



**TANAUAN INSTITUTE  
K-12 STUDENT  
HANDBOOK**

## **I. BRIEF HISTORY**

In the early 20's, Batangas had only one public high school. This was located in the Provincial Capital; consequently very few could afford to obtain high school education. This situation spurred some prominent citizens of Tanauan to establish a private high school to meet the needs of the graduates from the elementary schools of Tanauan and neighboring towns. A corporation was formed and Dr. Jose P. Laurel was elected President of the Board of Trustees with Dr. Gaudencio Garcia, Dr. Francisco Oñate, Dr. Juan V. Pagaspas, and Deputy Collector of Internal Revenue Alfredo L. Yatco as members. Dr. Pagaspas was appointed Director of the school. The new school, which was named Tanauan Institute, offered the first year and second year of secondary education on June 02, 1924. Subsequently, the Institute received full recognition to offer a complete high school course. It held its first commencement exercises on April 09, 1927.

World War II broke and the school was temporarily closed. By 1945, the American liberation forces arrived in Batangas Bay. The Japanese retreated by massacred civilian caught in their path. Dr. and Mrs. Pagaspas were among the unfortunate victims of the February 10, massacre. After liberation, the corporation was organized with Mr. Vicente Sabalvaro as the President of the Board of Trustees and Mr. Apolonio Magsino, Dr. Sabalvador Laurena, Dr. Apolonio Lirio and Dr. Jose Panganiban as members. Amnesty was granted to Dr. Laurel and once more he assumed the Presidency of the Board of Trustees. Upon his suggestion the present site was bought and a concrete structure was erected. Beginning with the School year 1951-1952, classes had been held in this building. Mr. Apolonio Magsino was elected President of the Board of Trustees in January 1960 after the death of Dr. Laurel on November 06, 1959.

Motivated by the same objectives, which prompted the founders of Tanauan Institute, the 1967 Board of Trustees made a forward step when it established the Collegiate Department beginning year 1967-1968.

The Institute offered the following courses: Bachelor of Science in Commerce and Diploma in Secretarial Science. It was hoped that with the establishment of the Collegiate Department, the Tanauan Institute would be instrumental in providing equal education opportunity for all.

In 1988, upon the assumption of Mr. Andy I. Macasaet as Chairman of the Board of Trustees, the school expanded its program by offering Nursery, Kindergarten, Grades I-IV, under the Pre-Elementary and Elementary Departments. Technical Vocational courses such as Automotive and electronics were offered. Short term Computer courses like Basic Computer System, Word Processing, Basic Programming, Lotus 1-2-3, base III, and Pascal were also opened.

In 1990, the Elementary Department has completed its course offerings with the addition of Grade VI while Bachelor of Elementary Education and Graduate in Midwifery have been added to College programs. Further expansion of the physical facilities was also made during the year, through the construction of the fourth floor as additional storey to the main building.

The most significant expansion was achieved in 1991 when the school was granted by the Department of Education, Culture and Sports the Authority to offer Master of Arts with English and Filipino as areas of specialization.

In 2003, under the leadership of Dr. Nelson P. Collantes, Tanauan Institute relocated to a much larger campus with equipped school buildings, a gymnasium and a swimming pool facility. The progress of Tanauan Institute is marked by this historical move into the modern era, while keeping the traditional goals and enduring spirit of Tanauan Institute alive.

## **II. STUDENT GUIDELINES**

Tanauan Institute Inc. believes that the work of education should address the integral information of the person so that she realizes her potentials as a citizen and a child of God. Only then can she contribute meaningfully to the development of society through her work and the responsible use of her freedom. The following guidelines serve to facilitate the achievement of the educational objectives of Tanauan Institute Inc.

## **THE IDEAL TANAUAN INSTITUTE GRADUATE**

**We envision the ideal Tanauan Institute graduate to be:**

A self-determined thinker

An effective, sincere and respectful communicator

A knowledgeable and responsible citizen

A generous, hardworking and healthy life-long learner

## **CORE VALUES**

### **Loyalty**

A Tanauan Institute student

- shows loyalty to friends, colleagues and the school
- is willing to support and show care for those who need help
- is willing to work to the highest level

### **Discipline**

A Tanauan Institute student

- is able to put learning first, they do not let a disruption in class stop them from learning, they make up the work that they miss

when they are absent, and if they need help in class they ask the teacher.

- knows what is right from wrong.

## **Excellence**

A Tanauan Institute student

- pursues excellence by continually improving individually and as a community.

## **Respect**

A Tanauan Institute student

- shows acts of politeness to all, such as greeting and helping others.
- is modest in appearance, speech and behavior throughout the day, in and out of the school.

## **Integrity**

A Tanauan Institute student

- models integrity through ethical and intellectual behaviors and practices by advancing honesty, human dignity, and accountability.

## **SCHOOL OBJECTIVES**

### **Overall Objectives**

To provide students an integral education through a strong and solid academic and personal formation program; To imbue both the formal and informal school curriculum with ideals by deliberately and naturally integrating into the subject matter, thus, inculcating in the students a true sense of excellence, i.e., “demonstrating morality and love in what we know, not merely knowing as much as possible” (Aristotle)

## **Academic Objectives**

To assist the students in the pursuit of the highest levels of academic excellence in all the subjects, giving priority to the attainment of proficiency in Math, Science, and English;

To provide students with challenging, engaging, and life-relevant learning activities that are clearly aligned to the year/grade-level standards, concepts, and skills being taught;

To help the students make connections across disciplines through the reinforcement of important concepts and apply effectively this high-rigor knowledge to real-world predictable and unpredictable situations:

To guide the students in the acquisition of a Christian worldview, thus, aiding them in developing a well-formed con-science, i.e., capacity for ethical and critical thinking, decision-making and application of Christian ethics in their day-to-day life;

To promote learning experiences that will increase the students’ awareness of and desire to share responsibility for the social and material development of the less fortunate;

To instill, through a deliberate “Proud to be Filipino Program”, in Filipino, Philippine Literature, and Philippine History curriculum, a deep sense of pride among the students in relation to the country’s milestone and the feats of great Filipino men and women;

To offer the student, aside from Art, Music, P.E., and H.E., culturally enriching learning experiences in Social Studies, Literature, Religion, Filipino, etc.

