



Committed to Christian Excellence in Education

## **DIOCESE OF IMUS CATHOLIC EDUCATIONAL SYSTEM, INC. (DICES)**

### **SAINT AUGUSTINE SCHOOL** Mendez, Cavite



## STUDENT'S PERSONAL DATA

PHOTO

Name:

*Last Name*

*First Name*

*Middle*

Nickname: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Cellphone No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Birthday: \_\_\_\_\_ Birthplace: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Sex: \_\_\_\_\_

Religious Affiliation: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Contact No. : \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Guardian \_\_\_\_\_

Address \_\_\_\_\_

Tel. No. \_\_\_\_\_ Relationship: \_\_\_\_\_

## INTRODUCTION

The policies set forth in this Student Hand Book are intended to attain the highest standards of Catholic educational learning as envisioned by the Diocese of Imus.

The student's enrollment in Saint Augustine School, a diocesan school of Imus is considered as his/her conformity and willingness and that of his/her parents to abide by all the rules and regulations of the Diocese of Imus Catholic Educational System (DICES) and of Saint Augustine School. Hence, every student is obliged to follow these rules. Saint Augustine School cannot keep students who show by his/her conduct that he/she has no intention of abiding by any or all of the school regulations.



The Student Handbook is published by Saint Augustine School in conformity with the guidelines issued by the Diocese of Imus Catholic Educational System.

## SAINT AUGUSTINE SCHOOL

### Brief History

St. Augustine School is one of the parochial schools belonging to the Diocese of Imus under the Education Board and leadership of the Bishop of Imus. It is one of the active members of the Catholic Educational Association of the Philippines (CEAP) and other prominent educational organizations in the province of Cavite. It is an integral part of St. Augustine Parish.

St. Augustine School originated from a project sponsored by the Apostleship of Prayer of the Parish in 1959 and named, the Apostleship of Prayer Catholic Center. The organization spearheaded multifarious fund-raising campaigns in the forms of solicitation letters, benefit shows, concerts, benefit luncheon, caroling, and others to be able to construct the first building, a one-room construction with rooms for future expansion.

After four (4) years of hard work, difficulties, and struggles, the CATHOLIC YOUTH CENTER, founded on love, perseverance, cooperation, patience, endurance, faith and generosity, was ultimately finished through the concerted efforts of Fr. Jose Sugay and the newly organized Catholic Women's League.

One of the main objectives of the Catholic Center was the Christian formation of the young people, to give the youth constructive activities, to draw them closer to the Church, strengthen their faith, and make them active in parish work. However, it was believed that this formation will be more effective, will work deeper, and make stronger formation, if it will start at the very young age. Hence, a Kindergarten school was conceived. It was formally opened in S.Y. 1964 - 1965 under the administration of the Augustinian Recollect Sisters with eighty-six (86) pupils. It was named St. Augustine School in honor of the Parish Patron Saint. It has a very special distinction as the first Catholic School in the community and in the Upland Cavite under the ownership of the Bishop of the Diocese of Imus. (Msgr. Artemio Casas, being the first Bishop of the Diocese.)

The Augustinian Sisters acted as the faculty members in its initial operation. It was only in 1968 when the school hired its first lay teachers. Even before the first school year ended, there was a clamor from the parishioners for the expansion and completion of the elementary levels. The school eventually became popular among the neighboring towns of Indang, Tagaytay, Silang, Amadeo and Alfonso.

In the S. Y. 1970-71, the school was awarded the Government Recognition for the complete Elementary Course; the year when the first Graduation Day took place and at the same time, the administration of the school was endorsed to the Shepherdess Sisters under Sr. Mary Edward Parcero as the Principal. The congregation managed the school for twelve (12) years. The school continued to grow and became more popular as a Catholic Institution offering quality education and served not only the children of Mendez, but also those of the neighboring towns of Indang, Alfonso, Tagaytay, Amadeo and Silang.

In 1981, the school was turned over to the Diocese of Imus and Fr. Redentor S. Corpuz, the Regional Superintendent of Catholic Schools in Region IV, was appointed Director/Principal. In S.Y. 1988-1990, the supervision and management of the school was delegated to Rev. Fr. Alexander Francisco, the then parish priest, as the Director-Principal. Under the leadership of Fr. Alex, the Parents-Teachers Association was strengthened and with its full support, two-storey building was constructed for additional rooms with individuals comfort rooms. Before the end of S.Y. 1991 - 1992, Rev. Fr. Gerardo Clavero, the parish priest, took over the administration of the school.

The school, responding to the desires and needs of the parents and community to continue the Catholic education of their children and to lessen the degree of risks and costs of educating their children to other towns and schools, assumes the responsibility to meet these urgent needs and

challenges. And St. Augustine School, Secondary level, under the leadership of Rev. Fr. Gerardo Clavero, the parish priest/school director was established in S.Y.1992 – 1993 in response to the long-time clamor of the parents for Catholic high school. This was finally completed through the efforts of Fr. Redentor S. Corpuz who re-assumed directorship after Fr. Gerry Clavero. It was in S.Y. 1994-1995 when the first Lay Principal, Mrs. Lorena P. Viado was appointed. The First Commencement Exercises of the High School Department took place on March 29, 1996 with Fr. Reuel C. Castañeda as the School Director. Forty-nine students graduated, most of them had been in the school for eleven years.

In S.Y. 1997-1998, with Fr. Reuel Castañeda, as the School Director and Mrs. Lorena P. Viado, a three-storey building was constructed at the western portion of the lot which houses the library at the basement and two additional classrooms for the upper ground and second level.

In welcoming the new millennium, S.Y. 1999 - 2000, the institution made another breakthrough, that of constructing an enormous gymnasium that can accommodate a thousand people. Located at the lower western portion of the School Compound, it is reached through a concrete stairway of more than 60 steps. It is a very much welcomed innovation to a sport minded school well known for developing the best athletes in the district of Mendez, who can compete as far as the Southern Tagalog Region Athletic Association (STRAA) meet and the Palarong Pambansa.

S.Y. 2003 – 2004 welcomed Rev. Fr. Antonio J. Laureta as the new School Director. Another transformation in terms of physical facilities was conceived. There was a major facelift. The façade of the school was modernized vis-à-vis the construction of the Administration building which houses the administration offices at the ground level and the Library and Multi-purpose Hall in the second level. The room at the basement which used to be the Library was converted to the Speech Laboratory and Audio-visual room. Though it entailed much sacrifices on the part of the administration which is financially constrained, construction was completed with funds generated from donations of book suppliers, fund raising campaigns, and loans from bigger sister schools.

