

ST. JOHN'S INSTITUTE Bacolod City



*Empowering Johnnians
through Excellence and Integrity*

STUDENT HANDBOOK

TABLE OF CONTENTS

I. Institutional Profile	
A. Brief History.....	1
B. Vision Statement.....	3
C. Mission Statement.....	3
D. General Objectives.....	3
E. Core Values.....	4
F. Principles of Education.....	4
II. Institutional Officers, Faculty and Staff	
A. Administrative Officers.....	5
B. Department Heads.....	5
C. Subject Coordinators.....	5
D. Student Services Personnel.....	5
E. Support Services Personnel.....	6
F. Technical Staff.....	6
G. Maintenance.....	6
H. Safety Officers.....	6
III. Institutional Councils	
A. Student Council.....	6
B. Parents-Teachers Association.....	6
C. Alumni.....	6
D. Sports.....	7
E. Falcon.....	7
IV. Admissions Policy	
A. Classification of Students.....	7
B. Requirements.....	8
C. Qualifications.....	8
D. Procedures.....	9
E. Guidelines for the Age Requirement of the Pre-elementary and Elementary	9
F. Admissions and Testing Office.....	10
G. Continuing Students.....	10
V. Enrollment Procedure	
A. General Enrollment Procedure.....	11
B. Late Enrollment.....	11
VI. Accounting Policy	
A. Modes of Payment.....	11
B. Refund of School Fees.....	11
C. Insurance.....	12
D. Withdrawal/Transfer.....	12
E. School Fees.....	12
VII. Academic Life	
A. Academic Program.....	14
B. Curriculum.....	15
C. Academic Code.....	15
D. Grading Scale.....	15
E. GMRC Grade.....	17

F.	Periodical Examinations.....	18
G.	Special Examinations.....	18
H.	Report Card.....	19
I.	Guidelines for Athletes.....	20
J.	Policy Guidelines for Students' Academic Participation in Competitions....	20
K.	Promotion.....	22
L.	Retention.....	22
M.	Probation.....	22
N.	Dismissal/Exclusion.....	22
O.	Withdrawal/Transfer.....	22
P.	Special Academic Program.....	23
Q.	Failures.....	23
R.	Academic Honors and Awards.....	24
S.	Closing Exercises.....	27

VIII. Spiritual Life

A.	Religious Instruction.....	30
B.	Religious Activities.....	31
C.	Campus Ministry.....	31

IX. Student Life

A.	Student Services.....	32
	1. Guidance and Counseling Services.....	32
	2. Library Services.....	33
	3. Registrar's Office.....	33
	4. Medical Services.....	34
	5. Socio-Cultural Services.....	36
	6. Sports Services.....	36
B.	Support Services.....	36
	1. Audio-Visual Services.....	36
	2. Science Laboratories.....	36
	3. TLE Laboratories.....	36
	4. Msgr. John B. Liu Activity Center (Gym).....	37
	5. Covered Court.....	37
	6. Eduardo Hall.....	37
	7. Little theater and Antonio Hall.....	37
	8. Learners' Resource Center.....	37
	9. Canteen.....	37
	10. Bus Service.....	37
	11. Telephone Service.....	37
C.	Other Key Offices.....	37
	1. Principal's Office.....	37
	2. Student Affairs Office.....	38
	3. Department Heads' Office.....	38
	4. Subject Coordinators' Office.....	38
	5. Technical Support Office.....	38

D.	Student Activities and Programs.....	38
1.	Policies the Student Activity Program.....	38
2.	Co-Curricular Activities.....	39
3.	Extra-Curricular Activities.....	39
E.	Student Clubs and Organizations.....	40
1.	General Rules.....	40
2.	List of Clubs and Organizations.....	41
F.	Physical and Sports Program.....	41
1.	Physical Education Class.....	41
2.	Athletics.....	42
3.	The Johnian Code of Sportsmanship.....	42
4.	Athletic Awards.....	42
G.	Student Discipline.....	43
1.	Expected Behavior and Decorum.....	43
2.	Department.....	44
3.	Discipline and Department Policies.....	45
4.	Policy Statement on Students' Behavior On/Off Campus.....	45
5.	Policy on Issuance of Student Formative Report and Violation Report	45
6.	Policies on Discipline.....	46
7.	Powers and Functions.....	46
8.	Policies on Disciplinary Probation.....	46
9.	Procedures for Investigation.....	47
10.	Summary of Proceedings.....	48
11.	Appeal.....	48
12.	Disciplinary Action Reserved by the School.....	48
13.	Code of Conduct for Parents.....	48
14.	Disciplinary Policies for Graduating Students.....	49
15.	Disciplinary Guidelines.....	50
16.	Student Safety and Well-being.....	56
H.	Child Protection Policy and Anti-Bullying Act of 2013.....	58
I.	Spot-Checking Policy.....	59
J.	Dealings with Others.....	59
K.	Standard Operating Procedures.....	59
L.	Guidelines on the Suspension of Classes.....	62
M.	Code of Sanctions.....	62
N.	Classification of Offenses.....	64

Appendices

A.	On Cheating and Plagiarism.....	68
B.	On Expulsion.....	68
C.	On Dangerous Drugs Act of 1972.....	69
	Duc in Altum (SJI Motto).....	69
	Conforme Sheet (Student's Copy)	
	Conforme Sheet (School's Copy)	

I. INSTITUTIONAL PROFILE

A. BRIEF HISTORY

St. John's Institute backed by 60 years of productive existence in the educational milieu of Bacolod City continues her service in Christian Education and perseveres in her pursuit of academic excellence.

On May of 1953, Chinese Seminarians came to Bacolod City with their bishop, Bishop of Amoy, (later appointed bishop of Macau) Rev. Msgr. Juan Velasco who convinced then Bishop Manuel Yap to accept mainland Jesuit-trained Chinese priests and build a Catholic Chinese community in Bacolod City and Negros. Two newly ordained priests, Fr. Joseph Wang and Fr. Peter Tsang came the year after.

In late 1954, upon his ordination, Fr. James Liu joined them and organized the Chinese Catholic Youth under the presidency of Good Hope Joe Tan, the St. Mary's Association under the presidency of Southern Motor's Teresita (Yu Bi Yong) Poon and the Bacolod Chinese Catholic Association under the presidency of Lopue's Bacolod Department Benjamin Lopue Sr. These three priests taught at Tay Tung High School.

In 1955 after his ordination, Fr. John B. Liu was sent to Bacolod. He was assigned to be the Chaplain of the Queen of Peace chapel. By June 30, 1956, Don Alfredo Montelibano Sr. generously donated a 4, 000 sq. m. lot "in response to the petition of the Chinese Catholic community" on the condition that within four months from the execution of the deed of donation, the Chinese Catholic community shall start or cause to construct a two-storey building, the ground floor, a chapel, proposed name, Our Lady of China but was later changed to the Queen of Peace just before her consecration and on the second floor, a social hall and rectory for the priests.

When the Capitol Shopping Center opened for business and the Chinese entrepreneurs moved in, the Bacolod Chinese Catholic Assn. decided to put up a school and with Fr. Peter Tsang, as principal, held classes at the market stalls in Capitol Shopping Center when classes opened June of 1959. 372 pupils in Kindergarten up to Grade 3 moved to the new building when it was ready for occupancy on August 15, 1959.

These are the members of the Bacolod Chinese Catholic Association, the charter members of the Chinese board of St. John's Institute, Hua Ming.

Luzon Hardware, Lo Wan Ping, CHAIRMAN of the BOARD
 Charlie Trading owner, Carlos Angderson (Ang Siong Bak)
 Continental Hardware Jaime Barcelona (Ang Sok Gat)
 Golden State Ang Soc Guan
 United Restaurant Chan Huan Kuan
 Shantung Commercial Chang Chi Yi

City Machine Shop Chua Kim Puat
 New Hope Commercial Ramon Chua (Chua Lak Pit)
 Iris Theater Guillermo Coo (Co Bu Gie)
 Oscar Cordova Ok Dept. Store Ong Hong Kang
 CPA practitioner Amado Dongon (Lim Qui Tiong)
 Johnny Keng State Trading King Si Tin
 Robinhood Manufacturing Ko Bu Tsun
 Mindanao Cement Lim Chiu Suy
 Conchita Lim (Uy Giok Eng)
 Baguio Restaurant Lim Eng Chong
 Syching General Mdse Lim Lee Syching (Sy Sun Tsing)
 Pedro Lo (Lo Wan Lu)
 Lopue's Bacolod Department Benjamin Lopue Sr. (Lo Bio Kok) PRESIDENT
 New Luzon Hardware Lorenzo Lotek (Lo Bio Su)
 La Fortaleza Upholstery Ong Y Ching
 Sincere Drug Store Federico Ong (Ong Tian Tiong)
 General Wine Ong Eng It
 Destileria Los Amigos (Ong Sy Inyong)
 Gandara Auto Supply Tan Lay Kim
 Lucky Trading Francisco Te (Te Se Tsi)
 Eng Kee Refrigeration Uy Eng Kee
 Pacific Supply Joaquin Uy Uy Khing Tsong
 Sugarcane farmer Luis Uychiat (Uy Lian Chiat)
 City Radio Electronics Lorenzo Villanueva (Tiu Tiong Chuan)

In 1962, the school was incorporated as a non-stock, non-profit corporation due to the nationalization of all foreign-owned schools in the country.

Another lot, a 4,482 sqm was donated in March 2, 1964 and the third and the last donation a 1,000 sqm lot was made in August 27, 1969, totaling 9,482 sqm to donee, St. John's Institute by Capitol Subdivision Inc., then manager, Mr. Rodolfo Montelibano. A TCT was then issued by donor Capitol Subdivision to the school.

The humble beginnings of St. John's Institute were both exciting and challenging. From then on, there was no stopping of the school's growth and progress.

Here is the list of principals and their years of service:

Fr. Joseph Wang, 1959-1961
 Msgr. John Su, 1961-1963, 1965-1975, 2002-2004
 Fr. Peter Tsang, 1963-1964
 Mrs. Gloria Y. Barcelona, 1975-1993, 1995-2000
 Msgr. Esteban U. Lo, LRMS, 1994-1995
 Fr. Emilio A. Ascaño, LRMS, 2000-2002, 2009-2014
 Msgr. Noly A. Que, LRMS, 2003-2005

Fr. Garry Neil Fuentebella, LRMS, 2005-2009

Mrs. Nelsie A. Bravo, 2014-2016

Dr. Jose M. Mongcal, 2016- to date

Today, aside from the main campus in Hilado St. in Capitol Shopping Center, St. John's Institute expanded to Ayala North Point in Talisay with 212 students, a state of the art air-conditioned gym cum auditorium and an international competition 10-lane 50-meter swimming pool.

DUC IN ALTUM!

B. VISION STATEMENT

St. John's Institute envisions a society where the citizens practice self-discipline, work for the common good, respect the rights of every individual and uphold justice and peace as fruit of genuine faith formation.

C. MISSION STATEMENT

St. John's Institute is a Filipino-Chinese Catholic educational institution committed to the holistic development of the youth, the integration of the Filipino and Chinese heritage, imbued with a firm faith in the service of God and neighbor.

D. GENERAL OBJECTIVES

St. John's Institute, responsive to the realities of the times, seeks to contribute to the development and progress of our country, in particular the Bacolod community by providing quality education which aims:

1. to instill superior literacy and knowledge, appreciation of the arts and sports, the discipline of logical, critical and creative thinking and to learn how to be life-long learners;
2. to form spiritually mature Christians with a firm belief and understanding of the faith that he lives, a life based on the respect for the person and his dignity;
3. to develop in every Johnian a respect for the Chinese and Filipino heritage and appreciation of the Chinese and Filipino culture, permeating the Filipino society and fostering a spirit of mutual understanding and friendly relations; and

4. to instill self-discipline in mind and character such that one conducts himself with a deep sense of responsibility for his actions, a strong passion for justice and selfless commitment to serve to others.

All these can be achieved through discipline and hard work for God's greater glory.

E. CORE VALUES

1. **God-Centeredness** – Inspired by the Gospel and Catholic tradition, a Johnian is molded to live a life of holiness, dignity, integrity and the arduous but spiritually-rewarding pursuit of wisdom.
2. **Concern for Others** – A Johnian is made aware of his or her essential contribution towards a more peaceful, humane and harmonious society, by being attentive and responsive to the common good.
3. **Discipline** – A Johnian is trained to value self-discipline in mind and character; is dignified, responsible and capable of making just and morally-upright choices and can act as a positive agent of change.
4. **Academic Excellence** – A Johnian's educational foundation is grounded on an environment not only conducive to brilliant and diligent study, but also of mutual respect, understanding, open-mindedness, in preparation for higher endeavors.
5. **Cultural Integration** – Secured in the richness of his or her Filipino heritage but respectful and appreciative of the Chinese culture, a Johnian is equipped with the necessary language skills, thus fostering the spirit of mutual understanding and friendly relation among cultures.

F. PRINCIPLES OF EDUCATION

St. John's Institute is guided by the belief that the primary purpose of education is the integral and holistic formation of the person, the optimum development in all aspects that is fully human in every individual. One vital role of the school is to help and complement the family in its utmost exercise of the educational rights and duties.

We commit to fulfill our role best by forming our students to become compassionately competent, creative, capable of making free, just and morally upright choices who can eventually model the good values and right conduct and act as positive agents of change in our society today.

II. INSTITUTIONAL OFFICERS, FACULTY AND STAFF**A. ADMINISTRATIVE OFFICERS**

Executive Director
School Principal (Main Campus)
School Principal (North Point Campus)

B. DEPARTMENT HEADS

North Point Campus
Pre-elementary (Main)
Level 1 (Grades 1-3)
Level 2 (Grades 4-6)
Level 3 (Junior High School)
Level 4 (Senior High School)

C. SUBJECT COORDINATORS

Chinese
Christian Life Education (CLE)
Filipino
Social Studies
English
Reading
Math
Science
Technology and Livelihood Education (TLE), ICT, Robotics
Music, Arts, Physical Education and Health (MAPEH)

D. STUDENT SERVICES PERSONNEL

Registrar
Guidance Counselor (JHS)
Guidance Counselor (L2)
Guidance Counselor (L1)
Librarian (High School)
Librarian (Elementary)
Discipline Officer (JHS)
Discipline Officer (SHS)
Discipline Officer (L1)
Discipline Officer (L2)
School Nurse
Psychometrician
Student Affairs Coordinator
Sports Coordinator

E. SUPPORT SERVICES PERSONNEL

HR Officer
Finance Officer
Business and Property Custodian
Executive Secretary
Principal's Secretary
Bookkeeper
Cashier
Accounting Clerk

F. TECHNICAL STAFF

Elementary
High School

G. MAINTENANCE

School Driver
Elementary Janitors
High School Janitors

H. SAFETY OFFICERS**III. INSTITUTIONAL COUNCILS****A. STUDENT COUNCIL**

All officers of the Student Council, year level, class and clubs have important functions in the school. They are expected to be models in deportment for other students to emulate and to help enforce school policies and rules. All students are members of the council and should do their best to help each other to create an ideal spirit that is truly and essentially Johnian.

