment of 1,000 pesos (less the amount of paid reservation, if any)

1.2.2 New or Transferee Students

- Original Report Card (SF9)
- Original and Photocopy of PSA Birth Certificate
- If ESC Grantee, ESC Grant Certificate from the originating school (for JHS)
- Certificate of Good Moral
- Down payment of 1,000 pesos (less the amount of paid reservation, if any)

1.2.3 New Transferee Students (Senior High School)

- Original Report Card (SF9)
- Original and Photocopy of PSA Birth Certificate
- If ESC Grantee, ESC Grant Certificate from the originating school
- Qualified Voucher Certificate (Approved online)
- Certificate of Good Moral
- Down payment of 1,000 pesos (less the amount of paid reservation, if any)
- For Grade 12 transferee students, secure a copy of subject assessment form from the Vice Principal for Senior High School

1.2.4 New Students (College Freshmen)

- Certified True Copy of Form 137 or SF10-SHS (Learner's Permanent Academic Record)
- Original and Photocopy of PSA Birth Certificate
- Photocopy of Grade 12 Report Card with Strand indicated and grades for the first semester
- Certificate of Good Moral
- 1 copy of 2x2 picture with white background

1.2.5 New/Transferee Students (College Sophomore)

- Certified True Copy of TOR or Summary of Grades
- Original and Photocopy of PSA Birth Certificate
- Certificate of Good Moral
- 1 copy of 2x2 picture with white background

1.3 Rules for Registration

- 1.3.1 The enrollment of students shall be conducted during the registration days set by the school;
- 1.3.2 Registration of students in a school shall be understood that he or she is enrolling for the entire school year;
- 1.3.3 Aside from the specified registration period, a student may enroll and be admitted in accordance with the reasonable rules of the school for late enrollment which in no case shall exceed two weeks after the opening of classes;

- 1.3.4 After the above-mentioned period, no further enrollment will be allowed, without prejudice however to subsequent transfer by an enrolled student from one school to another during the school year, provided the consent of both schools is obtained. As a general rule, inter-school transfers after the enrollment period are discouraged, especially in the case of students who are expected to graduate during the school year at the secondary level of formal education;
- 1.3.5 No student shall be officially enrolled unless he presents the proper school credentials on or before the end of the enrollment period for the school term;
- 1.3.6 A student is deemed officially enrolled after he has submitted his appropriate admission or transfer credentials, has made an initial payment of his school fees, which has been accepted by the school, and has been authorized to attend classes in the school;
- 1.3.7 For purposes of enrollment, the name and other personal data or circumstances of each student as indicated on his birth certificate or alien certificate of registration, where applicable, shall prevail;

1.4 Sectioning Procedure

- 1.4.1 Heterogeneous and non-ordinal class sectioning shall be strictly implemented. However, if there are five (5) sections or more in a grade level, one cream section shall be created;
- 1.4.2 The cream section shall consist of the first forty-five (45) students of a grade level (both old and new students) based on their general weighted average from the previous school year regardless of gender who are officially enrolled by the last Monday before the first day of classes;
- 1.4.3 Class sectioning shall be done by the school registrar the week before the first day of classes and shall be announced and posted at the school's bulletin board on the last Wednesday before the first day of classes;
- 1.4.4 Request for transfer of class section shall be entertained on a case to case basis only.

These are the valid reasons:

- a. Medical Cases – there should be a medical certificate.
 - b. With reported discipline concerns from the previous school year.
- 1.4.5 The school has the sole prerogative to transfer a student to another section if the need arises. However, if the adviser identified a student that belongs to a group that has been subjected to disciplinary measures or students who are difficult to control inside the room in the previous school year, it is his/her duty to report this to the Office of the Registrar and have them separated into different sections in the succeeding school year.

1.5 Conditions for Voucher Program Beneficiaries (VPB) Continued Participation

- 1.5.1 A Voucher Program Beneficiary (VPB) shall continue to be a participant of the Senior High School Voucher Program if they are promoted to the next grade level and is enrolled in a Non-DepEd Senior High School Provider;
- 1.5.2 A VPB shall be disqualified from further participation in the Senior High School Voucher Program for any of the following reasons:
 - 1.5.3 VPB drops out in the middle of the School Year;
 - 1.5.4 VPB does not re-enroll the following School Year;
 - 1.5.5 VPB is retained in the same grade level;
 - 1.5.6 VPB transfers to another Senior High School Provider within the School Year;
 - 1.5.7 VPB transfers to a DepEd Senior High School Provider.

1.6 Voucher Program Beneficiary Transfer

- 1.6.1 Voucher Program Beneficiaries (VPBs) are not allowed to transfer to another Senior high School within the School Year.
- 1.6.2 If a VPB decides to transfer to another Non-DepEd Senior High School Provider after the School Year, the Voucher Program Beneficiary may continue to participate in the Senior High School Voucher Program in the accepting Non-DepEd Senior High School Provider.
- 1.6.3 Transferring VPBs are required to submit the following

documents to the accepting Non-DepEd Senior High School Provider:

- a. Grade 11 Report Card
- b. Certificate of Good Moral Character
- c. Certificate of Release of Voucher Program Beneficiary

1.6.4 Transferring from one voucher tier location to another is allowed. However, the voucher amount to be received by the Voucher Program Beneficiary in the accepting school shall be the voucher amount of the accepting school or the voucher amount from the releasing school whichever is lower. VPB transfers shall be reported by both the releasing school and accepting school in the Senior High School Voucher Management System.

1.7 Track and Strand Shifting

1.7.1 The VPBs are allowed to shift to another track or strand under the following scenarios:

1.7.2 After the 1st Semester of Grade 11 (within the same school);

1.7.3 After Grade 11 (whether in the same school or to another school);

1.7.4 To successfully shift from one track and strand to another, the Non-DepEd SHS Provider shall ensure that the VPB meets the required competencies of the track and strand they are shifting to. Schools are required to report in the Senior High School Voucher Management System the VPBs that shift track and strand.

1.8 Changing of Track/Strand

1.8.1. Students who plan to change track/strand shall present letter of intent to the Office of the Principal;

1.8.2. Any changes in the track/strand must be done through the Office of Registrar before the start of classes. Any unofficial change may result in the outright dropping of the student concerned;

1.8.3. The student must undergo evaluation of subjects offered by the track/strand through the Office of the Vice Principal

for SHS for proper monitoring. Evaluation form and schedule shall be issued to the student as for reference and guidance;

1.8.4. Students are not allowed to change track/strand after the second semester of Grade 11.

1.9 Academic Loads (Student Load and Course Sequence)

1.9.1. The subject load and sequence of courses of students shall be in accordance with the approved curriculum for each program;

1.9.2. No subject may be taken unless the pre-requisite subject/s have been taken and passed;

1.9.3. Failures of 2 subjects or less shall be readmitted the coming year provided that the student will enroll the said subject during the summer class;

1.9.4. The student shall be considered a repeater if he fails subjects with 3 or more.

1.10 Back Subjects

1.10.1. A student who had failed in any subject must enroll in the subject again, either during summer or in a succeeding school year;

1.10.2. A student may enroll in no more than two subjects during the summer for the purpose of making up for subjects previously failed;

1.10.3. A student shall not be allowed to take any new subjects unless he takes at the same time the prerequisite subject in which he failed.

SECTION 2. STUDENT ACCOUNTS AND FINANCES

2.1 School Fees

2.1.1 All tuition and other school fees payment transactions shall only be made at the school cashier or thru the school's bank account via online banking or over the counter bank deposit. For bank account payments, please make sure to follow the payment verification process of finance.

2.2 Tuition Fee Payment for ESC Grantees

2.2.1 For SHA Students that are incoming Grade 7 to 10 ESC Grantees, the amount of ESC subsidy shall be automatically deducted from the tuition fee for the school year;

2.2.2 For transferees who are ESC Grantees, the amount of ESC subsidy shall be automatically deducted from the tuition fee upon presentation of the ESC Certificate. The remaining balance may be paid either in full or installment.

2.3 Tuition Fee Payment for Voucher Program Beneficiaries

2.3.1 All Incoming Grade 11 students from public school are automatic voucher recipients;

2.3.2 Incoming grade 11 students from private school who are non-ESC grantee shall apply for the voucher program;

- For Grades 11 and 12 Voucher Grantees, the amount of PEAC subsidy shall be automatically deducted from the tuition fee for the school year;
- For transferees who are Voucher Program Grantees, the amount of voucher subsidy shall be automatically deducted from the tuition fee upon presentation of the Voucher Certificate. The remaining balance may be paid either in full or installment.

2.4 Reservation Fee

2.4.1. A reservation fee amounting to two hundred pesos (P200.00) is required for students both from public and private schools who would like to reserve their slot for the incoming school year. The reservation fee shall be non-refundable.

2.5 Tuition Fee Payment

2.5.1 Down payment is required upon enrollment amounting to

- one thousand pesos (P 1,000.00) or eight hundred pesos (P800.00) if the student has already paid a reservation fee;
- 2.5.2 The amount of 500 pesos will be non-refundable one month before the official start of the school year;
- 2.5.3 The amount of 1000 pesos will be non-refundable by the start of the school year;
- 2.5.4 The remaining balance may be paid either in full or installment;
- 2.5.5 SHS Voucher Holders are not required to pay any down payment upon enrollment.

2.6 SHA Band Discount

- 2.6.1 Based on their performance evaluation every quarter and refunded every quarter;
- 2.6.2 This will not be offered during School Years that implement Remote or Distance learning;

2.7 Cash Payment Discount

- Ten or 10% off on Tuition Fee
- QVR-Public, QVR-Private and ESC Grantees may not avail of this discount
- Full payment upon enrollment or until one month after the start of the current school year.

2.8 College Welcome Discount

- P2, 000 off per student
- For new students in SHA College with a minimum of 17 enrolled units. Applicable only on their first semester in SHA.

2.9 Multiple SHA Tuition Fee Discounts may be applied to a student (except for QVR Private Students) as long as there will be no cash out or refund if the discount already exceeds the amount of the Tuition Fee;

2.10 SHA Tuition Fee Discounts will be void if the student is unable to complete the whole school year (Dropped) or is unable to progress to the next level (Retained);

2.11 All discounts will be deducted from the total Regular Tuition Fee once verified by the office of the Registrar, Finance, Vice Principal and Principal;

2.12 Tuition Fee Discounts given by other Individuals or Organizations

- ESC Subsidy
- SHS DepEd Voucher (from Public and Private)
- Alumni Subsidy
- SHA PC Scholarship
- CNS Scholarship

2.13 Tuition fee discounts given by other individuals or organizations may be given in conjunction with the tuition fee discounts given by Sacred Heart Academy. There shall be no restrictions in granting two or more tuition fee discounts to a student if it is given by other individuals or organizations.

2.14 Refund of Tuition and Other School Fees

2.14.1 A student who transfers or otherwise withdraws in writing, after the beginning of classes and who has already paid the tuition and other school fees in full or any length longer than one (1) month may be charged regardless of whether or not he/she has attended classes as follows:

- a. Withdrawal within the first week of classes - ten (10%) percent of the total school fees for the year;
- b. Withdrawal within the second week of classes - twenty (20%) percent of the total school fees for the year;
- c. Withdrawal within the third week of classes or later - one hundred (100%) percent of the total school fees for the year;
- e. For SHS students, if the withdrawal is in the middle of the first semester, the student shall pay the entire miscellaneous fee for the school year and half of the total amount of the tuition fee for the school year. However, if the student withdraws in the middle of the second semester, the student shall pay the entire tuition and miscellaneous fee for the school year;

2.14.2 The student has to settle these amounts regardless if he/she is attending classes;

2.14.3 However, if the transfer or withdrawal is due to justifiable reason, the student shall be charged the pertinent fees only up to and including the last month

of attendance;

2.14.4 The foregoing fee schedule is based on the premise that a student who enrolls in school, stays enrolled for the entire school year, regardless of his transfer or withdrawal. When a student enrolls in a school he implicitly agreed to abide by its rules.

2.15 Transfers-In Policies

The school accepts transfer-in students in the middle of the school year or after the school year started. The student must undergo subject assessment through the vice principal. After which, the student will go through the finance department for the computation of tuition fee and other school fees from the month of his enrollment in accordance with the rules of the school for late enrollees

2.16 School Fees for Late Enrollees

Tuition fees for late enrollees will vary depending on the student's enrollment month. The school's regular fees are based on a 9-month scheme which usually starts from the month of August and ends on the month of April. For a student who transfers in the middle of the school year, the tuition fee will be decreased accordingly while the miscellaneous fee will remain the same as regular enrollee. Other school fees such as books and other school activities will be based on their orders and their attendance unless stated otherwise.

2.17 Non-SHA Scholarship & Subsidy

Scholarship/ Subsidy Type	Scholarship/ Subsidy Amount	Scholarship/ Subsidy Recipient
1. PEAC JHS ESC Program	₱9,000 off on School Fees	Students qualified for JHS ESC Program
2. PEAC SHS Voucher Program	₱14,000 off on School Fees	QVR from Private School and JHS ESC
3. PEAC SHS Voucher Program	₱17,500 off on School Fees	QVR from Public School
4. Alumni Subsidy	₱8,500 off on School Fees	Students qualified for Alumni Subsidy

5. CNS Scholarship	Varying discounts % based on performance of students	Students qualified for CNS Scholarship
6. SHA PC Scholarship	₱9,000 off on School Fees	Students qualified for SHA PC Scholarship

****QVR is “Qualified Voucher Recipient”***

****Applicable to School Fees (Tuition and Miscellaneous Fees)***

- All Scholarship and Subsidies will be deducted from the School Fees once verified by the Office of the Registrar and Finance. Any excess payments by the student prior verification of the scholarship and subsidy will be refunded by the end of school year.
- Scholarship and Subsidies may be availed together with SHA tuition fee discounts.
- Multiple scholarship and subsidies may be availed by a student as long as he/she is qualified for the grant.

2.18 Examinations and Examination Permits

- 2.18.1 Pre-Quarter and Quarterly Examinations are scheduled every grading period; Pre-Written and Written Assessment;
- 2.18.2 Payment of tuition and other school fees must be up to date;
- 2.18.3 Examination permits are released to the advisers at least a day before the scheduled examination date;
- 2.18.4 No permit, no exam policy is upheld;
- 2.18.5 When payment is not possible, secure a promissory note from the cashier office. Promissory notes are only available until the month of December of the current school year;
- 2.18.6 Payments of all tuition and other school fees shall be made only at the cashier’s office and thru bank transfer. Late payment is highly discouraged. The examination of late payees will be rescheduled on a later date.

2.19 Special Examination

- 2.19.1 A student who presents a valid letter of excuse and

approved by the Principal shall be given special examination which shall be administered by the subject teachers and are given within two (2) days after the scheduled examination. The student will be issued a special examination permit;

2.19.2 Any student who will not be able to take the special examination in spite of the given period of time will lose his/her chance to take that particular examination and will be given a raw score of zero;

2.19.3 A student who is absent shall be given a score of zero if he fails to present an excuse letter from his/her parents/guardian;

2.19.4 A student who fails to take the examinations due to a justifiable reason must notify the Office of the Principal through the class adviser immediately for approval to take the special examination.

2.19.5 Justifiable reasons for being absent include the following:

a. Death in the Family including grandparents and legal guardian;

b. Medical Sickness or Condition provided that they will submit a medical certificate;

c. Representing the school in competitions and other activities authorized by the School Principal;

d. Religious beliefs or activities (letter from their respective church leader should be submitted);

e. Student taking entrance examinations provided that they will submit a proof of examination permit.

2.20 Non-Readmission of Students

2.20.1 When a student enrolls in an educational institution, an implied contract is formed when each of the parties has reciprocal rights and obligations. On the other hand, it is incumbent upon the school, among others, to provide the education of the student.

2.20.2 Although, it is clear that students have the right to be enrolled for the entire duration of their courses, their readmission may be legally denied in case of:

a. Academic deficiency;

- b. Repetitive violations of school rules and regulations;
 - c. Failure to meet financial obligations;
 - d. Diseases or health reasons;
 - e. Selling or using of prohibited drugs; and
 - f. Membership in fraternities and sororities.
- 2.20.3 The right to refuse students' readmission is not the sole prerogative of institutions of higher learning; this may also be exercised by elementary and secondary schools;
- 2.20.4 Every school has the right to assess and determine its applicants for enrollment. It has the right to judge the fitness of students seeking admission and readmission.

A student's failure to satisfy the academic standards set by the school shall be a legal ground for its refusal to readmit him/her.

2.21 Withholding of Credentials

The release of the transfer credentials of a student may be withheld for reasons of suspension, expulsion or non-payment of financial obligation or property responsibility of the student to the school. The credentials shall be released as soon as his/her obligations had been settled or the penalty of suspension or expulsion had been lifted.

2.22 Report Cards (DepEd Form 138/ SF-9)

- 2.22.1 Report cards/SF-9 is issued at the end of each grading period. They must be received, signed by the parents, and returned to the respective advisers immediately after the issuance;
- 2.22.2 Report card/SF-9 must not be issued to students with failing grades or deficiency. Parents of those students shall be required to get the report cards from the advisers; and failure to claim the SF-9 is subject for home visit by the adviser and student development facilitator;
- 2.22.3 Untidy or tampered report card/ SF-9 must be replaced. (The students will shoulder the replacement fee of the report card)

SECTION 3. ACADEMIC POLICIES

3.1 General Guidelines on Classroom Assessment

The Classroom Assessment of Sacred Heart Academy shall follow the Department of Education Order No. 8, Series of 2015 “Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Curriculum”.