Rev. Fr. Michael Reuben R. Cron, took over the administration and management after Rev. Fr. Antonio J. Laureta. Vis-à-vis the refurbishment of the physical plant is a transformation in the educational system. The Diocesan School Board of Trustees was created to systematize the educational program of the Diocesan schools. Fr. Alain P. Manalo seated as the Superintendent of the Parochial Schools after the demise of Fr. Redentor S. Corpuz in August 5, 2011. It was during Fr. Alain's superintendency when the systematization of the parochial schools come to a full blast.

Rev. Fr. Ariel M. Lisama served as the School Director from S.Y. 2012-2015. IT Innovations, especially in the management of finances was introduced. It was also during his time when the institution celebrated its 50<sup>th</sup> Foundation Anniversary with a year-round program of activities mostly outreach activities to the parish like: Dalaw Patron and Birhen (visit of students and teachers to sick alumni and indigent families), kasalang bayan, binyagang bayan, 50 @ 50 (school-based tutorials in core subject areas and Christian Living lesson to public school children, and many more. The institution expects more years of progress and success as the Diocese of Imus Catholic Educational System (DICES) is in its full blast.

S.Y. 2016 – 2017 marks another milestone in the history of St. Augustine School as it opens the Senior High School program as the government implements its K to 12 program starting S.Y. 2012-2013. Three strands of the academic track (General Academic, Accountancy, Business and Management, Humanities and Social Science) is being offered. Additional strand, Science, Technology, Engineering and Mathematics (STEM) was offered for S.Y. 2017-2018. By the second semester of S.Y. 2018-2019, Mrs. Teresita Arizobal assumed the principalship after the retirement of Mrs. Lorena P. Viado who served the school for twenty-eight (28) years.

With Rev. Fr. Allan C. Valero at the helm, he looks back with wonder at the trials she has triumphantly championed, confident that nothing is insurmountable with Augustinian spirit. Through

the years, St. Augustine School has tremendously changed. It has developed into a progressive educational institution. It has already achieved distinction of producing a remarkable number of successful graduates in the different fields of endeavors. It is our prayer that in the years to come, St. Augustine School will continue to grow, to guide and to mold the school children become better and responsive Christian citizens of the country.

### **PHILOSOPHY OF ST. AUGUSTINE SCHOOL**

The Augustinian educators believe that each individual is unique, created in the image and likeness of God, the Supreme Being and Ultimate, and willing to be living witnesses of Christ's teachings, ready to perform the task of evangelization, and prepared to be of service to others as they grow towards Christian maturity.

### **SCHOOL'S VISION**

We, the St. Augustine School, envision ourselves as a community of learners with Catholic character that promotes the development of the total human person to become living witnesses of Christ.

### **SCHOOL'S MISSION**

With the inspiration of St. Augustine, we commit ourselves to:

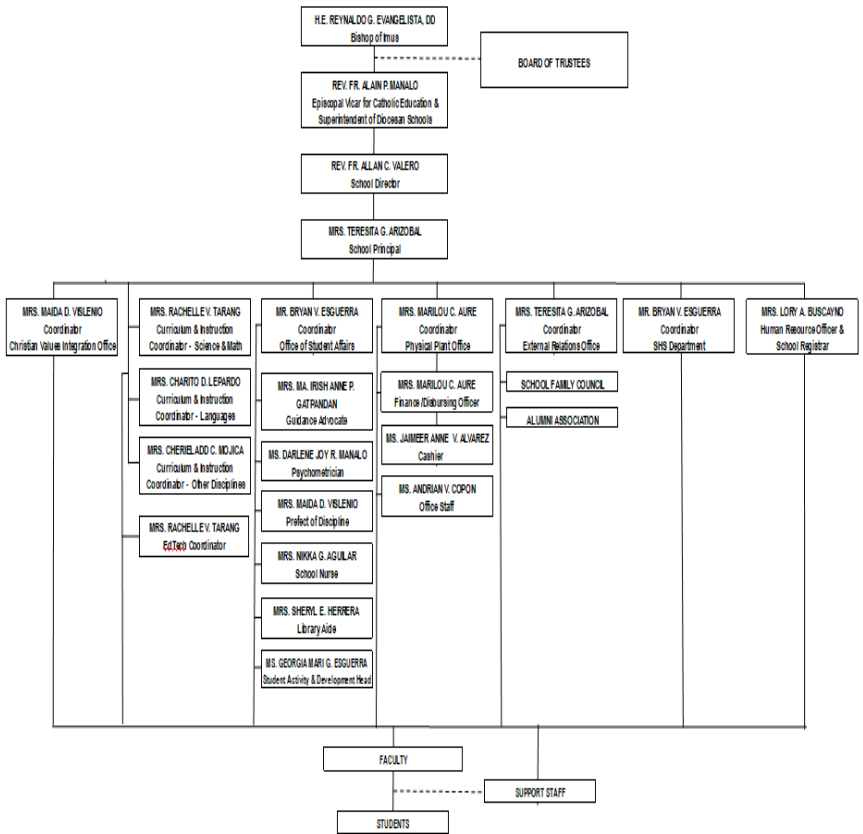
1. provide Catholic education with academic excellence;
2. build a Christ-centered family among parents, students, faculty and administrators through Christian formation, and
3. engage in the apostolate and ministries of the Church that builds the Mumunting Simbahang Kapitbahayan.

### **PROFILE OF SAS GRADUATE**

Inspired by its Philosophy, Mission and Vision, SAS aims to form or develop students who are:

1. Warm and simple
2. Clean and healthy in lifestyle
3. Reflective and critical thinkers
4. Eloquent communicators
5. Responsible and competent in modern technology
6. Innovative and resourceful
7. Purposeful and decisive
8. Ethical and moral servant leaders
9. Globally competitive and locally active
10. Loyal and grateful to their Alma Mater

# ORGANIZATIONAL CHART



## STUDENTS ADMISSION

### 1. REQUIREMENTS

1. 2 pcs 2x2 most recent ID Picture
  2. PSA copy of Birth Certificate
  3. Baptismal Certificate
  4. Report Card (Form 138) signed by the authorities of school last attended.
  5. Form 137A
  6. Certificate of Good Moral Character
  7. First Communion Certificate
  8. NAT Result (for incoming Grade 7 students)
  9. NCAE Result (for incoming Grade 10 students)
- ✓ Hopeful applicants should pass the free written diagnostic examination and interview.

### Old Students

1. Report Card

Note: Re-admission of old students may be denied on the following grounds:

- ✓ Academic Deficiency
- ✓ Violation of school rules and regulations
- ✓ Closure of the course of study or closure of the school.