B. PARENTS-TEACHERS ASSOCIATION

Parent-Teachers Association is an official organization composed of parents, teachers and staff that is intended to facilitate parental participation in school. This is to encourage closer links between the home and school environment. It aims to build strong working relationships among parents, teachers and school in support of students. It is also a forum for parents to obtain knowledge and voice their opinions about what's happening in the school.

C. ALUMNI

This is an association of graduates or former students. This is to foster a spirit of loyalty and to promote the general welfare of the organization. It exists to support the school's goals and objectives, and to strengthen the ties between the alumni, the community and the parent organizations.

D. SPORTS

The Sports Office deal with the physical development of the students and their appreciation of every sport that is taught in their PE Class. It manages the varsity and training teams in the field of sports and finds venue to hone the athletes' skills. It supervises the coaches and coordinates with tournament organizers for the school's participation in different competitions.

E. FALCON

Falcon is the official school publication of St. John's Institute. This is a media outlet written and produced by students where they can vent out their innermost thoughts and emotions through writing. News, pressing issues and other pertinent events in the school are also covered here. Issuance is done once per quarter.

IV. ADMISSIONS POLICY**A. CLASSIFICATION OF STUDENTS**

Pupils/Students are classified with reference to their year of entry, age and the grade level that they have finished.

1. Toddler – Pupils whose ages range from 2-2.11 years old by August 31 (North Point Campus)
2. Nursery – Pupils whose ages range from 3-3.11 years old by August 31 (North Point and Main Campus)
3. Pre-Kinder – Pupils whose ages range from 4-4.11 years old by August 31 (North Point and Main Campus)
4. Kinder – Children aged five years old by August 31st of the school year they will enroll in (North Point and Main Campus)
5. Grade 1 – Children who have completed Kindergarten programs in DepEd accredited schools and centers and who are six years old and above by August 31st of the school year they will enroll in. (North Point and Main Campus)
6. Grade 7 – Pupils who have finished their elementary course and are eligible for promotion to Junior High School (not more than 15 years old)
7. Grade 11 – Students who have completed their four-year program in the Junior High School and are eligible for promotion to Senior High School.
8. Old Students – Students who were enrolled and have finished the previous school year in St. John's Institute.
9. New Students – Those who have been enrolled in the school at any level for the first time. The following are considered as new students:
 - a. Transferees (Gr. 1-12) Those who have transferred from another school
 1. Students who have been enrolled in other institutions in the previous school year and are enrolled in SJI for the first time.
 2. Exchange students from abroad who have been staying in the Philippines and are enrolled at St. John's Institute as part of the program of Rotary, AFS, Jaycees and other similar organizations.

- b. Nursery Pupils

10. Returnees – Students who have previously been enrolled in the school but have transferred to another, and are returning to SJI or they are students who are returning from a leave of absence or for some valid reasons but did not enroll in any institution prior to his/her re-application.
11. Repeaters
 - a. Grades 1-12 students of SJI who have failing marks in the final rating in 2 of the major subjects for the first time.
 - b. Grades 1-12 students of SJI whose general average is less than 75%.
12. Late enrollees – Students who have enrolled later when enrollment period has been declared closed. They are entertained only if slots are still available.
13. "Sit-in" Students – Students who are enrolled but who do not earn units and maybe exempted from certain class requirements. These are mostly students who are in the country/city for only brief periods but would like to maximize learning opportunities in the classroom. (Admitted only under certain conditions.)
14. Foreign Students. These are non-Filipino students, who have met the school's admission requirements.

B. REQUIREMENTS

1. For New and Transferee Students
A student who wishes to enroll at St. John's Institute as a new student should comply with the following requirements:
 - a. Accomplished Application Form (from the Guidance Center)
 - b. Original NSO Birth Certificate
 - c. Photocopy of Baptismal Certificate
 - d. 1 pc. 2x2 ID picture with white background
 - e. Photocopy of ACR/ICR for Foreign Students
 - f. Application Fee of P250.00 (from the Accounting Office)
2. Additional requirements for transferees in the higher levels (Grade 2-10)
 - a. Photocopy of Report Card (for those who attended school the previous school-year)
 - b. Proof of Chinese Studies (for Gr. 2-10 transferees)
 - c. Certificate of Good Moral Character (in a sealed envelope)
 - d. Transcript of Records (Original)
 - e. Honorable Dismissal (Original)
 - f. Certificate of Acceptance from DepEd for transferees from abroad

C. QUALIFICATIONS

1. Must come from a DepEd recognized Chinese School otherwise, he/she must undergo an intensive Summer Enrichment Class in Chinese for 2 months. (Only athlete/varsity applicants are entertained for admission from the non-Chinese School)
2. Must have satisfactory scholastic rating, a GPA of at least 80% in the last completed school year, and no academic failure in any subject

3. Must be of good moral standing and satisfactory department
4. Must be within the specified age bracket
5. Must successfully pass a written entrance examination
6. Must prepare a well-written essay for reason of leaving previous school and reason for choosing SJI (for High School applicants only)

D. PROCEDURES

1. Secure an Application Form from the Guidance Center.
2. Pay the application fee at the Accounting Office.
3. Submit the accomplished application form together with the other requirements needed to the Guidance Center.
4. Take the entrance exam (except for Senior High School) as per scheduled date given by the Guidance Center. Only applicants who have passed the entrance examination shall be considered for admission and will be issued a Clearance Slip to be presented to the Registrar upon enrollment.
5. Proceed to the Registrar's Office for the enrollment.
6. Enrollment in Summer Chinese Class (for students with no Chinese lessons background) is a pre-requisite for enrollment in Kinder and other grade levels. Once the Summer Enrichment Class for Chinese has started for a week, application for admission from the non-Chinese school will be closed and will no longer be admitted. The applicant must get a satisfactory grade in the Summer Enrichment Class in order to proceed with the Admission.

E. GUIDELINES FOR THE AGE REQUIREMENT FOR PRE-ELEMENTARY AND ELEMENTARY

1. Cut-off month for the age is August 31 of the current year, as mandated by DepEd. The following age requirements should be complied on or before the said date:
 - Nursery - 3 years old
 - Pre-Kinder - 4 years old
 - Kinder - 5 years old
 - Grade 1 - 6 years old
2. If the applicant is qualified for the level on account of age, he/she must apply for the level intended for his/her age. If he/she passes, he/she will be admitted in that level. Should he/she not able to reach the passing score, he/she will be admitted to the level appropriate for him/her.
3. If the applicant is 6 years old as of August 31 of the current year, he/she may be admitted to Grade 1, provided that he/she has passed the entrance examination and assessment and had at least 1 year of pre-school education which indicates that the applicant is ready for the said level.
4. Even if the child is 6 years old by August 31 but has not attended at least 1 year of pre-school education, he/she cannot be admitted to Grade 1. He/she must be placed in Kinder.

5. If the child is not yet 6 years old by August 31, but has passed the entrance examination/assessment and even shows readiness for the Grade 1 level, still he/she CANNOT be admitted to the said level. DepEd will strictly not allow underage admittance.

F. **ADMISSIONS AND TESTING OFFICE**

Admissions and Testing from Pre-elementary to Senior High School are centralized in the Elementary Guidance Center.

G. **FOR CONTINUING STUDENTS**

Any continuing student of St. John's Institute qualifies for readmission provided that he/she maintains satisfactory academic and disciplinary record. On the other hand, a continuing student with academic deficiency and/or violation of any school policy/rules may be readmitted subject to school policies after a thorough review of his/her existing records.

1. Admission Procedures

a. Old Students

Unless a student is under probation, he/she is automatically admitted to the next higher grade or level. Otherwise, he/she is subjected to the following conditions:

1. A student with academic failures:
A student should present his/her summer grade for evaluation before being admitted for enrollment.
2. Student on probation:
A student who is on probation should get a clearance from the Discipline Officer and a written approval from the Principal that he/she can be admitted for enrollment.

b. Returning Students

A former Johnian who wishes to return to SJI will undergo a thorough screening and the same admission policy for transferees will apply.

2. Readmission Policy

The school reserves the right not to re-admit a student who has transferred school or who has previously dropped out.

3. Non-Admission

A student will be refused admission due to academic deficiency or gross misconduct and behavior.

V. ENROLLMENT PROCEDURE**A. GENERAL ENROLLMENT PROCEDURE**

1. Settle all previous accounts with the Accounting Office (for old students)
2. Secure an Enrollment Form from the Registrar's Office upon presentation of the following documents:
 - a. For old students: Photocopy of the Report Card
 - b. For new students and transferees: "Clearance Slip"
 - c. For old students availing of the early enrollment: Clearance from the Class Adviser
 - d. For Senior High School students: "Clearance Slip"
3. Pay the enrollment fees
4. Proceed to the Registrar's Office for validation and enlistment.

B. LATE ENROLLMENT

As stated in the DepEd Order No. 3, series of 2018, a school may accept late enrollees provided that the student will be able to meet eighty percent (80%) of the prescribed number of school days for each year as governed by the latest existing applicable DepEd issuances. (Applicable only for students who have been enrolled from other schools within the same school year).

The student shall present upon enrollment all transfer credentials such as the report card or transcript of record and all other documentary requirements of new students. The grade level of the student must be clearly stated on the transfer credentials.

A student shall be considered temporarily enrolled until submission of all transfer credentials and other documentary requirements.

VI. ACCOUNTING POLICY**A. MODES OF PAYMENT**

1. Cash/Check/Credit Card - Upon enrollment
2. Monthly - 6 installments due every 1st week of the month beginning August (August, October, November, December, January, February)

B. REFUND OF SCHOOL FEES

In cases when students transfer or withdraw after enrolling in the school, they are entitled for a refund. However, they will be charged with:

1. 5% of the total fees before the opening of classes;
2. Once classes have started, it is pro-rated based on the monthly attendance.

C. INSURANCE

To provide security, each student of St. John's Institute is covered by an accident insurance for a period of 1 year 24/7.
Student insurance is processed by the school nurse.

D. WITHDRAWAL/TRANSFER

A student who wishes to withdraw from the school or transfer to another school during the school year must observe the following steps:

1. Write a letter informing the Principal of the intent to withdraw/transfer. A copy of Received Letter with the Principal's approval should be forwarded to the Registrar's and Accounting Office.
2. Settle accounts in the Accounting Office.
3. Bring the Official Receipt to the Registrar's as proof of account settlement.
4. Secure Release Letter from the Registrar's Office.

E. SCHOOL FEES

School fees include:

1. Tuition fees
2. Special Fees
 - a. E-Learning Equipment
 - b. NOPSSCEA
 - c. CEAP
 - d. APSA
 - e. Insurance
 - f. Student Council
 - g. Handbook
 - h. Support Materials
 - i. ID
3. Other Fees
 - a. Registration
 - b. Medical/Dental
 - c. Library
 - d. Laboratory
 - e. Athletics
 - f. Guidance
 - g. Special Projects
 - h. Computer Fees
 - i. Falcon
 - j. Swimming
 - k. Robotics
 - l. Physical Plant
 - m. Energy Fees
 - n. RFID

4. Student Records
 - a. A minimal fee paid at the Accounting Office is charged for records or documents.
 - b. Personal Check payments are accepted; however, once checks issued return due to DAIF (Drawn Against Insufficient Funds), your succeeding personal check payments will no longer be accepted unless you have settled and redeemed all your outstanding balance.
 - c. For every quarter exam, students with accounts will be allowed to take examination on the 1st day only. Unsettled obligations have to be settled first to enable the student to take the 2nd to 4th days of exams.
 - d. Report Cards will only be released upon payment of account dues.
 - e. No records shall be released to students with outstanding accounts.

5. Book Fees - Regular book sale is usually scheduled on the week after regular enrollment. Each level is designated a day for book sale. In case the parent/guardian cannot make it on the scheduled date, books will still be sold after the regular sale period until supply lasts. For those with students in different levels, books may be purchased together even if other students are from another level.

6. Graduation Fees - Graduation fees are to be determined by parents and class advisers of the graduating class depending on their agreement based on the planned activities for such event. However, medals, certificates, and diplomas are shouldered by the school.

VII. **ACADEMIC LIFE**

Education is a vital and fundamental aspect of a civilized society. Thus, St. John's Institute as a college preparatory school, promotes quality education by providing a conducive environment wherein students may learn. It has set a high standard which requires all students to study diligently and consistently apply themselves to the task every day, doing their utmost to achieve the best that is in them. Admission to SJI is a privilege and not a right. Every student therefore, is expected to put a high premium on quality Johnian education and comply with all the requirements and policies, obey school rules and regulations and make the most of opportunities presented to him or her.

A. **ACADEMIC PROGRAM**

1. Pre-elementary (Main Campus) program focuses on the academic, social and cognitive skills that develop through preschool age. It is composed of the preparatory levels such as nursery, pre-kinder and kinder school. This is an early childhood education given to children before they formally begin compulsory school at elementary level.
2. Level 1 is the first stage of the primary education and is composed of Grades 1 to 3. It seeks to provide pupils with the necessary foundational skills for the core subjects before they advance to a higher level, helps students learn about their environment and society and helps students foster interest in duty and responsibility within one's own community through various activities.
3. Level 2 seeks to advance the holistic development of the students from Grades 4-6 in preparation for the secondary education. The following are the goals which the students are expected to achieve upon completion of primary education:
 - a. strengthen their faith in God;
 - b. master the basics of the different learning areas;
 - c. enhance their communication skills in English, Chinese and Filipino;
 - d. embody the Johnian discipline in all their endeavors;
 - e. develop their national identity and understand their roots as Filipinos; and
 - f. lead a healthy lifestyle through engaging in aesthetic and physical activities.
4. Level 3 (Junior High School) is a four-year program composed of Grades 7 to 10 and basically aims to prepare students for higher learning and future roles in life. It prepares students for college and higher educational pursuits. It aims to equip students with knowledge, skills and attitudes needed for productive work and gainful employment.
5. Level 4 (Senior High School) program refers to Grades 11 and 12, the last 2 years of the K + 12 Curriculum. Students begin to study the subjects that will introduce them to their preferred career path. SJI SHS offers the following track and strand, namely:
Academic Tracks:
Accounting, Business and Management (ABM)
Science, Technology, Engineering and Math (STEM)

B. CURRICULUM

St. John's Institute offers an education curriculum based on the K to 12 Basic Education prescribed by DepEd, enhanced and enriched by a curriculum in Chinese language and culture.

C. ACADEMIC CODE

The school year is divided into four (4) quarters. Summer is intended normally for enrichment classes. Subjects are classified as major and minor subjects respectively:

1. Elementary	Major	Minor
	CLE	Filipino
	Language	Social Studies
	Reading	Writing
	Chinese	MAPEH
	Mathematics	HELE, ICT & Robotics
	Science	
2. Junior High School	Major	Minor
	CLE	Filipino
	English	Social Studies
	Reading	Writing
	Chinese	MAPEH
	Mathematics	TLE, ICT & Robotics
	Science	

D. GRADING SCALE

The K to 12 Basic Education Program uses a standard and competency-based grading system. All grades will be based on the weighted raw score of the learner's summative assessments.

