



Dear Parents,

Greetings of peace!

Welcome to the Academic Year 2016-2017! We thank you our dear parents for sending your children to Infant Jesus Academy for their educational needs. We will strive to inculcate in them the values of Integrity, Responsibility, Excellence and Discipline with the IJA creed as their guide: *"Do the right thing, at the right time, in the right place with the right people."*

During the summer of 2016, the school administrators, together with representatives from the faculty & staff, students, parents and alumni of the IJA community, have reviewed the existing vision-mission to consider the demands of the changing times and the dynamism of learners and then agreed to re-state the VMO as follows.

**VISION**

Infant Jesus Academy is an **inclusive learning community** inspired by a **living faith in Christ** as it nurtures learners to be **God-loving patriotic Filipinos**, imbued with the values of **integrity, responsibility, excellence, and discipline**.

**MISSION**

We, the members of the Infant Jesus Academy community, **promote life-long learning** aimed at **the holistic development of the human person - mind, body and spirit**. We pursue a curriculum which fosters a culture of **excellence through 21<sup>st</sup> century learning**, strengthened by a desire to live our Christian faith and value our cultural heritage.

With this change in the statement of our VMO, we assure you that we are always steadfast in our mission of developing our students into persons with integrity, who are responsible, excellent and disciplined, so that in a way, we may contribute to the continuous advancement of our country's educational system.

For a smooth flow of our day-to-day school activities, here are some **requirements, guidelines and information** that the students and parents/guardians need to follow this academic year. Also attached is the calendar of activities for the first quarter.

**I. GROOMING**

**1. School Uniform**

Students are expected to come to school daily in **CLEAN & COMPLETE UNIFORM**.

**BOYS / GENTLEMEN**

	<b>Pre-school to Primary Levels</b>	<b>Intermediate – Junior High School</b>	<b>Senior High School</b>
<b>Uniform</b>	Prescribed sky blue polo top with plain white undershirt (make sure the undershirt does not show) and prescribed dark blue pants		
<b>Shoes</b>	Black leather-type shoes		
<b>Socks</b>	Plain white socks at least 2 inches above the ankle	Plain black socks at least 2 inches above the ankle	

**GIRLS / LADIES**

	<b>Pre-school to Primary Levels</b>	<b>Intermediate – Junior High School</b>	<b>Senior High School</b>
<b>Uniform</b>	Prescribed sky blue dress ( <i>should be till half the calf, not knee length or above the knees</i> )		Prescribed sky blue blouse and dark blue skirt ( <i>till half the calf</i> )
<b>Shoes</b>	Black leather-type shoes ( <i>no high heels</i> )		Ladies leather-type shoes ( <i>with at most 1-inch heels</i> )
<b>Socks</b>	Knee-high IJA socks	short IJA socks	not necessary

**Note:** All students are **required** to wear the **prescribed PE shirt and pants with plain white rubber shoes/sneakers** during PE days.

**Grades 1 to 11** students should wear the gala uniform every 1<sup>st</sup> Friday of the month and on special occasions announced by the school.

**2. Wearing of ID**

All students from Pre-School to Senior High School are required to wear their school ID as part of their daily uniform. **No student (from Grades 4 to 11) shall be allowed to enter** the school premises without an ID. If a student forgets or loses his/her ID, a temporary ID should be secured from the Level Leaders which should be surrendered as soon as a replacement card has been issued. In case of ID losses in Grades 1 to 3, the class advisers will issue a temporary ID which shall be surrendered as soon as a replacement card has been issued. **Use of temporary IDs will only be considered for at most 3 days.**

**3. Haircut**

Boys must sport neat-looking and tidy haircuts. Very long hair (the hair touching the collar, covering the ears and eyebrows), pony tails, dyed hair, and other unusual haircuts are not allowed. The student may be required to get proper haircut if the present cut is found undesirable.

Girls are expected to keep their hair simple. Those with long hair are encouraged to tie them into a ponytail using **black** or **dark blue hairclips** only. Likewise, dyed hair and unusual hairdo are not allowed.