## **GENERAL APPEARANCE OF A TANAUAN INSTITUTE STUDENTS**

A Tanauan Institute student should maintain a general appearance that is appropriate, modest, neat, simple, and pleasant. In keeping with the desired general appearance of a Tanauan Institute student, the following are considered inappropriate for the students as they may appear unkempt:

- ◆ Distracting or ostentatious haircuts or hair coloring
- ◆ Make-up or lipstick, tinted foundation, lash extensions, etc.
- ◆ Tattoos, writings, scribbles, drawings, and other marking of any size and substance on any part of the body
- ◆ Over-bearing accessories (i.e., dangling or over size earrings)
- ◆ Caps, scarves, bandanas, anklets
- ◆ Multiple earrings (two or more on an ear)
- ◆ Multiple bracelets of any material (i.e. combined total of four or more friendship bracelets, ballers worn at the same time)
- ◆ Long nails; nails with nail polish
- ◆ Ankle-length or above the knee skirts
- ◆ Slippers

### **Personal Information Objectives**

- a. To develop the students to be self-regulated and intrinsically motivated individuals in the pursuit of their academic and personal goals;
- b. To develop in our students the following work-related character traits:
  - ✓ Self-discipline, including the ability to delay gratification in order to pursue future goals;
  - ✓ Persistence in the face of discouragement or failure;
  - ✓ Dependability, including a public sense of work as affecting the lives of others;
  - ✓ Academic responsibility (e.g., making the most of the one's education); (Lickona 1991)
- c. To develop in our students the competency to manage time, money, and materials in their academic and personal activities;
- d. To develop in the students' the knowledge and respect for the dignity of the human person and the conviction that they can work with others in depending and uplifting it;
- e. To build up the students' intrapersonal and interpersonal skills which contribute to their healthy sense of self-worth and which enable them to forge respectful, wholesome, selfless, and mutually supportive relationships;
- f. To provide students opportunities to experience personal relations with significant adults who promote a culture of collaboration and interaction shown in their personal involvement, genuine concern, integrity, and coherent lifestyle in their day-to-day behavior;
- g. To cultivate in the students a deep sense of service which they render to those in their immediate surroundings, i.e., family members, classmates and peers, teacher and staffs, household help, etc., and to the local community and Philippine society through their steady and ongoing involvement in service learning activities and projects;



- h. To nurture in the students a respect for the environment, for the resources of this world that have been entrusted to man for him to develop and to put the good use, obeying the laws of nature; to impress in them the inextricable relationship between respect for the environment, self-respect, and respect for others.

### **III. VISION AND MISSION**

#### ***Mission***

TANAUAN INSTITUTE seeks to establish a culture of intellectual competence, environmental awareness and socio-civic responsibility. TANAUAN INSTITUTE commits itself to the formation of disciplined and enlightened minds. TANAUAN INSTITUTE aims to build a nation of great men and women, who shall be accomplished and decorated in their fields.

#### ***Vision***

TANAUAN INSTITUTE envisions itself to be a world class institution dedicated to higher learning and modern research. It hopes to contribute to the humane and holistic development of the Filipino youth through top-tier quality education. TANAUAN INSTITUTE strives to produce socially and morally upright individuals in globally competitive environment.

### **IV. COURSES OFFERED**

## **I. UNIFIED**

1. The Pre-elementary Course
  - A. Kinder 1– children who are 4 to 5years old
  - B. Kinder 2- children who are 5 to6years old
2. Elementary Course
  - A. The Primary Level – Grade 1-3
  - B. The Intermediate Level – Grade 4-6
3. Junior High School
  - A. Grade 7-10

## **II. SENIOR HIGH SCHOOL**

Grade 11 and 12

### **A. Academic Strand**

- General Academic Strand
- Humanities and Social Sciences
- Science, Technology, Engineering, and Mathematics
- Accountancy, Business and Management

### **B. Technical Vocational Strand**

- HE- Bartending
- HE- Tourism Promotion Services
- HE- Cookery
- HE- Front Desk
- HE- Events Manager
- HE- Food & Beverage Services
- ICT- Technical Drafting
- ICT- Computer Servicing System
- ICT- Animation
- ICT- Contact Center Service

## **GENERAL DIRECTIVES**

All students and parents must be aware of the rules, regulations and policies set forth in the Student Hand Book of the Unified and Senior High School Department.

## **V. REGISTRATION, ADMISSION, AND ENROLMENT POLICIES**

The student is understood to have been enrolled at Tanauan Institute Inc. for the entire year when s/he registers. New students and transferees must take the entrance examination and shall comply with all the necessary documents listed below.

### **A. Registration and admission**

#### **I. UNIFIED**

##### **1. Incoming KINDER, GRADE 1, GRADE 7 Level**

- Original Copy of Report Card with Learner's Reference Number (Form 138)
- Certification of Honor/s Received (*if applicable*)
- Certificate of Good Moral Character
- Birth Certificate (PSA Certified)
- Transcript of Record (Form 137)
- Take the entrance examination (*for new students only*)

##### **2. Transferees**

- Original Copy of Report Card with Learner's Reference Number (Form 138)
- Certificate of Transfer
- Certificate of Good Moral Character
- Birth Certificate (PSA Certified)
- Transcript of Record (Form 137)
- Transferees with failed subjects will undergo an interview
- Waiver / Clearance from other school
- Take the entrance examination

##### **3. Transferees with failed subjects**

- Original Copy of Report Card with Learner's Reference Number (Form 138)
- Certificate of Transfer
- Certificate of Good Moral Character
- Birth Certificate (PSA Certified)
- Summer Grades of Failed subjects

#### 4. Old Students

- Original Copy of Report Card

Students are officially enrolled only upon payment, acceptance and validation of their initial school fees. The initial school fees include all or part of the tuition, miscellaneous and other fees.

1. Old students and Incoming Kinder, Grade 1, Grade 7 level
2. Present your Form 18 (Report Card) to the enrolling Officer to secure an enrolment form.
3. Fill up the Enrolment Form Accurately.
4. Present the accomplished form at the assessment table.
5. Proceed to the Cashier's Office and present the assessed fees for payment.

## II. SENIOR HIGH SCHOOL

#### 1. Incoming Grade 11 Students

- Original Copy of the Grade 10 Report Card (Form 138)
- Birth Certificate (PSA Certified)
- Certificate of Good Moral Character
- Certificate of ESC Grant (for Grade 10 Completers of Private Schools)

Students are officially enrolled only upon payment, acceptance and validation of their initial school fees. The initial school fees include all or part of the tuition, miscellaneous and other fees, Dep Ed, PEAC and Voucher System.

1. Old students and Incoming Grade 11 students.
2. Present your form 138 (Report Card) to the enrolling Officer to secure an enrollment form.
3. Fill up the Enrollment Form Accurately.
4. Present the accomplished form at the assessment table.
5. Proceed to the Cashier's Office and present the assessed fees for payments.

2. Incoming Grade 12 Students

- Original Copy of Grade 11 Report Card (Form 138)
- Birth Certificate (PSA Certified)

3. Transferees

- Certified True Copy of Grade 10 Report Card
- Certified True Copy of Grade 10 Form 137
- Certificate of Transfer/ Honorable Dismissal
- Certificate of Good Moral Character
- Birth Certificate (PSA Certified)
- Parent's/Guardian's Consent Form

4. Transferees with Failed Subjects/Repeaters

- Original Copy of the Report Card
- Certificate of Transfer
- Certificate of Good Moral Character
- Birth Certificate (NSO Certified)
- Summer Grades of failed subjects
- Take the entrance examination and interview

**B. School Fees**

➤ **UNIFIED**

The fees charged by the school is approved by the Department of Education.