Learners from Grades 1 to 10 are graded on Written Work, Performance Tasks and Quarterly Assessment every quarter. These three are given specific percentage weights that vary according to the nature of the learning area.

In a grading period, there is one Quarterly Assessment but there should be instances for students to produce Written Work and to demonstrate what they know and can do through Performance Tasks.

The system of grading is averaging by quarters. Students who obtain a final grade below 75 is considered failed. The final grade is obtained by dividing the sum of the quarterly grades by four (4).

a. **Weight of the Components for Levels 1 & 2**

	Written Work	Performance Task	Quarterly Assessment
Major Subjects			
Chinese	40%	30%	30%
CLE	30%	50%	20%
Mathematics	40%	40%	20%
Science	40%	40%	20%
Language	30%	50%	20%
Reading	30%	50%	20%
Minor Subjects			
Filipino	30%	50%	20%
Social Studies	30%	50%	20%
MAPEH	20%	60%	20%
HELE, ICT & Robotics	20%	60%	20%

b. **Computation of the General Average is as follows:**

General Average = Final Grades in subject areas/10

c. **Weight of the Components for Junior High School**

	Written Work	Performance Task	Quarterly Assessment
Major Subjects			
Chinese	40%	30%	30%
CLE	30%	50%	20%
Mathematics	40%	40%	20%
Science	40%	40%	20%
Language	30%	50%	20%
Minor Subjects			
Filipino	30%	50%	20%
Social Studies	30%	50%	20%
MAPEH	20%	60%	20%
HELE, ICT & Robotics	20%	60%	20%

d. **Computation of the General Average is as follows:**

CLE	x1
English	x2
Chinese	x2
Mathematics	x2
Science	x2
Filipino	x1
Social Studies	x1
TLE, ICT, Robotics	x1
MAPEH	x1
EP	x1
General Average = Total Weighted Grades/14	

E. **GMRC GRADE**

1. GMRC grade is composed of three areas:
 Homeroom (20%)
 Disciplinary Record (10%)
 Character Traits (70%).
2. The student will be rated in 10 character traits by the subject teachers and 7 homeroom components by the class adviser. The student will be rated in a scale of 1 to 5 with 5 as the highest.
3. Basis for rating:
 - a. Homeroom (20%)
 1. Attendance in and out of school activities
 2. Daily class schedule
 3. Supervised cleaning
 4. Initiative to assume responsibility
 5. Punctuality
 6. Leadership
 7. Generosity
 - b. Character Traits (70%)
 1. Honesty
 2. Courtesy
 3. Helpfulness and Cooperation
 4. Consideration for Others
 5. Obedience
 6. Self-Reliance
 7. Cleanliness and Orderliness
 8. Promptness and Punctuality
 9. Sense of Responsibility
 10. Concern for Learning

4. Interpretation of the letter grade for GMRC:
 - A - 90 and above
 - B - 85 – 89
 - C - 80 – 84
 - D - 75 – 79
 - E - 74 and below

5. Teacher's Remarks: (For High School only)

The report card contains a remarks column with code that will help students and parents alike understand the grade given by the teacher in a particular subject. The remarks are as follows:

 - a. Industrious, cooperative
 - b. Excellent class participation
 - c. Assumes responsibility
 - d. Outstanding preparation
 - e. Puts extra effort
 - f. Working up to ability
 - g. Shows improvement
 - h. Too frequently absent/tardy
 - i. Finds work difficult
 - j. Fails to do required work
 - k. Needs additional help
 - l. Shows poor attitude
 - m. More effort required
 - n. Low quizzes/tests
 - o. Involved in too many activities, class work suffers
 - p. Very careless, unprepared
 - q. Working below capacity
 - r. In danger of failing the subject
 - s. Parents conference requested
 - t. Submits quality work consistently
 - u. Shows disruptive behavior
 - v. Shows excellent behavior

F. **PERIODICAL EXAMINATIONS**

Periodical examinations are scheduled four times per academic year for all levels. The examinations are usually scheduled for 4 half-days per quarter. During exam days, classes are called-off in the afternoon to accommodate more study time for the students.

G. **SPECIAL EXAMINATION**

Any student who, because of unavoidable and reasonable absence fails to take a periodical examination as scheduled, must request a **Special Examination Permit** from the Office of the Principal. They shall be required to present the necessary documents which will serve as acceptable reasons for missing the exams. **SPECIAL EXAMINATION**

WILL ONLY BE ADMINISTERED UPON THE APPROVAL OF THE PRINCIPAL. NO ADVANCE EXAMINATION IS ALLOWED.

1. Students on special examinations are required to take the exams within a week from the last day of examinations following the same schedule (unless there is a valid reason for the delay). Students who fail to take the quarterly examinations shall automatically be given a quarterly exam grade of 65% in the subject concerned. Pupils/students who fail to take quizzes or submit other academic requirements on the scheduled time for valid reasons shall be allowed to take a special test or submit the required documents on a later time specified by the teachers concerned. Considered as valid reasons are the following:
 - a. Sickness
 - b. Death in the family (immediate members)
 - c. Other obligations required by law
2. Guidelines:
 - a. Students are required to secure their exam permits before taking quarterly exam. Students who could not secure an exam permit, should see the Principal one day before the exam and request for a temporary permit.
 - b. In order to ensure that the proper environment for concentration and learning is maintained, students are expected to observe silence in the examination room.
 - c. They cannot leave the room until the bell has rung.
 - d. The student is strongly encouraged to review his/her test papers before submitting it to the proctor.

H. REPORT CARD

The Report Card reflects the child's development and progress. It is given every quarter so that the parents can monitor their child's development. It is therefore, imperative that parents should claim the card especially if the child has a failure.

1. The Report Card should be signed by the parents and returned to the Class Adviser within three (3) days from the date it was received.
2. If the child has failure(s), a Parent-Teacher Conference should ensue to benefit the child. Parents who wish to confer with the teacher or the Principal regarding their child's progress, even if they have no failure(s) are welcome; provided, they make an appointment through the Department Head. All consultations with the subject teachers must be done in the school after class hours or at the time agreed upon by the parents and the concerned teachers. **Parents are strongly advised NOT to visit teachers at home for consultation purposes.**

3. It is the responsibility of the parents to follow-up the academic performance of their children. The school will not be held accountable for future complaints if parents fail to attend to such an important parental obligation.

I. **GUIDELINES FOR ATHLETES**

1. Varsity players who have rendered at least a year of active participation in their particular sports event are entitled to exemption from PE Classes. Since it's a MAPEH class, during Music, Arts and Health periods, they are obliged to attend these classes. Varsity Coaches are responsible in giving the PE grades depending on their performance.
2. Athletes are not allowed to roam around the campus or eat in the canteen during PE Periods. They are obliged to go to the Library to study and prepare for their other subjects. They may also use their PE periods for practices. If they are not feeling well, they have to seek permission from their respective Department Head.
3. Athletes who quit from being a varsity member or who are withdrawn from a varsity team are no longer entitled to the benefits enjoyed by the athletes. Coaches shall notify the persons in charge that the concerned students are no longer part of the team.
4. During official school games such as NOPSSCEA, Batang Pinoy, Provincial Meet, Regional Meet and Palarong Pambansa, athletes are excused from their classes but they shall be required to see their subject teachers for the necessary academic requirements.
5. **Athlete's Permit (AP)** should be presented and be duly signed by the Parents, Sports' Coordinator, Coach and Class Adviser before joining off-campus tournaments. This same permit should also be presented to the subject teacher upon taking special tests.

J. **POLICY GUIDELINES FOR STUDENTS' ACADEMIC PARTICIPATION IN COMPETITIONS**

1. The following point system shall serve as guidelines in consideration of the contestant's time and effort for representing the school in various contests. This may also serve as an incentive to deserving students.
 - a. Non-winners shall be given an additional 1% on their exam grade in the subject related to the contest they participated in.
 - b. Winners (only first, second and third place) shall have an additional percentage to their Performance Task (PT) grade in the subject concerned regardless of their rank following this scheme:

Division Level	1%
Provincial Level	2%
Regional Level	3%
National Level	4%
International Level	5%

They will only be given these incentives once per quarter (in the concerned subject) regardless of the number of times of participation in that particular quarter.

- c. For winners in a group contest which involves more than one (1) subject, one (1) point shall be added to the participant's grade in each of the subjects concerned regardless of the contest level.
 - d. Additional points will no longer be given to contestants if they have reached the highest possible grade in a particular quarter.
2. Permission to be given to the participating students should be arranged by the person in charge of the contest and should be forwarded to the Department Head and to the Subject Teachers.
 3. Expenses (transportation, contest registration and materials, food) for this contest shall be partially subsidized by the school.
 4. For their attendance, they will be validly excused.
 5. If the student or students represent the school as contestants, they will be exempted from the missed written works such as but limited to quizzes, assignments, summative tests, and other written tests of the subject they are representing. As to the other subjects, they will be given their written works within five (5) school days after their competition.
 6. If the contest coincides with the quarterly examination, the contestant or contestants will take the quarterly exam after the competition but they will be given five (5) school days to prepare for the exam; however, if the student or students opt to take the test right away, they can do so provided they will write a formal letter to the Principal indicating their intention to take all the quarterly exams right away.
 7. If the student or students will miss the group performance tasks (PTs) and other group performance-based assessments, the student or students will perform only the "role" they are to take part in the missed Group Performance Task and will be given at least five (5) school days to finish the same.
 8. If the student or students opt for an individual performance task out of the given group PT, they will be given a modified individual performance task.

K. PROMOTION

1. To be eligible for promotion, a student must obtain a final grade of not lower than 75% in every subject.
2. A student who passes all her subjects is automatically promoted to the next year level.

L. RETENTION

A pupil/student is retained under the following conditions:

1. Unable to make up for failed subjects.
2. Incurred failure of more than three units equivalent to 2-3 subjects.
3. A student who failed in 2 major subjects or more is recommended for transfer to another school; otherwise, be retained in the same grade/year level at St. John's Institute.

M. PROBATION

Probation is granted to a student who performed poorly in academics and discipline. It is a period by which a student is given a chance to improve on academic grades or behavior. It is a final warning that demands satisfactory improvement on areas which did not meet the standards set by St. John's Institute. Parents are held responsible to follow up their child's progress on whatever deficiency to ensure admission to St. John's in the incoming school year and more so to see to it that the child is formed to become a functionally literate and disciplined person.

A transferee whose grade requirements barely meet the prerequisite of the Admission Committee will also be put in probation.

N. DISMISSAL/EXCLUSION

1. A student who failed in his/her GMRC will be dismissed.
2. A student who, after having been subjected to academic probation or disciplinary probation, failed to show satisfactory improvement as stipulated in the contract will be refused admission or will be dismissed from St. John's Institute.

O. WITHDRAWAL/TRANSFER

Discontinuance of studies may be caused by the following reasons:

1. Decision of the school based on legal and/or reasonable grounds to discontinue studies and/or deny re-admission.
2. Withdrawal of enrollment or voluntary petition by the student to transfer school. A pupil or student of St. John's Institute may withdraw enrollment in the middle of the school year subject to the following conditions:
 - a. A letter of intent to withdraw from the parents of the student must be forwarded to the Principal.
 - b. A clearance must be accomplished and submitted to the Accounting Office.

- c. All obligations with the school must be settled prior to the request of all transfer credentials.

P. SPECIAL ACADEMIC PROGRAM

1. Remedial Program
Students having difficulty in their subject(s) are given remedial classes to be conducted by the respective subject teachers. If a student has several low grades, he can prioritize the subjects he needs to attend.
2. Summer Enrichment Program
A student who gets a grade of 75-79% is advised to take the summer enrichment program for that subject (from grades 1- 3rd year high school).
3. Chinese Mentoring Program
This aims to share the Filipino-Chinese Culture of SJI to transferees by assisting them through tutorial sessions in studying the Chinese language.

Q. FAILURES

1. Any student who gets a rating lower than 75% in any subject fails in that subject. Thus, he/she is required to earn the corresponding units during the summer as pre-requisite for promotion to the next year level and is automatically placed under Academic Probation for the whole school year.
2. A student who fails in two subjects but the number of units for the said subjects doesn't exceed 3 units, must attend summer classes and pass the said subjects in order to proceed to the next year / grade level.
3. A student who fails in any number of subjects whose collective units exceed 3 units is retained in the same year level and is placed under Academic Probation if he/she stays in SJI.
4. A student who fails in any subject in the previous quarter is not allowed to represent the school in extra-curricular activities or competitions outside of the school.
5. A student who fails in two or more **MAJOR SUBJECTS** will not be admitted in the next school year.
6. A graduating student who fails in two subjects exceeding three units must take summer classes and pass those subjects in fulfillment of the requirements for graduation but he/she cannot join the graduation exercises.
7. A student who fails in any one of the components of MAKABAYAN will take summer classes for that component only.

R. ACADEMIC HONORS AND AWARDS

St. John’s Institute recognizes the students who have achieved superior scholastic and meritorious accomplishments. At the beginning of every school year, an Honors’ Convocation is held to give recognition to these students for their outstanding achievement in class, extra and co-curricular activities. Graduating students, however, receive their awards during the graduation exercises at the end of the current school year.

1. Academic Honors

Students who have reached the prescribed grade requirements are awarded **With Honors**, **With High Honors** and **With Highest Honors**, respectively. They will be awarded during the Recognition Day at the beginning of the next School Year.

2. Grade Requirement

	With Highest Honors	With High Honors	With Honors
GMRC	A	B	B
General Average	98-100%	95-97%	90-94%
Major Subjects	88%	88%	88%
Minor Subjects	85%	85%	85%

A student must obtain the subject grade requirements and the prescribed GMRC grade per quarter to qualify for the Academic Honors’ List.

3. Awards

a. Subject Excellence Award

It is given to a student who has garnered the highest grade in that particular subject in his/her year level. This award applies only to the major subjects. The award goes to a student who has met the following requirements:

1. has no grade lower than 80 in any other subject from first to fourth quarter;
2. has not been subjected to any disciplinary/ academic sanction; and
3. has complied with the academic requirements satisfactorily; otherwise, no award will be given for that year level.

b. Best in Conduct

It is awarded to a student who has obtained a conduct grade of A in all quarters and who has obtained the highest grade of A in department in his section. The awardee should not have any failing grade in any subject in all quarters.

c. St. John’s Institute Eagle Award

It is the highest recognition awarded to only one graduating student, who, during his entire secondary education has exemplified the true ideals of Johnian education, a well-rounded Christian par-excellence in the true spirit of Jesus the Lord.

Mechanics of the Award:

1. Must be recipient of at least two San Lorenzo awards;
2. Has been recognized in national and international competitive activities;
3. Has accomplished a scrapbook containing documentary evidences;
4. Has undergone screening and interview by a panel of judges selected by the principal.

d. San Lorenzo Award

It is the second highest award given to a Johnian from Level 2 to Senior High School who, in the opinion of his teachers, best embodies the ideals of St. John’s Institute. This award may be given to more than one student, if merited.