## II. USE OF THE SCHOOL GATES

Gate #1 Main Campus (located near the Canteen)	6:30 AM to 7:30 AM	Entrance for Grades 4 – 6 students with service vehicles
	10:30 AM to 11:30 AM	Entrance for Grades 1 & 2 students (afternoon shift)
	2:00 PM to 4:00 PM	Exit for Grades 4 – 6 students with service vehicles
Gate #2 Main Campus (located near the Principal's Office)	6:30 AM to 7:30 AM	Entrance for Grades 1 – 3 students with service vehicles
	8:00 AM to 5:00 PM	Entrance and exit for visitors
Gate #3 Main Campus (located along Hampshire St.)	6:30 AM to 7:30 AM	Entrance for students with private vehicles
	11:30 AM to 1:00 PM	Exit for Grades 1 & 2 (morning shift)
	2:00 PM to 4:30 PM	Exit for all Grades 1 – 3 students
Exit for Grades 4 – 6 students with private vehicles		
General Ordoñez St. Gate (Pre-School & Junior High School (JHS))	6:30 AM to 4:30 PM	Entrance & Exit for students and visitors
Ipil St. Gate 1 (JHS)	2:30 PM to 4:00 PM	Exit for JHS students with private vehicles
Ipil St. Gate 2 (Senior High School)	6:30 AM to 4:30 PM	Entrance & Exit for Senior High School students

\*Parents are requested to make sure that their children are brought to and fetched from school on time. Although we look after your children while in school, we deem it better for students to be home at an earlier time for them to be able to rest and study more, as well as to prevent any untoward incident from occurring. Students not fetched after 5:30pm will only be left with the security guard at the **Main Campus** since the teachers and staff are already off by 5:10 pm.

## III. SCHOOL POLICIES

### DELIVERY OF ITEMS

We want our students to be responsible so they have to bring to school the materials they need. We do not allow anyone to leave anything with the Guard or at the Principals' Office. We have instructed our guard and staff at the Information Desk not to accept any item for delivery to your children. Please make sure they come with their money, baon, medicine, homework, etc.

### ATTENDANCE & PUNCTUALITY

All students are required to attend classes **PUNCTUALLY AND REGULARLY**. A student who is not in the class line formation during the assembly will be considered tardy. A student who comes to school late must first secure an **admit-to-class slip** from the Level Leader. The slip must be given to the first period teacher upon entry.

A student who is absent for one-half day or more should first present, upon his/her return, a letter of excuse to the class adviser (see sample of excuse letter attached at the appendix of the student handbook) and secure an admit-to-class slip before being admitted to class. Prolonged absence due to illness must be certified by a doctor.

An absence is judged as "excused" or "unexcused" by the class adviser or level leader. The following reasons are considered **valid excuse** for absence:

- sickness
- death of a family member or immediate relative
- appointment which is cleared in advance (medical/dental, passport application, sending off a parent who will work abroad)

The following reasons **are not valid excuse** for absence:

- lack of school requirements, no ID
- pleasure trip

A student who incurs **absences of more than 20% of the prescribed number of school days** may be automatically dropped from the roll.

### STUDENTS WHO ARE SICK

Please do not anymore send your child to school if he/she is sick. Just notify the class adviser of your child's absence or notify the Information Desk and they will inform the Class Adviser. Please indicate on the back page of your child's assignment notebook your updated contact number so the school nurse could also notify you if your child is sick and needs to be fetched from school.

### SHORTENED PERIODS

Classes will be shortened every first Friday of the month for the teachers' professional development to ensure their continuous improvement in providing quality education.

### COMMUTER'S PASS

For security purposes, we do not allow any non-commuter student to leave the campus during dismissal time without an authorized person fetching him/her.

A student from Grades 4 to 11 who is being allowed to commute as reflected in his/her registration card upon enrollment is issued an ID that bear a permanent red strip indicating that he/she is a commuter and thus will be allowed to go out without fetchers at dismissal time. This ID shall be valid for the whole school year unless otherwise

revoked by the parents or by the school. In the event that parents want to disallow their child to commute, they must inform the Principals' Office and secure a new ID for non-commuters.

Non-commuters may apply for permanent commuters' pass (forms available at the Principal's Office) so that they may be issued the commuters' ID and be allowed to go out without fetchers at dismissal time.