1. Fees may be paid in cash or installment basis. A down payment fee is required as an initial payment to be officially enrolled. The remaining balance on the tuition and miscellaneous fees will be divided by ten (10) months payments (i.e., eight major examinations)
2. School fees/miscellaneous fees that have been paid are not refundable.
3. On refundable fees:
  - a. One Hundred percent (100%) of the tuition fee will be refunded if withdrawal is made until the First Monthly Exam. This is subject to a processing fee of P200.
  - b. Fifty percent (50%) of the tuition fee will be refunded if withdrawal is made until the First Quarterly/ Periodical Exam. This is subject to a processing fee of P200.
  - c. No refund is given for withdrawal after the First Quarterly/ Periodical Exam .
  - d. For the Elementary Level, payments made for books and supplies will not be refunded unless he/she withdraws before the start of the classes subject to the following conditions:
    1. The books and supplies must be in good condition;
    2. The books and supplies have no writings on them (e.g., names, answer or any marks).
4. The “No Permit, No Exam Policy” will be strictly implemented.

➤ **SENIOR HIGH SCHOOL**

A. For QVR (Qualified Voucher Recipient) and For ESC (EDUCATION SERVICE CONTRACTING)

All Grade 10 completers who came from public schools, state and local universities and colleges and those in private schools but are already beneficiaries of the ESC program no longer need to apply. These automatic voucher recipients shall be accommodated in the program upon enrolment in any senior high school voucher program-participating school. Implemented in 2016, the program provides qualified students with vouchers to cover the cost of their senior high school education in private schools and state, and local universities and colleges.

The Private Education Assistance Committee (PEAC) has been contracted by the DepEd to manage the SHS VP. PEAC is the trustee of the Fund for Assistance to Private Education, a perpetual trust fund created to provide assistance to private education in the country:

All Grade 10 students who finish from public junior high schools are automatically entitled to the full value of the SHS Voucher of P17,500. Moreover, the students will be given a 100% COLLANTES Family Scholarship. Hence, this will amount to a FREE TUITION AND MISCELLANEOUS FEE.

Grade 10 completers from private schools and who are ESC recipients will be entitled to receive a SHS Voucher of P14,000 and will be given a 100% COLLANTES Family Scholarship. They will only need to pay an amount of P3,000 Miscellaneous fee. Please note that this is subject to change, depending on the value of the SHS Vouchers granted by PEAC.

B. For NON- ESC

Students who are Non ESC have to pay 17,500 which represents tuition and miscellaneous fees for a year. Fees may be paid in cash or installment basis. A down payment fee is required as an initial payment to

be officially enrolled in Senior High School to pay on installment basis. The remaining balance on the tuition and miscellaneous fees will be divided by ten (10) months payments.

## **VI. DROPPING/WITHDRAWAL**

Dropping or withdrawal will only be considered upon presentation of a formal letter to the teacher, head teacher, registrar, accounting, and student.

## **VII. GRADING SYSTEM**

1. A school year is divided into four grading periods referred to as Quarters for Grade 1- 10 and two grading periods for grade 11 and 12 which shall be referred to as Semesters.
2. The Tanauan Institute Inc. grading system is **standards and performance- based**. A standard is a statement that identifies what students are expected to know and be able to do in each grade level. Learning standard for each subject area and grade level is identified in the Tanauan Institute Inc. Curriculum, and is also the basis for grading at the end of each examination/ quarter .
3. The attainment of learning outcomes or standards for each grade level shall be the basis for the quality assurance of learning using varied assessment.
  - a. **Formative Assessments** - These are informal and formal methods of monitoring student learning such as quizzes, oral questioning, observations, reviews of draft work, etc, with the aim of giving quality feedback to students and teachers.
  - b. **Summative Assessment** - This is a cumulative evaluation of the students assimilation of standards. It usually takes place at the end of a unit or of a term.



4. For Grade 1- 10, the standards are defined by levels: **knowledge; process or skill; understanding; products and performances.**

## **VIII. REPORT CARD**

The Report Card will be given to the parents immediately after the recognition of honor students every quarter. In Senior High School, the temporary card of Grade 11 and 12 students will be given to parents every examination. The card must be signed by a parent or guardian and must be returned promptly to the homeroom adviser. Parents shall be informed of a report card with failing grade for the immediate guidance and progress of their children.

### **Honors**

#### **➤ UNIFIED**

1. UNDERGRADUATES (GRADE 1- GRADE V) NOTE: for Grade 6, this only applies until 3<sup>rd</sup> grading Period.

A. QUALIFICATION OF HONORS- Students who have no grade below 88% in all subject areas are qualified in the honour list but must meet the prescribed average stated below (Ranking of Honors). Students who receive a grade below 88% in any subject in any grading period shall be disqualified in the honor roll. ( NOTE: There will be no academic distinctions for achievers).

B. RANKING OF HONORS- The ranking of honors for undergraduates will be as follows:

- WITH HIGHEST HONORS - Students who have reached a Grade Point Average of 98% and above with no grade below 88% in any subject in any grading period.

- **WITH HIGH HONORS** - Students who have reached a Grade Point Average of 95%-97% with no grade below 88% in any subject in any grading period.
- **WITH HONORS** - Students who have reached a Grade Point Average of 90%-94% with no grade below 88% in any subject in any grading period.
- Honors in the same rank will be determined by the highest Grade Point Average until two decimal places. Students must maintain the grade requirement for each rank otherwise; they will not be classified accordingly.
- **RECOGNITION OF HONORS** - recognition of honors will follow immediately ten days after each quarterly examination.

*Note: Recognition to outstanding student in the different academic subjects is not only applicable to GRADUATING CLASS but also to the UNDERGRADUATES.*

### ➤ **SENIOR HIGH SCHOOL**

The Award for Academic Excellence within the semester is given to learners from grades 11 to 12 who have attained an average of at least 90 and passed all learning areas.

The Average Grade per Quarter is reported as a whole number following DepEd Order No. 8, s. 2015.

Table 1 shows the specific Academic Excellence Award given to learners who meet the following cut-off grades.

Table 1. Academic Excellence Award

ACADEMIC EXCELLENCE AWARD	GENERAL AVERAGE
With Highest Honors/ May Pinakamataas na Karangalan	98-100
With High Honors/ May Mataas na Karangalan	95-97
With Honors/ May Karangalan	90-94

### Other Awards

#### ***Leadership Award***

The leadership award is given to learners in grades 6, 10, and 12 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, a learner must:

1. Have no failing grades in any of the learning areas.
2. Have not committed any offense punishable by suspension or higher sanction according to the Department's service manual and child protection policies in the current school year.
3. Class officer or an active member/officer of any recognized school club, team, or organization.