3.2 Promotion and Retention

A Final Grade of 75 or higher in all learning areas allows the student to be promoted to the next grade level.

	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 grade 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 6 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	1. Must pass remedial classes for learning areas with failing mark to be promoted to the next grade 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 curriculum	1. Earn the Elementary Certificate 2. Promoted to Junior High School

1. For Grades 1-6, a learner who did not meet expectations (Below 75) in at most two learning areas must take remedial classes. Remedial classes are conducted after the final grades have been computed. The learner must pass the remedial classes to be promoted to the next grade level. However, teachers should ensure that learners receive remediation when they earn raw scores which are consistently below expectations in Written Work and Performance Tasks by the fifth week of any quarter.

	Requirements	Decision
For Grades 7 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 grade 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 Grade School Curriculum	1. Earn the Elementary Certificate 2. Promoted to Junior High School
	5. Must pass all learning areas in the Junior High School Curriculum	1. Earn the Junior High School Certificate 2. Promoted to Senior High School

1. For Grades 7-10, a learner who did not meet expectations (Below 75) in at most two learning areas must take remedial classes. Remedial classes are conducted after the final grades have been computed. The learner must pass the remedial classes to be promoted to the next grade level. However, teachers should ensure that learners receive remediation when they earn raw scores which are consistently below expectations in Written Work and Performance Tasks by the fifth week of any quarter.

Guided by DepEd Order No. 13. s. 2018

Requirements	Decision
The learner did not meet expectations in 3 to 4 subjects.	Recommended to enroll summer class unless compliance to the 2 failing subjects occurred.
The learner did not meet expectations in 5 to 8 subjects for the first and second semester.	Retained in the same grade level.
The learner did not meet expectations in 5 to 8 subjects for the first semester.	Retained in the same grade level and not recommended to enroll in the second semester.

The learner did not meet expectations in 5 to 8 subjects for the second semester.	Retained in the same grade level of the second semester only.
The learner did not meet expectations in 2 subjects in the first quarter and 2 subjects for the second quarter.	Recommended to enroll summer class unless compliance to the 2 failing subjects occurred.
The learner did not meet expectations in 3 to 8 subjects due to unsettled tuition fees, medical concerns, work, and attendance.	<p>Case to case basis depending on situations.</p> <p>Decision is based from the deliberation, conference and agreement conducted by the subject teachers, parents, and guidance counselor</p> <p>Decision is based on the submitted documents such as medical certificate, excuse letters, etc.</p>

1. For Grades 11 and 12, a learner who did not meet expectations (Below 75) in at most two learning areas must take remediation. Remediation is conducted every semester after the final grades have been computed. The learner must pass the remedial classes to be promoted to the next grade level. Also, students with failing grades must undergo remediation for each subject and must respond to the competencies they did not meet. However, teachers should ensure that learners receive remediation when they earn raw scores which are consistently below expectations in Written Work and Performance Tasks by the fifth week of a semester.

3.3 Guidelines for the Remediation Program

A learner who did not meet expectations (below 75) in any subject learning area must undergo the remediation program.

Remediation program is conducted every quarter after the grades have been computed. The learner must submit and accomplish all the requirements and assessment to pass the subject learning area in that quarter.

Processes are as follows:

1. The grade/s of the subject teacher will be checked, reviewed and verified by the respective Academic Chair, Vice Principal and approved by the Principal.
2. Subject teacher will endorse using the Learner's Endorsement Form, the name of the student/s who did not meet expectations to their Academic Chair for evaluation.
3. Once the Learner's Endorsement Form was reviewed and approved, the class adviser will notify the parents/guardian using the Parental Consent for Remediation and schedule a conference with the parents
4. The learner will undergo the remediation program for one month; he/she needs to comply all the needed requirements and should pass all the assessment in the given class.
5. After the period of the remediation program, the subject teacher will submit a narrative report and progress report to evaluate the growth and development of the students.

However, if the student fails to attend, comply and pass the remediation program, he/she will be given a failing mark for that subject learning area in the given quarter.

3.4 Failing Marks

A student who has incurred three (3) or more failing marks in a school year will no longer be accepted in the following school year.

3.5 Tutoring of student

- 3.5.1 Tutoring of student seeking assistance in his/her academic status is encouraged;
- 3.5.2 The parent/guardian of students requiring academic assistance shall be informed through a formal written letter, however, Student who is willing to undergo tutorial or academic assistance shall approach his/her class adviser;

- 3.5.3 The subject teacher may also recommend student who is in need of academic assistance or tutoring
- 3.5.4 Tutoring of students shall only be accommodated upon the approval of the parent/guardian;
- 3.5.5 Restrictions in Tutoring
 - a. The tutor-teacher must not be the subject teacher of the tutee to promote fairness and equality;
 - b. The tutor-teacher must be recommended by their respective Vice Principal;
 - c. Tutoring sessions shall be conducted from 4:00 to 6:00 PM at official designated classrooms.
- 3.5.6 Payment and Location
 - a. The tutorial session shall have a fee of P200.00 per hour. The seventy percent (70%) of the tutoring fee shall be given to the tutor-teacher and the thirty percent (30%) for the school's energy expense for the classrooms used for tutoring sessions and other expenses to be incurred.
 - b. Payment must be made at the Cashier's Office.
- 3.5.7 Tutoring engagement may fall on the following:
 - a. Two weeks before every Quarter Examination period;
 - b. Semestral (July to December)(January to April)
 - c. Annual (One School Year)
- 3.8.8 A contract will be provided for both parties

3.6 Guidelines on Awards and Recognition for Students

In line with the implementation of Republic Act No. 10533, otherwise known as Enhanced Basic Education Act of 2013 (K to 12 Law), the Department of Education issued DepEd Order No. 36, s. 2016 entitled Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program.

Correspondingly, Sacred Heart Academy revised the schools' guidelines on awards and recognition for students based on the above stated policy guidelines of the Department of Education.

There shall be three (3) categories of awards and recognition as stated below:

a. CLASSROOM AWARDS

Classroom Awards are recognition given to students in each class or section every quarter or grading period.

1. Academic Excellence Awards

This award is given to students who have attained an average of 90 or higher with no grade below 80 in all quarters for all learning areas in each class or section every quarter or grading period for Grade School-Junior High School and every semester for the Senior High School

Academic Excellence Award	Average Grade per Quarter
1. With Highest Honors	98-100
2. With High Honors	95-97
3. With Honors	90-94

2. Recognition for Perfect Attendance

This award is given at the end of every quarter or grading period to encourage learners to attend and actively participate in class. Perfect attendance means that a learner must be present in all of his/her classes and must have no absences and/or tardiness for the entire quarter. Students who are representing the school for various purposes may also qualify for this award.

3. Performance Award for Pre-School

- These awards are given to kindergarten learners every quarter or grading period to recognize their most evident and most prominent abilities and for showing significant improvement in specific area;
- Teachers shall recognize kindergarten learners based on the different domains and/or learning competencies of the kindergarten curriculum. All learners must be given equal opportunity to excel and demonstrate their strengths; an award may be given to more than one learner.

b. GRADE-LEVEL AWARDS

Grade-level Awards are given to qualified students for every grade level at the end of the school year. Candidates for the awards are deliberated by the Awards Committee (AC) if they have met the given criteria.

1. Academic Excellence Award

This award is given to students who have attained a General Average of at least 90 and a passing Final Grade in all learning areas for the school year.

This award is given to students for every grade level at the end of the school year.

Academic Excellence Award	Average Grade per Quarter
1. With Highest Honors	98-100
2. With High Honors	95-97
3. With Honors	90-94

2. Conduct Awards (Grades 4 to 12)

Awardees must have consistently and dutifully carried out the core values as indicated in the report card. They must have obtained a rating of at least 75% "Always Observed" (AO) at the end of the school year (with at least 21 out of 28 AO rating in the report card). They also must have not incurred more than one (1) minor offense within the school year. They must not been sanctioned with offenses punishable by suspension or higher sanction within the school year according to the Sacred Heart Academy Student Handbook.

3. Character Traits Award for Pre-School to Grade 3

These awards are given to young learners to affirm their positive traits and attitudes or to recognize significant improvement in their behavior at the end of the school.

These awards are given to students at the end of the school year.

Character Traits Awards Criteria	
AWARD TITLES	DESCRIPTION
Eager Beaver Awards	Someone who has an unbelievable amount of energy and enthusiasm
Cheerful Soul Award	This award is given to pupils who are very cheerful inside the class and those pupils who can influence cheerfulness to their class
Collaborative Kid Award	This award is given to pupils/students who are very cooperative inside the classroom and those pupils who can give ideas or insights regarding the lesson to their classmate
Friendly Neighbor Award	It honors a person who spreads unconditional, unwavering, and selfless friendship in the community/school
Peace Maker Award	Showing understanding of others by treating them with compassion, generosity, and a forgiving spirit
Busy Bee Award	Students who consistently demonstrate diligence and dedication in completing their assignment, project, and task, going above and beyond what is expected
Happy Helper Award	Student who has been an overall helper in the classroom without being asked and prompted
Honest Kid Award	To do what is right even if no one is watching. It is practicing integrity in everything that he/she do
Enthusiastic Learner Award	Shown exceptional initiative in exploring new ideas or spearheading initiatives that have made a positive impact on the school and it's community
Golden Heart Award	Being generous and doing a thing without expecting anything in return
Little Teacher Award	Having a self-awareness, being open minded and adaptability and person who rules or guides and inspires other

Patience Advocate Award	The Pupils/students exceptionally possessed patience in his/her actions. This includes being cool, and understanding during difficult and challenging situation
Determined Kid Award	The Student exceptionally possessed resilience in any situation. He/ She is determined to accomplish the task and does not setback in a challenging situation
Batang Masigasig Award	The student exceptionally possessed persistency in all actions the way to achieve his/her goal. This includes working hard to achieve the goal and consistency in efforts
Courteous Kid Award	Student who consistently demonstrate kindness, respect, and good manners. It's a great way to encourage positive behavior and reinforce values of empathy and consideration towards others
Batang Maaasahan Award	These awards recognize their effort in managing their responsibilities, showing initiatives, and being dependable in both school and extracurricular activities
Brave Soul Award	Students who demonstrate exceptional courage, resilience and determination in facing challenges or diversity
Prudent Worker Award	Student's ability to control his/her behavior, thoughts and emotions to achieve desired goal
Great Giver Award	Student's ability to show the act of giving or enjoy something that belongs to him/her. It also encompasses the sharing of ideas, emotions, time and even space
Good Sport Award	Emphasizes the importance of playing with integrity, honesty, and respect for oneself and others

4. Principal's Academic Award

The Principal's Academic Award is given to non-graduating students who are currently enrolled at Sacred Heart Academy of Sta. Maria, Bulacan Inc. The awardees should belong to the list of top ten (10) of the class and must:

- have a general average of 92% or higher;
- have no lower than 88 in all academic subjects including ESP from First to the Fourth quarter of present academic school year;
- have no disciplinary records verified by the Discipline Officer; and
- have met a minimum conduct rating verified by the Discipline Officer and Student Facilitator;

After considering the above criteria, awardees for the Principal's Academic Award should have the following general average and corresponding title:

94.00 and above	Gold Academic Award
93.00 – 93.99	Silver Academic Award
92.00 – 92.99	Bronze Academic Award

Awardees will be receiving certificate of recognition.

3.7 Leadership Award

The leadership award is given to grade 6, 10, and 12 students who have demonstrated exemplary skills in motivating others and organizing projects that have significantly contributed to the betterment of the school and/or community. This award is given during the completion or graduation ceremony.

To qualify for this award, the/a student must:

- a. Have no failing grades in any of the learning areas;
- b. Have not committed any offense punishable by suspension or higher sanction according to the Sacred Heart Academy Student Handbook; and
- c. Be a class officer or an active member/ officer of any recognized school club, team or organization;

Candidates will be evaluated by at least 30% of their peers (group, team, class or club mates) as well as their class or club advisers.

Only those learners who have met at least 90% of the following criteria shall be awarded:

Criteria 1: Evaluation (60 pts)

Adviser	60 pts
Peer	40 pts

Criteria 2: GWA (15 pts)

98-100	15 pts
95-97	13 pts
90-94	10 pts
85-89	8 pts

Criteria 3: Position (10 pts)

Mayor	10 pts
Others	8 pts

Criteria 4: Attendance (5 pts)

Perfect Attendance	5 pts
1-2 Absences or late/s	3 pts
3 -5 Absences or late/s	1 pt

Criteria 3: Discipline Records (10 pts)

No record/s	10 pts
With 1-3 minor offenses recorded	5 pts

3.7 Award for Outstanding Performance in Specific Disciplines

1. Student Excellence Award

Criteria 1: GWA (40 pts)

99.01 - 100	60 pts.
98.01 - 99.00	55 pts.
97.01 - 98.00	50 pts.
96.01 - 97.00	45 pts.
95.01 - 96.00	40 pts.

Criteria 2: Contest: 40 pts. if academic contest, 48 pts. if non-academic contest

a. Academic Contest

	1st	2nd	3rd	4th	Non-winner
In-Campus Contest (maximum points: 3 points)	3 pts.	2 pts.	1 pt.	-	-
District Level (maximum points: 7 points)	7 pts.	5 pts.	3 pts.	1 pt.	-
Regional Level (maximum points: 10 points)	10 pts.	7 pts.	5 pts.	3 pts.	2 pts.
National Level (maximum points: 20 points)	20 pts.	15 pts.	10 pts.	8 pts.	5 pts.

b. Non-Academic Contest

	1st	2nd	3rd	4th	Non-winner
District Level (maximum points: 5pts)	5 pts.	4 pts.	3 pts.	1 pt.	-
Eddis Level (maximum points: 7 points)	7 pts.	5 pts.	4 pts.	3 pts.	1 pt.
Division Level (maximum points: 9 points)	9 pts.	7 pts.	5 pts.	3 pts.	2 pt.
Regional Level (maximum points: 12 points)	12 pts.	10 pts.	8 pts.	6 pts.	4 pts.
National Level (maximum points: 15 points)	15 pts.	13 pts.	10 pts.	8 pts.	5 pts.

Criteria 3: Discipline Records (20 pts.)

No record/s	20 pts.
With 1-3 minor offenses recorded	10 pts.

c. Best in Different Subjects

- Best in Filipino
- Best in English
- Mathematician of the Year
- Scientist of the Year
- Best in TLE
- Best in Araling Panlipunan
- Outstanding Student per Discipline (Senior High School)

Criteria 1: Final Rating (60 pts.)

99.01 - 100	60 pts.
98.01 - 99.00	55 pts.
97.01 - 98.00	50 pts.
96.01 - 97.00	45 pts.
95.01 - 96.00	40 pts.

Criteria 2: Contest (30 pts.)

	1st	2nd	3rd	4th	Non-winner
In-Campus Contest (maximum points: 3 pts.)	3 pts.	2 pts.	1 pt.	-	-
District Level (maximum points: 5 pts.)	5 pts.	3 pts.	2 pts.	1 pt.	-
Regional Level (maximum points: 8 pts.)	8 pts.	6 pts.	4 pts.	2 pts.	1 pt.
National Level (maximum points: 14 points)	14 pts.	12 pts.	10 pts.	8 pts.	5 pts.

Criteria 3: Discipline Records (5 pts.)

No Record/s	5 pts.
With 1-3 minor offenses recorded	3 pts.

Criteria 4: Attendance (5 pts.)

Perfect Attendance	5 pts.
1-2 Absences or late/s	3 pts.
3 -5 Absences or late/s	1 pt.

d. Non - Academic Awards

AWARD/S:

- Artist of the Year
- Musician of the Year
- SHA Band of the Year
- Journalist of the Year
- Boy Scout of the Year
- Girl Scout of the Year
- Catechist of the Year
- Athlete of the Year

Criteria 1: GWA (15pts.)

98.01 – 100.00	15 pts.
96.01 – 98.00	13 pts.
94.01 – 96.00	11 pts.
92.01 – 94.00	9 pts.
90.01 – 92.00	7 pts.
88.01 – 90.00	5 pts.
86.01 – 88.00	3 pts.

Criteria 2: Contest (15pts.)

	1st	2nd	3rd	4th	Non-winner
In- Campus Contest (maximum points: 3 pts.)	3 pts.	2 pts.	1 pt.	-	-
District Level (maximum points: 5pts)	5 pts.	4 pts.	3 pts.	1 pt.	-
Eddis Level (maximum points: 7 pts.)	7 pts.	5 pts.	4 pts.	3 pts.	1 pt.
Division Level (maximum points: 9 pts)	9 pts	7 pts	5 pts	3 pts	2 pt

Regional Level (maximum points: 12 points)	12 pts	10 pts	8 pts	6 pts	4 pts
National Level (maximum points: 15 points)	15 pts	13 pts	10 pts	8 pts	5 pts

Criteria 3: Position (12 pts)

Troop Leader/EIC/Leader	12 pts
Active Member	8 pts

Criteria 4: Attendance in monthly meeting and different activities (12 pts)

Perfect Attendance	12 pts
1-2 absences	10 pts
3-5 absences	8 pts
6 or more absences	6 pts

Note: For non-academic awards, you may add additional criteria for 10 points.

These are awards given to recognize grades 6, 10, and 12 students who have exhibited exemplary skills and achievement in specific disciplines.

e. Loyalty Award

A medal is awarded to a student who has completed Nursery to Grade 12 at Sacred Heart Academy of Sta. Maria (Bulacan), Inc.