#### **FETCHER'S ID**

To ensure that your child is fetched only by you or your authorized fetcher, we are implementing an ID system for fetchers. Please apply and pay Php 30.00 at the business office then claim the ID at the Information Desk. **Parents of commuters need not apply for fetcher's ID.**

#### **BRINGING OF UNNECESSARY ITEMS TO SCHOOL**

Students are not allowed to bring to school, items such as toys, cameras, musical instruments, jewelry and other expensive equipment that are not needed in class. The school will not be liable for the loss of items unnecessarily brought inside the campus. Unnecessary items brought to school for the first time will be confiscated and parents will be notified to claim said items. **If bringing of unnecessary items is repeated, corresponding sanctions shall be applied.**

#### **USE OF CELLPHONES**

Students are discouraged to bring and use their cellphones or unauthorized gadgets in school. In case your children need to make a call, they may use the phones at the Information Desk only after their dismissal time. A student found to be using his/her cellphone/gadget in class or anywhere in the campus especially during class hours will be given corresponding sanctions and the gadgets may be confiscated. Parents will be notified about such case.

#### **SUSPENSION OF CLASSES**

Guidelines to follow for suspension of classes in compliance with DepEd Order #43, dated May 28, 2012.

Signal No. 1	Classes in the Pre-School are automatically suspended.
Signal No. 2 & up	Classes from Pre-School to Grade 11 are automatically suspended.

In the absence of storm signal warnings, we shall rely on the Department of Education's or Local Government's announcement of suspension. You may check out announcements through various media outlets (radio, television and internet).

In cases of suspension when students are already in school, we shall start dismissing the students, **30 minutes** after the announcement was made and with **15-minute** interval per batch to ensure an organized flow of traffic for our students. In the Pre-School House and CFMM Building, we dismiss the Pre-School pupils first (Nursery, Pre-Kinder and Kinder), followed by the High School (Grades 7 & 8). In the main building, we dismiss the Primary pupils first (Grades 1 to 3) and then the Intermediate (Grades 4 to 6). In the Ipil Campus, we dismiss Grades 9 & 10 first, followed by Grade 11.

Kindly inform the fetchers of your children about this schedule.

In case of suspension of classes during quarterly examinations, the tests on the **affected** day/s will be moved automatically on the **next class day/s**, following the same sequence. For example:

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Original Schedule:				
Math Filipino	English A.Panlipunan	Science Values		
New Schedule Due to Suspension				
<b>Classes Suspended</b>	<b>Math Filipino</b>	English A.Panlipunan	Science Values	

In cases of inclement weather, we reiterate that **parents have the ultimate responsibility** for determining whether their children should go to school, even if no order of cancellation of classes has been issued, if they feel that travelling to or from the school will place their children at risk.

#### **EVACUATION DRILLS**

Evacuation drills and lectures on emergency preparedness are conducted by the IJA Health Service on scheduled days to prepare our students for actual emergencies. Kindly explain to your child/children that though this is just a drill, this should be taken seriously for the same procedure will be followed in case of actual emergencies.

#### **FOOD AND PROPER DISPOSAL OF GARBAGE**

We discourage our students from bringing junk food, including soft drinks, inside the campus. This is in line with the school's thrust of promoting a healthy lifestyle for our students. In addition, prepared sandwiches should be wrapped with paper napkin or may be placed inside a plastic container that the students shall bring home or recycle. The school children are being trained to observe proper waste management. There are no trashcans in the classrooms and neither along the corridors. Waste segregation containers are available at the canteen area.

## SOLICITATIONS, CONTRIBUTIONS AND DONATIONS

No solicitation, contribution or donation is allowed in school without the approval of the Principal. Please call or see the Principal in case of doubtful solicitation.

## MOSQUITO EXTERMINATION

Misting is done twice a month (Saturdays) to make our campus free of mosquitoes and other harmful insects.

## CONFERENCE WITH THE TEACHERS

Parents and teachers are partners in educating students. Parents may come, to discuss with the concerned teachers matters about their children's performance in school, upon approved appointment from the office.

## DRESS CODE FOR VISITORS

Visitors should be properly dressed. Please refrain from wearing shorts, plunging necklines, slippers and sando, when you come to IJA for some official business.