Table 3 shows the set of criteria and weights that will be used by advisers and peers in the evaluation and deliberation process. Schools may opt to add more indicators based on the decision of the AC. 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 criteria on the next page shall be awarded.

Table 3. Criteria for Leadership Award

Motivational Skills (40%) a. Communicates effectively b. Shows initiative and responsibility c. Engages group and/or club mates to participate actively d. Establishes collaborative relationships e. Resolves conflicts	24%	16%
Planning and Organizational Skills (40%) a. Plans and designs relevant activities for the class, club and/or school b. Implements planned activities effectively and efficiently c. Monitors implementation of plans and tasks d. Manages and/or uses resources wisely	24%	16%
Contribution to the School and/or Community (20%) Renders service and/or implements activities relevant to the school population and/or community	12%	8%
TOTAL	60%	40%

***Award for Outstanding Performance in Specific Disciplines***

These awards are given to recognize learners in grades 6, 10, and 12 who have exhibited exemplary skills and achievement in specific disciplines. These disciplines are Athletics, Arts, Communication Arts, Mathematics and Science, Social Sciences, and Technical-Vocational Education (Tech-Voc). These awards also value the learner’s achievement in a specific discipline that has contributed to the school and/or community.

### ***Athletics***

This award is given to learners who have shown outstanding skills in athletics (particularly in games and sports) through participation and victories in competitions, as well as discipline in training and sportsmanlike conduct and character. The academic rating that will be considered for this award would be the student's final grade in Physical Education.

### ***Arts (e.g., visual, media, music, or performing arts)***

This award is given to learners who have consistently demonstrated outstanding skills in the arts and above average creativity and craftsmanship exemplified through contribution to school's various functions and events. The academic rating that will be considered for this award is the final grade in Music, Arts, or Contemporary Philippine Arts from the Regions for Senior High School (SHS).

### ***Communication Arts***

This award is given to learners who have demonstrated proficiency in any language (Filipino, English, or other foreign languages), in written or in oral communication, shown creativity in expressing ideas in written or oral activities in various subjects, and contributed to the school community. The academic rating that will be considered for this award is the student's final grade in Filipino, English, or other foreign-language subjects and related learning areas in Senior High School specific to the award.

### ***Award for 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 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.

### ***Award for Research or Innovation***

Award for Research or Innovation is specific to the SHS tracks. Grade 12 graduating students—individuals, pairs, or groups of not more than four 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.

### ***Award for Club or Organization Achievement***

This award is given to a duly recognized club or organization that has created positive impact on the school and/or community it serves through the implementation of all its planned projects and activities, provided strong support to the implementation of the school activities and attainment of the school's objectives, and taken great strides to help its members develop their potentials.

### ***Special Recognition***

Learners who have represented and/or won in competitions at the district, division, regional, national, or international levels will be recognized. These awardees have demonstrated their exemplary performance in academics, athletics, and the arts, and/or represented the school in DepEd- recognized activities.

In addition to the above awards, the schools may give due recognition to learners who have brought honor to the school.

The actual certificates, medals, trophies and/or plaques received by the learners from the various activities or competitions shall be used to publicly affirm and acknowledge the contribution of the awardees in giving honor to the school. This will be done during a flag ceremony or in a school-awarding ceremony.

In case external sponsors, partners, and donors opt to give awards, they shall be regulated by the school, subject to compliance with the policy guidelines. These awards should be consistent with the DepEd’s Vision, Mission, and Core Values, and must be named after the trait, value, or achievement recognized, or an esteemed person who is deceased.

**JUNIOR HIGH SCHOOL GRADING SYSTEM**

**K to 12 CURRICULUM**

**GRADE 7 to GRADE 10**

**SUBJECT/S: ARLING PANLIPUNAN/ EDUKASYON SA  
PAGPAPAKATAO/ ENGLISH/ FILIPINO**

<b>CONTENT</b>	<b>PERCENTAGE</b>
WRITTEN WORKS	30%
PERFORMANCE TASKS	50%
QUARTERLY ASSESSMENT	20%
<b>TOTAL</b>	<b>100%</b>

SUBJECT/S: MATHEMATICS/ SCIENCE

<b>CONTENT</b>	<b>PERCENTAGE</b>
WRITTEN WORKS	40%
PERFORMANCE TASKS	40%
QUARTERLY ASSESSMENT	20%
<b>TOTAL</b>	<b>100%</b>

SUBJECT/S: TLE/ COMPUTER/ MAPEH

<b>CONTENT</b>	<b>PERCENTAGE</b>
WRITTEN WORKS	20%
PERFORMANCE TASKS	60%
QUARTERLY ASSESSMENT	20%
<b>TOTAL</b>	<b>100%</b>

**INSTRUCTIONAL HOURS/ DAY/ SUBJECT AREAS**

FILIPINO	50 MINS.
ENGLISH	1 HOUR
MATHEMATICS	1 HOUR
SCIENCE	1 HOUR
ARALING PANLIPUNAN	50 MINS.
T.L.E	50 MINS.
MAPEH	50 MINS.
ESP/ VALUES EDUCATION	40 MINS.
COMPUTER	40 MINS.

This system applies to all subject areas.

### **Levels of Proficiency**

At the end of the quarter, the performance of the students shall be described in the report card, based on the following levels of proficiency:

- **Beginning** - The student at this level struggles with his /her understanding; prerequisite and fundamental knowledge and /or skills have not been acquired or developed adequately to aid understanding.
- **Developing** - The student at this level possesses the minimum knowledge and skills and core understandings, but need help throughout the performance of authentic task.
- **Approaching Proficiency**- The student at this level has developed the fundamental knowledge and skills and core



understanding and with little guidance from the teacher and /or some assistance from peers, can transfer these understanding through authentic performance tasks.

- Proficient- The student at this level has developed the fundamental knowledge and skills and core understandings, and can transfer them independently through authentic performance tasks.
- Advanced - The student at this level has developed the fundamental knowledge and skills and core understandings, and can transfer them automatically and flexibly though authentic performance tasks.

The level of proficiency at which the student is performing shall be based on a numerical value which is arrived at after summing up the results of the student’s performance on the various levels of assessment. The numerical values are as follows:

<b>Level of Proficiency</b>	<b>Equivalent Numerical Value</b>
B - Beginning	74% and below
D - Developing	75-79%
A - Approaching	80-84%
P - Proficient	85-89%
A - Advanced	90% and above

What should appear in the report card is not the numerical value, but the equivalent level of proficiency abbreviated as follows:

- B** - for Beginning
- D** - for Developing
- AP** - for Approaching Proficiency;
- P** - for Proficient
- A** - for advanced

At the end of the four quarters, the Final grade shall be reported as the average of the four quarterly ratings, expressed in terms of the level of proficiency.