### ADMISSION/REGISTRATION PROCEDURES

STEP	PROCEDURE	IN-CHARGE	PROCESSING DURATION
Step 1	Present all the necessary requirements at the Admission's Office	Registration/ Admission / Registrar	5 minutes
Step 2	Secure an Application Form from the same office and accomplish it properly.	Admission Committee	5 minutes
Step 3	Proceed to the Guidance Office for the entrance test and schedule of interview.	Guidance Counselor	45 minutes
Step 4	Proceed to the OSA Coordinator/Guidance Counselor/Prefect of Discipline for interview on the scheduled interview.	OSA Coordinator/ Guidance Counselor/ Prefect of Discipline	15 minutes
Step 5	Present the Notice of Admission to the Registrar's Office and present all the necessary requirements on the same office to secure the registration form.	School Registrar	5 minutes
<i>Old Students Start here -&gt;</i>	Present the report card to the Registrar to secure the Registration Form		
Step 6	Supply all the information needed in the Registration Form	School Registrar	5-7minutes
Step 7	Submit the form to the Assessor for enrolment fee	Finance Office	5 -7 minutes
Step 8	Pay the assessed amount at the Finance Office	Finance Office	5 minutes



## FEES AND POLICIES

The tuition rate and miscellaneous fees are published in the bulletin of information and posted at the Finance Office before and during the enrollment period. Parents shall be informed of any tuition increase after such increase has been approved by the Department of Education.

### A. SCHEDULE OF PAYMENT OF TUITION AND OTHER FEES

Parents are free to choose from the payment schedule given below.

Option 1:           Cash Payment  
                      Payable from April to June with 3% discount on Tuition Fee

Option 2:           Installment payable in 10 months  
                      2.1. Cash payment of books + enrollment fee  
                      2.2. Balance payable from June to March

### B. DISCOUNTS

The following discounts are applied on tuition only. Other fees such as, but not limited to, miscellaneous, developmental fees, and books are not subject to these discounts. These discounts are given upon full payment.

For students who are entitled to two (2) or more discounts, whichever discount is higher shall be applied.

### C. PAYMENT PROCEDURES

#### 1. General Guidelines

- 1.1. Always bring the Registration Form and the Official Receipt upon payment.
- 1.2. For those who availed of the Installment Plan, a Student Account Notice will be given every last week of the month as a reminder of the amount due.
- 1.3. Only authorized personnel from the Business Office may accept payments (e.g. tuition fees, tutorial fees, etc.)
- 1.4. The Business Office is open from 7:30am–12:00nn, and 1:00–5:00pm from Monday to Friday. One week before the examination, operation of the office starts at 7:00am.
- 1.5. Parents are requested to keep all the Official Receipts for future reference.

#### 2. Check Payments

- 2.1. Check/s must be dated and payable to the order of St. Augustine School.
- 2.2. Returned or Bouncing<sup>1</sup> checks shall be subject to the following penalties.
  - An amount of Php 200.00 shall be charged to the parent/guardian in case of check returned by the bank due to insufficient funds, closed accounts, etc.
  - The parent/guardian shall be informed by the Business Office immediately upon receipt of the checks from the bank.
  - Cash payments, including penalty, is required in exchange of the returned checks.
  - In cases wherein the same parent/guardian issued bouncing checks for 2 consecutive times, he will then be advised in writing that the Business Office will only accept cash payment from him in all his transactions.

### 3. Promissory Notes

A Promissory Note is only applicable for those students who cannot pay the tuition fee on the due date for valid reasons:

- 3.1 Promissory Note is allowed only with respect to the amount of the tuition. Other fees such as, but not limited to, miscellaneous fees are not subject of Promissory Note; only the tuition of substantial amount is allowed to be promised and not on miscellaneous and other school fees;
- 3.2. Only the parent(s) or authorized guardian of the student is/are allowed to be the maker of the Promissory Note; the maker or signatory of the promissory note should be the parent or the authorized guardian of the student;
- 3.3. The maker or signatory should personally come to the Business Office before the cut-off date for approval;
- 3.4. Validity of the Promissory Note shall not exceed one month from the date of execution;
- 3.5. Only three (3) Promissory Notes are allowed within a School Year; Execution of Promissory Note/s should not exceed more than 3 times.
- 3.6. The promissory note will be given to the Homeroom Adviser after the approval from the Business Office one day before the examination day.
- 3.7. Promissory Note for the last academic quarter is not permissible.

## SCHOLARSHIPS

- **Entrance Scholarship**
- **Academic Scholarship** - For Top 1 students/pupils from Grade 1 to 10
- **Auxiliary Scholarship** - For 3<sup>rd</sup> – 5<sup>th</sup> child studying in SAS
- **Saint Augustine School Foundation Scholarship Program** - For graduates of SASM who wants to be nuns and priest or who wishes to pursue BSE RE in College and Agri-business Education in De La Salle-Araneta.
- **Saint Augustine Parish Scholarship Program** - For sons, daughters, and grandchildren of Parish workers.
- **San Pedro Calungsod Scholarship Program** - For Altar Servers and Choir Members.
- **Fr. Redentor S. Corpuz Scholarship Program** – For student-athletes
- **St. Thomas More** – for indigents recommended by the barangay
- **Alumni Discount**

## UNIFORM

The uniform symbolizes the school and should be worn for school functions only. Any student wearing the school uniform anywhere in or outside the campus behave according to the Augustinian standards.

The school's prescribed daily uniform consists of:

### **Pre-elementary and Primary (Grades 1-2)**

Boys : white polo (continental cut) with patch/logo and maroon short pants;  
Girls : pink blouse (baby collar); maroon jumper with patch/logo and the prescribed lace/ribbon.

### **Intermediate (Grade 3 – 6)**

Boys : white polo (straight cut) with patch/logo and maroon long pants  
Girls : pink blouse (baby collar) with patch/logo; box-pleated, maroon skirt and the prescribed necktie.

### **Junior High School**

Boys : white polo barong with pin and gray pants  
Girls : pink, long-sleeved blouse (baby collar) with patch/logo; box-pleated, maroon skirt and the prescribed necktie.

### **Senior High School**

Boys : white polo (straight cut) and gray long pants  
Girls : white blouse; box-pleated, gray skirt

***Plain, low-cut, black, leather shoes and black socks should be worn with school uniform. Rubber shoes should be worn only during P.E. classes with the proper P.E. uniform.***

***Grade 10 and Senior High School female students may use the following: Ladies shoes, foot socks and ladies bag.***

***Gala uniform are worn during mass days and special occasions***

The following should not be worn with the uniform:

- make up
- hair dyes
- long nails/nail polish
- earrings and costly jewelries
- caps
- bangles, trinkets
- insignias

Specifically for boys, wearing of earring is not allowed.