1. Mechanics of the Award:

- a. Has a conduct grade of A in all quarters.
- b. Exercises self-giving love. He is unselfish in the use of his time and talents. He has the true spirit of service.
- c. Has a profound sense of justice. He has the correct attitude towards God, religion, civic responsibilities and direct personal participation in civic and social activities.
- d. Gives a strong indication of the spirit of creativity, sense of responsibility, initiative, and self-reliance. In doing so, has developed the potentialities of his own person to a notable degree.
- e. Shows constant, good academic performance as indicator of true competence.
- f. Is nominated by the homeroom adviser.
- g. Accomplishes a scrapbook that contains documentary evidences of achievements, accomplishments and involvements in both co-curricular and extra-curricular activities.

2. Criteria:

- | | |
|---|---------------------------|
| a. Has a conduct of "A" in all quarters | 30% |
| b. Participates in religious and civic activities on and off campus | 30% |
| c. Averages 90% or above in academic standing with no grade below 80% | 20% |
| d. Participates actively in extra and co-curricular activities | <u>20%</u>
100% |

e. **The Journalism Award**

The award goes to the student who has met the following requirements:

1. Staff member of the Johnian Falcon for at least two years;
2. Represented the school in an official capacity at a press conference and must have won individual major awards in such a conference;

Has written articles of journalistic excellence in the light of the truth and justice and projecting a better image of the school;

f. **Athlete of the Year Award**

It is given to a graduating student who has distinguished himself/herself in sports. This award is given to any member of the varsity team of the school or to an athlete in an individual sports category. The award goes to the student who has met the following requirements:

1. Has won as a member of the varsity team the championship in any officially recognized league or has represented the school in an individual sports category, i.e. track and field, table tennis, tennis, tae kwon do, swimming, etc. and has won the championship or at least garnered a place in his sports event;
2. Has achieved a conduct grade of B or higher;
3. Has engaged in a variety of sports in intramurals or other events;
4. Has represented the school, province, regional or national sports events and has garnered a place in the said sports event;
5. Has obtained academic grades of at least 80%;
6. Has not been subject to any disciplinary sanction.

g. **Alma Mater Award/Loyalty Award**

Alma Mater Award is given to a Grade 10 completer while Loyalty Award is given to a Senior High School graduate, who has studied exclusively in St. John's Institute from Kindergarten to Senior High School. The award is given to more than one recipient, if merited. The award goes to one who has lived up to the Johnian tradition of excellence; one who has not taken summer class.

h. **Awards for Interclass Contest Winners**

Every year, as co-curricular activities and in view of developing the multiple intelligences of the children, different interclass contests are programmed. Winners are awarded during the Honors' Convocation held at the opening of the school year.

1. **ACADEMICS** (First placers are awarded)
 - a. English Calligraphy All Levels
 - b. English Composition Levels 2 and 3
 - c. Filipino Composition Levels 2 and 3
 - d. General Information Grade 3 - Level 3
 - e. Mathematics All Levels
 - f. English Spelling All Levels
 - g. Science All Levels
 - h. Chinese Calligraphy All Levels
 - i. Chinese Spelling Levels 3
 - j. Chinese Sentence Making Levels 2

2. **LITERARY-MUSICAL** (First, Second and Third Place winners are awarded)
 - a. Oration All Levels
 - b. Storytelling in Ilonggo Levels 1
 - c. Declamation Levels 2 and 3
 - d. Extemporaneous Speech Levels 3
 - e. Impromptu Speech Levels 3
 - f. Tula Levels 1 and 2
 - g. Filipino Declamation Levels 3
 - h. Vocal Solo All Levels
 - i. Chinese Vocal Solo All Levels
 - j. Chinese Storytelling All Levels

Recognition for Winners of Interschool, National and International Contests are also given during the Honor's Convocation at the start of the school year.

S. **CLOSING EXERCISES**

St. John's Institute observes the following End of School Year Rites:

Kinder	–	Moving-Up Exercises
Grade 6	–	Closing Exercises
Grade 10	–	Completion Rites
Grade 12	–	Graduation Ceremony

1. **Graduation Ceremony**

The graduation exercise is a formal and public recognition of the school that a student has fulfilled the minimum academic requirements of the school.

It is an occasion during which the school recognizes the academic and non-academic achievements of the graduating students during their stay at SJI.

Only the committee composed of the Principal, Registrar, Guidance Counselor, Discipline Officer and Fourth Year teachers, can determine the honors for graduating students.

2. **Graduation Requirements**

- a. As a general rule, no student should be allowed to graduate unless he/she complies with all the academic, non-academic and other requirements imposed by the institution for graduation. For basic education institution, this means obtaining passing grades in all subjects in the curriculum and completion of all admissions requirements – including submission of the Form 137 from the school of last attendance of transferees.
- b. Section 84 of the 1992 MRPS states, "Except as may otherwise be provided for by the DepEd in connection with accreditation. Special Orders shall be required for the graduation of students in the formal secondary and tertiary levels of private school."

3. **Graduation Honors, Distinctions and Awards**

- a. A candidate for graduation honors should take the last two curriculum years of the program or course in the school where he/she is to graduate, complete the entire program or course within the prescribed number of curricular years and have no failing grade in any subject.
- b. The following honors are awarded during graduation:
 1. **Academic Honors**
Academic Excellence Award
 - a. With Highest Honors – this is awarded to a graduating Senior High School student who has obtained an average grade of 98-100 at the end of Gr. 12 (for approval by school)
 - b. With High Honors – this is awarded to a graduating Senior High School student who has obtained an average grade of 95-97 at the end of Gr. 12 (for approval by school)
 - c. With Honors – this is awarded to a graduating Senior High School student who has obtained an average grade of 90 at the end of Grade 12 (for approval by school).
 2. **Other Academic Honors**
 - a. Subject Excellence Award
 - b. Best in Conduct
 - c. Loyalty Award
 - d. Athlete of the Year

3. **Major Awards Given by School and other Civic and Private Organizations During Graduation Ceremony**
 - a. **SJI Eagle Award** is a recognition awarded to a graduating student who, during his entire secondary education has exemplified the true ideals of Johnian education, a well-rounded Christian par excellence in the true spirit of Jesus the Lord.
 - b. **San Lorenzo Award** is the second highest award given to a Johnian who is chosen by the teachers believing him to embody the best of the ideals of St. John's.
 - c. **The Journalism Award** goes to the student who has represented the school in an official capacity at a press conference and must have won major awards in such a conference and has written articles of journalistic excellence in the light of truth and justice and to project a better image of the school.
 - d. **The Outstanding Student (THOS) Awards** is one of the prestigious awards given to the best and the brightest students in Negros Occidental as organized by Junior Chamber International of Bacolod Jaycees.
 - e. **The Outstanding Student Council (TOSCA) Awards** is given to the most outstanding student councils in Negros Occidental that exemplify the true act of leadership in the school campus and the community, and have acquired outstanding citations in various fields of business, community, environment, values formation, arts, culture, sports and science and technology.
 - f. **Alfredo Yuchengco (AY) Foundation National Discipline Awards** is a prestigious award which aims to give recognition to a graduating high school student who consistently exemplifies the virtue of discipline in school and in the community.
 - g. **Gerry Roxas Leadership Award** is given by the Roxas Educational Foundation to the graduating student who possesses the qualities of excellence, integrity and service outstanding leadership qualities.
 - h. **Manny Villar Academic Excellence Award** is given to a graduating student who has shown exemplary performance in academics.

- i. **Mercury Drug Awards for Science and Math** are given to the graduating student who has consistently showed academic excellence in the field of math and/or science since first year High School
 - j. **DIWA Academic Excellence in Math and Science** is given to the graduating student who has garnered the highest grade in Math and Science in the fourth year
4. **Committee for Honors and Awards**
The selection of the candidates for graduation and graduation honors shall be deliberated upon by the Graduation Committee. A set of policies and rules shall be applied in the resolution of issues relative to the graduation honors.

Composition of the Awards Committee

Chairman - Principal

Co-Chairman- Registrar

Members - Department Heads

Subject Coordinators

Class Advisers

Subject Teachers

N.B. The school is not bound to confer any award coming from commercial establishments, colleges, universities and politicians.

VIII. SPIRITUAL LIFE

Man's ultimate goal is the attainment of everlasting happiness in heaven. The perfect way to teach this paramount purpose is through the knowledge and the practice of the doctrines revealed by God and presented to us by our Church.

With the desire to form spiritually mature Johnians, the school offers avenues for them to grow in their love for God and to offer themselves to the service of others.

A. RELIGIOUS INSTRUCTION

1. Christian Life Education aims for the students to be adept in understanding the Creed, Commandments, Sacraments, the Church and develop a prayer life. The basics of the faith are the foundation for a deeper relationship with God.
2. Christian values are inculcated in every subject for everyone is responsible for the spiritual growth of one another.
3. Every student is encouraged to own a rosary and a Catholic Bible, preferably the new American Bible.

B. RELIGIOUS ACTIVITIES

Correct practice makes perfect. Implementing a sound pedagogical principle, St. John's deems it wise and necessary to conduct a series of religious activities wherein the students may apply the Christian attitudes and values they have learned in the classroom.

1. Prayer. A prayerful atmosphere should pervade the school throughout the day. As such, each class session begins and ends with a prayer.
2. The Holy Eucharist. The Mass and the Holy Communion should be the center of every Johnian's spiritual life. A monthly mass is scheduled for the students in the hope that they will learn to worship properly in spirit and in truth.
3. Sacrament of Reconciliation. This is the time to recognize one's failure to love God and neighbor and the time to renew one's life. Proper examination of conscience and contrition should precede this sacrament.
4. Retreat and Recollection. Each class goes on recollection and/or retreat to search for a deeper meaning of their Christian life.
5. Outreach Program. The students see more the real challenge of Christian witnessing in the faces of those living marginal lives: the poor, sick, aged, handicapped and the orphaned. This is a moment for them to reflect on the value of sharing and compassion to the "least of their brethren."
6. Mission Month. In October, the mission month, the Johnians unite themselves in contributing and supporting spiritually and materially the missionary activities of the Church.
7. Devotion.
 - a. The ROSARY is an inexhaustible well-spring of contemplation in the mysteries of the life of Christ and our beloved Mother. The Holy Rosary month falls in October.
 - b. NOVENAS are meant to develop devotion to saints whose lives are worth emulating; like the first Filipino saint, San Lorenzo Ruiz, who is an example of fortitude and justice.
 - c. FEAST DAY. Each class celebrates the feast of their patron saint with a Mass. They also get to know the life of the saint through a lecture or a movie.

C. CAMPUS MINISTRY

A ministry is a privilege to serve. It is in giving our time to God that we grow in holiness. Hence, students are encouraged to join any ministry which is directed to serving the church. A Johnian can choose from the following ministries:

1. Acolytes of the Altar Ministry. They undergo spiritual formation and are especially trained to assist the priest meaningfully during the mass.

2. Music Ministry. The students give praise to God through singing. They have to undergo a series of practices to enhance the liturgy with solemn music during the "youth mass" on Sundays.
3. Lectors and Commentators. They read the Word of God during the mass and assist in the liturgy.
4. Art Ministry. They decorate the church on special occasions.
5. Worship Ministry. The members organize praise and worship activities which enable the students to pray together and reflect on God's word.
6. Outreach Ministry. They organize activities to visit and engage in friendly interaction with the people in the community.

IX. STUDENT LIFE

A student's life extends beyond the academic course of study. The diploma he/she receives at the end of the basic education journey is more than just an academic accomplishment – it symbolizes a kind of fulfillment, not only of the academic requirements, but also of an important stage of his/her life.

The campus atmosphere that St. John's Institute provides for its students has a decisive influence that extends beyond lectures, classes or the laboratory. In its commitment to give you quality education, the school relies on its educational resources. It also has several non-academic venues in which values, character, creativity and leadership skills are given adequate attention. These venues provide students with the basic needs, as well as ample opportunity for outside-the-classroom development in the virtues associated in the perfection of the human person through work and relation with others. Here, learning transcends beyond classroom experience!

A. STUDENT SERVICES

1. Guidance and Counseling Services

Guidance is an integral part of education created as a developmental service unit working hand-in-hand with the Academic Department to bring out the best in every individual as the school recognizes the need for students to develop as whole persons. It is designed to promote a holistic approach to personal growth and is committed to facilitate the realization of one's potential.

Guidance Services Offered:

- a. Counseling
- b. Individual Inventory
- c. Information Service
- d. Career Guidance
- e. Testing
- f. Homeroom Guidance

2. **Library Services**

The School Library is the heart of the school. Its function is to make instructional materials available and accessible to teachers and students to support their quest for knowledge, to develop reading and inquiry as a natural habit of life and the ability to use materials efficiently and effectively as tools for learning.

The School Library Program is mounted to develop young people who are competent users of information, as well as learners for life. It supports the entire school community and nurture the skills and habits of learning that endure. The library would like to develop a lifelong literacy in Johnians by providing them with information materials to promote quality education. Computers are available in the library for student use.

The library offers the following services:

- a. User education
- b. Circulation
- c. Current awareness
- d. Selected Dissemination of Information (SDI)
- e. Supervised class research
- f. Recall/reminder service
- g. Request for purchase or duplication
- h. Online Public Access Catalogue (OPAC)
- i. Internet

3. **Registrar's Office**

The basic responsibility of the Registrar's Office lies in preserving and safeguarding the accuracy, integrity, confidentiality and security of the student information system and students' academic records. By doing so, it upholds the school's values of integrity and honesty while supporting its instructional mission by providing quality support services responsive to the needs of the academic community.

In as much as the Registrar's Office is the repository of the school records, the Registrar's decision on cases involving credentials, the evaluation of subjects or credits, student accounting, academic placement and eligibility for graduation is controlling.

a. **Request for Records**

As a rule, all information pertaining to student records are kept and issued by the school through the Registrar's Office.

In general, confidential records may be released only to the owner of the record. Other than this, confidential records may also be released under the following circumstances:

1. Upon receipt of a written request from the owner, a representative designated in writing, may claim the record on the owner's behalf.
2. Upon receipt of a parent or legal guardian, if the student is still a minor, records may be released.
3. Upon receipt of another school to which a transferred-out student is currently enrolled; and
4. Upon request of a school officials, government agencies or courts of law for any legal purpose.

b. **School Records**

1. **Student Permanent Record** – is an office form that summarizes the academic progress of a student's entire stay in the school. It may also serve as the Form 137 / Transcript of Records / SF 10. No student transferee shall be considered officially enrolled unless otherwise the Form 137 / SF 10 from the previous school has been submitted to the Registrar's Office within thirty (30) days from the date of enrollment.
2. **Report Card** – the student's quarterly progress is reflected on the Report Card. This is shown to the parents every quarter so that they too, can monitor the academic and behavioral development of their child in school.
3. **Clearance Requirements** – Clearance forms and their content may vary depending on the grade level. Clearance form shall be accomplished by a Grade 4 to Grade 12 student as a requirement for promotion to the next level and/or graduation and for the release of transfer credentials or other school records.