Honor students shall be drawn from among those who performed at the advanced level. Subsequent guidelines shall be issued as basis for ranking of honors.

*GRADUATING CLASS (HONORS)* - to give due and proper recognition to graduating students who have shown exemplary performance in their school work, the guidelines for the selection of honor students are revised based on the prescribed standard of the Department of education.

Any member of the graduating class is eligible to be a candidate for honors if he/she meets the following requirement:

- A. S/He must have no grade lower than 88% in any subject during grade six level in any grading period as recorded in the student's Form 137 and 138-A. In any case the student shall have no grade lower than 88% in any subject in any grading period in the first five curriculum years.
- B. S/He must have at least two years of residency in elementary at Tanauan Institute, Inc.
- C. S/He must have completed the curriculum years within the prescribed length in years (six years)

## **X. THE PARENT TEACHER COMMUNICATION**

Each pupil is required to have a dairy or assignment notebook. Through this diary, messages are sent to the parents by the teachers or vice versa. In case of more serious problems the parent is called for a conference with the teacher.

## **XI. FACILITIES**

### Tanauan Institute, Inc. School Features

1. Fully air-conditioned classrooms
2. Computer-aid teaching and learning instructions (with installed projectors in all classrooms)
3. Environment friendly (safe and hazard-free)
4. Library
5. Playground
6. Swimming pool
7. Clean wash rooms
8. Qualified faculty members
9. Affordable tuition fees

## **XII. OTHER POLICIES**

### ✓ ***Random Inspection***

To ensure safety and discipline among the students within and outside the campus, random checking of bags of students will be implemented. The class to be inspected and the inspection date and time shall be unannounced.

### ✓ ***Attendance***

Regular attendance to all classes and scheduled activities is one of the most important responsibilities of a student. Attendance is treated as a matter of discipline and not as a factor affecting academic ratings.

Classes begin at 7:30 in the morning. Parents must ensure that their children arrive in school on time each morning. A tardy student inevitably misses any routines, directions, or announcements needed for the day.

All activities organized by the school are regular class periods and should be treated as such. Thus, students are obliged to attend activities, seminars, Intramurals, Academic Week, and Linggo ng Wika, etc.

### ✓ ***Flag Ceremony***

Every Monday at 7:20 AM, all students are led by their teachers from the classroom to the gym for the school-wide flag ceremony to show love for the country. The first part in the flag ceremony is the singing of the “Lupang Hinirang” and the recitation of the “Panatang Makabayan” followed by the singing of Tanauan City Hymn and CALABARZON Hymn. Important announcements are also made during the school-wide flag ceremony.

After the flag ceremony, the teachers accompany their students to their classrooms where classes begin promptly.

### ✓ ***Line Formation***

The start of the school day for classes is signaled at 7:30AM. This tells the students and teachers that classes are about to begin. It is time to stop playing and go to the classroom.

The students fall in line outside the classroom. They observe silence during the line formation. The teacher tells them to go inside the classroom and stand beside their desks until the teacher comes in.

Parents must ensure that their children arrive in school on time each morning. Morning routines are important to effectively start the school day. A tardy student misses any routines, directions, or announcements for the day, he also becomes a distraction to the other students and teachers who have begun their academic day.

### ✓ ***Tardiness***

A student is considered tardy if she is not in the classroom by 7:30 a.m. She may also be marked tardy or late during the day when she

enters a class after the subject teacher has started conducting class or when an activity has already started. Student will be monitored on tardiness basis.

✓ ***Absences***

The Manual of Regulations for Private Schools Section XIV on School Discipline states that a student who has incurred absences of more than twenty per cent (20%) of the prescribed number of classes or laboratory periods of class during the school year should be given a failing grade. Moreover, she will not be given credit for the subject.

✓ ***Absences Due to Sickness or Injury***

A student who is absent for more than 3 consecutive days is required to submit a MEDICAL CERTIFICATE and secure a MEDICAL CLEARANCE FORM from the medical clinic before she can go back to her classroom.

A student with a communicable disease (e.g. chicken pox, measles, mumps, influenza, conjunctivitis, etc.) will not be allowed in school, even with a medical clearance from their private physician, unless the school physician has cleared her.

✓ ***Student Accident***

Student accident insurance is made available to each student at a minimal charge. The insurance covers injuries suffered by the student in school and during the school-sanctioned activities. If a student gets injured or becomes seriously ill, the parents will be immediately informed of the situation and upon their discretion, ChinaBank Insurance with a stand-by ambulance may be called. Parents will be responsible for associated ambulance and medical fees.

✓ ***Policy on students who go to the clinic during school hours***

Only students who need medical or dental attention should go to the clinic. The following procedures will be observed once a student leaves the classroom to go to the Clinic:

A student who needs to go to the Clinic should fill-up a MEDICAL CLINIC PASS. The subject teacher of that period approves the pass by signing the slip. She must also indicate the time she leaves the classroom.

The Clinic Personnel will ask the student to present the Clinic Pass before a student is admitted, except in an emergency case. Should a student go to the Clinic without the necessary permit, the clinic personnel will inform the Level Council.

The longest time a student can stay in the Clinic, for whatever reason, is one (1) hour. If it extends beyond this, the Clinic Personnel will notify the High School Level Council and subsequently call up the parents to bring their daughter home.

Once a student reports back from the clinic, she should present to the subject teacher a slip from the Medical Clinic which reflects:

The reasons for going to the clinic:

- \* The time the student went to the clinic and the time that she was released
- \* The Clinic's recommendation (either to be sent home or to go back to class)

The Clinic will submit to the Level Council on the second Monday of every month a report on the clinic visits of the high school students and the corresponding reasons.

✓ *Excuse Letter*

A student who has been absent even for a day is required to present to the Class Adviser an excuse letter signed by the parent/guardian on the first day she reports to the school.

✓ *Attendance Monitoring Guidelines*

Students are issued an official ID at the beginning of the school year. Each student must personally scan her ID at the school gate upon entering and upon leaving school premises. The attendance data gathered from all students is automatically uploaded to the data based of the school's Systems Administration.

✓ *Suspension of Classes*

Automatic suspension of classes is the region- wide cancellation of classes in both public and private elementary and/ or secondary schools. This does not require any announcement by the school. Classes in all levels in Tanauan Institute Inc. are automatically suspended without need of any announcement when typhoon **signal No. 2** is raised in CALABARZON by PAG-ASA. This policy applies to grade school and high school students.

Localized suspension is the cancellation of classes in both public and private elementary and/ or secondary schools in specific divisions. Suspension of classes in these cases shall be announced by the chief executives or the mayors in their areas of jurisdiction. In their capacity as chair of their Disaster Coordinating Center (DCC), they are in the best position to evaluate threats to public health and safety, such as heavy rains, earthquakes, floods, transport strikes, typhoon signal number 1, etc.