### **Note:**

After P.E. period, any plain white shirt can be worn in lieu of the official P.E. t-shirt. Decent and presentable civilian clothes may be worn during Saturdays/holidays or special occasions. The following types of attire are strictly not allowed:

1. Sleeveless, strapless, spaghetti straps, backless, hanging and see-through blouses, shorts and dresses;
2. Colored underwear and undershirt;
3. Skimpy dresses or skirts with 2 inches above the knee hemlines;

4. Short shorts;
5. Shirts with undesirable prints.

Parents, guardians and visitors are likewise expected to strictly follow the dress code.

#### **I.D. Card**

- a. The I. D. Card shall be worn at all times in the campus.
- b. Lending or borrowing another's I.D. is strictly prohibited.
- c. In case of loss of an I. D., a student shall apply in writing for a new one at the Guidance Office. Student pays for a new ID.
- d. I.D. should not be marked or tampered with stickers or the like.

#### **Haircut**

##### **For Boys**

All students must sport a neat haircut. A neat hair-cut is described as "hair not touching the collar of the polo shirt, the earlobes and the eyebrows." Semi-bald or skinhead and other fancy haircuts are not allowed. Haircut inspection takes place every first Friday of the month.

##### **For Girls**

A neat and simple hairdo is expected. Bangs should not reach the eyebrows. Fancy haircut and hairstyle and dyeing are not allowed.

### **DAILY ROUTINES**

1. Ringing of bell will be at 7:10am daily.
  - First music - students should get ready.
  - Second music - students are expected to fall in line (only for Monday)
  - Third music - students must be on their designated area (only for Monday)
2. Prayer/Bible Reading/Rosary
3. National Anthem
4. Pledge of Allegiance/Panatang Makabayan
5. SAS Hymn, Himno ng Cavite
6. Vision/Mission (DICES and School) and Graduates Attributes
7. Exercise
8. Announcements

### **REGULATIONS IN A PAROCHIAL SCHOOL OF THE DIOCESE OF IMUS**

#### **A. GENERAL REGULATIONS**

Every student of the Parochial School of the Diocese of Imus must demonstrate a truly Christ-like behavior manifested by his/her good manners and right conduct so that he/she is expected to abide by the rules and regulations after having read this carefully.

1. Respect for the Philippine flag during the ceremonies should be observed seriously.
2. Students should stop and stand still wherever they are when the ceremony is going on.
3. Students are required to wear the prescribed daily uniform to school.
4. Each student is expected to come to school prepared. Absence from class does not excuse him/her from complying with the requirements for the day.
5. Students are to come to school regularly and punctually. Those who arrive ten minutes in any subject without any valid reason will not be admitted without admission slip. Absences

are allowed only for valid reasons, such as, illnesses and deaths of immediate members of the family (father, mother, parents of the father and mother, brother, sister), and natural calamities. Appointments with doctors, dentists or lawyers, seeing off or meeting relatives at the airport are not considered valid reason and will be counted as an unexcused absence.

- A student who has accumulated more than 20% of the prescribed number of class days during the school year will lose credit for the year's work and will have to repeat the same grade level (Education Law and the Private Schools, Article 16, 2006).
- 6. Anyone who arrives after the morning assembly is considered late. The Prefect of Discipline monitors the latecomers. They will be kept from entering the class without admission slip.
- 7. Silence must be observed. Fall in line properly upon going in and out. Racing or running up and down the stairs or along the corridors is not allowed.
- 8. Each student should provide himself/herself with his/her own books and classroom materials.
- 9. Attendance in religious activities sponsored by the school is a requirement and taken into consideration in the computation of grades in Christian Living Education.
- 10. Buying and selling among students are strictly prohibited. Buying from vendors outside the campus during school hours is strictly prohibited.
- 11. Eating is allowed only in the School Canteen Area and other designated areas.
- 12. Each student is expected to help preserve the cleanliness and beauty of the school. Avoid littering. Use the TRASH RECEPTACLES and observe proper waste segregation.
- 13. Only necessary and urgent phone calls are allowed in the school.
- 14. Gates are closed to students' vehicles at 7:00 a.m.
- 15. Students must not leave school bags or things around the school premises. The school shall not be held responsible for things lost. Lost or misplaced articles found inside the campus **MUST BE TURNED OVER** to the Guidance/Student Affairs Office from where the owner can claim them.
- 16. No student may accept an invitation to eat at a classmate's or schoolmate's house or elsewhere like a restaurant on occasion like birthdays or others. The invitation must be given or accepted with the knowledge and consent of the parents of both students in writing and shown to the Principal.
- 17. Bringing to school expensive instruments, electronic gadgets, appliances and materials or the like is strictly prohibited.
- 18. Prior to any non-school day activities, students must secure prior parent's permission slip to be surrendered to the Security Guard who in turn will submit it to the Office of Student Affairs for the Principal's approval.
- 19. Each student is held responsible for any damage done to school properties.

## **B. SPECIFIC REGULATIONS**

### **1. Classroom Discipline**

The classroom is the most sacred place after the Church or Chapel because there you receive the knowledge which comes from God Himself through your teachers. Therefore, all students of the parochial school of the Diocese of Imus should give due respect to their teachers or their representatives.

- a. Recite the prayers before and after the classes with proper posture, reverence, attention and participation.
- b. Show your respect to your teachers by standing quietly when he/she enters or leaves the room.
- c. In case the teacher is late for class, the students must remain quiet in their seats and study their lessons. The Class Captain and Co-Captain must stand in front of the class to maintain order while a class monitor goes to inform the OCI Coordinators or the Principal.
- d. Courtesy and respect are signs of good breeding. When one is called to recite, he/she must stand erect promptly and answer in clear, respectful and firm voice in complete sentences.
- e. Students are not allowed to stay in the classroom after dismissal.

- f. One must not make fun or ridicule his/her classmate or schoolmates or laugh at their mistakes or defects, but must accept and understand them patiently and kindly.
- g. Playing a joke on others, teasing, bullying and touching one another should be avoided as these sometimes lead to quarrels.
- h. Students are not allowed to play in the classrooms or along the corridors. Neither should they write on the blackboard unless the teacher tells them to do so.
- i. Students are allowed to go out the classroom only when necessary and with the teacher's permission.
- j. Simple courteous phrases must always be used: "Thank you," "Please, "You are welcome," "I'm sorry and "Good-bye."
- k. Every student should always wear his/her complete and proper uniform inside and outside the classroom.
- l. The students must be in the school before the bell rings.
  - The Philippine National Anthem must be sung with respect and pride by standing straight with the right hand over the heart and looking straight at the flag.
  - Pledge of Allegiance should be recited clearly with the right arms raised at the shoulder level.
  - Announcements are to be listened to attentively.
  - Students who come late will have a separate Flag Ceremony.
  - After the daily morning routines, latecomers should stay in the designated place to secure an Admission Slip from the Prefect of Discipline before proceeding to the classroom.