## IV. ACADEMIC POLICIES

### QUARTERLY EXAMINATION

Four quarterly examinations are given during the academic year (See schedule of Quarterly Exams in the attached Calendar of Activities). Students should take the quarterly examinations as scheduled. They may be excused **only for the valid reasons for absence specified above.**

The special examinations shall be different from the regular quarterly examinations. This shall be scheduled a week after the regular examination. Failure to take a special examination may mean a failing mark for that quarterly examination.

No student shall be allowed to take the quarterly examinations without presenting the **admission card** (blue card given upon enrollment). If the student fails to secure the admission card because of an unpaid school account, the parents or guardians should write a promissory note to the Business Office **at least 3 days before the scheduled examination.**

Students with admission cards who fail to take the quarterly examination on schedule due to reasons other than those stated above **shall not be given** a special examination and shall be given a score of "0" in the quarterly examination missed.

### VIEWING & SIGNING OF TEST PAPER(S)

Long test and Quarterly test papers are returned to the students at most within a week after the tests have been administered. Parents are requested to sign these and return them to the subject teachers at most 3 days after they were brought home. You may confer with the subject teachers (seek appointment first) in case you have questions about the test.

Please check the schedules of these tests in the calendar and notify your child's class adviser or the Principal's Office if you have not received any test paper within the specified days.

### ISSUANCE OF REPORT CARDS

The report card is issued to the parents **usually three weeks after** the quarterly examination (see calendar for schedule). The attached acknowledgement slip should be signed by the parents and returned to the class adviser **within two days** after they have been distributed.

Upon receiving the report cards, parents are expected to confer with teachers or class advisers regarding failing marks or unsatisfactory department. An appointment should be made with the concerned teacher beforehand.

The report card is an official document. Any tampering with it is a serious offense and is therefore subject to **DISCIPLINARY ACTION.**

Report cards may **be withheld from** the students who have not settled their accounts (**applicable up to the time of distribution**).

### GRADING SYSTEM

The grading system is averaging. The final mark is the average of the four quarterly marks and the passing mark is 75%. Any grade below 75% is reflected as an "F" in the report card. The quarterly mark is based on the following:

- the quarterly examinations, which is given a weight of 1/3; and
- the class standing (CS—includes both **written works** and **performance tasks**) based on quizzes, summative tests (long tests and/or performance tasks), recitation, seatwork, projects, etc., which is given a weight of 2/3. This varies according to subject areas.

### CLASS STANDING (CS) COMPONENTS PRE-SCHOOL (N/PK/K)

COMPONENTS	MATH & SCIENCE	ENGLISH
QUIZZES	30%	30%
RECITATION	40%	45%
SEATWORKS	20%	15%
HOMEWORKS	10%	10%
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>

**PRIMARY (Grades 1 to 3)**

COMPONENTS	ENGLISH	MATH	FILIPINO	SCIENCE	AP	VALUES/CLE	MAPE
QUIZZES	20%	25%	20%	25%	30%	20%	10%
SUMMATIVE TESTS	20%	30%	20%	30%	35%	25%	70%
SEATWORKS(inc. notebook)	5%	20%	5%	10%	10%	10%	10%
HOMEWORKS	5%	15%	5%	5%	10%	10%	10%
EXPERIMENTS	-	-	-	20%	-	-	
READING	20%	-	20%	-	-	-	
SPELLING/WRITING	10%	-	10%	-	-	-	
BOOK REPORT	10%	-	10%	-	-	-	
RECITATION	10%	10%	10%	10%	15%	15%	
ATTITUDE	-	-	-	-	-	20%	
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**INTERMEDIATE**

COMPONENTS	ENGLISH	MATH	FILIPINO	SCIENCE	AP	VALUES/CLE	MAPE/EPP
QUIZZES	15%	25%	15%	25%	30%	20%	10%
SUMMATIVE TESTS	20%	30%	20%	30%	35%	25%	70%
SEATWORKS(inc. notebook)	5%	20%	5%	10%	10%	10%	10%
HOMEWORKS	5%	15%	5%	5%	10%	10%	10%
EXPERIMENTS	-	-	-	20%	-	-	
READING	15%	-	15%	-	-	-	
COMPOSITION	15%	-	15%	-	-	-	
BOOK REPORT/PERF. TASK	15%	-	15%	-	-	-	
RECITATION	10%	10%	10%	10%	15%	15%	
ATTITUDE	-	-	-	-	-	20%	
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**HIGH SCHOOL**