In the absence of an announcement of suspension of classes, the Management Committee of the school may determine if the school needs to cancel classes due to inclement weather or other emergencies. Parents will be notified by school officials and/ or parent coordinators.

## **PERSONAL BELONGINGS**

Students should take care of their things by labeling them and not leaving them around. The school will not be responsible for the loss of or damage to personal items.

### ✓ ***Bringing Items Other Than the Prescribed Materials***

Prescribed materials refer to items that students bring to school in order to facilitate their learning (i.e. notebooks, textbooks, expanding file and the like).

To enable students to concentrate on academic tasks, bringing of magazines, objects and gadgets (e.g. iPads, tablets, etc.) is allowed if needed for school activities. A permit from the Subject Teacher must be secured before bringing the item to school. Gadgets should only be used during the time they are needed. Items used for other purposes, which are not in any way school- related, are subject to confiscation.

### ✓ ***Mobiles Phones***

Tanauan Institute Inc. wishes to help its students concentrate on their academic and co- curricular activities so that they may make the best use of their time in school. In addition, the school also aims to minimize the incidence of cheating and theft. However, it recognizes the need of some families to have easy communication with one another.

Students will be allowed to use their mobile phones discreetly **ONLY** before and after the official school hours i.e. before 7:30 a.m. and after dismissal. Parents who need to contact their children during school hours for emergency reasons should use the school's phone lines.

The school staff will assist parents in communicating with their children in emergency situations.



All cell phones must be switched off (not simply on silent mode) and must not be used or accessed during school hours. They must be charged at home.

The cellular phone of any student who violates this policy will be confiscated. Claiming of confiscated items follows the procedure stated below.

### ✓ *Lost and Found Items*

To facilitate immediate investigation, lost items should be reported as soon as possible to the Class Adviser or to the Guidance Council. Students may also inquire about the items they have lost in school from the Facilities Supervisor or follow-up their report to the Guidance Council.

To facilitate prompt identification of the owner of any lost item, anyone who finds unattended items should turn them in to Class Adviser or to the Guidance Council as well. Once turned in, items are given a claim due date.

## **STUDENT PERSONAL FORMATION**

Tanauan Institute Inc. is committed to provide integral and personalized education that addresses the growth and development of each student physically, intellectually, socially, emotionally, morally and spiritually. The school intends to achieve this by providing a strong and holistic Personal Formation Program, responsive to the needs of every student in school.

The program ultimately aims to guide students to grow in the Core Values of Loyalty, Discipline, Excellence, Respect and Integrity.

### **The Class Advisory Program**

The Class Advisory Program (CAP) serve as the tool and the venue in forming students in virtues and the venue in forming students in

virtues and social skills necessary for character education. The Class Adviser (CA), while providing an atmosphere of a bright and cheerful classroom, implements the CAP to ensure learning of virtues and values become significant, relevant and valuable to all students.

### **Clubs, Organizations and Varsities**

Tanauan Institute Inc. provides a program of co- and- extra-curricular activities in line with its objective of providing integral education for its students. Student Clubs/ Organizations and Varsities have been set up to meet the abilities, talents and interests of students. The program also high encourages the students to pursue community interests and home leadership skills.

Participation in activities increases the students' sense of service, allows students to practice and enhance their leadership and social skills, encourages them to develop their talents and grow in teamwork, and prepares them in university life.

Clubs, Organizations and Varsities have the following classifications:

**Service Orgs** promote the voluntary sharing of a student's time, talents spiritual guidance, emotional support, or material assistance with those who will most benefit from it. The service may be rendered within the immediate school community or with a pre- established community or beneficiary outside the school. Service orgs are extra-curricular by nature.

**Interest clubs** are organized by students who share common interests together through activities. They are extracurricular by nature.

**Co- curricular clubs** are organized by students who wish to extend their passion for learning in a specific subject area to a variety of group activities.

**Varsity teams** are composed of students who undergo rigorous training at least twice a week in a sport or skill of their choice in order

to grow in virtue, live up to the school's core values, practice fair play and teamwork, and bring glory to the school via local, regional, national and international competition.

### **Student Leadership Program**

Tanauan Institute Inc. believes that every student is a leader, thus the school provides a Leadership Program that is designed to empower the students to:

- Appreciate and accept their responsibilities to the school, home and community,
- Develop leadership skills, knowledge and behaviors and
- Recognize themselves as capable and competent leaders that can create positive change.

### **STUDENT ACADEMIC FORMATION PROGRAM**

Tanauan Institute Inc. aims to provide its students with high academic standards supported by an intensive character development. Through the academics, students are formed to be responsible, diligent, lifelong learners. They strive to be effective communicators, respectful persons and formed in logical thinking and critical analysis.

#### **Subjects**

The students of Grades 1-10 undergo a transitional curriculum in preparation for K- 12. Below is the program of studies for these students:

English: Reading and Language (Grade School)

English: Composition and Literature (Junior High School)

Mathematics

Science

Filipino

Social Studies

Religion

MAPEH

H.E.

## **Remedial and Enrichment Classes**

The school provides remedial and enrichment classes as needed before school year ends (vacation) for two weeks.

## **Examinations**

Students are expected to observe all examination rules and procedures enforced by the school.

### ✓ *Special Examinations*

No examinations will be given in advance. In no case will take-examinations be given in lieu of special examinations. Students who absent themselves during the scheduled term examination without any valid reasons will be given a score of zero for the said examination.

Special or make-up examinations may be given only to those who were absent due to valid reasons such as illness, accident, etc. This should be approved by the Level Council. Special/make-up tests will be given only on dates set by the school, subject to the conditions that it may enforce.

Students will not be permitted to take the test if they do not have the needed materials. Borrowing of materials such as calculators, compass, etc. is not allowed during the examinations.

Students caught cheating will automatically get a score of zero (0) for that term examination and will be subjected to disciplinary action.

In case examination schedules are interrupted due to suspension of classes the order and sequence of subjects originally scheduled on the day classes were suspended will be followed as soon as classes resume.

### ✓ *Long Tests and Quizzes*

It is the responsibility of the student to find out from her subject teachers the number of long test/ quizzes she missed during her absence.

Only students with excused absence may be allowed to take make-up long tests. The subject may opt to drop a quiz or to give make-up quizzes.

### **XIII. CODE OF BEHAVIOR**

1. When answering a question, the student should stand properly and answer clearly and respectfully.
2. Students must respect the person, reputation and position of the administrators, faculty, staff, maintenance personnel and fellow students.
3. All students are expected to conduct themselves in gentle manner inside and outside the campus to abide by the school policies and rules and to be considerate to others.
  - It is based on the observation of the child's behavior in school situation.
  - Parent/ Guardian is requested to sign the progress report card and return to the school within the week it was issued.
  - Any comment or violent reactions of the Parent/Guardian regarding the grades or performance of their child/children is to be discussed as per appointment to the teacher/principal during the vacant period.
  - Tutorials
  - No teacher is allowed to tutor his/her own pupil even outside the school premises.