## 2. General Assembly / Programs

- a. One long bell will signal all students to prepare for general assembly/program.
 

First Ring	-	Getting ready
Second Ring	-	Fall in line with the Adviser
Third Ring	-	Go to the assigned area with the Adviser
- b. All students are expected to attend the General Assembly and Program.
- c. When attending school programs and activities, proper decorum must be observed. Everyone is expected to be punctual.
- d. Students must refrain from talking or roaming, howling, shouting, booing, eating during assemblies and programs.
- e. Students are expected to do their basic necessities before the program starts.
- f. Students are expected to arrange the chairs and clean the area after the program, fall in line and leave the area quietly.

## 3. School Cleanliness and Property Regulations

Cleanliness is next to godliness. Hence, each student of Parochial School in the Diocese of Imus must help give the school a good image by keeping it clean, sanitary, and beautiful and environment friendly.

- a. Littering of pieces of papers in and out of the classroom is strictly prohibited. Litters must be thrown in the trash cans nearest you and observe proper waste segregation.
- b. Spitting out of the window or elsewhere is a sign of an ill-bred person. Proper use of the lavatory or wash room must be practiced.
- c. Blackboards and chalk ledge must be kept clean. All cleaning materials must be kept in their proper boxes/ corners.
- d. Walls must be free from any marks or writings with pencil, crayon, chalk or marker. Chairs must not have any scratch, abrasion or writing.
- e. Avoid sprinkling ink or writing on clothes of others. When requested to clean, one must do his/her share of work cheerfully and well.
- f. Avoid sprinkling ink or writing on clothes of others. When requested to clean, one must do his/her share of work cheerfully and well.
- g. Personal belongings or valuables must not be left unattended.

### **A. Church**

- a. Silence and reverence must be observed while inside the church.
- b. Fans, lights and sound system must be turned off after use.
- c. Students are expected to participate actively during mass and other church activities.

### **B. Faculty Room**

- a. Students are not allowed inside the faculty room and other offices except during official business.
- b. Observe proper courtesy at all times.

### **C. Library**

The library of learning and research provides the students with good materials for content areas. It operates under the following rules and regulation:

- a. Every student is issued a Library Card. This card entitles the student to borrow books and other reading materials. Lost Library Cards should be reported to the librarian or person in charge immediately for replacement.
- b. All borrowed materials must be returned on time and in good condition. Late return of books and other materials will mean penalties and suspension of privileges.
- c. Silence and proper behavior must be observed at all times. Eating, drinking, gossiping and sleeping are not allowed.
- d. Reference books, current magazines and newspapers should not be brought out. Books are to be used with care. Lost books should be reported to the Librarian immediately and should be replaced within two weeks.
- e. If the user wishes the reference materials to be brought to the copier for duplications.
- f. He/she must secure the permission of the Librarian or person in charge.
- g. No book, magazine or reference book is to be subjected to writing, dog-earring or folding of pages.
- h. Chairs and tables must be quietly returned to its proper place after use.
- i. If the user wishes to use the secure permission from the librarian or person in charge.

### **D. Rest Rooms**

The cleanliness of the toilets shall be maintained.

- a. Flush the toilet bowl after using. Do not step on the toilet bowl.
- b. Avoid spilling water on the floor.
- c. Dispose your trash properly in the waste can.
- d. Do not throw anything into the toilet bowl to avoid clogging.
- e. Sanitary napkins should be wrapped properly in paper and put in trash cans provided for the purpose;
- f. Faucets shall be turned off after each use. Conserve water.
- g. Eating, smoking or carrying long conversations are prohibited inside the restrooms.
- h. Do not leave your personal belongings in the rest rooms unattended.
- i. Students should make sure that they leave the place as clean as when they entered in.

### **E. Canteen**

- a. Foods and refreshments may be purchased at the canteen during recess (a.m. /p.m.) and lunch breaks and up to fifteen minutes before closing time.
- b. Students shall not leave their classrooms or school to buy snacks during class hours or activities. No food will be sold to students before and after recess time. Any student caught buying food before and after recess time will be subjected to disciplinary actions.
- c. Fall in line and wait for one's turn. Minimize noise and observe polite expressions like "May I buy?", "Please pass.", and "Thank you",
- d. Observe table manners.

- e. Keep your place clean after eating. Return empty bottles, eating utensils to their proper places.
- f. Practice honesty at all times especially in buying and receiving change.

### **LUNCH BREAK**

- a. Only those with Lunch Pass approved by the Person in Charge will be allowed to leave the campus during lunch break.
- b. Loitering along corridors and offices during lunch break is prohibited.
- c. After eating, student must refrain from making unnecessary noise, running, horse playing, and wrestling.

### **F. Store**

- a. School supplies, School and P.E. uniforms are available at the school's store.
- b. Lining up properly should be observed at all times.

### **G. Clinic**

- a. The school offers the services of a physician, dentist and a resident nurse. They conduct medical, dental check-ups and services to students, faculty and staff on a scheduled basis.
- b. The teacher should properly endorse a sick/injured student to the nurse or adviser.
- c. A student infirmarian will assist a sick/injured student to the clinic and leaves him/her afterwards.
- d. Parents should be immediately informed by school nurse or adviser if the condition requires.

### **H. Playground/Gymnasium**

- a. The playground equipment must be carefully and properly used. Rough games that can inflict wounds or cause injuries must be avoided.
- b. Shouting or any boisterous behavior must be controlled at all times.
- c. Consideration and sharing of the play equipment with others must be practiced at all times.
- d. Students who want to use the school gymnasium shall secure a letter request addressed to the Student Affairs Coordinator or to the School Principal. Students should be assisted by a faculty member.

## **4. Campus Rules and Regulations**

### **A. Attendance**

- a. A pupil or student who incurs absences of more than twenty (20%) percent of prescribed number of class or laboratory periods during the school year or term should be given a failing grade and given no credit for the course or subject.
- b. Students are responsible for all the assignments and projects given during their absence.
- c. After any absence, the student must present a letter of excuse duly signed by his/her parent/ guardian to the person-in-charge. An Admission Slip will be issued to the student which will be presented to the class adviser who in turn will notify the concerned teachers immediately.