COMPONENTS	ENGLISH 11	ENGLISH/ ENR 8	MATH/ ENR 9 & 10	FILIPINO 11	FILIPINO	SCIENCE	AP	VALUES/ CLE	MAPE/TLE/ COMPUTER	HEALTH	ENR 7
QUIZZES	15%	15%	25%	15%	15%	15%	30%	20%	10%	25%	20%
SUMMATIVE TESTS	20%	20%	35%	20%	15%	20%	35%	25%	70%	50%	35%
SEATWORKS(inc. notebook)	5%	5%	15%	5%	5%	10%	10%	10%	10%	-	-
HOMEWORKS	5%	5%	15%	5%	5%	10%	10%	10%	10%	10%	15%
EXPERIMENTS	-	-	-	-	-	20%	-	-	-	-	20%
READING	-	15%	-	15%	10%	-	-	-	-	-	-
COMPOSITION	15%	15%	-	15%	15%	-	-	-	-	-	-
BOOK REPORT/PERF. TASK	20%	15%	-	15%	20%	-	-	-	-	-	-
INVESTIGATORY PROJECT	-	-	-	-	-	15%	-	-	-	-	-
RECITATION	20%	10%	10%	10%	15%	10%	15%	15%	-	15%	10%
ATTITUDE	-	-	-	-	-	-	-	20%	-	-	-
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**AWARDS AND HONORS**

Deserving students are recognized **every quarter** (names posted on the board). **Semestral\*** and **Year-end\*\*** awards are given to those who are able to maintain any of the following honors for the first or second semester and for the entire school year, respectively.

Honors	Lowest Grade	Average (at least...)	Extra-curricular (at least...)	Department (at least...)
<b>First Honors</b>	90%	92%	S	S
<b>Second Honors</b>	88%	90%	S	S
<b>Third Honors</b>	85%	88%	S	S
<b>Department Award</b>				E in all areas

\*Those who obtain first, second or third honors in either of the semesters are given **Gold Star, Silver Star or Bronze Star Awards**, respectively, at the end of the school year during the last distribution of cards.

\*\***Honor Certificates** are given during the Recognition Day.

**Medals**

In selecting the medalists, the following guidelines are followed:

1. The choice of medalist shall be confined to those who obtain First Honors. From among them, the student with the highest general average shall be **Gold Medalist**, the second, **Silver Medalist**, and the third, **Bronze Medalist**. In the event that there are not enough students who qualify for First Honors, then those who

qualify for Second Honors will be included. If there are not enough students who qualify for First and Second Honors, then those who qualify for Third Honors will be included.

2. In determining the medalists for any level, the following will be considered: **Academic Ranking** will be given a weight of 60%; **Extra-curricular** – 20%; and **Department** – 20%.

### PROMOTION AND FAILURE

A student is promoted to the next grade level if he/she obtains a final mark of at least 75% in all his/her subjects. A student who has deficiencies in one subject shall attend the summer remedial class to give him/her a chance to do make up work. Failure to take the summer remedial will mean a failing mark in the subject where the student has deficiencies.

Deficiencies in more than one subject shall mean automatic failing marks in those subjects. The student will not be qualified for summer remedial classes. A student who has a final mark of less than 75% in any subject (regardless of a passing general average) may be re-admitted to IJA the following academic year only if he/she repeats the grade level.

### TUTORING OUTSIDE

A parent may request tutorial services for his/her child by filling-up the tutorial request form. Payment for tutorials should be made at the Business Office. Please be informed that our faculty members are not allowed to tutor our students outside of the school premises.

### WITHDRAWAL

A student may withdraw from the school during the academic year after fulfilling the following requirements:

1. submit a written request from the parents or guardian stating the reason for withdrawing from IJA;
2. approval of the Principal; and
3. completion of clearance, which includes settlement of accountabilities at the Business Office (see Student Handbook for more details).