Awards to be given are as follows:

Gold	15 years (Nursery to Grade 12)
Silver	13-14 years (Kinder 1 or 2 to Grade 12)
Bronze	12 years (Grade 1 to 12)

f. Awards for Research and Innovation

Award for Research or Innovation is specific to the SHS tracks. Grade 10 Investigatory Project, Grade 12 graduating students—individuals, pairs, or groups of not more than fifteen members—must have led the planning and execution of a

research or innovation to advance the potential applications of technology, or research whose findings can be used to drive better efficiency and productivity as well as to improve the lives of the people in the school and/or community.

A criteria and weights will be used in the evaluation and deliberation process for Award for Research or Innovation, respectively. Only those learners who have received at least 90% of the criteria below shall be awarded.

Research criteria and weights

Criteria	Weight
1. Research Grade	
2. Output	
a. Usefulness / Significance of Research Usefulness to the school and/or community or contribution of the research to the existing body of information related to the study	35%
b. Rigor Soundness of methodology (research design, data collection, and data analysis)	30%
3. Research Presentation Presentation and defense of research output	15%
Total	100%

Innovation criteria and weights

Criteria	Weight
1. Output	
a. Originality or novelty of the product or service	15%
b. Relevance, applicability, replicability, sustainability and/or usefulness to the school and/or larger community	25%
c. Cost-effectiveness, efficiency, and/or practicality	20%
d. Environmentally safe	10%

2. Delivery or Presentation	
a. Clarity of the product development process and the innovative features shown during presentation.	10%
b. Acceptability of the innovation to the target beneficiaries	5%
3. Study or Research	
Research basis of the service or product	15%
Total	100%

g. Best in Work Immersion

Award for Work Immersion is specific to Senior High School (SHS) tracks. This award may be given to grade 12 graduating students who have exemplified outstanding performance based on the terms of reference or engagement set by the school and evaluation of the direct supervisor and subject teacher. The awardee(s) must have received the high-efficiency rating for their diligence and consistency in performing their duties and responsibilities throughout the immersion program.

Only those learners who have received an outstanding academic rating in the Work Immersion subject (at least 90%) shall be awarded. This rating in the report card consists of the learner’s performance and/or output during the Work Immersion.

h. Media Artist of the Year

This award is given to learners who have consistently demonstrated outstanding skills in the arts and above-average creativity and craftsmanship exemplified through contributions to the school’s various functions and events.

These criteria will be used to identify this award.

Criteria	Points	
Final Grade in Music and Arts, Contemporary Philippine Arts from the Regions, and Media Information Literacy (40 points)	98.00 – 100	40 pts.
	95.00 – 97.99	30 pts.
Position	Director	10pts
	Others	8pts
Discipline Records (20 points)	No record/s	20 pts.
	With 1-3 minor offenses recorded	10 pts.
	With major or grave offenses recorded	5 pts.
Attendance	Perfect Attendance	5 pts.
	1-2 Absences or late/s	3 pts.
	3 -5 Absences or late/s	1 pt.

i. Student Organization of the Year

An organization which was selected from the official organizations of the school, having the most outstanding implemented plans and programs for the school year. The nominations will come from the Student Support Services Head and SADP Coordinator (Except SHA Band, SHA Drum & Lyre, SHA Gazette and BSP & GSP)

c. SPECIAL CITATION

Special Recognition is given to the students who have represented and/or won in an external competition and demonstrated their exemplary performance in academics, athletics and the arts; and who have brought honor to the school.

AWARDS COMMITTEE (AC)

The Awards Committee (AC) shall be organized by the Principal at the beginning of the school year. The committee shall be composed of at least five (5) members.

School Awards Committee for Academic:

Chairman: Principal

Vice Chairman: Vice Principals

Members: Academic Chairs

School Awards Committee for Non-Academic:

Chairman: Principal

Vice Chairman: Student Support Services Head

Members: Vice Principals, SADP and Concerned Moderators

1. PARENTS OF THE YEAR

Parents are our greatest source of inspiration. They love us unconditionally and no matter what happens they support us in all of our undertakings. They push themselves to the limit to provide us with all of our needs. Especially with our studies, they choose the best educational institution.

Every end of school year, Sacred Heart Academy of Sta. Maria gives honor and recognition to the parents who exude the qualities worthy of emulation by others. They are loyal to the school and the ones who send almost all of their children to our Alma Mater because they believe in our vision and

mission. Most of their children were able to finish college and successful in their own field of work.

2. Criteria for parents of the year

- a. The parents of the year should have children who are alumni of the school preferably successful in their chosen career
- b. Parents should preferably be alumni of the school
- c. The candidates should have graduating child/ children in the school
- d. Parents of the year must have at least 3 alumni children including the graduating student.

CRITERIA for PARENTS of the YEAR (Point System)	
1. Number of children who were enrolled at SHA. (Maximum Pts. 10)	
5- up	10
1-4	5
2. Successful children in their chosen career (Maximum Pts. 10)	
Graduated in College with Business and Work Experience	10
Graduated in College with 4-8 year experience	7
Graduated in College with 1-3 year work experience	5
Currently enrolled in college	2
3. Grade levels when the children started studying at Sacred Heart Academy (Maximum Points 10)	
Nursery to SHS	10
Kinder to SHS	8
Grade School to SHS	6
JHS to SHS	4
SHS	2
4. Parents were alumni (Maximum Points 10)	
Both parents were alumni	10
Only one parent	5
5. Occupation of the Parents (Maximum Points 10)	
Blue collar jobs	10
White collar jobs	5

3. Parents of the Year Committee

Chairman: Student Support Services Head

Vice Chairman: Vice Principals

Members: Grade 12 Advisers

3.8 Guidelines for Students Participation in Different Competition

a. Academic Contest

Selection of participants in the Academic Contests must go through the elimination process of the different academic units such as Quiz Bee and the likes.

b. Cultural

Selection of participants in the Cultural Contests must go through the elimination process of the different academic units such as Declamation, Tula, Poster Making, Singing Contests and the likes.

Participants in the Mr. and Ms. BULPRISA contest must have won Mr. and Ms. SHA which is held every year; automatically, they will be crowned as Mr. and Ms. Alma Mater during the foundation Ball.

c. Athletics

Recruitment Process/Guidelines and Considerations:

1. Recruitment/selection of athletes is through a series of try-outs held by the sports coordinator or coaches.

2. Recruitment/selection of athletes is through the recommendation of the coach of the school where the student came from.

3. Athletic participants are required to have no failing grades.

4. A student who incurred major offense and had been suspended cannot join in the BULPRISA athletic competition; Likewise, a student who incurred major offense after the BULPRISA of the same school year. However, if a student has

not committed any violations against the student handbook in the following school year he/she will be allowed to participate in the said event.

5. The player must be willing to comply with the rules/guidelines, trainings, and sports clinic otherwise the athlete may be removed from the lineup

3.9 Guidelines in Granting Exemptions and Excuses for Students Participation in Different Competitions

The Sacred Heart Academy believes in the importance of co-curricular activities which assist to the holistic development of students. To ensure fairness and equality in grading students who are participating in various co-curricular activities, the guidelines stated below shall apply:

1. The guidelines covers the following involvement of students in joining or participating in any activity that will require them to be absent from their respective classes
 - a. A student who participated in a contest representing the school;
 - b. A student who participated in a program outside the school in which he/she is the official delegate or representative of the school;
 - c. A student who attended a conference or training officially as delegate of the school;
 - d. For BULPRISA Contestants, Press-Con Participants and BSP and GSP who attend activities in which the school is formally invited to join and duly approved by the school administrators;
 - e. Student who participated in the school campaign conducted in other schools within the vicinity.
2. In case a student-participant is absent from their class, the quizzes, tests and other activities he/she missed shall be graded according to the results of the event participated as follows:

Results	K to 12
First Place (Champion)	Highest recorded score*
Second Place	Less two percent (2%) from the highest recorded score*
Third Place	Less three percent (3%) from the highest recorded score*
Non-winner or Participants only	Less five percent (5%) from the highest recorded score*

*Highest recorded score means the highest recorded score in the class the student belongs

3. Projects and other required outputs that had been announced by the subject teachers prior to the date/s that they are excused, are still required to be submitted by the student. If they failed to do so due to valid reasons, they need to make arrangement with their respective subject teachers for consideration;
4. Contestants/Participants in BULPRISA Academic, Cultural Contests, Athletics, Press-Con and the likes are excused from their classes one week before the contest to prepare and review extensively. However, contestants/participants together with their respective coaches are encouraged to prepare or train ahead of time after class hours;
5. One week before the contest, all participants are allowed to pull out during class hours. The coach should prepare an excuse letter to be presented/endorsed to their subject teachers for proper guidance and monitoring;
6. For every event participated by a student corresponds to one major examination exemption (either Pre-Quarter or Quarter examination whichever is closer to the date of the event) in all subjects;
8. Exemptions from taking major examination is per participation;

9. Exemptions in major examinations shall be graded according to the results of the event participated as follows:

Results	K to 12
First Place (Champion)	Highest recorded score*
Second Place	Less two percent (2%) from the highest recorded score*
Third Place	Less three percent (3%) from the highest recorded score*
Non-winner or Participants only	Less five percent (5%) from the highest recorded score*

*Highest recorded score means the highest recorded score in the class the student belongs

10. An exempted students can waive their right to the equivalent grade of their exemption if they believe that they can attain a better grade by taking the examination. However, in waiving their right to the exemption, they shall take the examination in all of their subject areas. Their rating in the examination shall be their official grade;
11. In cases of participation in co-curricular activities and trainings for three or more days, DepEd Division Memorandum No. 167 Series of 2013 and DepEd Division Memorandum No. 253 Series of 2013 shall be applied.

SECTION 4. SHA SCHOLARSHIP

4.1 GUIDELINES IN THE SELECTION OF EDUCATION SERVICE CONTRACTING (ESC) GRANTEES AND CONDITIONS OF THE ESC GRANTS

The Government Assistance to Students and Teachers in Private Education (GATSPE) program of the Department of Education consisting of the Education Service Contracting (ESC) and the Teacher Salary Subsidy (TSS), is a demonstration of the government's commitment to maintain the viability of private education as key partner in the delivery of quality basic education.

As an ESC participating school, Sacred Heart Academy, have established the guidelines stated below to ensure fairness in the selection process of ESC Grantees prioritizing those students who are truly in need.

4.1.1 ESC Grantee Selection and Screening Committee.

The ESC Grantee Selection Committee shall be composed of the School Principal as chairperson, headed by the Vice Principal with the Registrar and two (2) Grade Level Coordinators as members. The sub-committee shall be responsible for the screening of each grantee's profile and for preparing the required documents for submission to the PEAC. The sub-committee shall recommend screened ESC Grantees to the ESC Grantee Selection Committee.

4.1.2 ESC Grantee Selection Process

- a. ESC Grantee Application is open to incoming Grade 7 students. Preference shall be given to graduates of public elementary school;
- b. Interested applicants may visit the Principal's Office to be included in the ESC Grantee Applicants Master list;
- c. All applicants must accomplish the application form and provide the required supporting documents;
- d. Supporting documents to be submitted by parent/guardian:
 1. Employed – Certificate of Employment stating monthly salary and allowances;
 2. Unemployed – Certificate of Indigency issued by the Barangay Chairman;

- 4.1.3 Deadline for submission of the application form and the supporting documents is one week after the parents/students ESC program orientation;
- 4.1.4 Profiling shall be done by the ESC Grantee Screening Sub-Committee based on the need of each applicant for educational financial support. Priority shall be given to applicants who are most in need;
- 4.1.5 After the screening process, the ESC Grantee Screening Sub-Committee shall submit the list of recommended ESC Grantees to the ESC Grantee Selection Committee for approval;
- 4.1.6 Upon approval of the ESC Grantee Selection Committee, the final list of Grade 7 ESC Grantees for the current school year shall be posted in the administrative bulletin board;
- 4.1.7 The ESC Grantee Selection Committee shall then send out letters to parents/guardians to formally inform them that their child is selected to be an ESC Grantee. Likewise, the committee shall conduct an orientation for the parents/guardians of the selected ESC Grantees and inform them of the documentary requirements for submission;
- 4.1.8 Documents required to be submitted to PEAC:
- a. Student Application for ESC Participation;
 - b. ESC Grantee Enrolment Contract;
 - c. Philippine Statistics Authority (PSA) Birth Certificate;
 - d. Proof on Income of the Parents
- 4.1.9 Conditions of the ESC Grants
- a. The provision of ESC grants starts at the Grade 7 level. No grant shall be awarded at higher grade levels;
 - b. The ESC grant is deemed renewed for the next school year if the student is promoted to the next grade level and enrolls in the same school;
- 4.1.12 The ESC grant is deemed terminated for any one of the following reasons:
- a. If the student drops out for non-health reasons in the

middle of the school year;

- b. If the student does not re-enroll the following school year;
- c. If the student is retained at the same grade level or not promoted to the next higher grade level;
- d. If the student is suspended for more than two (2) weeks or once dismissed or expelled by the school for disciplinary violation; or
- e. If the student transfers to a non-ESC participating school.

4.1.13 Grantees that dropped out due to the following reasons shall be readmitted into the ESC program provided that they submit documents that will support their claim:

- a. Death of the grantee's parent or guardian;
- b. Force majeure events;
- c. Sickness supported by a medical certificate.

4.2 SHA Band Scholarship Guidelines

4.2.1 Objectives

- a. To enhance and develop the students' musical skills and abilities through adequate training in playing different musical instruments;
- b. To provide music in certain school affairs;
- c. To develop interested listeners and provide well rounded musical background to the public;
- d. To provide students with worthy use of leisure time, and good social experiences; and
- f. To inculcate appreciation of different forms of music.

4.2.2 Band Composition

Types of Members:

a. Band Scholars

SHA Band Scholars are composed of forty-five (45) students (44 musicians and 1 lead majorette) that shall pass the criteria for audition set forth by the band screening committee

b. Band Trainees

Band Trainees are composed of:

- 1. Other remaining musicians who did not qualify to be Band Scholars (for not attaining the minimum audition grade

- requirement, and other qualifications needed);
2. Majorettes who passed in their separate audition process; and
 3. Those students who are only beginners in the field of music

c. Auxiliary Members

Auxiliary members are composed of:

1. Alumni band members; and
2. Regular students who are not officially registered to be SHA Band Official Members & Trainees, but are willing to join the band in special performances.

4.2.3 Membership Policies, Rules and Regulations

The Membership

a. Band Scholars

1. They are officially enrolled at Sacred Heart Academy for the current school year;
2. Have passed the membership application process set forth by the band screening committee; and
3. Actively participates in meetings, programs, and projects by the organization.

b. Band Trainees

1. They are officially enrolled at Sacred Heart Academy for the current school year;
2. Have passed the membership application process set forth by the band screening committee; and
3. Actively participate in training sessions conducted by the organization.

c. Auxiliary Members

1. They are the “guest-musicians” who are willing to be part, or willing to join/participate in rehearsals and engagements of the organization.

4.2.4 Termination of Membership

- a. Membership in the organization will be terminated if and only he/she committed any of the following:
 1. If he/she failed to attend half of the total number of meetings in a grading period;
 2. If he/she has three (3) or more failing grades in a

- grading period;
 - 3. If he/she violated the rules and regulations of the SHA Band organization in five (5) consecutive order within the current school year; and
 - 4. If he/she committed any offense in the SHA Student Handbook which resulted to his/her suspension within the current school year.
- b. Terminated members shall take regular Music classes the following grading period and shall be deprived of renewing his/her membership in the organization within the current school year.

4.2.5 Duties and Responsibilities of the Members

- a. Comply with the rules and regulations of Sacred Heart Academy;
- b. Attend or participate in regular meetings, rehearsals and engagements of the organization and complete the maximum number of hours required by the organization;
- c. Attend their Arts, PE, and Health classes. (i.e. taking Written Works, and Performance Tasks, and Quarterly Assessments);
- d. Safeguard the name of the organization by not committing any misdemeanor act;
- e. Develop camaraderie among the members;
- f. Be updated with the announcements provided by the organization;
- g. Proper coordination at all times with the Adviser and the Band Conductor;
- h. Being accountable in keeping and in taking care of any property owned by the organization;
- i. Observe proper band etiquettes.

4.2.6 Benefits

a. Band Scholars:

- 1. Opportunity to discover new techniques, continuously learn and study music;
- 2. Exemption in their Music class;
- 3. Tuition fee discount based on their Quarterly Grades in Music.

b. Band Trainees:

1. Opportunity to discover new techniques, continuously learn and study music;
2. Exemption in their Music class.

c. Auxiliary Members:

1. Opportunity to share new techniques in music.

4.2.7 Criteria for SHA Band Scholarship

a. Music grade of band scholars and trainees will be computed as follows:

Attendance	30%
Skills	20%
Performance	40%
Behavior/Character	10%
	100%

b. Attendance for every rehearsal/engagement will be computed based on this scale:

Present	5 points	Present/Late (during FC)	3 points
Excuse (School Related)	5 points	Present/No Instrument (during FC & R)	3 points
Excuse (Not School Related)	4 Points	Absent	2 Points

c. Skills and Performance will be graded upon the criteria set forth by the Band Conductor.

Sight Reading Skills	40%
Rhythm Skills	20%
Tone Quality/Expertise	40%
Total:	100%

d. Behavior will be graded based on each member's punctuality, character and attitude during band meetings, rehearsals and engagements.

4.2.8 Scholarship Scheme

a. Tuition fee discounts will depend on their Quarterly Grades in Music for every grading period.