### **B. Tardiness**

- a. A student is late for the morning session if he/she is not in line for the Daily Morning Procedures. In such case, he/she has to secure a Tardy Slip.
- b. Sanctions for Habitual Tardiness
  - 1) 1 – 3 times - warning & written notice to parents
  - 2) 4 – 10 times - Two hours of Community Service  
(Add two hours per Tardiness)
  - 3) 11 – 19 times - Parent's conference with the Prefect of Discipline.



Note: On the 11<sup>th</sup> time, sixteen (16) hours of Community Service shall be imposed. Additional 4 hours shall be added for the 12<sup>th</sup> to 19<sup>th</sup> tardiness record.

- 4) 20 times - Parent's conference with the Principal/Discipline Committee
- 5) Beyond 21 - In view of the School's authority to maintain school discipline, the latter may impose other disciplinary sanctions accordingly.

Note: A student is considered late if:

- He/she is not in line for the daily morning procedures after the third bell; or
- He/she is not inside the classroom after recess or break time.

### C. SCHOOL'S REGULATIONS FOR PARENTS

1. When the students'/pupils' parents do not live in the town proper, they should appoint a guardian who authorized to assume their responsibilities towards the pupil and to act in their name. Their utmost cooperation is necessary for the proper training of the child.
2. When the student/pupil is unable to attend classes due to sickness or other serious reasons, he/she must present an excuse letter written by his/her parents/guardian, addressed to the Principal/Class Adviser explaining the reasons for the absence.
3. No parent or guardian is allowed to visit during class hours. Any parent who wishes to confer with the Adviser of his/her child must make an appointment to do so through the Principal at least one day before the desired conference.
4. No parent or outsider can get a pupil from classes without a written permit from the Student Affairs Coordinator/Principal's Office.
5. The choice of the transportation is left to the discretions of the parents. All children, however, must be fetched not later than 5:00p.m. at which time the gates will be closed.
6. In accordance with Sec. 61 of the Manual of Regulation for Private Schools 2010 edition, the school administration reserves the right to drop, suspend or expel from school any student who is considered undesirable. Any refund in tuition will be made only in accordance with Sec. 67 of the same manual.
7. Report cards will be given on designated dates to parents/guardians only, who will be informed of the date through the diary or circular letter coming from the school. This day provides them with the opportunity to know their child/children's teachers and if need be, for some, to discuss the child/children's progress or lack of it in school. Students whose report cards are not taken on the designated dates should accompany with the parents to confer with the Principal. Students from pre-school to grade 12 are not allowed to see their card grades if parents failed to get their cards on designated dates.
8. Accidents happen in spite of precautions. However, a school physician and/or school nurse are/is available to give medical aid or take the child to the hospital, if necessary, in case of accidents. Accident insurance is provided.
9. When a student registers in school, it is understood that he/she is enrolling for the entire year for the preschool, elementary or secondary course. A student who transfers otherwise withdraws in writing two weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full or any length of time longer than one month may be charged:
  - a. 5% service charge of the total amount if he/she withdraws before the opening of classes.
  - b. 10% of the total amount due to the terms he/she withdraws during first two weeks classes.
  - c. 20% if within the second week of classes regardless of whether or not he/she has actually attended the classes.
  - d. The student will be charged all the fees in full if he/she withdraws after the second week of classes. (Sec. 66. MRPS, 2010)

10. Enrollees with bouncing checks will not be considered enrolled and will lose the privilege of paying checks.
11. No checks will be accepted after the end of December.

### **STUDENT ACTIVITY PROGRAM**

The Student Activity Program complements the Academic program by providing opportunities through which students can further develop special skills, talents and interests in sports, musical, cultural, creative arts and recreational activities. It also aimed at providing venues for leadership, social awareness and responsibility.

1. Monthly Mass
  2. Bi-monthly confession
  3. Recollection/Retreats
  4. First Communion for Grade 3 pupils / Confirmation for Grade 6 pupils
  5. Scouting
  6. Varied academic competitions
  7. Foundation Day Celebration / Family Day
  8. Intramurals
  9. Educational Trips
  10. Career Guidance Seminar
  11. Feast Day (by section)
  12. JS Prom
  13. Outreach Activities
  14. Sports for Peace (elementary & high school)
  15. Mission Animation
  16. Journalism Month
  17. Rosary Month
  18. Dalaw Patron at Birhen
  19. Parade of Saints
  20. Buwan ng Wika
  21. Acquaintance Program
- \*\*\*Others not mentioned

### **INSTITUTIONAL ORGANIZATIONS (for students)**

#### **Student Government (SG)**

This is the student governing body that acts as the liaison between the students, school administration and faculty.

#### **Composition:**

- a. Elementary - Mayor, Vice Mayor, and 2 Councilors from Grades 4 to 6
- b. JHS – Governor, Vice Governor, and 2 Board Members from Grades 7 to 10
- c. SHS – President, Vice President, and 1 Senator from each grade level strand.

The Student Government shall assist the Student Affair Coordinator, the members of the faculty in organizing all co- and extra- curricular activities of the whole student body.

#### **School Publication - Tagaste**

This is the official publication that provides an annual release on the programs and other events of the school. It serves as the vehicle for the technical and creative writing skills of the students in English and Filipino.

## School Family Council (SFC)

This is an organization of parents and teachers formed in consultation with the school administration to organize projects in support of the school's vision, mission and philosophy.

## Interest Clubs

- **Youth Campus Ministry** – This is a religious organization that molds students to be spiritually and morally principled. The ministry engages the students in community service that will help them grow as true Christ-loving individuals.
- **Glee Club** – This is the official choir of the school which intends to develop the musical craft of the students thereby using their God-given talents in the service to the school and the parish.
- **Teatro San Agustin** – This club aims at promoting excellence in theatre arts as well as the speech talent of the students and uses the God-given talents in the service to the school and the parish.
- **Lyre Band** – This helps the students foster their talents and interest in playing musical instruments
- **Augustinian Movers** – This is formed to develop the kinesthetic intelligence of the students.
- **Sessionistas** – A performing band whose members are encouraged to play original alternative, pop or rock music that encompasses positive Spirit.
- **Varsity Club**
- **Ecology Club**
- **SASSE Club**
- **YSAH Club**
- **Arts Club**
- **Science and Math Club**
- **Languages Club (CALESA)**
- *Other not mentioned\*\**

*Note: Students may apply for recognition of interest and/or co-curricular clubs and organizations they want to the Office of Student Affairs.*

## TESTS/EXAMINATIONS

Aside from the formative tests, summative tests are given to gauge the students' ability accurately. Before the closing of the grading periods, summative tests are given at the designated time.

Parents and guardians are requested to check the test papers and portfolios of their children on the designated date.

Every student should secure his/her Examination Permit for inspection. It should be secure before the periodical examination days. Lost examination permit must immediately be reported to the Finance Office for replacement.