## V. CODE OF DISCIPLINE

The school's code of discipline is provided in detail in the Student Handbook (Pages 62 to 75). However, the following amendments on department grading will now be implemented:

### Department Grading System

The **merit and demerit system** on page 65 and the **sanctions for accumulated minor offenses** on page 72 will not anymore be followed. Instead, the following shall be followed:

Each subject teacher gives and records his/her observations to determine the department grade of the students for the quarter. The adviser makes the final grade based on the recorded observations of the teachers. The following standards are observed:

- Students are given department grades as an indication of how they maintain self-discipline and how they contribute to maintaining proper order in the class and inside the campus by observing the rules and regulations of the school.
- The teacher reserves the right to assign grade or rating based on the progress and achievement of the student for the quarter.
- A department grade of "E" means that a student has generally observed the school's Code of Discipline, shows initiative and leadership skills, maintains exemplary attendance records and involvement in school activities.
- A department grade of "HS" means that a student has generally observed the school's Code of Discipline, shows initiative, maintains good attendance records and has positive involvement in school activities.
- A department grade of "S" means that a student has incurred violations of the minor offenses listed in the Code of Discipline, maintains a satisfactory attendance records and participation in school activities.
- A department grade of "FS" means that a student has incurred violations of the minor offenses listed in the Code of Discipline, maintains satisfactory attendance records and has minimal participation in school activities.
- A department grade of "NI" means that a student has incurred violations of the serious offenses or has repeatedly incurred violations of the minor offenses listed in the Code of Discipline and has been suspended for such violations. The student needs to improve his/her general behaviour. The parents are encouraged to confer with the teachers and the class adviser regarding the behaviour of the student.
- A department grade of "U" means that a student has incurred violations of very serious offenses or has repeatedly violated serious offenses listed in the Code of Discipline. This means that the student will no longer be allowed to continue his/her education at IJA or will not be readmitted to IJA for the following academic year. The parents must confer with the Assistant Principal for Student Development and/or with the Principal regarding this matter.
- The Department Award is given to a student who has received a conduct rating of E for every quarter in all expected behaviours (Attendance & Punctuality, Responsibility & Discipline, Integrity & Honesty, and Courtesy& Discipline).
- The rating will be reflected in the card as:

	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
Attendance & Punctuality				
Responsibility & Discipline				
Integrity & Honesty				
Courtesy & Respect				

**SPECIFIC OFFENSES WITH THEIR CORRESPONDING SANCTIONS**

<b>MINOR OFFENSES</b>		
<b>Attendance &amp; Punctuality</b>	<b>Responsibility &amp; Discipline</b>	<b>Courtesy &amp; Respect</b>
Tardiness	Improper/Incomplete uniform/attire	Name Calling/Teasing/Gossiping
Absences	No ID	Challenging someone to a fight
	Improper haircut/hairstyle	Use of unpleasant or vulgar words
	Littering	
	Loitering	
	Bringing of cell phone to school	
	Late/non-submission of excuse letter, reply slips, etc.	
	Disturbing or disrupting a class or a school function without reasonable cause (e.g. unnecessary talking or making other noises, running in the hallways and staircases, and other similar behaviours )	
	Shouting	
	Pushing another person	
	Violation of library or laboratory policies	
	No materials, no assignments, no projects	
	Long and dirty fingernails	
	Playing during assembly/Angelus	
	Going in and out of classroom w/o permission	
	Eating in the classroom/hallways during class hours	
	Late during recess, lunch & in between periods	

**For Attendance & Punctuality**

<b>TARDINESS</b>	<b>SANCTION</b>	<b>DEPARTMENT</b>
1 <sup>st</sup> Tardy	Verbal Warning	E
2 times Tardy	Warning for Violation Report	E
3 times Tardy	1 <sup>st</sup> Violation Report (Follow-up at home)	HS
4 times Tardy	Verbal Warning for 2 <sup>nd</sup> Violation Report	HS
5 times Tardy	2 <sup>nd</sup> Violation Report (Follow-up at home)	S
6 times Tardy	Verbal Warning for Violation Report	S
7 times Tardy	3 <sup>rd</sup> Violation Report (See the Class Adviser)	FS
8 times Tardy	Verbal Warning for Suspension	FS
9 times Tardy	1 day Suspension (See the Level Leader)	NI