Band Scholars	Band Trainees
Rank 1 – 15 – 75%	- None
Rank 16 – 30 – 50%	
Rank 31 – 45 – 25%	

4.2.9 Audition Guidelines

a. Qualifications

1. Can read and write musical notes and can interpret some fundamentals of music;
2. Can play a musical instrument and as much as possible have their own instrument.

b. Requirements

1. Must submit copies of music piece (marches, solo piece, overture, etc.) he/she will use in the audition;
2. Must bring his/her own instrument;
3. For Old Members: They are required to memorize the Lupang Hinirang, Sta. Maria Hymn and SHA Hymn. If they cannot perform it properly, they will be disqualified immediately.

c. Students must pass the criteria for audition set forth as follows:

Sight Reading Skills	40%
Rhythm Skills	20%
Tone Quality/Expertise	40%
	100%

d. Students who passed the audition will be grouped as follows:

Band Scholars

- Rank 1 – 15 (Excellent)
- Rank 16 – 30 (Superior)
- Rank 31 – 45 (Very Good)

Band Trainees

- Rank 46 & above (Good)

e. Students who will get 74 & below in the audition rating are not qualified to be members of the organization.

4.2.10 Band Engagements

- a. Flag Ceremony
- b. Convocation Day
- c. Recognition Rites
- d. Graduation Day/Moving Up/Completion Ceremony
- e. Special Performance:

SHA Band can perform only in special occasion or engagement upon the approval of the Board of Directors subject to conditions.

4.3 Alumni Subsidy

4.3.1 Criteria for the scholarship grant given to the incoming Grade 7 students through alumni subsidy.

a. Requirements

1. Applicants must be endorsed by the Vice Principal or the alumni included in the selection committee;
2. Priority with pending application for ESC/FAPE as recommended by JHS Vice Principal;
3. Applicants must have a general weighted average of 85%;
4. Applicants must fill up the application form for Alumni Subsidy scholar

b. Selection

1. Selection is made by the Vice Principal or by the choice of the alumni who will give the subsidy

c. Duration

1. The alumni subsidy shall cover from Grade 7 until Grade 10 of the selected recipients unless disqualified.

4.4 SHA PC Educational Subsidy

SHA Parents Council shall have four (4) Educational Subsidies on tuition fee who will be enrolled full time at Sacred Heart Academy Junior High School Department.

4.4.1 Requirements

- a. Applicant must be a graduate from Sacred Heart

- Academy Grade School Department;
- b. Applicant must have a general weighted average of 85%;
 - c. Applicant must have paid membership fee;
 - d. Applicant is not related up to the 2nd degree of consanguinity to any SHA PC officers;
 - e. Priority: With pending application for ESC/FAPE as recommended by Grade School Vice Principal;
 - f. Applicant must accomplish the application form for SHA PC Educational Subsidy Form.

4.4.2 Guidelines for Submission

- a. Applicant must submit the SHA PC Educational Subsidy Application Form on or before June 20th of the incoming school year;
- b. Photocopy of Grade 6 Report Card.

4.4.3 Duration

- a. The SHA PC Educational Assistance shall cover from Grade 7 until Grade 10 of the selected Recipients unless disqualified.

4.4.4 Renewal, Disqualification & Forfeiture

- a. Forfeiture: The SHA PC Educational Subsidy shall be automatically forfeited for the next school year once the weighted general average of 85% was not obtained by the recipient;
- b. Replacement: Eligibility requirement will be implemented for the new grantee;
- c. Renewal: Grantees must submit a photocopy of the Report Card within five (5) days after the issuance of card to SHA PC officers as a requirement for the continuation of the SHA PC Educational Subsidy.

4.4.5 Disbursement & Payment

- a. Selection is made by the SHA Parents Council Officers;
- b. Results will be published on the SHA Bulletin Board on or before the 30th of June. Grantees will be notified by email or letter;
- c. Disbursement: Fund for the SHA PC Educational Subsidy shall be disbursed from the membership fee collection of the previous year. Disbursement document shall be

- maintained by the SHA PC Treasurer for audit reference;
- d. Payment: SHA PC representative shall facilitate the endorsement of the Educational Subsidy to SHA cashiers. Payment shall be made on or before the First Periodical Examination tuition payment update.

4.5 Tuition Fee Discounts

Tuition Fee Discounts given by Sacred Heart Academy. All discounts are only applied to the tuition fee.

4.5.1 Honors Discount

- a. for incoming Grade 7 Students and all SHA students from previous school year
- Rank 1 = 100% off Tuition Fee
 - Rank 2 = 50% off on Tuition Fee
 - The general weighted average of the students shall be computed up to the decimal point to break any tie.
 - For Grade 7 Transferees, a certification signed by the school principal of their previous school confirming that the student is the rank one (1) or rank two (2) of the grade level and stating their general weighted average is required before application of the discount.

4.5.2 Siblings Discount

- a. Php 100.00 off per student;
- b. If the sibling/s of the discount holder has/have dropped or has/have been retained for the school year, this will not affect the discount of the discount holder. Only when the discount holder is dropped or retained will the discount be voided.

4.5.3 Employees Discount

- a. Fifty or 50% off on Tuition Fee;
- b. Cash discount is applicable as well if the payment is not loaned from the school thru cash advance or salary deduction;
- c. If the active employee resigns before the end of the school year, the discount will be void.

4.5.5 Alumni Children's Discount

- a. Five or 5% discount on tuition fee is given to children of SHA Alumni as one of their benefits or privileges.

SECTION 5. GENERAL POLICIES AND PROCEDURES

5.1 General Requirements

1. A student must attain a passing mark in all subjects;
2. A student must complete the required number of attendance. Based on Manual of Regulations for Private Schools, section 73 on absences of more than twenty percent (20%) of prescribed number of class or laboratory periods during the school year or term should be given a failing grade and given no credit for the course or subject;
3. BULPRISA athletic participants are required to have no failing grades for the whole school year;
4. A student who occurred major offense and had been suspended cannot join in the BULPRISA athletic competition; Likewise, a student who occurred major offense after the BULPRISA of the same school year. However, if a student has not committed any violations against the student handbook in the following school year he/she will be allowed to participate in the said event.
5. All students' trainings or practices during non-class days should be approved by the Vice Principal and the Principal. A request letter signed by the subject teacher stating the purpose of the training or practice and the name of students involved should be submitted to the Principal three (3) days before the intended day for training or practice. Upon approval, the subject teacher is required to secure parents/guardians written consent from the students. Furthermore, the subject teacher is required to secure a gate pass from the Office of the President or his authorized representative to be presented to the security guards on duty on the day of the approved training or practice. Authorized student trainings or practices should only be done inside the school premises during non-class days. The subject teacher who requested training or practices should be present to supervise the students if in any case practices and trainings held outside the school premises, signed parental consent must be secured from the parents/guardians of the student and

noted by the subject teacher and approved by the Vice Principal and Principal; and

6. All school activities, events, trainings or practices should be approved by the Principal prior to implementation. As much as possible, school activities, events, trainings or practices should be scheduled after class hours. For students to be allowed and excused from their class during activities, events, trainings or practices conducted during class hours, a letter signed by the teacher-in charge of the activity noted by the Vice Principal and approved by the Principal should be presented;

5.2 An Ideal SHA Student is expected to:

- a. Live up and preserve the good image of the school;
- b. Uphold the rules and regulations of the Academy;
- c. Be respectful at all times towards school authorities, teachers, security guards, utility personnel, parents, visitors and fellow students.
 - When a teacher, school authorities or visitor enters a room, students should rise quietly and say their greetings;
 - Use “po” and “opo” when talking to elders and superiors;
 - Greet teachers, school officials and utility workers “good morning” or “good afternoon”, whatever is appropriate when they meet the aforementioned in the corridors and all other places in school and even outside the school;
 - Bless the hands of their teachers and elders once they meet them;
 - Always include “please”, “excuse me” and “thank you” in their communication in school;
- d. Come to school in complete and proper uniform with the school ID during school days;
- e. Maintain the cleanliness and orderliness of the school surroundings. Before leaving the room, the student keeps his/her chair in order and clean up his/her place of litters. He/She does not bring soft drink cups, tetra packs, styrofoams or any food for that matter inside the classroom;
- f. Follow the sitting arrangements and avoid roaming around

- the room during class discussion;
- g. Keep the rest rooms clean and free from any writings;
 - h. Stand up and answer in a clear and firm voice. Prompting or disturbing the one reciting should never be done during recitation;
 - i. Recite prayers sincerely and religiously;
 - j. Should not make personal visit to classrooms and must not loiter around the corridors during class hours;
 - k. Avoid lingering in malls, church yard, Municipal Park, computer shops, eating places and the like during class hours;
 - l. Remember that the school is not liable for any untoward incident that he/she may incur after dismissal of classes outside the school premises;
 - m. Form line/s properly during flag ceremony, when seeking medical assistance in the clinic, when transacting business in the office, going in and out of the library/gym and buying of food in the school canteen;
 - n. Practice CLAYGO (Clean As You Go) at the canteen;
 - o. Act as a young lady and gentleman, hence shouting, loitering, running, whistling, singing loudly and similar acts should be avoided;
 - p. Adhere and live up to the mission and vision of the Academy. Read and understand the provisions in the student handbook;
 - q. Know by heart the vision and mission of the Academy;
 - r. Be able to sing the SHA Hymn, Lupang Hinirang and Imno ng Sta Maria wholeheartedly;
 - s. Conduct him/herself appropriately during school programs or activities;
 - t. Handle with utmost care all the properties of the school (chairs, air-condition units, tables, curtains, electric fans, windows, etc.). In case of damaged equipment it must be replaced or paid of its worth by the person responsible;
 - u. Act as role models to younger students in behavior, study habits and morale. Although, the Academy fully understands the weaknesses and failures committed by students due to their young minds and immature character, it is imperative to observe certain policies in order to protect

the influences it will create to other students. Likewise, to protect the ideal image of Sacred Heart Academy, a female student who become pregnant and reach her second trimester while the school year is not yet over will be automatically dropped from enrollment. However, she can still be allowed to enroll the following school year if she decides.

5.3 Rights and Privileges of a SHA Student

5.3.1 The students of SHA are entitled to the following:

- a. To be protected from all harms while inside the school premises;
- b. To be guaranteed of acquiring learning beneficial to him/her even until he/she graduates;
- c. To be given discount on tuition fee if they have brother or sister who are also enrolled.
- d. To be given discount if his/her parent is an alumnus of SHA;
- e. To undergo free medical check-up by the school doctor once in a school year;
- f. To undergo free dental check-up by the school dentist once in a school year;
- g. To avail of accident insurance every school year subject to the terms and conditions of the insurance company and the school. A maximum of Php 10,000 accumulated amount per year will be granted upon submission of all necessary documents and approval of the insurance company;
- h. To avail a 100% discount on tuition fee for being rank one (1) of the grade level of the previous school year;
- i. To avail a 50% discount on tuition fee for being rank two (2) of the grade level of the previous school year;
- j. To avail a discount on tuition fee, subject to the terms and conditions of the administration and SHA Band Adviser;
- k. To join any academic and/or non-academic organization of his or her choice as long as they

meet the qualifications set by the organization.

- l. To enjoy the rewards, incentives and the likes given to members of the organizations which they earn from their participation;
- m. To avail of the school lockers upon payment of the required locker rental fee.

5.4 Duties and Responsibilities of Parents/Guardians

- a. Read and understand the rules and regulations of the school;
- b. Read and explain to his/her child the rules and regulations of the school;
- c. Show respect and courtesy to the teachers, school personnel, students and to his/her fellow parents/guardians;
- d. Do not directly proceed to his/her child's classroom nor wait for him/her outside the room;
- e. When sending his/her child to school, he/she must stay at the designated parent's/guardian's waiting area;
- f. Maintain the cleanliness and orderliness of the parent's/guardian's waiting area;
- g. Respond promptly to the correspondence, notices, invitations sent to him/her by the school through the students, e-mail, private messages or phone calls;
- h. Come to school in decent attire when requested for meetings and/or formal/special occasions (No short shorts, crop tops, miniskirts, sleeveless, spaghetti straps, see-through, plunging necklines for women and muscles shirts, sando, jersey shorts, house shorts and the like for men);
- i. Be aware of his/her child's class schedules, sections and teachers;
- j. Attend consultations with teachers and other school officers when called for regarding their children's studies and behavior;
- k. Accompany his/her child during convocations, recognition and graduation ceremonies, culminating activities and other similar events;
- l. Attend conferences, meetings, and orientation programs

- and parents-teachers assemblies;
- m. Designate a guardian to assume his/her responsibilities in case he/she does not live with his/her child or he/she is busy with his/her work;
 - n. Cooperate with the school personnel in all matters pertaining to the welfare of the students;
 - o. Report to school authority any untoward incident involving students, teachers and other school personnel who they witnessed outside and inside the school premises;
 - p. Adhere to the Standard Operating Procedure (SOP) as follows: Payment of Tuition Fees and Other Dues;
 - 1. Settle the tuition fee on or before examination date.
 - 2. Settle or transact payment of fees and other dues through the school's Accounting Office (Cashier);When payment is not possible:
 - *Secure promissory note at the Finance Office/Cashier before the scheduled examination dates.
 - q. Avoid posting unnecessary information that may affect integrity of the institution and the academic integrity of the child;
 - r. Direct academic concerns and inquiries to the proper school authorities,
 - s. Avoid spreading unverified information thru group chats and other social media platforms;
 - t. Prepare an excuse letter in case the student is absent or will be absent. An excuse letter must be signed properly and addressed to all teachers concerned;
 - u. Prepare an excuse letter in case the student won't be able to come to school in complete and proper uniform;
 - v. Secure exit permit at the Student Discipline Office and noted by the head of the Student Support Services provided that the parents /guardians allowed his/her child, through telephone call to go out of the school premises due to illness or any valid reasons during class hours or the parent himself/herself will fetch his/her child;
 - w. Claim the report card and clarify all matters regarding their child's performance and behavior with their subject teachers and adviser;
 - x. Sign the report card every grading period to signify that

they were informed and have been updated about their child's academic standing.

5.5 SHA Child Protection Policy

- a. In line with the objective of the Department of Education in promoting a zero-tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying and other forms of abuse, the Sacred Heart Academy's Child Protection Policy is hereby implemented to protect students in any form of abuse.
- b. Sacred Heart Academy's Child Protection Committee:
 - Principal
 - Vice Principal
 - Student Discipline Officer
 - Guidance Counselor
 - Class Adviser
 - SHA Parents Council President/Representative
- c. Persons who may report abuse:
 - School Authorities
 - School Personnel
 - Pupils/Students
 - Parents/Guardians
- d. Procedures in reporting abuse:
 - Report to the Guidance Office/ Student Discipline Office
 - Fill up the Child Protection Reporting Form
 - The Guidance Counselor or Student Discipline Officer will submit the Child Protection Reporting Form to the Principal
- e. Procedure in handling child abuse cases:
 - Summon the victim
 - Gather statements from the witness/witnesses
 - Summon the parent/guardian immediately for conference
- f. Preventive Measures:
 - Orientation among students
 - Information Drive

- Seminar–workshops for teachers
 - Individual and group counseling
- g. Close monitoring of the victim and the reporter shall be done to ensure the safety of the victim and the person/s who reported the case. Counseling for the victim shall be done in a regular basis.

5.6 Uniform Regulations

5.6.1 Identification Cards (I.D.)

- a. The I.D. is part of the school uniform and should be worn at all times while inside the school premises and during official activities outside the campus. Not wearing of the I.D. is considered an offense. Likewise, I.D.'s should be kept free from trimmings, stickers or any other marks;
- b. A temporary I.D. pass will be issued to those who do not have their I.D. by the discipline officer. Failure to return within the day will merit a corresponding sanction;
- c. Lost I.D. may only be replaced upon submission a corresponding written request from the student. A corresponding payment must be paid at the cashier prior to the issuance of the new I.D.

5.6.2 Academic /PE Uniform

- a. Students must wear complete and proper uniform every school day inside the campus. Complete uniform includes an I.D. and school logo on both polo/blouse and P.E. shirts.

(Note: Student–models have Parent’s Consent)

Pre-school

Male

- ▶ White polo shirt with school with logo
- ▶ Khaki Short Pants
- ▶ Plain white shirt or sando
- ▶ Plain white socks
- ▶ Plain black leather shoes



Female

- ▶ White blouse with school logo
- ▶ Green checkered jumper
- ▶ Plain white socks
- ▶ Closed black leather shoes
- ▶ Plain black leather shoes

Grades 1 to 4

Male

- ▶ White polo shirt with school with logo
- ▶ Khaki Short Pants
- ▶ Plain white shirt or sando
- ▶ Plain white socks
- ▶ Plain Black leather shoes



Female

- ▶ White blouse with school logo
- ▶ Green checkered skirt
- ▶ Green checkered ribbon
- ▶ Plain white socks
- ▶ Plain Closed black leather shoes

Grades 5 & 6

Male

- ▶ White polo shirt with school logo
- ▶ Khaki Long Pants
- ▶ Plain white shirt or sando
- ▶ Plain white socks
- ▶ Plain black leather shoes

Note: Tight (baston) pants is not allowed



Female

- ▶ White Blouse with school logo
- ▶ Green checkered skirt
- ▶ Green checkered necktie
- ▶ Plain white socks
- ▶ Plain closed black leather shoes

Note: Above the knee skirt is not allowed

Pre-School & Grade School P. E. Uniform



- ▶ Green jogging pants
- ▶ P.E. t-shirt with school
- ▶ Plain white socks
- ▶ Rubber shoes (slip-ons not allowed)

Note: Only plain white t-shirt or official SHA merchandise white t-shirt is allowed to wear as extra.