### **PUNCTUALITY**

All students are expected to come at school on or before 6:45 in the morning every Monday for the flag ceremony. On Tuesdays to Fridays, the students are required to be at school at 7:30 in the morning. (Late Comers will undergo 1 hour community service).

## **GOOD GROOMING**

1. Students must be neat and clean at all times.
2. Shoes should be polished.
3. Girls must tie/clip and groom their hair.
4. Polished nails and wearing of light make up are allowed.
5. Boys must maintain clean haircut.
6. Colouring/dyeing of hair is prohibited.
7. No body piercing. Boys must not wear earrings.
8. Tattoos are strictly prohibited.
9. Colored/designed contact lenses

## **PRESCRIBED SCHOOL UNIFORM AND IDENTIFICATION CARD**

It is mandatory for all students to wear the prescribed uniform including their Identification Cards (ID). Students not wearing the prescribed uniform will not be allowed to enter the campus and shall be considered absent.

In case of uniform damage, the student's parents/guardian should come to school to provide proof of uniform damage and shall eventually get another set of the official uniform. All uniforms must be purchased from the Bookstore of the campus. This is to ensure the uniformity of all students.

Habitual negligence to school rules and regulations will result to parent conference and sanctions. Students are required to wear the

prescribed uniform from Monday to Friday. PE uniform must be worn only according to their scheduled day.

The prescribe uniform for male and female students are as follows as well as schedule of wearing P.E. uniform.

**A. For Elementary Boys:**

- Official T.I navy blue polo shirt..
- Official T.I gray pants or gray shorts pants, as the case may be.
- Black leather shoes with white socks.

**B. For Elementary Girls:**

- Official T.I white blouse with ribbon,
- Official T.I skirt,
- Black leather shoes with white socks.

**C. For Junior High School:**

1. Male students

- Identification card attached on school official ID lace.
- Official T.I white polo shirt which shall only be purchased inside the school premises.
- Plain white T-shirt under the white polo shirt.
- Official T.I Khaki/light brown colored slack pants which shall only be purchased inside the school premises.
- Black leather shoes and white socks.
- Rubber shoes with dominant white color during P.E. classes.

## 2. Female students

- Identification card attached on school official ID lace.
- Official T.I white blouse with school ribbon
- Official T.I skirt which must be below the knee
- Flat black leather shoes and white socks.
- Rubber shoes with dominant white color during P.E. classes.

## 3. P.E. uniform

1. Identification card attached on school official ID lace.
2. All students are required to wear the official prescribed P.E. uniform depending on their schedule
3. Other shirts as an alternative for the Official Tanauan Institute Inc. P.E. uniform are strictly prohibited.

## D. For Senior High School

For boys and girls- students are advised to wear prescribed OFFICIAL UNIFORM.

**\* NOTE: All Official Uniforms must only be purchased in the campus of the school. Otherwise, they will be considered to have an incomplete uniform and will be subject to the prescribed sanctions.**

## The Student's Identification Card

The Institute implements the “No ID, No Entry” Policy, thus, students without appropriate school Identification Card will not be allowed to enter the school premises. IDs shall be worn at all times within the campus and at all school functions. Those who lost their ID should secure a new one.



Validation of I.D. - The validation of student's I.D. is done every current school year which shows that a student is enrolled in current school year. It is then validated at the Disbursing Office

Students are required to wear their ID cards at all times in the school and at school functions. On days when students wear prescribe civilian clothes they are to pin their ID while in school and at the school function.

Students not wearing the complete uniform including ID in the campus will be listed by the teacher and list will be submitted to the Guidance Office for proper disciplining action.

#### **XIV. CARE OF SCHOOL**

1. All students are responsible for the good order and condition of materials entrusted to their care. All school facilities and equipment, desk and chairs are school properties and should be used properly. Any student who damages any school properties will be required to replace or pay for what has been damaged. If this becomes habitual, he/she may be asked to leave the school.
2. The school should be kept clean at all times. Scrap papers and trash should be placed in waste baskets.
3. Writing on walls, as well as tearing and writing on the pages of library books are forms vandalism. These are considered as serious offenses.

#### **XV. CODE of DISCIPLINE**

The goal of the code of discipline in Tanauan Institute is to help students acquire self-mastery and to foster responsible freedom in the practice of virtues. Discipline is of the highest quality when it emanates from the student herself and is not enforced by someone else.

✓ *Sanctions and Violations*

Sanctions are meant to teach the student to accept responsibility for their actions and decisions and to respect law and authority. Students are also expected to learn from their experience and grow in maturity.

The following sanctions may be imposed for violations of school rules and regulations:

- Verbal warning or reprimand
- Written warning with notification sent to parents
- Curtailing of leadership privileges in the Student Council, varsity, organizations, club, class, etc.
- Curtailing of membership in a varsity or organization.
- Prohibition from participation in school functions and activities.
- Mandatory service to the school.
- Restitution of damaged property
- Suspension - prohibits attendance to regular classes but requires student's presence in school. The concerned student is required to report to the Guidance Counsel for the task to be accomplished. They also lose the right to make up quizzes, tests, graded recitation, and other activities given on the day/s of suspension.
- Dismissal- calls for a student's immediate removal from the school rolls.
- Expulsion- an extreme form of administrative sanction which debars the student from all private and public school.

✓ *Offenses*

Offenses may be categorized as major or minor depending on the gravity of the offense, the seriousness of the consequences of the action done, and the degree of intent of the concerned party.

## ***MAJOR OFFENSES***

Major offenses include unlawful/offensive acts that cause serious and extensive damage to one's person and to the school resulting in scandal, injury and destruction.

The following infractions, due to the gravity of the offense, maybe considered major offenses whether they are committed in or out of school, during official school activity that causes the damage described below may also be considered major offenses.

- **Gross disrespect** for authority shown in disobeying or defying authority. Actions falling under this category are the following: open defiance or answering back, name calling, making sarcastic remarks, prying into teacher's things, drawing offensive caricatures of teachers, acts of disrespect intending to ridicule or show contempt, and refusal to accept disciplinary action, insubordination, flagrant disobedience, etc.
- **Dishonesty** such as lying cheating, frustrated cheating (such as making any attempt at cheating) possession of any unauthorized notes whether used or unused, or deliberately looking at all another student's paper, leaking test questions and/or answers etc.
- **Forging** of or tampering with the signature of parents or any other authority in an official communication such as report cards, reply slips, letters, school forms and other non-transferable replication of the Tanauan Institute seal
- **Defamation** by spreading gossip, online posting (e.g. statements, photos, videos) committing slander, or any act done with the intention of destroying someone's reputation or crediting the school.
- **Misrepresentation** (ex. wearing a false or invalid ID or giving false information especially during an official investigation).