**For Other Minor Offenses: (Responsibility & Discipline/ Courtesy & Respect)**

<b>OFFENSES</b>	<b>SANCTION</b>	<b>DEPARTMENT</b>
1 <sup>st</sup> Minor Offense	Verbal Warning	E
2 <sup>nd</sup> Minor Offense	Warning for Violation Report	E
3 <sup>rd</sup> Minor Offense	1 <sup>st</sup> Violation Report (Follow-up at home)	HS
4 <sup>th</sup> Minor Offense	Verbal Warning for 2 <sup>nd</sup> Violation Report	HS
5 <sup>th</sup> Minor Offense	2 <sup>nd</sup> Violation Report (Follow-up at home)	S
6 <sup>th</sup> Minor Offense	Verbal Warning for Violation Report	S
7 <sup>th</sup> Minor Offense	3 <sup>rd</sup> Violation Report (See the Class Adviser)	FS
8 <sup>th</sup> Minor Offense	Verbal Warning for Suspension	FS
9 <sup>th</sup> Minor Offense	1 day Suspension (See the Level Leader)	NI

**Sanction for Minor Offenses:**

- A student who has been found to have committed accumulated minor offenses shall be given 4 hours community service. A department grade of NI shall be automatically reflected in the report card.
- A student who has been found to have committed accumulated minor offenses for the second time (on the same classification) shall be suspended for 1 day. A department grade of NI shall be automatically reflected in the report card.
- A student who has been found to have committed accumulated minor offenses for the third time (on the same classification) shall be suspended for 2 days. A department grade of NI shall be automatically reflected in the report card.
- A student who has been found to have committed accumulated minor offenses for the fourth time (on the same classification) shall be suspended for 3 days. A department grade of U shall be automatically reflected in the report card.

<b>SERIOUS OFFENSES</b>		
<b>Responsibility &amp; Discipline</b>	<b>Integrity &amp; Honesty</b>	<b>Courtesy &amp; Respect</b>
Using cell phone in school	Forgery/Alteration/Misrepresentation	Offensive/Obscene language/Gestures
Intimate display of affection	Cheating and any form of dishonesty in schoolwork (in addition to the sanction, will be given zero in the particular test/schoolwork)	Vandalism (students will make reparations for damages in addition to the other sanctions)
Class Cut	Plagiarism	Instigating and/or engaging in activities resulting in damage to IJA property
Truancy		Minor physical assault
Lending/Borrowing commuter's pass		
Leaving the school campus without permission		
Smoking		
Gambling		

**Sanction for Serious Offenses:**

- A student who, after investigation, has been found to have committed a serious offense for the first time depending on the gravity shall be suspended for 1 day and a department grade of NI shall be automatically reflected in the report card.
- A student who, after investigation, has been found to have committed a serious offense for the second time (on the same classification which may or may not be similar to the first offense) depending on the gravity of the offense shall be suspended for 2 days. A department of NI shall be reflected in the report card.
- A student who, after investigation, has been found to have committed a serious offense for the third time (on the same classification which may or may not be similar to the other offenses) shall be suspended for 3 days. The third serious offense committed by the student will be considered a very serious offense. A department of U shall be reflected in the report card.

<b>VERY SERIOUS OFFENSES</b>		
<b>Responsibility &amp; Discipline</b>	<b>Integrity &amp; Honesty</b>	<b>Courtesy &amp; Respect</b>
Use/possession of prohibited drugs	Bribing school personnel	Defiance to authority
Possession/Consumption of alcoholic beverages	Theft/Stealing/Shoplifting even outside school premises	Bullying/Harassment
Possession of pornographic materials/sexually suggestive materials		Mutilation of school emblem
Possession/use of deadly weapons		Discourtesy to school authorities
Affiliation with non-school recognized organization (fraternities/sororities/secret organizations)		Grave physical assault
Immorality or indecent acts		Any department inside or outside the campus which brings the student, his/her family and the school in disrepute
Inappropriate use of technology such as accessing pornographic sites, posting inappropriate, sexually provocative or lewd images, messages and videos		

**Sanction for Very Serious Offenses:**

- A student who, after investigation, has been found to have committed a very serious offense shall be immediately dropped from the roll and/or will not be readmitted to IJA for the following academic year. A department grade of U shall be automatically reflected in the report card.