- Skinny fit jogging pants is not allowed

Junior High School

Male

- ▶ White polo shirt with school logo
- ▶ Khaki Long Pants
- ▶ Plain white shirt or sando
- ▶ Plain white socks
- ▶ Plain black leather shoes

Note: Tight (baston) pants is not allowed



Female

- ▶ White Blouse with school logo
- ▶ Green checkered skirt
- ▶ Green checkered necktie
- ▶ Plain white socks
- ▶ Plain closed black leather shoes

Note: Above the knee skirt is not allowed



P. E. Uniform

- ▶ Green jogging pants
- ▶ P.E. t-shirt with school logo
- ▶ Regular Socks
- ▶ Rubber shoes (slip-ons not allowed)

Note: Only plain white t-shirt or official SHA merchandise white t-shirt is allowed to wear as extra.

- Skinny fit jogging pants is not allowed

Senior High school

Male

- ▶ White polo shirt with school logo
- ▶ Black Long Pants
- ▶ Plain white shirt or sando
- ▶ Plain black socks
- ▶ Plain black leather shoes

Note: Tight (baston) pants is not allowed



Female

- ▶ White long sleeves
- ▶ Green knee-length skirt
- ▶ Green vest with logo
- ▶ Green necktie
- ▶ Foot socks/ Plain black socks
- ▶ Plain closed black leather shoes

Note: Above the knee skirt is not allowed



P. E. Uniform

- ▶ Green jogging pants
- ▶ P.E. t-shirt with school logo
- ▶ Regular Socks
- ▶ Rubber shoes (slip-ons not allowed)

Note: Only plain white t-shirt or official SHA merchandise white t-shirt is allowed to wear as extra.

- Skinny fit jogging pants is not allowed

- b. Students must wear complete and proper academic uniform during examination days. (Violations shall be given corresponding disciplinary measures)

5.7 General Appearance and Grooming

5.7.1 Male:

- a. Haircut/Hairstyle Regulation
 1. 2 inches by 3 inches haircut (barber's cut);
 2. No skinheads;
 3. No volumized haircut;
 4. No braided hair;
 5. No spikes;
 6. No undercut;
 7. No hair tattoo and
 8. No hair color
- b. Must be clean-shaven
- c. No earrings
- d. No Cap
- e. No Eyebrow slits



5.7.2 Female:

- a. Hairstyle Regulation - no undercut, no striking hair color for SHS, no hair color for GS and JHS, unkempt hair;
- b. No excessive make-up for SHS and no make-up for GS and JHS, no false eyelashes;
- c. No excessive jewelry and accessories;
- d. No Eyebrow slits;
- e. No colored contact lenses;
- d. No nail extensions and striking nail polish.

Inspection on proper decorum is conducted every first Monday of the month.

Note: Failure to comply with the General Appearance and Grooming Policy and Guidelines on special occasions like Foundation Ball, Graduation Ball, Graduation Ceremonies, Amity Night, Recognition Day and the likes will be dealt with in accordance to the disciplinary interventions in Section 7. Student Conduct and Discipline under 7.6.2. Major Offense.

The school may impose refusal to entry to those who are given verbal & written warnings but are still unable to comply.

5.8 Dress Code

Sacred Heart Academy is committed to providing a safe and friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school, and community. Students are required to wear appropriate, comfortable, and safe clothing that is neat, clean, and in good taste. They should refrain from wearing short shorts, crop tops, miniskirts, sleeveless, spaghetti straps, see-through, plunging necklines, backless, and high slit dresses when coming to school on non-school days for transaction purposes. However, students must wear PE uniform during practices and other co-curricular activities as prescribed.

Failure to comply with the Dress Code policy and guidelines on special occasions like Foundation Ball, Graduation Ball, Amity Night, Recognition Day, Moving-up Ceremony, Graduation Ceremony, and the likes will be dealt with in accordance to the disciplinary intervention in Section 7. Student Conduct and Discipline under 7.6.2. Major Offense.

The school may impose refusal to entry to those who are given verbal & written warnings but are still unable to comply.

5.9 On Tattoo

Students should develop proper care and hygiene of physical self. Thus, tattoo and/or intentional mutilation such as getting henna tattoo, putting stickers, or any drawing on skin is prohibited. However, students with existing tattoo must be reported to the student discipline officer for proper documentation. Only additional tattoos during the student's stay in the academy will be dealt with disciplinary measure.

5.10 Student Absences and Tardiness

5.10.1 Tardiness

A student who arrives in class 5 minutes after the start of the class shall be marked "tardy."

Repeated tardiness is subject to the following sanctions:

-Three (3) accumulated tardiness is equivalent to one (1) absent/minor offense.

-Six (6) accumulated tardiness will be given special task to comply.

-Nine (9) accumulated tardiness will be treated as Major Offense and subject for suspension.

5.10.2 Absences

Pre-School, Grade School & Junior High School

A student who fails to attend his/her class or any school-related activity, or leaves and stays out of the class without permission or valid reason shall be considered and marked absent.

- a. As a general rule, a student who was absent must present an excuse letter signed by their parent/guardian to their respective class adviser and subject teachers before they can attend classes;
- b. A student who has accumulated three (3) days or more absences can only attend his/her classes after presenting a clearance slip from the Student Discipline Officer/Student Development Facilitator;
- c. A student who had incurred twenty (20) straight absences without notice and with no justifiable excuse is automatically dropped from enrollment list;
- d. A student who had incurred twenty percent (20%) of the total school days in a school year despite warnings and considerations given to him or her will be dropped from enrollment list.

Senior High School

- e. A student who had incurred ten (10) straight absences per semester without notice and with no justifiable excuse is automatically dropped from enrollment list;
- f. A student who had incurred ten percent (10%) of the total school days in a semester despite warnings

and considerations given to him or her will be dropped from enrollment list.

5.11 Excused, Unexcused Absences and Exemptions

5.11.1 Excused Absence

- a. A student is excused from attending his/her class or any school-related activities if the adviser/subject teacher is notified by the student;
- b. A student is excused from attending his/her class or any school-related activities if it is due to illness and death of an immediate and extended family member;
- c. A student is excused from attending his/her class or any school-related activities relative to their religion provided that he/she will submit a letter from the head of the congregation they belong;
- d. Excused absences allow student to take special examinations and submission of assignment, projects and the like. However, it is their responsibility to reach out to their respective subject teachers for the schedule of special examination and/or submission.

5.11.2 Unexcused Absence

An absent is unexcused if no valid reason is provided by the student for his/her absence.

5.11.3 Exemption

- a. The principal at his discretion may exempt a student who exceeds the twenty percent (20%) limit of absences for the reasons considered valid and acceptable;
- b. The student concerned shall not be excused from the responsibility in keeping up with the lesson, assignments and taking examinations that is needed to be accomplished

5.11.4 Admission Slip

A student who has been absent/late is required to secure an admission slip from the Student Discipline

Officer/Student Development Facilitator upon presenting excused letter.

5.11.5 Attendance Record

Each adviser/subject teacher is required to monitor the attendance and punctuality of all the students in his/her class which should be available every time it is needed.

5.12 Educational Trips

Educational trips are part of the annual activities of the students of Sacred Heart Academy. It is intended to expose them to different situations outside the classrooms and let them experience socializing with their classmates and teachers beyond the school setting

A committee shall be established in the beginning of the school year composed of the Principal as chairperson with four (4) members that shall be responsible for organizing the educational trip of the current school year.

The committee shall be responsible for securing the educational trip permit from the Department of Education including completion of all the documentary requirements for submission to the DepEd forty-five (45) days before the actual date of the educational trip. The committee shall also be responsible for the ocular visit of the proposed places included in the itinerary and the inspection of the actual buses to be used as transportation during the educational trip. The committee shall also ensure that the places to be visited have educational value in the light of standards of the different learning areas in the K to 12 curriculum.

Educational trips shall be conducted between September to December of the current school year as mandated by the Department of Education.

5.12.1 Before the Educational Trip

- a. Educational trips of the school shall always observe the rules and adhere to the policies promulgated by the Department of Education and by this institution;
- b. All educational trips shall be carefully planned and

- evaluated by the school administration;
- c. Class Advisers shall ensure that the written consent form with the signature of the parent/guardian are returned for all students before joining the educational trip.

5.12.2 Student Participation and Non-Participation in Educational Trip

- a. Students are encouraged to join the annual educational trip of the school. However, it is not compulsory. Students who will not join the fieldtrip will have regular classes;
- b. All students who will join the Field Trip will have to accomplish a written questionnaire that will determine their incentive points under performance task column. Likewise; students who will not join the Field Trip will attend classes and will be given activities that will serve as their computed point for performance task.

5.12.3 Payment and Bus Assignment

- a. The deadline of payment for students who will join the educational trip shall be on the day before the actual date of the educational trip at exactly 9:00 in the morning;
- b. The number of students who are paid until 9:00 in the morning the day before the actual date of the educational trip shall be the basis of the bus assignment;
- c. The section with the lowest percentage of paid students shall be assigned to different buses;
- d. Payment refund may be allowed when a letter from the parent/guardian is presented stating the reason for refund.

5.12.4 During the Educational Trip

- a. The class advisers are responsible in the checking the attendance of the student from time to time;
- b. The buses will depart exactly on the scheduled departure time and will not wait for late comers;
- c. Students are only allowed to wear the prescribed P.E. uniform with school I.D. If in case students need to change their shirts, only P.E. shirt or plain white shirt is

- allowed;
- d. Class advisers shall check the bags of all of their respective students before entering the bus to confiscate prohibited items such as liquor, cigarette, lighter, vape or extra shirt other than the prescribed P.E. shirt or plain white shirt;
 - e. Do not leave personal belongings such as cellphones, cameras, wallets and other valuables unattended;
 - f. Students are not allowed to transfer to other buses;
 - g. Students are expected to be in their best behavior that would preserve the good image of the school;
 - h. Class advisers and teachers are responsible for monitoring and maintaining the best behavior of the students;
 - i. Class advisers, subject teachers, Academic Chair assigned as educational trip coordinator and the Vice Principal who are present during the educational trip shall have the joint responsibility for the safety and security of all the students during the trip;
 - j. In case of accidents or any untoward incident, the class adviser shall be responsible for reporting the incident as soon as possible to the Vice Principal or Academic Chair assigned as educational trip coordinator.

5.12.5 After the Educational Trip

- a. Class advisers have the responsibility to ensure that all students have been fetched by their parent/guardian;
- b. For students who will go home on their own, the class adviser shall make sure that they have the contact number of the parent/guardian for verification that the students are safely home.

5.13 Campus Security Guidelines

5.13.1 Security Guard on Duty

- The school is in contract with an independent security agency which provides the school Security Guards. Two Security Guards are on duty from 5:00 AM to 5:00 PM daily, one Security Guard is on duty from 5:30 AM to 5:30 PM daily and one Security Guard is on duty from 5:30 PM

to 5:30 AM daily. They are tasked to monitor all students, faculty, staff, parents/guardians and visitors that are entering the school premises. They are also tasked to regularly rove around the school premises to monitor any untoward incident inside the campus and to monitor all school property.

5.13.2 Closed Circuit Television (CCTV) Cameras

- CCTV cameras are strategically installed in the school premises for additional security and monitored by authorized personnel.

5.13.3 Student, Parent/Guardian, Employee and Visitors Entry and Exit

- All students, faculty and staff are required to present their Identification (ID) Cards upon entry at the main gate of the school. Students who lost or forgot their Identification (ID) Cards will be directed by the Security Guard on duty to the Office of the Prefect of Discipline to be dealt with accordingly.
- Students who are late shall log their names on the security guard log book and will be directed to the Office of the Prefect of Discipline to be dealt with accordingly.
- Parents/Guardians/Visitors of the school are required to present their valid ID/s and log their names including the purpose of their visit in the Security Guard Log Book. The security guard on duty shall give them an ID (Visitor's ID) that they are required to wear while inside the school premises.
- In case of transactions in the Office Cashier, a number shall be issued by the security guard on duty to the Parent/Guardian.
- Parents/Guardians of grade school pupils shall apply for Fetcher's I.D. at the Office of the Principal. Fetcher's I.D. is optional in order to properly identify the authorized fetchers of grade school pupils for security purposes.
- The school's main gate will be utilized as pedestrian entry and exit and vehicle exit.
- The school's main gate will be exclusive for the exit of

Pre-School and Grade School pupils after classes.

- The second gate of the school will be utilized as vehicle entry.
- The second gate of the school shall only be open for pedestrian entry and exit of students/ parents/ guardians/ visitors until 8:30 AM. Starting 8:30 AM it will be closed for pedestrian entry and exit until dismissal time.
- The school's second gate will be exclusive for the exit of Junior High School students after classes and Senior High School students.
- JHS students may exit at the school's main gate if their school service is at the school's main gate or Pre-School and Grade School pupils may pass at the school's second gate if their school service is at the school's second gate.
- School curfew shall be imposed starting at 6:00 PM. All students, parents/guardians, employees, and visitors shall leave the school premises during school curfew unless they have prior approval from the Office of the President.

5.13.4 Vehicle Entry and Exit

- All vehicles entering and exiting the school premises are logged on the Security Guard Log Book indicating the type, model and plate number of the vehicle.
- All deliveries are logged on the Security Guard Log Book indicating the particular items delivered with corresponding quantities.
- All vehicles will enter through the second gate and exit through the main gate. This rule will be applicable irrespective of regular class days, examination days or other school activities. However, if the school activity will be held at the school quadrangle, vehicles will not be allowed to enter the school premises.
- Only vehicles of accredited school service, vehicles of employees and vehicles of visitors/guests with official

business shall be allowed to park inside the school campus.

- Only the driver of the accredited school service shall be allowed to enter the school premises. The security guard on duty shall check the school service for outsiders and shall not allow entry if there is any unauthorized person inside the vehicle.
- Visitors with official school business may enter the school premises through the second gate and exit through the main gate and can park temporarily in front of the Carlos G. Santos Sr. Building.
- Vehicles for deliveries at the school canteen can only enter the school premises from 4:00 PM to 6:00 PM only through the second gate and exit through the main gate.
- Designated parking area for employees, visitors/guests and accredited school service shall be in front of the Carlos G. Santos Sr. Building only.

5.13.5. Entry and Exit During Non-Class Days

- During non-class days, entry of students, faculty and staff, parents/guardian and visitors requires prior approval from the Office of the President. Presentation of gate pass signed by the President or his authorized representative is required to be allowed access to the school premises.
- Bringing out of any school properties, materials and supplies unless there is a written order from the Office of the President or his authorized representative is strictly prohibited.

5.13.6 Other Security Measures and Restrictions

- All classrooms shall be locked after class hours to ensure the safekeeping of the things left inside the classroom.
- All other rooms inside the campus including offices shall be locked after class or office hours.

- The school property custodian shall be the safe keeper of all keys of the classrooms and the only one in charge of opening and closing the classrooms before and after class hours.
- Students are not allowed inside the faculty room.
- Students are restricted from roaming around the corridors and stairways during class hours.
- Students are only allowed at the school gymnasium during P.E. classes or when accompanied by a faculty member.
- High School students are restricted from staying at the pre-school and grade school building and vice versa.
- Using of someone else's Identification (ID) Card is strictly prohibited.
- Smoking inside the school premises is strictly prohibited.
- Bringing of deadly weapon or any hazardous materials are strictly prohibited inside the school premises.
- Selling and/or possession of illegal drugs are strictly prohibited inside the school campus.
- Brawls inside the school premises are strictly prohibited.
- Gambling inside the school premises is strictly prohibited.
- Students are strictly prohibited to go out of the school campus during their respective class hours;
- Only designated parent and/or guardian can fetch their child during class hours due to valid reasons;
- There should be an exit pass from the Student Discipline Office noted by the Principal/Vice Principal and/or the SSS Head if a student needs to go home in-between or before the end of classes provided that the parent/guardian has been notified through a telephone call and agreed to send the student to go home;
- Gate pass during lunch break is issued only to students whose parents and guardians have requested for it in the beginning of the school year. Request is done through submission of a formal letter to the Principal;
- Any form of vandalism is strictly prohibited inside the school campus;
- Open pipe motorcycles with loud noise shall not be

allowed to enter the school premises;

- Students who will bring their own motorcycle or vehicle shall be required to present their valid driver's license upon entry. For students driving motorcycles, they are required to wear helmet

5.13.7 Guidelines in Reporting Lost Valuable Things

A. for Pupils/Students Inside the classroom

1. The incident must be reported immediately by the victim to the class adviser/teacher.
2. In case there is no teacher around, the class captain will immediately close the door to prevent the class from leaving the room until the class adviser/teacher comes.
3. The class adviser/teacher will investigate the incident; with the help of the class captain the teacher can check the belongings of the whole class. The incident must be reported immediately to the Student Discipline Officer for further investigation.
4. Students who were identified responsible of the incident will be treated according to the Disciplinary Intervention in the Student Handbook.

Outside of the classroom

1. The incident must be reported immediately to the class adviser, discipline officer, or security guard; (the class adviser or the security guard on duty must report immediately to the Student Discipline Officer).
2. The discipline officer and the Employees Welfare and Security In-Charge will investigate the incident.
3. As part of the investigation, the discipline officer and the Employees Welfare and Security In-Charge will check on the CCTV video recording.
4. If the incident is proven intentional, the student responsible will be treated according to the Disciplinary Intervention in the Student Handbook.