There shall be nothing on the table/arm of the chair of the examinee except the test question sheet/s, answer sheet/s and instruments for writing. Each student shall avoid leaning toward any neighbor/classmate, and shall keep his/her paper/s directly in front of him/her throughout the examination period.

The student who is caught cheating (cf. Major Offenses # 11) in any examination: chapter tests, periodical tests shall be disqualified to continue taking the particular tests concerned, and therefore, shall automatically be given zero in the said test and a failing grade in conduct in all subjects.

Students are encouraged to bring only materials, such as pencil, ball pens or crayons, necessary for the test.

- Failures in the Grade School Level

Parents of a pupil who have failing marks in more than two subjects will have to sign an Agreement/Contract on Academic Probation the following year if they wish to let their child continue in the parochial school at the Diocese of Imus. Pupils who failed in more than 2 major subjects will be retained in the grade level

- **Failures in the High School Level**

A high school student who fails in 1 or 2 units at the end of the school year will have to take summer classes in another school and pass the subject if he/she plans to continue his/her studies in the parochial school at the Diocese of Imus. If he/she fails in more than 2 units, he/she will be retained in the same year level.

### **Remedial Program**

- ✓ Grade School pupils who obtained grade of 75% and below will take remedial classes/intervention program.
- ✓ Students in High School who have obtained a grade of 75% are required to take remedial classes/intervention program.
- ✓ Remedial classes/intervention program will take effect after the distribution of First Quarterly Report Card or as early as deemed necessary.
- ✓ Attendance is a must for students taking remedial classes. No grade will be given to him/her if he/she has missed 2 or more sessions of the program.
- ✓ Additional fee will be charged from students who will take remedial classes.

### **REPORT CARDS**

Report Cards are issued at the end of each quarter. Parents are advised to personally get their child's Report Card. This is the time for parents to meet the teachers and be informed of their child's academic and behavioral performance.

Should parents fail to come on the set schedule, they are required to secure an appointment slip from the Principal's Office to be able to confer with the concerned teacher/s or class adviser. However, the Report Cards will be furnished only on the next Conference Day.

### **PARENT-TEACHER CONFERENCE**

A quarterly Parent-Teacher Conference is scheduled during Report Card giving day. A letter informing the parent of this schedule is given a week before the scheduled meeting.

### **ACADEMIC AND CONDUCT PROBATION**

#### **A. Academic Probation**

A student will be placed under academic probation if s/he gets a failing mark(s) in any subject. Pupils/Students who had been under academic probation for two years and did not improve after attending the remedial classes will be advised to transfer to other institution on the third year. However, if the student passed all the failed subject/s, probationary status will be lifted.

#### **B. Conduct Probation**

A student is placed on conduct probation if the conduct grade is 79 and below.

Probation will be lifted if the satisfactory grade is obtained with no record of violation of school rules and regulations.

## **CALL SLIPS**

- a. In case of emergency, or in any situations wherein the concerned student is involved, only the Principal, Assistant Principal, Guidance Counselor, and the Student Affairs Coordinator may call a student outside the class for consultation or conference.
- b. A student who is taking a test may not be called out of his class unless the slip is marked URGENT.

## **PERMISSION TO VISIT THE CLINIC**

A student who is indisposed and wishes to visit the clinic during class time follows this procedure:

- a. S/He secures the endorsement from the subject teacher who signs the Student Handbook;
- b. S/He proceeds to the clinic with the student infirmary;
- c. S/He will be re-admitted to the class upon presentation of the Student Handbook duly signed by the attending nurse/teacher.

## **PERMISSION TO LEAVE THE SCHOOL**

1. No student may leave the school premises during class hours.
2. A student may leave the school earlier than the dismissal time only when his/her parents or guardian presents a letter to the OSA Coordinator for the following reasons:
  - sickness;
  - death of a family member;
  - funeral of a first degree kin (father, mother, father/mother of parents, brother/sister);
  - confinement of a first degree kin where presence of a student is needed;
  - other valid reasons
3. If the request is granted, the OSA Coordinator will duly sign the gate pass noted by the Principal to the student and to be presented to the guard on duty at the gate.

## **ANNOUNCEMENT, NOTICES, AND CIRCULARS**

- a. When announcements are made over the sound system, students are expected to stop their activities and listen attentively.
- b. Students who wish to use the public address system should make the request at the Student Affairs Coordinator.
- c. Other approved announcements and notices are posted on the bulletin boards. It is the responsibility of each student to read each notice daily.
- d. Students are reminded that bulletin boards are for official use only. Therefore, tampering of any notice is considered a serious offense.
- e. Students may not post announcements without first obtaining permission from the Student Affairs Coordinator.

## **DELIVERY OF ARTICLES AND MONEY**

The school discourages the delivery of articles such as projects, books, equipment, snacks, costumes, money and the like before or during classes so as to develop the students' sense of responsibility and/or avoid class disruption. In cases of emergency, delivery of any item will be allowed during recess or lunch break. Items should be properly labeled (e.g. with name and section)

In claiming the article/s left by the parents, the pupil should ask permission from the guard and sign the logbook.

## **LOST AND FOUND ARTICLES**

Any lost and found articles should be reported as soon as possible to the Guidance Office/Person in Charge. A notice concerning the lost or found article will be posted at the Office of the Guidance Counselor/Person in Charge's bulletin board for a week. Articles unclaimed after one school year will be donated to the Community Outreach Program.

## **CONFISCATED ARTICLES**

The School Administrators, Teachers and Staff are authorized to confiscate items not related to schooling like cell phones, electronic gadgets or prohibited items. Parents or guardians must claim the confiscated articles from the Prefect of Discipline. If repeated, confiscated articles will be returned at the end of the school year.

## **CARE OF SCHOOL PROPERTY**

- a. Any damage to school property or the property of others will be repaired or replaced at the student's expense and will subject him to disciplinary sanction.
- b. Damaged property such as chairs, walls, tables or other school equipment and facilities should be reported immediately to the class adviser.

## **EDUCATIONAL TRIP / CAMPING**

- a. Only students with reply slips will be allowed to join the educational trip. The school has the right to deny pupils/ students who are under conduct probation.
- b. On the day of the educational trip, the following must be observed by the students:
  - Respect and courtesy towards all people;
  - Punctuality;
  - Precautionary measures. Students should always listen to their teachers for announcements and reminders at all times;
  - Cleanliness and proper behavior.
  - Wearing of complete school uniform / P.E. uniform.