**NOTE:**

A student who obtains more than 2 NI will be subject for deliberation any time. A warning will be done on the second NI entry to prevent a third NI. He/she may either be:

- readmitted for the following academic year but will be placed on Conduct Probation\*\*\* or
- not readmitted for the following academic year or
- immediately dropped from the roll



\*\*\*Under Conduct Probation (He/she should obtain at least a Satisfactory (S) grade in his/her conduct the following academic year. Failure to meet this requirement may mean that the student will not be readmitted for the next academic year.

**VI. ADMINISTRATORS:**

- |   |  |
|---|--|
| Mr. Peter F. Mallonga, M.Ed.                | - Chancellor   |
| Dr. Leo Danny F. Mallonga, M.A., EdM, Ed.D. | - Chairman, Board of Trustees                            |
| Ms. Agnes Marie F. Mallonga, M.Ed., R.N.    | - Marikina Campus Coordinator                            |
| Mrs. Ana Marie R. Nobleza, M.Ed.            | - Principal  |
| Mrs. Josephine S. Mendoza, MaEd candidate   | - Asst. Principal for Instruction                        |
| Mrs. Clenisa B. Portugal                    | - Asst. Principal for Student Development                |
| Ms. Carisha L. Belleza                      | - Pre-School Level Leader                                |
| Ms. Necy P. Calamba                         | - Primary Level Leader                                   |
| Mrs. Olivia M. Ilagan                       | - Intermediate Level Leader                              |
| Ms. Daisy B. Velacruz, M.Ed.                | - Grades 7 & 8 Level Leader                              |
| Mrs. Lorela L. Gutierrez                    | - Grades 9 – 11 Level Leader                             |
| Mrs. Maria Eliza P. Boa                     | - Subject Area Team Leader (Communication Arts)          |
| Mrs. Maria Carmina R. Cos, M.Ed.            | - Subject Area Team Leader (Science)                     |
| Mrs. Rowena A. Tumacay                      | - Subject Area Team Leader (Math)                        |
| Mr. Renz Allen R. Gali, MA.Ed.Cand.         | - Subject Area Team Leader (Araling Panlipunan & Values) |
| Mrs. Irish P. Bancod, MA.Ed.Cand.           | - Subject Area Team Leader (T.L.E.)                      |
| Mrs. Maria Fe P. Monterey                   | - Student Activities Coordinator                         |
| Mr. Daniel Rovins C. Borbon V, R.N.         | - VOICE Coordinator                                      |
| Mr. Christian C. Antero &                   |  |
| Ms. Jubielyn O. Quillao                     | - SCB Moderators   |
| Mr. Patrick Altheo I. Alvarez               | - OIC, Student Development Center                        |
| Mrs. Amy Z. Ladaban                         | - OIC, Instructional Media Center                        |
| Mrs. Rowena A. Cadungog                     | - OIC, Human Resource                                    |

**CONTACT INFORMATION**

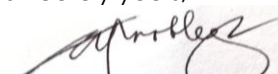
If you wish to be notified of announcements, please indicate your updated contact number/s (landline and/or cellphone) in the reply slip, or text any of the IJA mobile phones: Smart-09988605913, Globe-09178757518, Sun-09328802643 or you may check the IJA website: [www.ija.edu.ph](http://www.ija.edu.ph). **Always identify yourself** so that your concerns may be entertained.

For urgent circumstances that need immediate attention of parents, when all efforts to contact via landline telephone or text messages seem futile, **conference calls made to cellular phones will be charged to your account.**

The above guidelines are simple and easy to follow. We are asking everyone to make the effort of following strictly the said guidelines.

Thank you for your support and cooperation.

Sincerely yours,

  
 ANA MARIE R. NOBLEZA, M. Ed.  
 Principal

Noted by:

  
 Ms. AGNES MARIE F. MALLONGA  
 Campus Coordinator

**REPLY SLIP**

Name of Student: \_\_\_\_\_ Class No. \_\_\_\_\_

Grade & Section: \_\_\_\_\_ Contact number/s: \_\_\_\_\_

We have received and read Circular No. 1617-001 (Parents' Orientation Kit) and have noted its contents. We shall abide by the policies stipulated therein.

\_\_\_\_\_  
 Printed Name & Signature of Parent/Guardian

Kindly return this slip to the Class Adviser on or before June 20, 2016.