4. **Medical Services**

The school maintains a clinic with the services of a physician, dentist and a resident nurse who conduct medical and dental services to students and employees on school days. Any student or employee may avail of the services for free during clinic hours.

Services offered by the clinic are the following:

- a. Medical and dental consultations
- b. Tooth extraction
- c. Oral prophylaxis
- d. Nursing services
- e. Health counseling

(Schedule of the clinic will be provided by the nurse in-charge.)

SCHOOL CLINIC POLICY

a. Policy on Accident, Emergency and Disaster Preparedness

1. The clinic shall provide medical emergency procedures as a first response to common life-threatening injuries and acute illnesses on patients who come to the clinic.
2. School Nurse shall notify the parents or guardians in the event of accidents and/or cases of emergencies.
3. School Nurse shall ensure that the parents or guardians have authorized the administration of emergency medical treatment for the sick or injured students, prior to transferring them to the emergency care facility.
4. Referrals should be made if the cases can't be managed by the school personnel. Parents must be informed right after the incident.

b. Infection Control Policy

In order to reduce and minimize the spread of illnesses in the school, the following regulations shall apply.

1. Please do not send your child to school if he/she has:
 - a. High-Grade Fever
 - b. A skin rash
 - c. Vomiting (not to return to school for 24 hours after the last vomiting episode)
 - d. Diarrhea (not to return to school for 24 hours after the last diarrhea episode)
 - e. A persistent cough
 - f. A heavy nasal discharge
 - g. Red, watery and painful eyes
2. If they have an infected sore or wound, it must be covered by sealed dressing or plaster.
3. If your child is assessed by the School Nurse and deemed to be a possible source of infection to other students, the parent/guardian will be contacted immediately.
4. Parent/guardian must inform the school if the child has been or is being treated for a medical condition.

c. Policy on Medication

1. Medication will not be dispensed without written permission.
2. All prescribed medications shall be stored in their original pharmacy or manufacturer labeled containers, and in such manner as to render them safe and effective.

3. A parent, guardian or any designated responsible adult will deliver the prescribed medications to the School Nurse.
4. The student shall take the medication under the supervision of the School Nurse.
5. Do not let the children bring any insect repellent spray or lotion to school. They may only use or apply this at home with the supervision of an adult before going to school.

5. **Socio-Cultural Services**

The Socio-Cultural office manages all institutional activities related to the development of the students' awareness and appreciation of culture and arts. It manages the different clubs' participation in cultural presentations and competitions inside and outside the school. It facilitates art exhibits, dance festivals, concerts, poetry reading sessions and the like in the campus.

6. **Sports Services**

The Sports Services deal with the physical development of the students and their appreciation of every sport that is taught in their PE class. The Sports office manages the varsity and training teams in the field of sports and finds venues to hone the athletes' skills. It supervises the coaches and coordinates with tournament organizers for the school's participation in different competitions. It coordinates with the school's academic department for the implementation of the sports program in school.

B. SUPPORT SERVICES

1. **Audio-visual Services**

Audio-visual rooms are used for activities which require audio-visual facilities and equipment. Reservations and arrangements for its use are part of the library services.

2. **Science Laboratories**

The High School Building has three science laboratories – the Biology Laboratory, the Chemistry Laboratory and the Physics Laboratory. They are located in the 3rd Floor of the High School Building and is supervised by the Academic Support Head.

3. **TLE Laboratories**

The TLE laboratories include the Cooking Room and Computer Laboratories. Cooking Room is equipped with facilities and equipment necessary for culinary activities. Computer laboratories on the other hand, are equipped with the latest state-of-the-art computer technologies to update the students with the current trends in our tech-savvy world. We also now have HELE Laboratory for Level 2 and Robotics Laboratories for Levels 1 & 2, and Robotics/Electronics and Drawing Laboratory for Level 3.

4. **Msgr. John B. Liu Activity Center (Gym)**

The gym is used for PE Classes and other special assemblies. It is located in the Elementary Campus. Reservation permit is needed from the Property Custodian Office to book the venue.

5. **Covered Court**

The covered court located just right beside the gym is used for sports activities and other small gatherings and assemblies.

6. **Eduardo Hall**

This is located in the Pre-elementary building and is used for assemblies of the preschool pupils. This can also be used for sports training and other curricular practices.

7. **Little Theater and Antonio Hall**

Little theater and Antonio Hall are used as a venue for programs, symposia, seminars and workshops and other departmental activities. Reservation must be filed with the Property Custodian Office at least 1 week before its use.

8. **Learners' Resource Center**

This is a venue for tutorials and at the same time an extended place for students and their parents/fetchers to eat during lunchbreak.

9. **Canteen**

Food and refreshment can be purchased at the elementary and high school canteen during recess, lunch break and after dismissal. At no time during class days may students leave the school campus to buy snacks/meals during recess.

10. **Bus Service**

The school bus serves the students and teachers during field trips and other functions outside the school. Reservations for the use of the bus are coursed through the Property Custodian Office.

11. **Telephone Service**

Telephone units are located in High School and Elementary Campus for students' use during emergency situations. However, they are only allowed to call during break periods and not during class hours. Office telephones are strictly for office use only.

C. **OTHER KEY OFFICES**

1. **Principal's Office**

The Principal's Office supervises the basic educational formation of the students in the whole institution. The office is also in-charge of the following:

- a. Approval and disapproval of enrollment, transfer, promotion, withdrawal and dismissal of students;
- b. Establishment, implementation and evaluation of policies and procedures of the grading system, scholastic honors and promotion.

2. **Student Affairs Office**

The Student Services Office is primarily responsible for the management, coordination and supervision of the student services, programs and activities related to the holistic development program of the school.

3. **Department Head's Office**

The Department Head Office is responsible for overseeing and managing the day to day operations of each level.

4. **Subject Coordinator's Office**

The Subject Coordinators' Office assists the Principal in overseeing the management and development of various curricula of the school to support its curricular programs.

5. **Technical Support Office**

This is the office that caters to all our printing and technical needs of the school. They ensure the safekeeping and maintenance of all the technological facilities, equipment and other school properties.

D. **STUDENT ACTIVITIES AND PROGRAMS**

St. John's Institute gives particular importance to the social development of the students. A supplementary curriculum consisting of co-curricular and extra-curricular activities is offered whereby students can apply the classroom principles they have internalized; consequently, such activities that pattern the principles and social relations and exemplary social virtues are introduced and will therefore be imbibed by the student in a carefully-wrought student activity program.

1. **Policies Governing the Student Activity Program**

- a. Considerable autonomy shall be given to the Student Council in the execution of its duties provided its activities are approved by the Principal.
- b. All student activity programs should seek to provide opportunities for leadership, fellowship and veritable supplements to the program of studies. Furthermore, the program should provide opportunities for developing talents, interests and special capabilities of the students.
- c. Organization meetings should be held in the school premises.
- d. No organization shall be formed without the approval of the Principal. The Principal reserves the right to abolish organizations which cease to be beneficial to the students.

2. **Co-Curricular Activities**

These activities are clearly integrated with and are supplementary to the program of studies. They are extensions of the classroom work, aptly socialized to stimulate conditions expected to exist in the given society that the students will find themselves in.

Co-curricular contests are intended to stimulate interest in academic subjects, thus competitive contests are held throughout the year. All students must try their best to grab these opportunities for self-enrichment. Johnians should compete with their own selves, in order to prevent unhealthy competition.

3. **Extra-Curricular Activities**

The extra-curricular activities are geared towards the formation of certain traits that shall provide for an easy transition between school and the social life of students.

a. **Linggo ng Wika**

A beautiful tradition which reminds us of the love for our Filipino heritage. It also provides an occasion where pupils may exhibit the fruits of their talents showcasing Filipino culture.

b. **Teachers' Day**

The mentor is held up in awe during this activity, thus further emphasizing the authority given to them which is the students' basis for respect and reverence.

c. **Family Day**

On this day, the parents are invited to the school to have ground games or stage shows with their children. This serves as an excellent occasion to inculcate in the mind of the students that after God, they owe to their parents whatever they are and whatever they have.

d. **Charity Drive**

The student activity program does not overlook the need for student consciousness of community welfare. For this reason, Charity Drives such as Mission Drive, Christmas Fund Drive, Social Action, Book Donations, etc. become part and parcel of the extra-curricular activities.

e. **UN Celebration**

This celebration honors the interstate organizations promoting human rights, social progress and world peace. It is done every October where students are dressed in various national costumes to commemorate the unity of different nations.

f. **English Language Festival**

This program is intended to enhance the efficiency and English language facility of the students. It is celebrated with various activities and competitions relevant to the English Department.

g. **Career Week Celebration**

This is the Career Guidance Advocacy Program of the school sponsored by the Guidance Center which facilitates exploration of the world of work and the different occupational fields. It aims to assist students in making wise career decisions and prepare them for the rigors of career life after school.

h. **Mid-Autumn Festival**

This is one of the largest festivals in China and as a Chinese school, we commemorate the celebration of the moon with its tradition of deity. This is centered around family reunion and happiness.

i. **Chinese New Year**

This is the Chinese festival that celebrates the beginning of a new year on the traditional Chinese calendar.

E. STUDENT CLUBS AND ORGANIZATIONS

Student organizations are student-initiated clubs that engage in activities aimed at intellectual, cultural and social formation. These organizations foster the development of desirable personal and social traits and school traditions.

While academics are the main thrust of education, however it does not occur solely within the classroom walls. Education is incomplete without involvement in these various organizations, which are a venue for more thorough personal formation. These organizations give students the opportunity to manage projects, meet and work with different kinds of people, apply things learned in the classroom and gain friends. The school therefore encourages each student to join at least one (1) extra-curricular activity.

1. **General Rules**

- a. All organizations should have a Constitution and By-Laws which contain, among other things:
- b. Rationale
- c. Objectives
- d. Qualifications of members
- e. Privileges to be derived by the members
- f. Obligations expected of the members

1. All student organizations should present a schedule of activities for the school year. The schedule shall be submitted to the Student Affairs Coordinator who collates the schedule to form a calendar of activities.
2. All organizations shall require their members to maintain a grade of 80% and above in all subjects during their membership.
3. Classes should never be sacrificed for the organization's activities, except on special cases to be decided upon by the Principal.
4. Aside from the benefits derived from the membership in the organizations, medals and citations may be awarded to deserving members of the organizations during the Commencement Exercises or the Honors' Convocation.

2. **List of Clubs and Organizations:**

- a. Performing Arts Elementary
- b. Performing Arts High School
- c. Ecology/Environmental Awareness Club
- d. Mano Obra (The Art Club)
- e. The Johnian Pride
- f. Ban-awan (Multi-Media Club)
- g. Math/Science Club
- h. The English Club
- i. Boy Scouts of the Philippines
- j. The Guardians (Peer Counselor's Club)
- k. Amity Club/Red Cross
- l. Campus Ministry
- m. Chinese Club

F. **PHYSICAL AND SPORTS PROGRAM**

St. John's Institute is fully aware of the advantages and the necessity of physical exercises for students. Therefore, it provides ample opportunities and facilities for the development of the body and soul which God has endowed upon us to use for His greater glory, and for our spiritual and temporal welfare.

1. **Physical Education Class**

The class helps in the normal growth of the body and in the acquisition of other useful health habits through health education. It is also through the physical education class that the students acquire the value of discipline, the need for physical culture, and the spirit of sportsmanship, cooperation and fair play.

2. **Athletics**

The school has instituted a program of activities calculated to give all students an opportunity to attain the maximum development of their physical abilities through athletics, intramural and extra-mural games. The virtue of sportsmanship is particularly emphasized in all such events. A Johnian should not lose sight of the fact that he/she is still basically a student and that his/her primary purpose and duty is to study. It is therefore expected that any athlete must pass all his subjects. Any failing grade will disqualify him/her from playing during official games.

3. **The Johnian Code of Sportsmanship**

A true Johnian always observes the Johnian Code of Sportsmanship. He/she:

- a. Abides by all the decisions of the officials without complaint. When a reasonable doubt arises regarding the decision of officials, the coach may raise it to the Table of Judges. The players can never do so. The decision of the Table of Judges is final.
- b. Never makes insulting or abusive remarks or irritating gestures;
- c. Never hisses nor boos at an opponent or official;
- d. Considers all the athletic opponents as friends and treats them as such;
- e. Never gives up nor becomes demoralized, even if he/she or his/her team is losing by a large margin;
- f. Does not boast in victory and is gracious in defeat.

St. John's Institute is a school dedicated to the formation of boys and girls in academic excellence, with emphasis on the formation of a deeply-rooted Christian faith and commitment to the service of God and people. The school's goal is to produce well-rounded individuals so ample attention is given to the extra-curricular activities of the students. It is imperative, therefore, that athletes strictly follow the rules set by the school should they wish to continue studying at St. John's and play their chosen sport.

4. **Athletic Awards**

A Sports Recognition Day is set to recognize athletes who excel in their own field of sports.

- | | |
|---------------|----------------|
| a. Basketball | f. Swimming |
| b. Volleyball | g. Badminton |
| c. Football | h. Tae Kwon Do |
| d. Chess | i. Archery |
| e. Gymnastics | |

G. STUDENT DISCIPLINE**1. Expected Behavior and Decorum**

A Johnian is expected to observe good manners and right conduct, abide by the school rules and regulations, speak and act with decency in consideration of others, exhibit personal discipline and lead exemplary Christian lives in and out of the campus.

Obedience is a moral virtue. Every Johnian is therefore, expected to obey the rules and regulation of the school.

- a. All students are expected to observe good manners and right conduct in and out of the campus (vehicles, malls, churches, restaurants and other public places), abide by the school rules and regulations, be considerate of others and lead exemplary Christian lives.
- b. All students must refrain from quarrelling with, ridiculing, bullying others, fighting or being accomplices to misconduct in and out of the campus.
- c. Loud, forced and boisterous laughter and other sources of disturbing noises are not allowed in the campus during class hours. Cassette recorders, guitars and the like should only be played when the class or school activities require such. However, proper measures should be done so as not to disturb nearby offices and classrooms.
- d. Johnians are expected to have self-respect and respect for others. Likewise, they are expected to obey persons in authority promptly when the latter are acting within their authority. Any disrespectful act will be considered a major offense.
- e. All student officers are considered persons in authority of the school. They are expected to be good examples in behavior for other students to emulate and to help enforce school rules and regulations.
- f. Students who feel they are wrongly blamed or misunderstood must give their explanations to the teacher concerned privately after classes. They must do it respectfully and never publicly and defiantly.
- g. When asked to answer a question in class, a student must stand properly and answer clearly and respectfully.
- h. No student is allowed to leave his/her seat without the permission from the teacher. Students may only leave the classroom one at a time with proper permission from the teacher.
- i. Whenever a student is sent out of the class for minor or major offense, he/she is to report immediately to the Discipline Officer. The student will only be readmitted to the classroom if he/she presents an admission slip issued by the Discipline Officer. Students are not allowed to write on the walls, desks, tables and other

school property nor destroy or deform school properties. It is the prime responsibility of every student to take care of all the properties of the school. A student who damages any of the school property will have to pay for it. Moreover, an intentionally done damage is considered as a major offense.