5.13.8 Joint Resolution Limiting the Ingress and Egress of Parents, Guardians and Outsiders and Other

- To ensure the safety and security of the students of Sacred Heart Academy and to give them a chance to

develop their independence, parents, guardians and outsiders are not allowed to stay and/or loiter inside the school premises during class hours;

- In case, students left their projects, assignments, food or other similar belongings, the parent/guardian shall only give it to the school's security guard. They can label it with the name of their children, grade and section to be delivered by the guard or any SHA personnel available;
- Parents or Guardians can stay at the school's parents waiting area and can use the Elementary comfort room.
- Parents or Guardians that will conduct official transactions at the school's offices shall be allowed to enter the school premises provided that upon completion of their transactions they will immediately exit the school premises and will not stay and/or loiter inside the school premises.

5.13.9 Authorized Person to Communicate and Consult with the School Officials and Teachers

- Parents/Guardians listed by enrolled students are the only authorized persons to communicate and consult with the school administrators and teachers regarding their status on academics, behavior, performance and other school matters;
- If the listed parent/guardian is not available during the set appointment for conference regarding the student concern, and/or if they are summoned regarding their child, an authorization letter and original/photocopy of the government issued/valid IDs of the parent/guardian must be presented by the person they designate to represent them;
- Students who mischievously introduced other persons as their guardians to represent them regarding school concerns will be regarded as grave misconduct that merit automatic three (3) day suspension.

5.13.9 Compliance

- Any violation in the above prohibitions in the security of the school campus shall be dealt in accordance with

the Students Handbook and Code of Discipline for all Employees.

5.14 Suspension of Classes

As per **DepEd Order No. 037 Series of 2022** GUIDELINES ON THE CANCELLATION OR SUSPENSION OF CLASSES AND WORK IN SCHOOLS IN THE EVENT OF NATURAL DISASTER, POWER OUTAGES/POWER INTERRUPTIONS, AND OTHER CALAMITIES

a. Typhoon

In-person, online and work from Kindergarten to Grade 12 and Alternative Learning System (ALS) are automatically cancelled in schools situated in Local Government Units (LGUs) issued with Tropical Cyclone

Wind Signals (TCWS) 1, 2, 3, 5, and 5 by the Philippine Atmospheric, Geophysical, and Astronomical Services Administration (PAGASA).

If the TCWS is issued at a time when classes have already begun, the school shall immediately suspend the classes and work and send everyone home, if it is safe to do so. However, schools are obligated to keep the students and personnel safely in the school if travelling has become unsafe.

Local Chief Executives shall decide on the cancellation or suspension of classes in cases where there are strong winds in specific or all areas of the LGU but is not issued at TCWS.

b. Heavy Rainfall

In-person, online and work from Kindergarten to Grade 12 and Alternative Learning System (ALS) are automatically cancelled in schools situated in Local Government Units (LGUs) issued with Orange and Red Rainfall Warning by the PAGASA.

If the Warning is issued at a time when classes have already begun, the school shall immediately suspend the classes and work and send everyone home, if it is

safe to do so. However, schools are obligated to keep the students and personnel safely in the school if travelling has become unsafe.

Local Chief Executives shall decide on the cancellation or suspension of classes if their LGU is issued a Yellow Rainfall Warning by PAGASA or in cases where there are torrential rains in specific or all areas of the LGU but is not issued an alert by PAGASA.

c. Flood

In-person, online and work from Kindergarten to Grade 12 and Alternative Learning System (ALS) are automatically cancelled in schools in specific areas issued with Flood Warning by PAGASA.

If the Flood Warning is issued at a time when classes have already begun, the school shall immediately suspend the classes and work and send everyone home, if it is safe to do so. However, schools are obligated to keep the students and personnel safely in the school if travelling has become unsafe.

Local Chief Executives shall decide on the cancellation or suspension of classes in cases where there is flooding in specific or all areas of the LGU but is not issued an alert by PAGASA.

d. Earthquake

In-person, online and work from Kindergarten to Grade 12 and Alternative Learning System (ALS) are automatically cancelled in schools situated in LGUs where the Philippine Institute of Volcanology and Seismology (PHILVOLCS) declare an earthquake with PHILVOLCS Earthquake Intensity Scale (PEIS) V or above.

Local Chief Executives shall decide on the cancellation or suspension of classes in cases where the PEIS IS IV and below.

e. School Principals can cancel at any intensity Scale in their assessment; building and other structures are seen to be in danger of collapsing or is found to have major damage.

The school Disaster Risk Reduction and Management (DRRM) Team Head should clear the return of students and personnel in buildings and other structures.

f. Responsibility of Parents or Guardians

The DepEd still maintains that parents or guardians have the ultimate responsibility for determining whether their children should attend classes in consideration of their physical and/or mental health during disaster and calamities. This applies even if no order for cancellation or suspension of classes has been issued.

Nonetheless, it shall also be the responsibility of the parents or guardians to ensure that their child is able to catch up with the needed competencies that the learners should master.

5.15 Procedure/Guidelines on Claiming Student Accident Insurance

1. When an accident occurs, the parent/guardian of the student shall immediately notify/report the incident to the class adviser and secure a PERSONAL ACCIDENT CLAIM FORM from the Admission and Records Office;
2. Parents/Guardian shall provide the following requirements to file the insurance claim.
 - a. Signed Personal Accident Claim Form
 - b. Original copy of Official Receipt of medical expenses
 - c. Copy of student's ID
 - d. Signed Incident Report Form (FO-CL-09-006)
3. The Admission and Records Support Staff will prepare an ACCIDENT INSURANCE CERTIFICATION signed by the School Principal and a TRANSMITAL RECEIPT OF INSURANCE CLAIM and send to Mercantile Insurance Company via a courier;
4. Once the documents for insurance claim is evaluated and approved, Mercantile Insurance will then send a LETTER OFFER and RELEASE OF CLAIM paper indicating that the medical expenses has been approved for settlement, otherwise they will send a DECLINE LETTER;
 - If the medical expenses incurred exceeded the policy limit, the claim payable shall only be up to the policy limit of P10, 000;

- Settlement will only be effected upon submission of the original copy of the claim documents and original signed release paper with copy of Valid ID of the assured's authorized signatory.
5. Once the school received the claim, the Admission and Records Support Staff will notify the parent/guardian of the student to receive the amount approved by the insurance company.

SECTION 6. STUDENT SUPPORT SERVICES

6.1 The Learning Resource Center (LRC)

The LRC is located at the 2nd Floor and houses all the collection of resources which support the information and research needs of the Grade School, Junior High School, Senior High School, and college students and faculty.

6.1.1 Authorized Users

- a. LRC users are comprised of officially enrolled students, members of the administration, faculty, and staff of Sacred Heart Academy of Sta. Maria (Bulacan), Inc.
- b. The LRC also allows using the resources on site to its alumni and other visiting researchers upon presentation of a valid identification card (ID) and referral letter from the originating school's librarian.

6.1.2 Service Hours

The LRC operates on the following schedules:

Regular Term:

Monday to Friday 8:00 am - 5:00 pm

Semester Breaks/ Non-Class days:

Monday to Friday 8:00 am - 12:00 nn
1:00 pm - 5:00 pm

6.1.3 LRC User Requirements

1. The LRC Card

The LRC card is required to be presented when borrowing and returning borrowed materials. It is also required when entering the LRC.

- a. Only students with properly validated library cards on the current school year can avail the use of library resources;
- b. Library cards of administrators, faculty and staff are valid for as long as they are part of the school system. Their library privileges are suspended if they have outstanding library accountabilities from the previous school year;
- c. The library will issue library cards to its users provided that the following requirements are presented:

- New student applicant : 2 copies of 1x1 ID picture, enrollment receipt
 - Old student applicant: 1 copy of 1x1 ID Picture, enrollment receipt
 - Faculty, administrators, staff: 2 copies of 1x1 ID picture
- d. For lost library cards, reissuance fee of Php 50.00 is charged.

6.1.4 Library Clearance

- a. All students are required to secure a library clearance before the end of the classes as a requirement for enrolment in the succeeding school year;
- b. Likewise, graduating students or those who will transfer to another school should secure library clearance;
- c. Faculty members and employees must request for library clearance before the end of school year in case of resignation;
- d. No student, faculty or employee will be cleared if found with pending library obligations.

6.1.5 Loan Periods

- a. Reserved Books
Reserve books may be borrowed for one (1) period renewable for another period if the book is not put on reserve or is not needed by another user. These books may be borrowed for overnight use.
- b. Circulation Books
Circulation books may be borrowed for two (2) days renewable for another, two (2) days if the book is not needed or reserved by another user.

6.1.6 Borrowing and Returning Of Books

- a. Upon selection of book/s on the shelves, library users should present the library card and the book/s to the librarian at the counter;
- b. The librarian will write the accession number and the corresponding return due date in your library card;
- c. Students may borrow a maximum of three (3) books at a time provided that there are no other pending and unreturned books;

- d. Faculty members are allowed to borrow five (5) books at a given time for a period of one week, and renewable for another week if not in demand;
- e. Loan periods for students and the corresponding overdue fine for different library materials are as follows:

Materials	Loan Period	Overdue Fine
Circulation Books	3 days	Php 5.00 per day (excluding weekends and Holidays)
Reserved Books	1 day	
Fiction Books	5 days	Php 2.00 per day (excluding weekends and Holidays)
Thesis	Room Use only	Strictly for room use only; fines not applicable
Globe, Atlas, Map		Php 10.00 per day if these materials are borrowed for photocopy or classroom use and not returned on time.
Newspaper		
Magazines/ journal		
Educational Resources		

*Note: Amount of fines is subject to change

- f. One week before the final examination, books and other library materials will no longer be allowed for home use;
- g. The library card is non-transferrable so borrowing a book on behalf of another person or using other library card is prohibited;
- h. Borrowed books should be returned promptly on due date;
- i. In returning borrowed library materials, students should hand over the items to the librarian on duty. After inspection of said materials, the librarian will sign the library card and return it to the borrower.

6.1.7 How to Renew or Re-Borrow a Book

To renew or re-borrow, request the librarian upon returning of the book, if the book is not put on reserved or

not needed by another user, the book maybe issued again to you.

6.1.8 Lost and Damaged Book/s

- a. Lost books and other library resources should be replaced with the exact same material. If these materials are no longer available in the market, the borrower will pay its corresponding acquisition cost plus 10% for processing fee;
- b. In the case of damaged library resources, the librarian will inspect the material based on its completeness in pages, binding, cover and paper discoloration. The librarian will be the one to determine and decide whether the material is still serviceable or not using the aforementioned criteria. Charges for damaged library resources are computed based on the number of pages affected. Unserviceable library resources should be replaced with the exact material or can be paid with its acquisition cost and 10% for processing fee;
- c. Accumulated overdue fines will also be imposed on top of the cost to be paid for the lost/damaged book;
- d. Lost book/s while on loan must be reported immediately to the librarian. Lost, (presumed when unreturned for 3 days or more) or books with missing pages shall be replaced by the borrower of the same and later edition of the book. If replacement is not possible, the borrower shall pay 100% of the current price of the book, plus binding cost if appropriate, and fines which shall be computed from the date up to the day the obligation is settled. Lost or damaged LRC resources shall be placed within 30 calendar days after the date of report of loss. The rules in this paragraph are also applicable to lost and damaged non-print materials;
- e. With respect to marks and writings on the books, the librarian shall impose a reasonable fee depending on the extent of the writings and remarks.

6.1.9 On LRC Properties

Theft, mutilation, destruction and vandalism to LRC properties will be subjected to disciplinary action.

6.1.10 Policies on the Use of Research Papers, Theses and Other Studies

The Sacred Heart Academy Learning Resource Center collects and maintains all the research paper and thesis studies conducted by the faculty and undergraduate students. These materials are currently located on the 2nd floor of the Library near the Librarian's Office and are available in print.

6.1.11 Rules in using the collection

- a. Only students and faculty with a valid school ID are allowed to use the Collection;
- b. These collections are only allowed to be used in the Thesis reading area. Assistance from the librarian may be asked to locate a title;
- c. Researchers from other institutions are only allowed to access the collection if they have a valid school ID and a signed referral letter to show coming from their Dean or Head Librarian;
- d. Borrowers are required to sign in their names in a designated "Form No. 3 Borrower's Record" every time they will use the collection;
- e. Photocopying and image capturing using cellphone cameras of any part of the Research Paper / Thesis studies are strictly prohibited.

6.1.12 LRC Services

1. Internet Services

- a. To avail of the internet services of the library, students should submit their library cards to the librarian;
- b. Students are requested to fill out the "Internet Services Log Sheet with the needed information;
- c. Computer workstations to be used by students are designated by the librarian based on availability. Only one (1) student per workstation is allowed; Students can use the computers for one (1) hour. An extension can be

permitted after class dismissal and other meritorious cases as may be determined by the librarian;

- d. The use of the internet facility is strictly for research purposes only. Social media platforms such as Facebook, Twitter and other similar sites are strictly prohibited.

2. Photocopying and Printing Services

- a. Photocopying of articles or excerpts from any LRC materials will be subject to the discretion of the librarian. As a rule, theses and dissertations are not to be photocopied. Also, encyclopedias will not be allowed for photocopying, as frequent pressure on their spine will lead to breakage;
- b. In availing the photocopying and/or printing services of the LRC, users must undertake the following:
 1. Get queue cards A-Z for photocopying and 1-20 for printing;
 2. Clients are requested to fill out the Log Sheet with the needed information;
 3. Requests for photocopying and printing are processed accordingly;
 4. Queue cards are needed to be surrendered to the staff on duty prior processing of the requests;
 5. Clients are requested to wait for their turn most especially during peak hours;
 6. A provisional receipt will be issued to all clients and amount will be dependent on the services availed;
 7. Payment must be given to the staff before claiming of photocopied and/or printed materials.

6.1.13 Policies on the Use of Audio Visual Resources and Equipment

- a. The Audio-Visual Center and its collections are for the use of the Students, Faculty, Employees of the Sacred Heart Academy;
- b. A valid school ID is a requirement when borrowing A-V materials / equipment. The librarian keeps the ID until the A-V- materials / equipment has been returned;
- c. A-V materials / equipment are for classroom and campus

- use only. It should be returned to the LRC after use to avoid inconveniences to the next client;
- d. Borrowing of A-V materials / equipment should be done at the LRC;
 - e. Students are not allowed to schedule / reserve a slot for the use of the viewing room on behalf of the teacher or in the absence of the faculty;
 - f. Those whose signature appears on the LRC Form No. 3 Borrowers Record for the Audio Visual Resources and LRC Form No. 10 for Log sheet for use of equipment and furniture shall be held responsible for any damages or loss of A-V materials / equipment;
 - g. Duplication of VHS, VCD /DVD, CD-ROM's and cassette tapes are strictly prohibited;
 - h. A-V equipment borrowed for the day should be returned to the LRC on or before 5 O'clock in the afternoon;
 - i. Lending or switching other students' ID for borrowing is not allowed;
 - j. Lending of A-V materials / equipment to another person who is not a signatory in the form is strictly prohibited;
 - k. Any loss or damage in A-V materials / equipment while on loan is the responsibility of the borrower therefore it should be replaced or repaired;
 - l. Any A-V materials / equipment's borrowed overnight, which are not returned on time shall be charged a fine of Php 50.00/ day.

6.1.14 Procedures in Borrowing and Returning of A-V Material/Equipment

a. Borrowing

A-V materials / equipment may be reserved/ borrowed/ returned at the LRC. The requester presents his / her ID to the Librarian or Library Staff and shall sign-in in the borrowers form indicating the Control number of the materials / equipment. The staff gets the needed materials / equipment and checks the item in front of the requester. The Librarian or Library Staff verifies the information provided and releases the A-V materials / equipment. The Librarian or Library Staff keeps the ID and

records the borrowed materials daily.

b. Returning

All A-V materials / equipment are checked against the borrower's form and tested in front of the borrower when returned. The Librarian or Library Staff acknowledges by signing the remarks column of the borrower's form to complete the transaction if there is no problem encountered. The Librarian or Library Staff will release the borrower's ID.

6.1.15 LRC Rules and Regulations

LRC Conduct and Discipline

- a. As courtesy to other users, silence in the LRC should be maintained at all times;
- b. Cleanliness and orderliness should be manifested while inside the premises;
- c. Eating and drinking are not allowed inside the LRC;
- d. As responsible library users, students should handle books and other materials with utmost care;
- e. Similarly, furniture and equipment should be used properly;
- f. Aside from social media platforms, access to networking sites which promote violence, pornography and other related activities is prohibited;
- g. Public display of affection (PDA) is discouraged in the LRC;
- h. Use of cellular phones in sending messages or calling is prohibited. Cellular phones should be turned off or place on a SILENT mode;
- i. The LRC is not responsible for losses. LRC users are advised to bring with them their valuables like wallet, money, jewelry, cellphones, etc. at all times;
- j. Charging is allowed for only 30 minutes but permission should be secured from the librarian.

6.1.16 Library Offense and Suspension of Privileges

As a matter of policy, there are prohibited acts which should not be performed in the library. Tearing out pages of books, damaging or stealing library properties, accessing forbidden websites, and other acts of discourtesy,

misconduct, or misdemeanor towards librarians are considered library offenses. Offenders should be given the following based on the gravity of their offenses:

1st offense – one (1) month suspension of library privileges

2nd offense – (1) one quarter suspension of library privileges meeting with the Student Discipline Officer

3rd offense – (1) one year suspension of library privileges
- Meeting with the Student Discipline Officer and parent/guardian.