- **Stealing** or any attempt of stealing. This includes stealing intellectual property or plagiarism in any form.
- **Breaking** and/or entering into school offices.
- **Vandalism** or causing extensive damage to school property. This includes the school uniform as it represents the school.
- **Causing scandal** through immoral and immodest acts.
- **Possession, use, or distribution** of prohibited and regulated drugs, cigarettes, and alcoholic beverages. The school reserves the right to pursue reports on actual users of these substances.
- **Possession and/or use** of weapons or harmful objects (e.g pepper spray).
- **Possession and/or** use of instruments used in gambling.
- **Possession** of obscene and pornographic materials and/or contraceptives.
- **Use of improper language** through vulgar expressions, swearing or cursing.
- **Causing physical/moral harm** to another through fighting and other forms of bullying including cyber bullying.
- **Cutting classes** by over staying in certain areas within the campus (clinic, canteen etc.) or leaving the school premises or the classroom during class hours without permission from school authorities.
- **Truancy** by absenting oneself from school without permission from the parents.
- **Instigating disruptive activities** like school strikes or boycotts.

- **Unauthorized exposure** of the school by lending the school uniform to non-Tanauan Institute's students or other similar acts.
- **Unauthorized use** of the name and/or seal of the school or its representations.
- **Online posting** of photos, videos, statements, articles, etc. that offend, tarnish or harm one's dignity.
- **Gambling** in any form even without betting.

### ***MINOR OFFENSES***

Actions classified under major offenses may be commuted to a minor offense due to lack of seriousness or gravity both in the intent of offender and in the consequences of the action.

Furthermore, the following infractions are considered minor offenses.

- **Inappropriate school attire** and appearance by coming in incomplete uniform, not observing the guidelines on general appearance, dress code, and P.E uniforms.
- **Improper decorum** in the classroom or general assemblies or other related school activities (gum chewing, creating distraction, etc.) and boisterous or disruptive behavior outside the classroom.
- **Non-compliance** with class or other school requirements such as tardiness, non-submission of reply slips, incomplete uniform/non-swiping of ID, judicious use of cell phones tampering/defacing ID etc.
- **Eating** inside the classroom and in all other restricted areas.
- **Unauthorized solicitation** of contribution
- **Habitual Tardiness**

***NOTE: DISCIPLINARY CASES NOT COVERED IN THIS MANUAL WILL DEPEND ON ADMINISTRATIVE POLICY/ DISCRETION.***

***Procedure for Disciplinary Action***

**MAJOR OFFENSES**

When a student commits a major offense that warrants suspension, dismissal or disciplinary probation, he/she will be accorded due process. The following steps will be taken:

1. The teacher or any school personnel makes a report on the student's offense which shall be submitted to the Principal.
2. If the Principal finds that there is a disciplinary case, he/she informs the parents and the students concerned simultaneously about the report filed against him/her.
3. The Principal informs the class adviser regarding the report made on the student.
4. The Principal convenes an ad hoc Grievance Committee to deliberate on the case.
5. After a thorough investigation and careful deliberation, the Grievance Committee makes its final decision and submits it to the Management Committee.
6. When a decision is reached, the Principal calls the parents of the student concerned for a meeting. The class adviser shall likewise be informed about the final decision.
7. The Principal informs the parents personally of the decision.
8. The Parents are given a copy of the decision.
9. The student is served the sanction.

## MINOR OFFENSES

1. A report on the student's offense is made.
2. The class adviser or subject teacher concerned handles the minor infraction and imposes the corresponding sanction.
3. A copy of the report is given to the Principal and the class adviser.
4. The sanction will be immediately served and has to be commensurate to the offense committed.
5. The teacher may refer the minor offense to the Guidance Counselor, if he/she sees the need for the students to be talked to.

A minor offense may be classified as major offense when it is repeatedly committed despite warnings.

### ✓ *Policy on Cheating*

The purpose of education is to develop the mind, skills, and values of a student. The practice of cheating shows a lack of integrity and undermines the purpose of education. Cheating includes but is not limited to:

- Copying, emailing, or any way duplicating assignments that are turned in, wholly or in part, as original work.
- Giving or receiving answers during tests or quizzes (It is the student's responsibility to secure his/her papers so that other students will not have the opportunity or the temptation to copy.)
- Taking credit for group work when the student has not contributed an equal or appropriate share toward the final result.
- Plagiarizing or using others ideas or words without citing the source of that information.

- Consulting with another person or unauthorized materials outside of an examination room during the examination period (e.g. discussing an exam, consulting materials, or using a mobile phone when permitted to use the washroom.)
- Improperly submitting an answer to a test or examination question completed, in whole or part, outside the examination room unless specifically permitted by the examination format.
- Submitting an altered test or examination work after the original had already been evaluated.
- Giving or receiving unauthorized advance information regarding test questions.
- Using of electronic gadgets without permission
- Planning schemes to cheat.
- Using cheat sheets (codigos)
- Changing answers after the test paper has been passed/submitted or during checking.

### **XVI. ANTI- BULLYING POLICY**

*Adapted from the Committee for Children 2001*

Everyone in Tanauan Institute is committed to making our school a safe and caring place for all students. We encourage good behavior and prevent all kinds of bullying in the campus. Bullying in any form will not be tolerated.

Bullying is defined as any intentional hurting of one person by one or more, in a severe or repeated manner that causes a victim to suffer, harm or fear. It is an aggressive behavior that is directed towards a



particular victim who may be out-numbered, younger, weak, with disability, less confident, or otherwise vulnerable.

Bullying may be categorized into the following:

1. Physical: kicking, hitting, tripping, damaging property, fighting, and the use of weapons.
2. Verbal: name calling, insults, teasing, intimidation, lying and spreading rumors.
3. Social/Relational: It harms someone's social reputation and/or cause humiliation. Examples are playing nasty jokes to embarrass or humiliate, mimicking unkindly, and encouraging others to exclude someone.
4. Cyber bullying: These refer to acts done using digital technologies. This includes but is not limited to harassment or humiliation via mobile phone, social networking or website through the use of words, pictures, images, or videos.

**Discipline/Grievance Procedures:**

1. The Principal or faculty shall inform the student of the offense/s s/he committed.
2. The teacher will refer to the Principal the student who commits any of the offense stated above. A dialogue/ counseling shall be conducted between the teachers, students/s and Principal.
3. Parents/ guardians must be informed of any offenses and sanctions committed by their child/children.
4. A Grievance Committee shall be formed when the sanction is suspension, expulsion or dismissal.

5. If the sanction is suspension, dismissal or expulsion, a dialogue must be conducted between the parent, the student/s and the Grievance Committee. Parents should be informed of the sanction.
6. Suspended students will still have to go school but cannot attend classes. Rather, they will have to do community service, depending on the discretion of the Principal. They will lose the right to make up quizzes, tests, graded recitation, and other activities given on the day/s of suspension.