- j. Students are not allowed to stay at corridors and lobbies during non-class hours.
- k. Students are discouraged to play ball games during recess, lunch and other break periods.

2. **Department**

Education is not only informative but also formative. Character formation is the first and foremost responsibility of Johnnians who are fully convinced that the good character they build today is an asset which will serve them well for the rest of their lives. The parents and the faculty members who serve as models for the children are charged with the obligation and corresponding authority to support and encourage student efforts at self-discipline, promotion of harmony and maintaining order in their respective areas of responsibility. Every Johnnian who loves Christ sees Christ in the person of others. Therefore, he/she is expected to exhibit:

- a. **Self-respect.** A Johnnian is emotionally stable, acting from reason and principle and practices personal discipline by willingly submitting to regulations, exercising healthy restraint and developing good habits.
- b. **Respect for Others.** A Johnnian speaks and acts with decency towards others. He/she never laughs at the mistakes of others or ridicules the physical or vocal defects of others.
- c. **Respect for Persons in Authority.** A Johnnian accords his/her superior when they are acting within their authority.
- d. **Respect for Parents and Ancestors.** A Johnnian manifests love and respect for his/her parents by doing well in his/her studies. He/she looks back to his/her roots in appreciation of what he/she is or has now. For all these, give thanks to God through good works and a life well lived.
- e. **Respect for Properties.** A Johnnian takes care of his/her property and that of others. Any student who may have caused damage to property unintentionally or accidentally must immediately report the incident to the Principal's office and pay for the damage.
- f. **Respect for Country.** A Johnnian should show love and respect for the flag, which is the symbol of our country and an emblem of national sovereignty. During flag ceremony, one must stand in attention with the right hand on the left breast and sing with fervor the National Anthem.

3. **Discipline and Department Policies**

In pursuit of the school's vision to develop self-disciplined students, the Discipline Office serves as the official arm of the school in the implementation of its policies and regulations. The Disciplinary Code consists of the following guidelines, as well as implementing rules stipulated herein, necessary to maintain an atmosphere conducive to academic and personal formation and is designed to be positive guide for the personal exercise of a student's freedom.

Firm, fair and just discipline should be the hallmark of the Johnian students' training. The development of values and positive attitudes aims to build the "total person" of the student who is expected to become catalyst for social transformation.

Art. 14, Sec. 74 of the Manual of Regulations for Private Schools states that, "Every private school shall maintain good school discipline inside the school campus as well as outside the school premises when students are engaged in activities authorized by the school." Art. 218 of the Family Code also provides that "The school, its administrators and teachers, or the individual, entity or institution engaged in child formation shall have special parental authority and responsibility over the minor child while under their supervision, instruction or custody. Their authority and responsibility shall apply to all authorized activities whether inside or outside the premises of the school, entity or institution."

4. **Policy Statement on Students' Behavior On/Off-Campus**

A Johnian student, wherever he/she is, on or off campus, carries the name of the school. Hence, behaviors/actions which will embarrass/endanger the school's reputation will be dealt with accordingly as stipulated in the Catalog of Sanctions for offenses.

5. **Policy on Issuance of Student Formative Report & Violation Report**

- a. **Student Formative Report (SFR)** is a preventive measure imposed to a student who has incurred three (3) repeated minor offenses (e.g. no assignment, borrowing materials from the other classroom, transferring of seats, shouting, etc.) of the same nature. Once a student is given an SFR for the third time, he/she is automatically issued a Violation Report (VR). After a series of reminders, any subject teacher may issue an SFR duly signed by the Discipline Officer.
- b. **Violation Report (VR)** may be issued as recommended by any school authority to a student who has committed any of the offenses listed on in this handbook or any school policy that has been set by the school through its Discipline Officer.

A Violation report may be issued after conference with the student and his/her parent or guardian by the Discipline officer only. The Discipline Officer will also conduct a conference with the school authorities who recommend the issuance of VR.

6. **Policies on Discipline**

- a. **Disciplinary Cases.** In disciplinary cases that do not warrant dismissal, the Discipline Officer will handle disciplinary problems in coordination with the Student Services Department. Otherwise, the Discipline Board is convened.
- b. **Discipline Board.** The Discipline Board is a fact-finding body that hears the charge(s) against the student(s) of any offense that warrants dismissal. It is composed of the Principal, Department Heads, Class Adviser, Guidance Counselor and Discipline Officer. It is presided by the Principal who calls the Board for a meeting.

7. **Powers and Functions**

- a. The Discipline Board interprets and decides as stipulated the schedule of offenses and sanctions for recommendation to the Principal. The Board has therefore the right to modify sanctions of misbehaviors depending on the gravity of the case and other factors affecting the commission of the inappropriate acts.
- b. The majority of the Board constitutes a quorum. It is the duty of every member to cast his/her vote except the Discipline Officer and the Guidance Counselor.

8. **Policy on Disciplinary Probation (DP)**

This is a restraining measure on the student who has been guilty of misbehavior or a single grave breach of conduct during the school year. Its sole purpose is to help the student improve his future conduct.

A student may be placed on Disciplinary Probation as a result of the year-end level deliberation. An incoming student with deficient conduct grades may also be recommended by the Admission Board to be placed on DP.

A student who received a violation report for a grave breach of conduct can be recommended for Disciplinary Probation and will be given a Disciplinary Probation Agreement Form by the Disciplinary Officer. A student faces the danger of dismissal from the school if he fails to comply with the following conditions:

- a. He should not have a deportment grade of D and no VR filed during the school year.
- b. Student should lift his/her DP status after one (1) school year.
- c. Year-end evaluation will be done with the following recommendations:
 - 1. Probation lifted
 - 2. Dismissal

a. **Guidelines for those with DP Status**

- 1. A student on DP who receives a failing grade in GMRC for the succeeding quarter is required to visit the DO with his/her parents/guardian.
- 2. Graduating student on DP is required to render community service before and after graduation rites. Credentials will not be released unless the student has complied with the number of required days.
- 3. Varsity players on DP are suspended from official tournaments.

b. **Lifting of the Disciplinary Probation (DP)**

- 1. A student has four quarters to lift his/her DP status. Failure to comply would mean dismissal or withdrawal from the school.
- 2. Only student who has DP because of attendance can be extended and not lifted at the end of the school year. Repeated offense in the next school year means dismissal.

9. **Procedures for Investigation**

Any offense committed punishable by 3 days suspension or higher, dismissal and/or expulsion, shall be first subject to an investigation to be conducted by the Discipline Officer or Disciplinary Board as the case may be;

Investigating disciplinary cases

- a. The DO will inform the Principal of a need to convene the Discipline Board.
- b. The Investigating Committee (as appointed by the School Principal) will convene to investigate and gather facts of the case and reports in writing with comments and recommendations to the Discipline Board.
- c. Findings are then submitted to the discipline Board which deliberates on the case and will make its recommendation to the Principal.
- d. The DO will call the student being complained about to answer the charge(s) against him/her in written explanation within 48 hours.
- e. After 48 hours, with or without the written explanation, the investigating officer and the Discipline Board shall conduct a hearing to be attended by the student/s involved and their witnesses if any with their parents.

- f. During the hearing, the investigating officer and the Discipline Board shall exercise full control of the proceedings and for this purpose, may exclude any person from the proceedings.
- g. The decision of the investigating officer or Board of Discipline shall be considered final.

10. **Summary Proceedings**

Procedures for disciplinary action against a student shall be a summary in nature. The student shall be assisted in the proceedings by his/her parents and or by counsel.

11. **Appeal**

Decision may be appealed within 15 days from receipt of appeal.

12. **Disciplinary Action Reserved by the School**

The school reserves the right after due investigation, to reprimand, put under probation, disqualify, suspend, expel during the school year or refuse admission for the next school year, any student by reason of his/her misconduct; that is, if the gravity of the offense so warrants. This refers to a student who persistently disobeys the rules and regulations of the school, and who refuses to improve despite repeated admonitions.

13. **Code of Conduct for Parents of St. John's Institute**

Each parent has tremendous influence in every child's development and behavioral conduct. The St. John's Institute community, therefore, expects all parents and guardians to exhibit appropriate behavior and to be good examples to the students.

- a. Respect should be accorded to the staff, students and other members of the SJI community at all times. Listen carefully even as others express a different opinion. Temper should be controlled. Refrain from the use of threats of physical or bodily harm to another. Do not allow harassment, belittling or teasing to occur in one's presence.
- b. Parents should hold their children responsible and accountable by following the rules and regulations of St. John's, in completing all homework assignments and in coming to school on time. Students are taught about life and therefore, they should learn not to expect to win at all times, but also to accept defeat and failures with grace.
- c. Profanities/obscenities, abusive and inappropriate language should not be used on campus or in cyberspace.
- d. Loitering in the campus and gossiping should be avoided.

- e. School protocol for handling complaints should be followed. Seek first a resolution with the teacher/staff member involved in a peaceful and professional manner. Disruption and interference with the operation of a classroom or any other work in school should be avoided.
- f. Strive to assist the school community in the academic growth and safety of the students while on campus. Dues should be paid on time. Rules for access and visitation should be obeyed. Sharing of information on safety issues, academic progress and events in the community that may have impact on the school's operation will be most welcome.

N.B. Preventive Suspension – any student undergoing investigation for a grave misconduct or violation of any school policy or who has any pending disciplinary case may be placed under Preventive Suspension until the termination of the investigation or case. Once the student is found guilty, punitive suspension may then be imposed upon him; in this event the period previously served shall be considered part of the penalty. However, if he is absolved of the charges, though he is not entitled to make up for the days lost, he shall be allowed to take the examinations, quizzes and other missed requirements.

14. **Disciplinary Policies for Graduating Students**

a. **On Graduation Practices**

The following offenses when committed after the Fourth Quarterly Examination shall deprive the student from joining the graduation rites:

1. Committing any offense sanctioned by suspension or higher.
2. Committing major offense under Category A.
3. Having a final average of D in GMRC.
4. Committing three (3) consecutive absences during practices for graduation without valid reason and without informing the Student Services Head.

Note: Students who will be deprived of joining graduation rites due to violation of the above-stated grounds will rightfully get their diploma on the day of its release after graduation day provided that he/she passed all the subjects.

b. **During Graduation**

Students who misbehave and do obscene gestures and unbecoming acts during Graduation Ceremony will do community service for one week after graduation.

Note: The school diploma will be given after the completion of the community service. Students concerned should also secure clearance from all offices.

15. Disciplinary Guidelines

a. General Appearance

Proper grooming should be observed by all students. This policy is to promote a general appearance of decency, simplicity, appropriateness and modesty in personal grooming and attire. Students are given the liberty to look according to their preferences as long as they adhere to the conventions of good grooming.

1. Haircut and Hairstyles

- a. The boys should have a haircut that should not touch the eyebrows, ears and shirt collar.
- b. Haircut and hairstyles should be neat and well-groomed.
- c. Shaven head styles are not allowed. Inappropriate haircut, hairstyle and coloring of hair are not allowed.
- d. Girls with long hair should tie or clip it. Hair should be neatly combed and not covering the eyes.

2. Grooming Code for Males

- a. Shirts must cover the torso at all times.
- b. No foul languages or lewd graphics on shirts are allowed.
- c. No earrings, bracelets, anklets, baller ID and colorful necklaces are allowed.
- d. Body Tattoo and piercing are not allowed.
- e. T- shirts as an undershirt is not allowed only sando is approved.

3. Grooming Code for Females

- a. No plunging necklines, micro miniskirts, spaghetti straps, tube blouses, backless, see-through fabrics or any dress exposing the navel are allowed.
- b. No foul languages or lewd graphics on shirts or dress are allowed.
- c. Only 1 set of earrings but not dangling earrings may be worn.
- d. Other jewelry such as necklace and bracelet are discouraged.
- e. Body Tattoo and piercing are not allowed.
- f. No wearing of make-up on ordinary days is allowed.
- g. No colored nail polish is allowed.
- h. Undergarment should be skin-toned or white so as not to emphasize it
- i. Sporting a male haircut is not allowed.

4. School Uniform for Grades 1 - 10

The school uniform identifies the students with St. John's Institute. Students wearing it are responsible to their school.

Thus, they are expected to behave in consonance with what their uniform stands for. Students should come to school in their proper school attire.

a. Elementary and Junior High School

1. For Males

- a. White polo shirt with school's logo at the left pocket.
- b. Plain white undershirt which will be tucked-in
- c. Brown/khaki shorts (Grade 1 to 3) and pants for Grade 4 to Junior High School)
- d. Black leather shoes (Black rubber shoes are not allowed)
- e. Plain white socks

2. For Females

- a. White blouse
- b. Navy blue skirt
- c. Navy blue SJI cravat
- d. Black leather shoes
- e. Plain white socks

b. PE Uniform (for Junior High School)

1. White PE shirt with SJI logo
2. Blue jogging pants with SJI design
3. Athletic shoes
4. White socks

c. PE Uniform for Elementary

1. Designated PE Shirts per grade level
2. Blue SJI PE Shorts
3. Tennis or Rubber Shoes
4. White socks

- d. **School Spirit** Shirts are worn every Friday of the Month only. Johnian shirts are worn as per advice.

b. Obedience

Obedience is a moral virtue. It is therefore expected that Johnians should obey the rules and regulations of the school.

c. Honesty

Honesty is a measure of one's integrity and nobility. A Johnian can never take pride in high grades attained by cheating. They are expected to be honest in all their dealings and transactions. Training in honesty enhances their self-esteem and forms part of their education for justice.

A student who is caught cheating in any form will automatically be given a zero (0) in that particular test and will be issued a violation report.

d. **Cleanliness and Orderliness**

Students should maintain cleanliness and orderliness in the campus. Garbage should be disposed properly. Chairs, tables, equipment, etc. removed from their proper places should be returned after using. Cleanliness of the classroom should also be maintained. Doors and windows should be closed after dismissal.

Students are not allowed to pick plants and fruits without due permission from the administration. Writing on the walls, defacing notices on the bulletin boards, as well as tearing and writing on the pages of the library books are serious acts of vandalism and shall be dealt with accordingly. The student who commits acts of vandalism on property not belonging to the school but done during school-related activities shall be duly reprimanded.

The school must be kept clean at all times. All students are required to observe this policy. Whenever a Johnian leaves a certain place, he or she always ensures that the place is clean and free from trash. He or she picks up pieces of paper and other garbage around and places them in the ecobag.

e. **English, Filipino, Chinese Speaking Policy**

English, Filipino and Chinese are the only languages that should be spoken anywhere in the campus. Thus, each one is encouraged to speak only these languages to reinforce facility in it.