6.2 SHA Organizations

6.2.1 In fulfilling the mission of Sacred Heart Academy to bring out the best all of its students, the different organizations which they can choose to join and hone their talents are the following:

a. Academic Organizations

- D' Explorers
- Mathematics Organization for New Generations
- Herodotus Society
- Kapisanan ng mga Mag-aaral sa Filipino
- Young Linguists Organization
- Restaurateurs at work
- Computer/Robotics Club

b. Cultural Organizations

- SHA Theater Arts
- SHA Dance Troupe

c. Athletics Organizations

- Basketball
- Volleyball
- Table Tennis
- Badminton
- Sepak Takraw
- Chess
- Billiards

d. Institutional Organizations

- MCSHA
- SHA Choir
- SHA Band
- SHA Drum & Lyre
- SHA KPOP
- SHA Scouts (BSP/GSP)
- Gazette Patnubay
- Guhit SHAns
- SHAns in Action
- SHAMG
- Taekwondo Club

6.2.2 School Organizations Guidelines

A student can be a member of at least 2 school organization of his/her own choice and maximum of three in a school year aside from SHA Band, Boys Scout and Girls Scout, SHA Drum and Lyre and Gazette-Patnubay

- a. Advisers of the different organizations must submit the official list of their member before the Induction Day rites of the school year; otherwise the membership to the organizations will not be recognized for the school year;.
- b. All plans, programs and schedule of activities of the organizations must be submitted to the Office of the Principal for approval;
- c. All organizations are subject to the rules and regulations of the Academy, all their actions should always be aligned and in accordance to the vision and mission of the Academy;
- d. All organizations are required to have their own constitution and by-laws to be submitted before the Induction Day rites.

6.2.3 Sacred Heart Academy Municipal Government (SHAMG)

- a. SHAMG is a quasi-local government. It has become the training ground of our students who have inklings in public service;
- b. Student-candidates present their plans and programs to the student body. Students are trained to cast and

appreciate their votes. Induction rites will follow after the winners of the election have been officially proclaimed.

6.2.4 Officers and Term of Office

- a. Grade School
 - Mayor
 - Vice Mayor
 - One Councilor for each grade level
- b. Junior High School
 - Mayor
 - Vice Mayor
 - Two Councilors for each grade level
- c. Senior High School
 - Mayor
 - Vice Mayor
 - 1 Councilor for each strand (Both Grades 11 and 12)
- d. The term of office is for one school year.

6.2.5 General Guidelines for conducting the SHAMG elections:

- a. SHAMG election is held annually every last week of March for Mayor, Vice Mayor and Councilors for Grades 2, 3, 4, 5, 6, 8, 9, 10 & Grade 12 per strand;
- b. SHAMG election for Grades 1, 7 & 11 councilors is held annually every last week of September for Grades 1, 7 & 11;
- c. Students are not allowed to run and hold multiple positions in SHAMG, Classroom, and/or Organization simultaneously in an academic year.
- d. Individual student-candidate shall only use inexpensive leaflets, flyers and sample ballots;
- e. Number of parties: Maximum of four (4) parties;
- f. A Screening Committee composed of at least three (3) faculty members appointed by the Vice Principal shall be created per department. The committee will screen the disciplinary record of the candidates. In case the candidates have committed any major or grave offenses stated in the Sacred Heart Academy Student Handbook, they shall be automatically disqualified from participating as a candidate in the SHAMG election. Documentation of the screening committee shall be submitted to the

Principal;

- g. That in case of streamers, each party shall be allowed to put-up only one (1) streamer inside the campus containing the list of political candidates, the name of the political party and the positions being aspired for;
- h. However, each party is allowed to put one (1) small streamer inside the classroom containing the list of all the candidates, the name of the party and the positions being aspired for. The streamers shall be posted in a conspicuous place inside the school campus subject to prior approval by the Office of the Principal;
- i. No student-candidates or their supporters, parents of leaders shall give or distribute to the students any food, gift items or any materials of value. Neither will they engage in holding parties nor do other similar gatherings intended to influence the student voters;
- j. The campaign or delivery of speeches by the candidates should be properly scheduled by the Office of the Principal so as to prevent unnecessary disruption of classes. Such campaign or delivery of speeches shall be done in an orderly and peaceful manner;
- k. The student-candidates or their supporters, leaders and parents shall not engage in any kind of activity amounting to buying of votes or improper influencing of the choice of the voters;
- l. Faculty members are directed to closely and properly supervise the SHAMG elections to ensure effective compliance with these guidelines;
- m. A student-candidate and his supporters should not engage in any campaign methods such as slandering to discredit fellow candidates or party.
- n. Student-candidates, if found to have violated these guidelines shall be disqualified from assuming office and shall be deemed to have forfeited the office to which he might have been elected;
- o. To ensure effective enforcement of these guidelines, the Principal is directed to call all the candidates in a meeting and to explain those guidelines for their proper compliance.

6.2.6 Guidelines for SHAMG Election

- a. Filing of candidacy must be submitted two weeks before the start of campaign;
- b. Candidates must be currently enrolled;
- c. Candidates must be law-abiding students of Sacred Heart Academy;
- d. Candidates must have no major or grave offenses in the Student Discipline Office;
- e. Candidates must have good moral character;
- f. There should be a friendly atmosphere among the parties, all throughout the competition;
- g. Teachers with children running for position must not in any way engaged with the campaign activities and grand rally in uniform and ID. Likewise, all teachers must be non-partisan;
- h. Vulgar or bad words and inappropriate actions during the campaign, grand rally and election shall be prohibited;
- i. The running mayor should be held responsible with the actions of the whole party. If the student/candidate will not follow the guidelines, he/she will not be allowed to run in the SHAMG election;

1. During the Campaign Period:

- a. Campaign period will officially start three days before the election;
- b. Campaigns in each room should only last for a maximum of 20 minutes;
- c. Maximum number of supporters per party-list is 15 students;
- d. Parties must avoid giving candies, food or any token to the students;
- e. The required tarpaulin size to be used are as follows:
 - For the party 4 x 6 feet
 - For each candidate 2 ½ x 2 feet
- f. Leaflets for the campaign must be 3x3 inches in size;
- g. Each party must bring his/her own sound system.

2. During the Grand Rally

- a. The Grand Rally will be a day before the election;
- b. Parties will assemble at the SHA Quadrangle at around 1:00 o'clock in the afternoon;
- c. Each party must assign marshals;
- d. Each party will be given 3 to 5 minutes for the intermission numbers.

3. During the Election Proper

- a. The student-candidates or their supporters, leaders and parents shall not engage in any kind of activity amounting to buying of votes or improper influencing choice of the voters;
- b. Sample ballots are not allowed; instead parties must provide a cartolina with the list of the candidates in every official precinct;
- c. Each party must submit a list of the official watchers in every precinct to the SHAMG advisers;
- d. Watchers should come promptly at 7 o'clock in the morning, and must stay until the casting of the last vote;
- e. Each party must prepare Zest-O boxes covered with Manila paper which will serve as ballot box for every precinct;
- f. The winning candidates will hold their office for the next school year;
- g. There will be special election for incoming Grade 7 Councilors;
- h. Grade 10 students will not vote;
- i. To ensure effective enforcement of these guidelines, the Principal is directed to call all the candidates in a meeting and to explain those guidelines for their proper compliance

4. After Election

- a. All currently elected SHAMG Officers that has been suspended will be removed from office after careful deliberation by the election committee.
- b. SHAMG Officers that has been removed from the position will be replaced by the candidate with the second

highest vote from the election.

Replacement of Classroom Officer

- a. Replacing classroom officers is not allowed unless there is a compelling reason;
- b. It must go through the process of writing a letter addressed to the principal stating the reason why it is necessary to replace the officer;
- c. The process of replacing the officer must be done through nomination and voting.

6.3 Guidance and Counseling

VISION

The Guidance Center envisions all students to fully acquire their optimum development.

MISSION

In line with the vision of Sacred Heart Academy of Sta. Maria (Bulacan), the guidance center aims to assist each student in attaining his/her academic, career, personal and social development. Each student is expected to attain his/her maximum potentials and realize his/her self-worth and dignity as fully functioning individual.

6.3.1 Guidance Services

- a. **Individual Inventory** – the service focuses on the deepest understanding of the student. It collects all the needed data about the student. It enables him/her to develop fuller self-awareness which would be helpful in attaining his/her total development. It assists the counselor to get to know his client more and determines the best options for helping.
- b. **Information Service** – information service is collected from the bigger environment outside the clients to enable them to make informed judgments. This service provides the students with personal/ social information that will help develop their personality and social life; with educational-academic information that would help them select the proper academic setting and program, knowing

the requirements and the opportunities available and with vocational- occupational information that would help them learn about the world of work and careers so that they can make appropriate actions that will prepare them for the future.

- c. **Counseling Service** - counseling is the heart of the Guidance Program. It is a goal-oriented relationship between a professionally trained, competent counselor and an individual seeking help for the purpose of bringing about meaningful awareness and understanding of the self and environment, improving planning and decision making and formulating new ways of behaving, feeling and thinking for problem resolution and/or development growth. There are different types of counseling: routine, group, voluntary, individual, career and referral counseling.
- d. **Testing Service** - It is designed to conduct standardized tests that will provide awareness of the student's interests, abilities, skills and personality traits which are deemed necessary in achieving their maximum potentials. Testing services are also extended to the Human Resource Department for employment.
- e. **Consultation** - The appointed counselor is an expert, knowledgeable and skillful on how to respond to needs and behaviors. She is sought by parents, administrators for guidelines on how to deal with people. She acts as an adviser or enhancer. The appointed counselor as a consultant is interested in helping. She is dedicated, conscientious and industrious enough to continually update herself. Most importantly, she is an expert in a variety of areas.
- f. **Career and Placement Services** - It is designed to assist individuals in making and implementing informed educational and occupational choices, Career guidance and counseling program develops an individual's competencies in self- knowledge, educational and occupational exploration, and career planning. There are guidance activities geared toward student's and pupil's increase awareness on their career choice that would

enhance their bright future.

- g. **Research and Evaluation Services** - Research is a service-oriented activity. It is done to discover new knowledge. It can be a basis to advance current knowledge. It is also used to substantiate theory. It is indispensable for personal and professional growth. On the other hand, evaluation is indispensable in any program. It is used to collect relevant information. It is also used to determine if program goals are met. It is also used for modification of delivery of service. Most importantly, it justifies the existence of the Guidance Program.
- h. **Referrals** - It refers to assistance rendered to clients or their significant others in obtaining services from other people or agencies that might be more effective in helping them.

6.3.2 Guidelines in Conducting Home Visitation

- 1. The class adviser/subject teacher identifies the name/s of student/s with academic/personal problems.
- 2. The class adviser/subject teacher invites the parents/guardians of the student/s for a parent- teacher conference. (Parent's correspondence available at the Guidance Office)
- 3. If after three or more invitations, the parent/ guardian has not complied, the class adviser/subject teacher reports the name of the said student/s to the Asst. Principal who will schedule a HOME VISITATION to the student/s concerned accompanied by the Property Custodian and the Guidance Counselor.
- 4. The class adviser/subject teacher fills up the Request Form for Home Visitation

6.4 Community Outreach Program

The school's community outreach program is called SHA-CARES (Sacred Heart Academy-Community Assistance through Responsible Stewardship). It is an effort by individual in an organization or group to connect to their ideas or practices for the benefit of other organizations, groups, specific audiences or the public, while communities consist of people with a common interest usually living in the area. It is a

program carried out by the organizations or groups to transfer their knowledge and skills for the benefit of a deprived community. The focus of the Community Outreach Program involves the development and improvement of the community surrounding our school.

General Objectives:

1. To respond effectively to the multiple needs through social services towards integral human development;
2. To serve as a venue for exposure, immersion and other training programs for the academe and community development;
3. To maximize linkage and networking for a more effective and efficient program and service delivery;
4. To maintain collaborative partnership with stakeholders.

6.5 Health Services

The Medical and Dental Health Services clinic is equipped with basic medical and dental facilities such as bed, blood pressure apparatus for BP monitoring, oxygen tank, nebulizer and vaporizer for those suffering from sudden asthma attack. It has sufficient supply of medicines for students, faculty and school personnel and manned by a physician, dentist and nurse. It is open from 8:00am to 5:00pm on school days.

6.5.1 Medical and Dental Services

- a. Medical consultation/physical examination;
- b. Routine Oral and Dental Examination;
- c. Emergency treatment: circumstances that call for immediate medical attention e.g. wounds, bruises, contusions, fracture, asthma and allergic attacks;
- d. Inter-agency and hospital referrals: In case, the parent/guardian cannot be contacted the clinic has the prerogative to conduct the patient immediately to the nearest hospital;
- e. Basic medications for colds, fever, dysmenorrhea, stomach pain, headache, toothache, diarrhea, etc;
- f. Promote health awareness in the school through dissemination of various information regarding diet, hygiene, diseases and other health related;

- g. Issue medical certificates to students and school personnel as may be necessary

6.5.2 General School Health Service Procedure

When a student goes to the clinic:

1. The school nurse will get the following:
 - a. Chief Complaint;
 - b. Log in data: Name, age, grade level, temperature, weight, blood pressure, and history of drug allergy;
 - c. The nurse will refer the student to the school physician (In case that the school physician is not present, the school nurse will inform her immediately);
 - d. If seen by the school physician, examination will be done and necessary medications and treatment will be rendered;
 - e. The school physician assesses the students if he/she needs or advised to stay or take a rests in the clinic;
2. The students are advice to one or two hours stay at the clinic as the case maybe. If symptom free, the students are ask to return to their classroom. If still with symptoms, the school physician will inform the teacher and the parents. Parents will fetch their child and have a thorough examination and treatment to the hospital of their choice.
3. If an emergency case, the students are referred to the nearest hospital with the parents' consent.

6.6 Sports Services

In its desire to fully maximize the well-being of the stakeholders, Sacred Heart Academy's Sports Services aims to inspire the stakeholders to participate in sports and other related activities.

Sport is a vehicle for man's total development mentally, physically, and emotionally through the use of varied experiences focused in movements. It also assists the students in having well-rounded, skillful, and productive personality.

Various sports are offered in the school such as basketball, volleyball, badminton, chess, taekwondo, table tennis, billiards, and sepak takraw. Sports clinic and summer camps are held to improve the athletic skills of the students.

The school has a wide-spaced gymnasium where athletes can hold trainings and practices.

SHA athletes compete in inter-school competitions. First, they join BULPRISA district contests, then the provincial meet, CLARAA (Central Luzon Regional Athletics Association) and finally students will compete in National Competition.

The school administration is in full support of the sports services programs.

6.7 Canteen Services

6.7.1 Operating Guidelines in the Canteen

1. All enrolled students may avail of the canteen services;
2. After eating, students are required to practice CLAYGO, (Clean As You Go);
3. All canteen staff is required to wear face mask, hair net and white shirt at all times;
4. No student is allowed to neither linger in the canteen nor leave their school belongings there;
5. The foods should be freshly cooked daily to avoid “food poisoning”;
6. All foods should be properly covered. Spoons and forks are placed inside a hot container;
7. All sealed merchandise should have a clear expiry date and if possible from legitimate company;
8. There will be Health and Security Committee from the school who will be in charge in ensuring the safety of the students;
9. Only three (3) staff per stall or booth is allowed;
10. Sanitary health permit per stall or booth is required to display in their respective stall or booth;
11. In line with DepEd Order No. 13, s. 2017 entitled “Policy and Guidelines on Healthy Food and Beverage Choices in Schools and in DepEd Offices”;
 - Soft drinks, alcoholic drinks, energy drinks, sports drink and flavored water;
 - Any product containing caffeine;
 - Processed fruit/vegetable juice with added sugar of more than 20 grams or 4 teaspoons per serving;

- Ice cream, ice drops and ice candies;
- Hard/chewy candies, chewing gums, marshmallows, lollipops and the like;
- Instant noodles;
- Chips or chichiria;
- Chicharon, chicken skin and bacon;
- Fish balls, squid balls, kikiyam and the like;
- Use of bamboo skewer is not allowed;
- Any food manufactured in China without FDA approval, the following foods and drinks will not be allowed at the school canteen.

SECTION 7. STUDENT CONDUCT AND DISCIPLINE

7.1 Based on Manual of Regulations for private schools, every private school shall maintain good school discipline inside the school campus as well as outside the school premises when students are engaged in activities authorized by the school;

7.2 The Constitution clearly requires schools to be responsible for shaping the behavior of the youth under their tutelage. The Manual takes up where the charter leaves off by obligating schools to maintain discipline among its students as well as beyond campus during school activities. To comply with this mandate, schools are allowed to impose reasonable disciplinary measures and administrative penalties on erring students;

7.3 Discipline Committee - This committee takes charge of incidents involving students or teachers or other personnel beyond the capability of the teacher concerned and need to undergo due process.

7.4 Composition of the Discipline Committee

Chairman: President
Vice Chairman: Principal
Members: Vice Principals
Student Support Services Head
Student Discipline Officer
Parents Council President
Guidance Counselor

7.5 Procedural Due Process

7.5.1 An incident report to be prepared by the faculty adviser co-signed by the Academic Chair has to be addressed to the committee with a transmittal letter to whom the case has to be deliberated and why they have the discipline committee conduct action on it;

7.5.2 The Chairman calls for a preliminary meeting of all the members of the committee to discuss the forwarded incident report. The Guidance Counselor acts as the minute's recorder and keeps file of the erring

student;

7.5.3 When more information is required, the complaining party will be interviewed first and all the facts surrounding the incident will be gathered. The other party who is subject for complaint will be interviewed next. Then both parties will be interviewed to validate the truth. Again, the recorder of all these interviews will be the Guidance Counselor;

7.5.4 Finally, the result of the investigation of the discipline committee will be endorsed to the Board Secretary for deliberation by the Board and final decision shall be made.

7.6 Classification of offenses

Offenses shall be classified as minor, major or grave offenses depending on their gravity, and frequency shall be given corresponding disciplinary measures.

7.6.1 Minor offenses

- a. Not wearing ID;
- b. Not wearing the prescribed uniform;
 1. Wearing of colored t-shirt and sando underneath the academic uniform will be confiscated;
 2. Wearing of black/printed socks for Grade School and Junior High School will be confiscated;
 3. Wearing of white/printed socks for Senior High school will be confiscated;
 4. Wearing of sneakers/rubber shoes and slip-ons;
 5. Wearing of Sandals and flip-flops for female students;
 6. Wearing of cap inside the classroom, laboratory, library, during mass and places where learning activities are going on will be confiscated;
 7. Wearing of skirts that are above the knee;
 8. Not wearing belt and necktie;
 9. Not wearing of vest;
 10. Wearing of baston pants/jogging pants;
 11. Wearing of printed or colored T-shirt. Only plain white T-shirt or official SHA merchandise white T-shirt is allowed to wear as extra in place of the

- proper PE uniform (especially after PE subject);
- c. Wearing of earrings/hairband for male students and more than one pair of earrings for female students will be confiscated;
 - d. Improper haircut and hair color;
 - e. Wearing make-up for Grade School and Junior High School, excessive make-up for Senior High School, false eyelashes, colored contact lenses, nail extensions and striking nail polish;
 - f. Not following the proper dress code
 - g. Improper use of ID (tampered, exchanging/ borrowing/ lending ID card);
 - h. Wearing of school uniform in public places such as malls, church yard, municipal court, eating places and other establishments during class hours (Considered cutting class). Moreover, wearing of school uniform after class hours in places such as Billiard Hall and the likes;
 - i. Tattoos on visible part of the body (permanent or temporary);
 - j. Body piercing (tongue, nose, lips, etc.);
 - k. Leaving the classroom without permission;
 - l. Eating or chewing gum;
 - m. Littering;
 - n. Carrying soft drink cups, tetra packs styrofoams or any food inside the classroom;
 - o. Non-compliance with teacher's requirements like bringing the prescribed textbooks, projects and the likes;
 - p. Making unnecessary noise inside the classroom, along the corridors and during dismissal;
 - q. Cutting classes without valid reason;
 - r. Willful playing of switches and other electrical outlets within the premises of the school;
 - s. Staying at the prayer room and school clinic without valid reason;
 - t. Playing balls inside the classroom;
 - u. Spitting anywhere;
 - v. Unruly behavior during assemblies, religious

services and the like;

w. Writing or drawing on the notebooks or books and other belongings of fellow student. If repeatedly done, this will be considered vandalism;

x. Not giving letter/s to parent/guardian;

y. Disrespectful to the national flag and singing of national anthem;

z. Refusing to obey student leaders when the latter is discharging his/her duty or representing an authority;

aa. Violation of any policy to comply with the expectation to an exemplary SHA student as mentioned;

ab. Using school's facilities and equipment without authority;

ac. Using cellphones and other electronic gadgets inside the classroom, laboratory, library, during mass and places where activities are going on will be confiscated;

1. First offense - confiscation of cellphone and agreement with the parent/guardian

2 Second offense -confiscation for 3 school days.

3. Third offense – confiscation for 5 school days.
- considered Major Offense

ad. Violations of general appearance and grooming.

ae. Violation of dress code.

af. Other analogous acts.

Note: All confiscated items must be claimed only by the parent or guardian at the end of the school year except cellphones.

7.6.2 Major Offenses (Merits automatic Three-Day Suspension)

a. Use of vulgar and bad words when talking;

b. Threatening or harassing fellow students;

c. Gross disrespect in words or in deeds against teachers and school authorities;

- d. Involvement or participation in brawls inside and outside the school campus;
- e. Public display of affection like holding hands, hugging, kissing and similar acts inside the campus and outside the campus while wearing the school uniform;
- f. Creating dummy accounts, Indecent post on social media damaging to fellow students, teachers and most especially the school and administrative officials;
- g. Inappropriate, false information and use of vulgar words in posting any opinion and comments on social media damaging to any person or establishment;
- h. Dishonesty
 - 1. Cheating during examination, quiz or test shall result to zero score apart from the disciplinary sanction given to the student according to the disciplinary intervention under Major Offense;
 - Unauthorized possession of notes or any materials relative to the examination, whether the student actually uses them or not;
 - Deliberately looking at neighbor's examination papers, or talking with another without permission during the examinations;
 - Copying or allowing another to copy from one's examination papers (both are liable);
 - Having somebody else take the examination for another (in which case both shall be liable hereunder);
 - Passing as one's work any assigned report, term paper, reaction paper and the like, when copied from another; tampering of scores in assignments, seatwork, exercises, quizzes, long tests or quarterly examinations;
 - Direct or indirect involvement in examination leakages including sharing of links and Genyo passwords;
 - Use of Cellphones or any Gadgets (e.g. Smart

watches, I-pad etc.) during examinations and assessments are automatically considered as a form of cheating unless authorized by the teacher or proctor;

2. Forging, falsifying or tampering official records, receipt or any document, or making false statements and testimonies for whatever reasons;
 3. Securing or using forged school records, forms and documents;
 4. False representation excuses and alibi to mislead the authority and fellow students;
 5. Use of unauthorized or old ID upon entering the campus.
- i. Entrance and exit of the school campus without the use of the official gates and leaving the school without permission;
 - j. Bullying/Cyber Bullying

Under the Anti-Bullying Act of 2013 (RA 10627), this refers to any severe and/or repeated use of written, verbal, or electronic expression, physical acts or gestures, or a combination of these by the perpetrator/s which cause fear, physical and emotional damage, infringe on the rights, and disrupt on the learning environment and education process of the victim/s. Below are the different forms of bullying:

- | | |
|----------------|---|
| • Punching | • Inflicting school pranks |
| • Pushing | • Tormenting |
| • Shoving | • Commenting negatively on victim's looks, clothes, and body. |
| • Kicking | • Mocking and/or laughing at someone because of mistake looks etc. |
| • Slapping | • Posting, stating and/or commenting slanderous statements in personal and social media |
| • Tickling | |
| • Headlocks | |
| • Teasing | |
| • Name-calling | |

- k. Vandalism (in case of damaged properties of the school like chairs, air-condition units, tables,

curtains, electric fans, windows, computers, projectors, light bulb etc., it must be replaced or paid of its worth by the person responsible. However, if it is not possible to identify the person responsible, the entire class using the classroom will replace or pay for it.)

- l. Any form of gambling or betting inside the campus.
- m. Stealing, extortion or any attempt.
- n. Possessing cigarette/vape, smoking, vaping within the campus and near the campus in school uniform.
- o. Possession, drinking liquor or being in a state of intoxication within the campus/ drinking liquor near the campus in school uniform.
- p. Possessing, using or causing to brought, used or distributed pornographic materials within the school premises;
- q. Malicious acts and statements against fellow students, teachers, and school administrative officials.
- r. Assaulting a student or school personnel;
- s. Instigating or leading illegal strike or similar concerted activities resulting in the stoppage of classes;
- t. Preventing or threatening any students or school personnel from entering the school premises or attending classes;
- u. Lending, borrowing, tampering of ID's and examination permits, clearance certificates or other documents or committing, allowing acts of impersonation or misrepresentation;
- v. Using the school's name without authority;
- w. Mischievously introducing other persons as guardian to represent him/her regarding school concerns
- x. Habitual disregard or willful violation of the school's policies and regulations;
- y. Violation of data privacy act

- Unauthorized access or sharing of personal or sensitive information and the likes;
- Sharing or screenshots of private conversation without consent to others except to the proper authority;
- Taking photos and sharing without permission. (Taking photo is only allowed if any wrongdoing or misbehavior of a student is observed outside the school premises)

Note: The student discipline office and guidance office will only accept evidence/s from the person directly involved or evidence/s from the third party who directly owns the evidences with consent to help with the investigation.

- z. Committing a third minor offense;
- aa. Other Analogous acts.

7.6.3 Grave Offenses that Merit Automatic Dismissal

- a. Gross misconduct;
- b. Involvement in hazing whether in-campus or off-campus;
- c. Joining fraternities;
- d. Immorality;
- e. Selling and/or possession of prohibited or illegal drugs;
- f. Drug dependency;
- g. Carrying or possessing explosives, firearms, bladed, deadly or lethal weapons or instruments;
- h. Hooliganism.

Disciplinary Interventions

The following disciplinary interventions are imposed according to offenses.

Grade School:

In case of offenses:	Minor Offense	Major Offense
First Offense	<ul style="list-style-type: none"> - Oral warning 	<p>Grades 1-5 -1 hour Counseling after class for 2 days</p> <p>Grade 6 -1 day library work with 1 hour Counseling after class for 1 day</p>
Second Offense	<ul style="list-style-type: none"> - Parent/Guardian conference 	<p>Grades 1-5 -1 hour Counseling after class for 3 days</p> <p>Grade 6 -1 day suspension with 1 hour Counseling after class for 2 days</p>
Third Offense	<ul style="list-style-type: none"> - Considered major offense 	<p>Grades 1-5 -Referral to a behavior specialist/ developmental pediatrician</p> <p>Grade 6 -2 days suspension with 1 hour counseling after class for 3 days - Referral to a behavior specialist/ developmental pediatrician</p>

Junior and Senior High School

In case of offenses:	Minor Offense	Major Offense
First Offense	-Oral warning	-Three-days suspension with community service
Second Offense	-Parent conference	-Five-days Suspension with community service
Third Offense	<p style="text-align: center;">-Considered major offense -Three-days suspension with community service</p> <p style="text-align: center;">Note: Any violation committed against the student handbook after 2-days suspension will be treated according to the next disciplinary intervention in the major offense.</p>	-Seven days suspension with community service - referral to the discipline committee
<p>Note: Students who violate the student handbook/guidelines during year-end activities such as Recognition Day, Moving-up Ceremonies, Graduation Ceremonies, and the likes may still be held responsible for the violation committed against the student handbook. Credentials may not be issued until they have served community service.</p> <p>Students who will serve community service must write and submit a reflection paper and pictures with narrative description for documentation.</p>		

The Student Discipline Officer will summon the parent/guardian every time the student commits a violation or offense for a conference.

If the student is found guilty, a letter of suspension will be sent to the guardian/ parent stating the reason/s for the suspension and the period of time of the suspension.

7.6.4 Conditions for students under suspension

- a. Suspension of students is always based on the guidelines written on the handbook;
- b. Suspension is defined as "a penalty in which the school is allowed to deny or deprive an erring student of attendance in classes for a period not exceeding (20%) of the prescribed class days for the school year or term.

Two Kinds of Suspension:

1. Punitive Suspension – refers to the school's prevention of a student from attending class and thus from taking any examinations, quizzes and graded recitations given during the specified period. Since he is not excused from the graded works, he shall be given a failing mark for not having taking them; nor will he be given special examinations to make up for them later, as that would grant him an advantage over his more scrupulous classmates.
2. Preventive Suspension – a student under investigation case involving the penalty of expulsion may be preventively suspended from entering the school premises if the evidence of guilt is strong and the school head is morally convinced that the continued stay of the student during the period of the investigation constitutes a distraction to the normal operation of the school or poses a risk or danger to the life of persons and property in the school.
 - a. Suspension in SHA is a form of punitive suspension;

- b. Preventive Suspension is applied to cases determined by the SHA Disciplinary Committee;
- c. A student who had been suspended for any reason can only return to class when accompanied by any of his/her parent/guardian to the Principal;
- d. A student under suspension cannot be seen inside the school premises and/or approximately thirty (30) meters from the school gate during the days of suspension.

APPENDICES

EXCUSE LETTER

_____ Date

Dear _____,

Please excuse my son/daughter _____
of Grade - _____ Section- _____
for being absent in your class from _____ to _____
because _____

Noted by:

Parent' Signature over Printed name
Tel. No.: _____

EXCUSE LETTER

_____ Date

Dear _____,

Please excuse my son/daughter _____
of Grade - _____ Section- _____
for being absent in your class from _____ to _____
because _____

Noted by:

Parent' Signature over Printed name

Tel. No.: _____

EXCUSE LETTER

_____ Date

Dear _____,

Please excuse my son/daughter _____
of Grade - _____ Section- _____
for being absent in your class from _____ to _____
because _____

Noted by:

Parent' Signature over Printed name

Tel. No.: _____

EXCUSE LETTER

_____ Date

Dear _____,

Please excuse my son/daughter _____
of Grade - _____ Section- _____
for being absent in your class from _____ to _____
because _____

Noted by:

Parent' Signature over Printed name
Tel. No.: _____

EXCUSE LETTER

_____ Date

Dear _____,

Please excuse my son/daughter _____
of Grade - _____ Section- _____
for being absent in your class from _____ to _____
because _____

Noted by:

Parent' Signature over Printed name

Tel. No.: _____

EXCUSE LETTER

_____ Date

Dear _____,

Please excuse my son/daughter _____
of Grade - _____ Section- _____
for being absent in your class from _____ to _____
because _____

Noted by:

Parent' Signature over Printed name

Tel. No.: _____

EXCUSE LETTER

_____ Date

Dear _____,

Please excuse my son/daughter _____
of Grade - _____ Section- _____
for being absent in your class from _____ to _____
because _____

Noted by:

Parent' Signature over Printed name

Tel. No.: _____

EXCUSE LETTER

_____ Date

Dear _____,

Please excuse my son/daughter _____
of Grade - _____ Section- _____
for being absent in your class from _____ to _____
because _____

Noted by:

Parent' Signature over Printed name
Tel. No.: _____

EXCUSE LETTER

_____ Date

Dear _____,

Please excuse my son/daughter _____
of Grade - _____ Section- _____
for being absent in your class from _____ to _____
because _____

Noted by:

Parent' Signature over Printed name

Tel. No.: _____

EXCUSE LETTER

_____ Date

Dear _____,

Please excuse my son/daughter _____
of Grade - _____ Section- _____
for being absent in your class from _____ to _____
because _____

Noted by:

Parent' Signature over Printed name
Tel. No.: _____

REQUEST FOR EARLY DISMISSAL

_____ Date

Dear _____,

My son/daughter _____
of Grade - _____ Section- _____ needs to go
home early because _____

(Reason for going home)

May I request that he/she be dismissed early on

_____ at _____.

He/she will be fetched by

_____.

(Name and relationship of Fetcher)

Thank you.

Noted by:

Parent' Signature over Printed name

Tel. No.: _____

Please present this permit to the Student Discipline Office for the gate pass

REQUEST FOR EARLY DISMISSAL

_____ Date

Dear _____,

My son/daughter _____
of Grade - _____ Section- _____ needs to go
home early because _____
_____.

(Reason for going home)

May I request that he/she be dismissed early on

_____ at _____.

He/she will be fetched by

_____.

(Name and relationship of Fetcher)

Thank you.

Noted by:

Parent' Signature over Printed name

Tel. No.: _____

Please present this permit to the Student Discipline Office for the gate pass

REQUEST FOR EARLY DISMISSAL

_____ Date

Dear _____,

My son/daughter _____
of Grade - _____ Section- _____ needs to go
home early because _____

_____.
(Reason for going home)

May I request that he/she be dismissed early on

_____ at _____.

He/she will be fetched by

(Name and relationship of Fetcher)

Thank you.

Noted by:

Parent' Signature over Printed name

Tel. No.: _____

Please present this permit to the Student Discipline Office for the gate pass

REQUEST FOR EARLY DISMISSAL

_____ Date

Dear _____,

My son/daughter _____
of Grade - _____ Section- _____ needs to go
home early because _____

_____.

(Reason for going home)

May I request that he/she be dismissed early on

_____ at _____.

He/she will be fetched by

_____.

(Name and relationship of Fetcher)

Thank you.

Noted by:

Parent' Signature over Printed name

Tel. No.: _____

Please present this permit to the Student Discipline Office for the gate pass

Appendix D		
	Requirements	Decision
For Grades 11 to 12 Learners	1. Final Grade of at least 75 in all learning areas in semester	Can proceed to 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 or 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.
For Grades 12 Learners	4. Must pass all learning areas in the Senior High School	Earn the Senior High School Certificate

PARENT/GUARDIAN AND STUDENT CONFORME

Conforme:

I/We acknowledged to have received a copy of the Sacred Heart Academy Student Handbook.

I/We agree and bind ourselves to faithfully observe and comply with it provisions.

Parent/Guardian
Signature over printed name

Student
Signature over printed name

Date: _____

PARENT/GUARDIAN AND STUDENT CONFORME

Conforme:

I/We acknowledged to have received a copy of the Sacred Heart Academy Student Handbook.

I/We agree and bind ourselves to faithfully observe and comply with its provisions.

Parent/Guardian
Signature over printed name

Student
Signature over printed name

Date: _____

SHA Hymn

Dear Sacred Heart Academy
Lead us to victory
With thy aqua green and white
We shall battle for the right

In thy arms with care,
Thou nurture us amain;
Our young stubborn hearts
Now search for the truth and the light.

Our feet may go aloof
Or be the future's hope
But still our heart will be
Faithful and true to thee

The years may come and go
But we'll cherish thee anew;
Thy name we love so much
Will reign in our heart!

Composed by:

MR. ALMARIO E. ROXAS

Music:

MR. ARCADIO JOSE

Lyrics:

MR. ALMARIO E. ROXAS

SHA STUDENT HANDBOOK



2024 EDITION