Monday and Tuesday – English

Wednesday – Filipino

Thursday and Friday – Chinese

f. **Silence Policy**

Silence is conducive to learning. Thus, students should avoid making unnecessary noise, malicious howling or whistling, boisterous laughter which will distract others inside and outside of the classroom.

g. **Homework/Assignment/School Requirement**

Johnians are responsible people. Thus, they are expected to comply with and submit their academic requirements promptly and regularly.

h. **Attendance**

A Johnian attends class regularly. Thus, he or she is expected to be present in his or her classes in order to maximize learning. A student who is absent deprives himself or herself of the many benefits derived from the classroom. Absence without valid reason is not allowed.

1. A letter of excuse addressed to the Class Adviser shall be required before a student is allowed to attend classes. Only letters prepared and signed by the parents or guardian or by a doctor shall be honored and should contain the reason for absence. A student who fails to present an excuse letter shall be accepted in the classroom but shall be charged with a minor offense. A phone call or text message will not suffice nor can it take the place of an excuse letter.
2. A parent meeting is needed if the student accumulates more than 3 unexcused absences.
3. Any student who comes to class after the 3rd period shall be considered absent. He or she shall present an excuse letter to the Department Head.
4. A student who is absent during the quarterly exams due to sickness shall report to the Class Adviser with an excuse letter and other required documents proving the reasons for his or her absence. Without the said documents, the student will not be given a special test.
5. Allowable number of absences in one school year is only 20% of the total number of school days as mandated by DepEd.

i. Absences

The following absences are excused:

1. The student is an official representative to seminars, contests, sporting events for athletes, etc. during class hours. This absence will not be deducted from the total number of school days.
2. The student is afflicted with illness which is contagious or needs hospitalization. A medical certificate must be presented upon the student's return. Absence will be deducted from the total number of school days.
3. A student's absence is excused if there is death in the family or for any emergency case. Absence will be deducted from the total number of school days.

j. Punctuality

Punctuality is an indicator of one's seriousness towards studies. Hence, students are expected to be in school before the line formation. A student is considered late when he or she is not in the line formation prior to the flag ceremony or any activity.

1. A late student should secure an admission slip duly signed by the Department Head or from the Discipline Officer. The slip should be presented to the subject teacher upon entering the classroom.

2. A student is afforded 3 late comings per quarter. On the 3rd time, he or she will receive a notice of tardiness form signed by the Discipline Officer.
3. Consequently, on the 4th tardiness and its succession, the student will still be allowed to attend his/her class; however, he/she will not be given any special quiz or seatwork that has been scheduled for that day.
4. Tardiness in between periods will be dealt with by the subject teacher.

k. **Class Cut**

Any student, who is seen outside the classroom during class hours or outside the place of assembly during school functions without legitimate reason, is guilty of cutting classes and is considered as a major offense.

l. **Tuancy**

A student commits truancy when he or she absents himself or herself from school without permission from either the parents or school authority. Truancy is a major offense that warrants suspension and a grade of C in the department.

m. **Leaving the Campus**

The school is responsible for the student's whereabouts during class hours. Hence, no student is allowed to leave the campus without asking permission from his or her class adviser or subject teacher from 7am to 4:30 pm.

n. **Issuance of Pass**

1. Campus Pass - enables student to go to other buildings and offices in the campus when needed
2. Gate Pass - permits student to leave the campus during class hours. A letter from the parent is required for such leave or the student contacts his/her parents/guardian who personally talks to the class adviser to explain such leave.
3. Clinic Pass - enables student to go the clinic for health purposes.
4. Restroom Pass - enables student to go to the restroom when necessary. It is used one at a time at any given class period.
5. Lunch Pass - allows student who wants to eat lunch outside the campus. A student must secure a letter from his/her parents/guardian allowing him/her to eat outside the campus.

o. **Curfew Policy**

No student is allowed to stay in the campus beyond 5:30 PM. Varsity players are allowed to stay until 7:00 PM. Likewise, students who are having their special classes and tutorials are only up to 7 PM but are not allowed to roam around the campus.

p. **Care of School Properties and Personal Belongings**

1. All books must be covered and kept in good condition throughout the entire year. Students are not allowed to borrow textbook/workbook from classmates or fellow students in other classes.
2. Students are expected to take care of their personal belongings at all times. The school shall not be held liable for the loss of student's personal belongings while on campus.
3. All students are responsible for all school equipment, furniture and other materials entrusted to their care. Students who damage school property are required to pay for or replace the damaged object. Corresponding sanctions shall also be given to the students concerned. If the destruction of school property becomes habitual for a student, he/she may be required to leave the school.

q. **Lost and Found Items**

All lost and found items should be reported and turned over as soon as possible to the Discipline Officer. Unclaimed items for a week will be donated to charitable institutions.

r. **Use of Unnecessary Things**

Students are not allowed to use inside the school campus during class days the following items:

1. Ipod/ Ipad
2. MP3/MP4/CD players
3. Game Cards
4. PSP
5. Pillows/stuff toys
6. Smartphones, tablets and laptops
7. Other Electronic Gadgets

Bringing of the aforementioned items in school is at the owner's risk. In cases of violation or when found during spot checking, by duly authorized personnel, the same will be confiscated and can only be claimed by the parent after a week if it is the first violation. Succeeding violations will have to be dealt with by the Discipline Officer. The school will not be held liable for lost items while on campus and still under the student's custody.

s. **Cell Phone Policy**

1. Use of cellphone is strictly prohibited from 7:00 AM to 5:30 PM inside the school campus.
2. In cases of emergencies or other valid reasons, cellphone calls are allowed in the office of the discipline officer.
3. Areas for use of cellphones after 5:30 PM: outside the high school and elementary buildings.

4. Students caught using cellphones without any valid reasons will have the corresponding sanctions:
 - 1st Offense – They can take back their phone after 5 days
 - 2nd Offense – They can take back their phone after 1 month
 - 3rd offense – They can take back their phone at the end of the school year

Succeeding violations will have to be dealt with by the Discipline Officer. Thus, the school will not be held liable for lost items while on campus and still under the student's custody.

t. **Collections**

No collection in cash or in kind will be done without the approval of the Principal. Should there be any, a financial report will be submitted to the Principal by the concerned teacher.

u. **Outside Extra-Curricular Activities**

Students are not allowed to join any beauty and body contests, TV shows, ramp modeling and other entertainment shows.

16. **Student Safety and Well-being**

a. **Loitering**

Corridors are to be kept free so as not to disturb classes going on. Likewise, doors and stairs must be free from obstruction. You are encouraged to be aware of the areas that you may or may not stay in. Except for official business, you are not allowed to stay and/or loiter in the following areas:

1. Administration Office
2. Library
3. Faculty Offices
4. Clinic
5. Church
6. Other areas that may be reserved for school officials, faculty members and/or personnel. You are also prohibited from loitering and/or disrupting classes in the corridors during class hours.

b. **Recess and Lunch**

All classrooms must be closed during break time and students are encouraged to use the canteen and/or multi-purpose hall during recess and lunch break.

c. **Restricted Areas**

The following are restricted areas during recess, lunch break and dismissal time:

1. Classrooms (2nd and 3rd floor)
2. Elementary and Kindergarten premises (for High School students only)
3. Faculty Rooms

d. **Buying from Outside Vendors**

Students are highly encouraged to patronize the school canteen which will offer a variety of nutritious foods at affordable prices. Thus, they are discouraged from buying from vendors.

e. **Driving**

Students are strictly prohibited from driving to school or anywhere in relation to any school activity even if the student is accompanied by a parent or any adult.

f. **No Smoking Policy**

The school campus is a non-smoking area. Thus, smoking or bringing of cigarettes and the like is not allowed. Students who will be caught shall be subjected to disciplinary measures.

g. **Alcoholic Drinks**

Liquors are hazardous to health. Thus, students are prohibited from bringing and drinking these liquors in and out of the campus. Students who are in a drunken state are banned from entering the school campus. Anyone caught will be dealt with by the Discipline Officer.

h. **Firearms, explosives and other Deadly Weapons**

Guns, knives and other weapons are not allowed in the campus except upon the request of a faculty member for class purposes. Explosives of all types including fire crackers, gunpowder and fireworks of any kind are strictly prohibited in the campus.

i. **Fraternities, Sororities and Gangs**

The school neither permits the existence nor the formation in the campus of organizations which are not duly recognized by the institution. These include fraternities, sororities, gangs and other similar organizations which are duly noted for notoriety.

j. **No ID, No Entry Policy**

ID's should be worn at all times. Students without ID shall not be admitted in the campus/class unless they present to their teacher an Admission Slip from the Department Head. Tampering with the ID card is strictly prohibited (e.g. putting stickers, other pictures, etc.) If the ID is lost, a fee for a new ID will be paid at the Business Office and the student should present the receipt to the Student Services Office for issuance of temporary ID. This serves as proof that the student is in the process of procuring a new ID.

H. **CHILD PROTECTION POLICY AND ANTI-BULLYING ACT OF 2013** **Anti-Bullying Act of 2013**

Bullying is an aggressive behavior that is intentional and involves an imbalance of power or strength. It is a **repeated** behavior and can be physical, verbal, or relational. Preventing and stopping bullying involves a commitment to creating a safe environment where children can thrive, socially and academically, without being afraid, therefore the school shall follow definitions, protocol and provisions given by the Anti-Bullying Act of 2013.

1. **Child Protection Policy**

- a. **Goal:** Effective implementation of a zero-tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying, and other forms of abuse. Areas covered by the Child Protection Policy:
 1. Child Abuse
 2. Discrimination against children
 3. Child Exploitation
 4. Violence against children committed in school
 5. Corporal Punishment
 6. Bullying or Peer Abuse

- b. **Standard Operating Procedures for Child Protection Policy:**
 1. Report to the Guidance Counselor (for non-disciplinary cases) or to the Disciplinary Officer (for disciplinary cases)
 2. The parent complainant fills up a complaint or report form.
 3. The Guidance Counselor or Discipline Officer fills up the Complaint
 4. The Guidance Counselor or Discipline Officer discusses the case, checking the details supplied by the complainant, etc.
 5. Should the child have physical injuries at the time of the reporting the incident, the child will be brought to the clinic for the initial assessment of the school nurse.
 6. An investigation on the matter may be opened if needed.
 7. The case is referred to the Principal.
 8. The Principal makes the necessary action. Should the case:
 - a. Find out that the offender is from the family of the child, the principal contacts the local DSWD and turns the case to them
 - b. Reveal that the offender is from the school, the principal will refer the child to the Guidance Counselor for counseling, and the offender is to be investigated and sanctioned by the Principal, in coordination with the HRD.
 9. A Conference will be held with the parents, attended by the Guidance Counselor, Department Head and the Principal.

10. Final documentation of the case will be made by the Guidance Office (focusing on the child) and/or Discipline Officer (discipline -related case), and HRD (if case involves school personnel).

I. **SPOT CHECKING POLICY**

In instances, when school and student security are at stake, the school has the authority to conduct a search of the student's personal belongings.

J. **DEALINGS WITH OTHERS**

Healthy interactions with members of the opposite sex is encouraged. However, acts or gestures that tend to offend other members of the community, including public displays of physical intimacy are not tolerated.

K. **STANDARD OPERATING PROCEDURES**

1. **Daily School and Classroom Routine**

Before Classes:

- a. Students are expected to observe proper behavior inside the classroom even when the teacher is not yet around.
- b. The Public Address System, which serves as the warning bell, is heard at 7:00 in the morning and 12:30 in the afternoon to signal the lining up of all students at the quadrangle.
- c. When lining up, students must maintain strict silence and order. Students who are not in the formation after the bell are considered late and should obtain the Admission slip from the Department Head.

2. **Homeroom Period**

The elected Class Secretary checks the attendance for the day and writes the names of students who are absent or tardy on the official form provided by the adviser. The attendance slip shall then be checked and signed by the Homeroom Adviser.

3. **Proper Behavior during Assemblies:**

All students should observe the following acceptable behavior during assemblies:

- a. Stand in attention for prayers and national anthem.
- b. Observe silence and proper decorum at all times.
- c. Follow assigned sitting arrangement and listen attentively to the speaker.
- d. During the open forum, ask relevant questions and acknowledge the response given.

4. **During Examinations**

The students should:

- a. Place school bags and notebooks in an area designated by the proctor.
- b. Present the exam permit to the proctor.

- c. Refrain from making noise, borrowing of writing materials and glancing at others' papers.
 - d. Take the exams inside the classroom.
 - e. Ask the proctors for clarifications regarding the exams.
 - f. Those who finish the test ahead of the others should study their lesson in advance for the next test while waiting for the next period.
5. **Change of Periods**
- a. While waiting for the next teacher, students should remain silent. No student is allowed to leave or peep out of the classroom in between periods. Students must stand upon the arrival of the next subject teacher.
 - b. If the next subject teacher fails to report to the classroom within five minutes, the Class Mayor should inform the Department Head of the teacher's absence while the Vice Mayor of the class supervises the class until the assigned substitute arrives.
6. **After the Morning & Afternoon Classes:**
- a. Students who are given routine tasks such as closing doors and windows, turning off the lights, fans and air conditioning units, arranging the chairs, cleaning the blackboards, etc., should perform their duties before leaving the classroom. The last subject teacher in the morning or in the afternoon must see to it that all students who have not been assigned chores leave the room.
 - b. Students must never break their lines from their rooms until they reach the quadrangle.
7. **Lining Up and Movements**
- a. Students should walk silently and in two lines when moving from the classroom to another place in the campus for an activity. The same procedure is followed when returning to the classroom.
 - b. The subject teacher always accompanies the class to make sure that procedures are followed.
 - c. Students should always follow the "Keep Right" rule when walking along the corridor.
8. **Borrowing or Lending of Materials**
Students are not allowed to borrow or lend materials during classroom activities, tests and quizzes.
9. **Visitors**
- a. Except on emergency cases, visitors of students and faculty members are allowed inside the campus for valid reasons only. Thus, visitors shall be entertained only during non-class hours in the receiving area with confirmation from the concerned

teachers through the Department Head.

- b. Parents, guardians and caregivers are not allowed to stay inside the school campus during class hours.

10. **Delivery of Items**

The school discourages the delivery of items or things left at home such as notebooks, books, projects, money, assignments, or any other items to students. They should bring these things with them when they come to school. It is only during extreme cases that requests such as, medicines and their important things are granted.

11. **Use of Classrooms**

- a. Students are not allowed to stay in the classroom during lunch break.
- b. Students should refrain from sitting on the writing ledge of the desks.
- c. Classrooms should be kept clean at all times. Students should avoid throwing trash on the floor. Desks should be kept well-arranged throughout the day except during classes which require group activities.
- d. Lights and electric fans should be turned off and doors should be closed whenever students move out to transfer to another place for an activity or after dismissal in the morning and afternoon. For air-conditioned classrooms, air-conditioning units should be turned off after the morning and afternoon classes.
- e. Birthday parties and blowouts are not allowed inside the school campus.
- f. Use of glue, staple wires and other adhesives that would damage the wall and blackboards should be avoided when decorating the classroom.

12. **Use of Waiver**

Parental waiver is required in all activities sanctioned by the school which are done outside of the school premises. The same is true, during non-school days when students are required to report to school for certain tasks. Forms are available at the Student Services Office and the Discipline Office duly signed by the teacher in charge.

13. **Use of Air condition**

- a. The First Period subject teacher shall turn on the air-condition unit 5 minutes before the bell rings in the morning and in the afternoon.
- b. The Last Period subject teacher in the morning and afternoon shall be the one to turn off the air-condition unit.
- c. Students are not allowed to operate the air-condition unit.
- d. Air-condition units are not to be turned off during recess.

L. **GUIDELINES ON THE SUSPENSION OF CLASSES DUE TO TYPHOON AND OTHER CALAMITIES**

Classes, as indicated below, shall be automatically suspended, without need of any announcement, in the following situations:

Signal # 1 - Classes in Pre-Elementary are suspended.

Signal # 2 - Classes in Pre-Elementary, Elementary and High School are suspended.

Signal # 3 - Classes in all levels are automatically suspended

In case of a bad weather and announcement was not given, it is the prerogative of parents whether to send or not their children to school. When other calamities such as floods, volcanic eruptions and earthquakes occur and have seriously damaged the homes of families in the community and the probable reoccurrence of such calamities is declared by proper authorities, classes in all levels are automatically suspended. Otherwise, tune in to radio stations for more information.

M. **CODE OF SANCTIONS**

The good interest of the vast majority of the student body and the good name of the school depend largely on how well we are guided by the rules and regulations. Rules on reprimand and sanctions are therefore in order.

These are intended to develop good moral character which would be in effective control of their personal conduct as guided by Christian values. Our goal in the aspect of discipline is to guide the young people to choose fully from alternatives, to weigh consequences and to take responsibility for their actions.

In accordance with the law, the school has inherent authority to apply sanctions as well to acts committed by a student outside the school premises, when these acts involve student status, or are committed on the occasion of school functions or activities, or may affect the well-being, good name or reputation of the school and its community: acts violating public or social norm and acts that disrupt regular academic life.

1. **Penalties imposed for the violation of the rules and regulations are aimed to:**

- a. teach ideals of justice;
- b. imprint in the students' mind the importance of law and to deter students from violating the rules;
- c. teach graceful acceptance of the consequences of one's actions
- d. protect the students from the corrupting influences of the law breakers

2. **Disruptive Behavior**

A behavior that directly and habitually interferes with the learning process for other students and hinders the ability of the instructor to teach most effectively. The following are considered as Disruptive Behavior:

- a. Boisterous laughter,
- b. All forms of defiance,
- c. Continuous talking or making unnecessary sounds inspite of warning,
- d. Eating inside the classroom during class hours,
- e. Habitual borrowing and/or asking pens, paper, books, etc,
- f. Reading of other materials not related to the subject.
- g. Transferring of seat without permission from the subject teacher,
- h. Using of cellular phones, electronic devices and gadgets.

These behaviors will be documented through a Discipline Slip assigned to each classroom. Students who will be listed on the Discipline Slip for the 3 time will be given a Student Formative Report (SFR). If the student fails to improve, a parent-teacher conference will be convened with the issuance of a Violation Report.

In case of the Junior High School, folders are provided where they write their offenses and their corresponding sanctions.

3. **Sanctions for Offenses**

The sanctions will be imposed on students who commit the following offenses in accordance with the rules and regulations set forth after due process.

Legend:

- a. VERBAL REPRIMAND/ANECDOTAL RECORD -Verbal/Written admonitions given to student(s) who incur disciplinary infraction(s)
- b. STUDENT FORMATIVE REPORT - A student who has incurred three (3) repeated minor offenses of the same nature is issued an SFR by a teacher to be acknowledged by the Discipline Officer.
- c. VIOLATION REPORT- With the authority's recommendation, the DO issues the VR form to the parents of the student informing them of the student's misconduct & COMMUNITY SERVICE - Special and menial tasks given to a student with infractions after class hour.
- d. PUNITIVE SUSPENSION - Suspension from classes but demands the presence of the student in school to perform the task assigned. All quizzes, exams, projects and all academic related activities not taken because of suspension will be given a raw score of Zero (0) and will get a conduct grade of C for that particular quarter.

- e. DISMISSAL/EXCLUSION - This is final and irrevocable withdrawal from school. The student is deprived of further continuation of study in school. This is done only after the student's case has been reviewed by the Discipline Board. The Principal may dismiss a student and the Registrar may facilitate the student's transfer of records. He/she will automatically get a failing grade in GMRC.
- f. NON-READMISSION - Refusal of the school to admit the student for the next school year due to his infractions. However, it will allow the student to complete the current school year.

N. CLASSIFICATION OF OFFENSES

Type A: Offenses Punishable with Dismissal, Non-Readmission or Expulsion

1. Possession, use or trafficking of prohibited drugs (see Appendix on Dangerous Drugs Act)
2. Assault, physical or verbal, against a School Official, faculty member or personnel.
3. Hazing and other similar acts.
4. Grave misconduct, gross immorality or scandalous acts which cause dishonor to the school
5. Possession, distribution or use of exam leakages.
6. Academic Dishonesty
7. Being involved in sexually explicit scenes shown in television, movies, internet and/or print media.
8. Malversation of funds

Type B: Offenses Punishable by suspension or dismissal, as may be called for by the gravity thereof.

1st offense 3-5 days suspension

2nd offense 6-10 days suspension

3rd offense dismissal or expulsion

1. Membership in fraternities or sororities in and out of the school.
2. Unauthorized use of the name of the school or of an official, faculty member, or personnel thereof.
3. Threats to or disrespect of a school official, faculty member, or personnel which tend to put them in ridicule or contempt.
4. Theft of school and other private property.
5. Vandalism or reckless, malicious, intentional acts which may lead to damage of school property or equipment.
6. Possession of firearms or other deadly weapons or explosives, within the school premises or during school functions or activities.
7. Entering the school premises under the influence of alcohol or drugs.
8. Possession, consumption or distribution of alcoholic beverages within the school premises or at official off-campus activities.
9. Being drunk and disorderly in public, in and out of the campus.

10. Misbehavior in class during examinations, in the library or other school premises. Misbehavior during examinations automatically merits a failing mark in the exercise. Members of the faculty are persons in authority. They may impose sanctions for offenses committed in their presence.
11. Reckless conduct leading to interference of normal school activities, including but not limited to: studying, teaching, programs, competitions, concerts, meetings, graduation and recognition rites, and other related events.
12. Physical disturbance or scandal or engaging in a physical fight.
13. Bringing into campus pornographic material or other pornographic media of representations thereof, whether in printed or electronic form.
14. Sexual misconduct, lewd, obscene or indecent behavior in and out of the campus, or sexual harassment.
15. Forgery, falsification or tampering of academic or official records or documents.
16. Libelous publications or utterances.
17. Bribery, influence peddling.
18. Gambling.
19. Giving false testimony to a school official, faculty member or personnel during a school investigation.
20. Refusal to identify the student who violated a school regulation when he/she knows the student.
21. Instigating, leading or participating in unlawful activities.
22. Unauthorized exploding of firecrackers on campus.
23. Willful violation of any of the terms of any disciplinary sanctions imposed in accordance with this Student Handbook
24. Computer Security Violations:
 - a. Accessing the school's computer or computer network without authority or beyond authorized access
 - b. Altering information (e.g. changing the password of someone else's account and changing files beyond one's authorized access, etc.) or damaging or destroying information
 - c. Introducing false information or using someone else's account
 - d. Sending offensive mail and messages
 - e. Preventing authorized use of information
 - f. Preventing normal operation of computers or computer networks of the school
25. Using cellular phones during class
26. Repeated non-compliance and/or violation of school policies
 - a. Disrespect, defiance, disobedience, assault or abusive behavior towards school authorities, elders and parents
 - b. Vulgar, profane and indecent language (e.g. cursing, provoking, threatening, intimidating, maligning any member of the faculty and staff of either verbally, written or posting on social networking sites.)

- c. Subversive behavior
- d. Extortion
- e. Breaking in or trespassing into school premises
- f. Spreading malicious gossip, lies or perjury about any member of the institution.
- g. Unauthorized use of school official name in any purpose (e.g. solicitations, parties, etc.)
- h. Desecration of the church or sacred and religious objects in the campus.

Type C: Cheating and Plagiarism

1st offense: Automatic zero in the exercise and formal warning from the Discipline Officer. Automatic E in Honesty, Love of God and Concern for Others. A department grade of C for that quarter.

2nd Offense: Dismissal (see Appendix on Cheating and Plagiarism)

Type D: Offenses Meriting Warning, Community Service or Suspension

1st offense – warning/reprimand

2nd offense – 1-3 days suspension

3rd offense – automatically considered Type B offense

1. Proselytizing
2. Violation of the school's policy on discipline as stated in this handbook.
3. Disruptive behavior in class or unbecoming conduct on school premises.
4. Unexplained and/or disruptive loitering.
5. Using someone else's ID or allowing another to use one's ID.
6. Refusal to turn-over ID or give one's name to a school official when confronted.
7. Violation of the dress code policy.
8. Violation of the ID policy
9. Violation of the uniform policy
10. Violation of the no-smoking policy in and out of the campus.
11. Unauthorized eating in classrooms or other function areas.
12. Public display of affection
13. Entering comfort rooms of the opposite sex
14. Unauthorized posting and/or removal of official notices/posted materials.
15. Failure to respond to administrative summons without valid reason
16. Violation of other policies such as the English-Chinese and Filipino Speaking policies, and CLAY-GO policies
17. Sporting long unkempt hair
18. Wearing of earrings for males and/or any inappropriate and unnecessary body piercing for both male and females.

19. Littering
20. Playing computer games or opening unauthorized sites at the computers of the school.
21. Any outlandish appearance which is not the prescribed grooming by the school such as, colored nails and hair, punk attire, earrings, chains, bald head, tailed hair, tattoo, etc.
22. Leaving the school and scheduled activities without permission
23. Driving to and from the campus even with parent's permission or has Driver's license (for JHS only)
24. Wearing of indecent attire during school activities, mass etc.
25. Wearing of skimpy attire (except for those worn by athletes) for school activities in and out of the campus.
26. Bullying in any form (Sanction depends on the gravity of the offense.)
27. Misbehaving during assemblies, classes, programs, change of periods, off-campus activities and other related activities.
28. Disrespecting the national flag.
29. Non-observance of proper school and PE uniforms including the use of old ID's and printed undershirt
30. Non-compliance of school work and requirements (e.g. assignments, projects, PT's, etc)
31. Use of cellphone during school hours.
32. Bringing of unnecessary materials, toys and paraphernalia and gadgets in school (e.g. MP3's, ipad, skate board, PSP, etc)
33. Violating the curfew time
34. Violating the School Library Policy
35. Unauthorized use of waivers
36. Truancy
37. Unnecessary talking, howling, giggling, stomping, eating, teasing or any minor interruption during class and school assemblies (e.g. flag ceremony, programs, prayers, etc)
38. Improper Use of Social Media Account
39. Buying from outside vendors
40. Transferring seats and borrowing of materials from one classroom to another (e.g. books, calculators, notebooks, etc.)

Appendix A **ON CHEATING AND PLAGIARISM**

Preparation of Papers and Other Work: Plagiarism and Collaboration (from the Handbook of University of Asia and the Pacific)

All work submitted – homework, assignments, papers, examinations – is expected to be the student's own work. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term "sources" includes not only published primary and secondary material, but also information and opinions gained directly from other people. The responsibility for learning the proper forms of citation lies with the individual student. Quotations must be properly placed within the quotation marks and must be completely acknowledged. Whenever ideas or facts are derived from a student's reading and research, the sources must be indicated.

A student who reiterates or draws on ideas or facts used in another paper that he or she is writing, or has written, must cite that other paper as a source.

A computer program written to satisfy a course requirement is, like a paper, expected to be the original work of the student submitting it. Copying a program from another student or any other source is a form of academic dishonesty, as is deriving a program substantially from the work of another.

A student's paper and other work are expected to be submitted to only one course. If the same or similar work is to be submitted to any other course, the prior written permission of the instructor must be obtained.

Appendix B **ON EXPULSION**

(from the Manual of Regulations for Private Schools)

The penalty of expulsion is an extreme form of administrative sanction which debars the student from all private and public schools. To be valid and effective, the penalty of expulsion requires the approval of the Secretary of Education. Expulsion is usually considered proper punishment for gross misconduct or dishonesty, and/or such offenses as hazing, carrying deadly weapons, immorality, drunkenness, vandalism, hooliganism, assaulting a teacher or any other school authorities or his agent or a student, instigating, engaging in activities resulting in damage to campus and school facilities, property or injury to persons, preventing or threatening students of faculty members or school authorities, forging or tampering school records or transfer forms, or securing or using such forged transfer credentials.

Appendix C
ON DANGEROUS DRUGS ACT OF 1972
 RA 6425 ARTICLE V SECTION 28

For the purpose of enforcing the provisions of Articles II and III of this Act, all school heads, supervisors and teachers shall be deemed to be persons in authority, and as such, are hereby vested with the power to apprehend, arrest of any person who shall violate any of the said provisions. They shall be considered as persons in authority if they are in the school or within its immediate vicinity or beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors or teachers. Any teacher or school employee who discovers or finds that any person in the school or within its immediate vicinity is violating any provision of Article II or III of this Act shall have the duty to report the violation to the school head or supervisor who shall, in turn, report the matter to the proper authority. Failure to report in either case shall, after due hearing, constitute sufficient cause for disciplinary action.

DUC IN ALTUM
 SJI Motto

It is a Latin phrase taken from the Gospel of St. Luke 5:4 which means

"Launch into the deep."

That watchword spells a message, i.e. success in all endeavors depends on two factors:

**Labor
 and
 Cooperation with God's Will**

The disciples of Jesus worked hard for long hours but without results. However, when Jesus commanded them to launch their boats into the deep, they obeyed, "making fresh and vigorous efforts." The outcome of such obedience and cooperation with God's Will was a miraculous, bountiful catch. For a pupil, this is the first and most important lesson. One should learn to persevere and cooperate with God's Will to achieve well in school.

CONFORME SHEET
(Student's Copy)

Dear Principal,

I have read carefully the Student Handbook and agree to abide by its contents and all other policies of St. John's Institute.

Furthermore, I know that this handbook is not exhaustive. I will therefore make it my responsibility to update myself with announcements, bulletins and memo that may be posted/issued from time to time through my child

_____ of _____.

(Student's Signature Over Printed Name)

(Grade and Section)

CONFORME:

Father's Signature Over Printed Name

Mother's Signature Over Printed Name

Guardian's Signature Over Printed Name

CONFORME SHEET
(School's Copy)

Dear Principal,

I have read carefully the Student Handbook and agree to abide by its contents and all other policies of St. John's Institute.

Furthermore, I know that this handbook is not exhaustive. I will therefore make it my responsibility to update myself with announcements, bulletins and memo that may be posted/issued from time to time through my child

_____ of _____.

(Student's Signature Over Printed Name)

(Grade and Section)

CONFORME:

Father's Signature Over Printed Name

Mother's Signature Over Printed Name

Guardian's Signature Over Printed Name

JOHNIAN
CORE VALUES