## **BIRTHDAY CELEBRATIONS**

- a. The parents will submit a letter of request at least two days before the occasion to the Principal for approval and the use of the venue.
- b. Celebrations or events must be done during the last period.
- c. The permit slip shall be presented to the guard on duty of the event to allow them to enter the school premises and prepare the venue.
- d. Only simple celebrations are permitted. Balloons and mascots are not allowed. No Styrofoam or plastics.
- e. No permit slip, no entry.

## **DISMISSAL TIME**

- a. The whole class will fall in line until they reach the exit gate with the supervision of their last subject teacher/adviser.
- b. After dismissal time, students are not allowed to loiter inside the school premises. They are advised to read their books while waiting for their parents/fetchers.
- c. Students are not allowed to go out without parents/fetchers

## **CURFEW**

One hour after the last period the curfew bell will be rung twice.

- a. Only students who have written permission from the OSA Coordinator or are undergoing a training, accompanied by any member of the faculty may stay in the campus provided that the purpose of their stay is urgently needed for the school activity.
- b. Those who are waiting to be fetched must stay at the school gate.

## **USE OF SCHOOL FACILITY**

Students who wish to use school facilities during week-ends, holidays or non-school days should ask permission from the OSA Coordinator two days before the date of use. The Student Affairs Coordinator will issue a permission slip approved by the Principal.

## **OFF LIMIT AREAS**

1. The following areas are declared off limits to Pre-School and Primary school pupils:
  - a. High school classrooms and the surrounding areas;
  - b. Faculty room;
  - c. Gym without teacher's supervision;
  - d. Areas with off limit signs;
  - e. Second floor;
  - f. Backyard
2. For Intermediate and JHS/SHS Students:
  - a. Pre-school and grade school classrooms and the surrounding areas;
  - b. Faculty Room
  - c. Backyard and Gym without teacher's supervision and/or permission;
  - d. Areas with off limit signs

Note: Failure to observe the off limit areas rules is subject to corresponding sanction from the Guidance Counselor/Person in Charge.

## **INSTITUTIONAL SANCTIONS FOR MINOR AND MAJOR OFFENSES**

### **✓ Sanction Categories For Minor Offenses**

#### **First Offense**

- Oral reprimand with notice to the parents by the class adviser
- Deduction of 1 point from the conduct grade in the corresponding grading period.
- Two (2) hours of Community Service

#### **Second Offense**

- Written reprimand
- Conference with the parents by the Class Adviser and Prefect of Discipline
- Deduction of 3 points from the conduct grade in the corresponding grading period
- Confiscation of the article
- Eight (8) hours of Community Service

#### **Third Offense**

- Sixteen (16) hours of Community Service
- Conference with parents by the Class Adviser and Prefect of Discipline
- Signing of Strict Discipline Probation Form
- Deduction of 5 points from the conduct grade in the corresponding grading period

### ✓ Sanction Categories for Major Offenses

- Conference with parents with the Discipline Board
- Signing of strict disciplinary probation form
- Failing grade in conduct for the grading period.
- Three (3) days restorative justice process
- 24 hours of Community Service.

## PRIVACY NOTICE

Saint Augustine School values and respects your privacy. Pursuant to Republic Act No. 10173 or the Data Privacy Act of 2012, *Saint Augustine School* is mandated to provide you this notice of our privacy practices.

### Who processes your information?

Saint Augustine School is the data controller of the personal information you provide to us. This means the School determines the purposes for which, and the manner in which, any personal data relating to students, their families are to be processed **Mrs. Lory A. Buscayno** acts as a Data Protection Officer for the school; she can be contacted at 09163225313/ (046) 413-0536 or [sasmendez1965@gmail.com](mailto:sasmendez1965@gmail.com).

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that the School upholds are imposed on the processor.

### Why do we collect and use your information?

Saint Augustine School holds the legal right to collect and use personal data relating to pupils and their families and we may also receive information regarding them from their previous school, and third parties. We collect and use personal data in order to meet our contractual obligations, legal requirements and legitimate interests set out in the Data Privacy Act of 2012 and relevant rules of Department of Education and the Education Act of 1982.

In accordance with the law, the personal data of pupils and their families are collected and used for the following reasons:

- Administer your admission and enrollment to the School;
- Register you in your subjects;
- Support learning and delivery of education;
- Monitor and report on student progress;
- Provide appropriate pastoral care;
- Assess the quality of our services;
- Assess you the necessary fees;
- Maintain student records;
- Communicate announcement, reminders, services, and information relating to the School and its events;
- Fulfill your request for services and materials;
- Contact you;
- Conduct surveys;



- Fulfill the contract with student and parents;
- Respond to subpoenas, court orders, and other legal processes;
- Facilitating Student grants and scholarship;
- Comply with legal obligations set forth by law or regulation; and
- Other lawful processing and use authorized under the RA 10173 or Data Privacy Act of 2012

### **Which data is collected?**

The categories of education information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information

While the majority of the personal data you provide to the school are mandatory, some are provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### **How long is your data stored for?**

Personal data relating to pupils at Saint Augustine School and their families is stored in line with the school's Data Privacy Manual.

In accordance with the law, the school does not store personal data indefinitely, unless required by law; data is only stored for as long as is necessary to complete the task for which it was originally collected. Your consent to such purposes(s) remains valid after any termination of our relationship with you or after graduation.

Only authorized personnel of the School has access to these personal and sensitive information, the exchange of which shall be facilitated through email and hard copy. We will keep your personal information in a filing system depending on the nature of the data in accordance with the retention schedule of the school after which physical records shall be disposed of through shredding.

### **Will my information be shared?**

The school is required to share pupils' data with the DepEd and other government offices on a statutory basis. The school may also share pupils' personal information among the member schools of Diocese of Imus Catholic Education System for the purpose of improving the services of the Diocese.

Saint Augustine School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Department of Education
- PEAC-FAPE

### **What are your rights?**

Subject to the limitations provided under the law and the policies of School, as the owner of the personal and sensitive information, you have the right to request access to, and correction of, your personal information by sending us a written letter of request. You also have the right to suspend, withdraw or order the blocking, removal or destruction of your personal data from the School's filing system subject to the provisions of the law and School's policies. All requests for access or correction to Personal Information will be responded to in writing within a reasonable period of time. As part of this process we will verify the identity of the individual requesting the information prior to providing access or making any changes. The School may impose reasonable fee for any copies. The School also respects your right to object to any uses or disclosures of your personal information that are *not* (a) required by law, (b) necessary for the fulfillment of a contractual obligation; or (c) required to meet a legitimate interest of the School as an educational institution. If you do object, we will work with you to find a reasonable accommodation.

### **Maintaining accurate personal information**

The School is required to maintain the accuracy of your personal information and you have a shared responsibility in ensuring your personal information is correct, accurate, and complete. Please notify the Registrar of any changes to your personal information.

### **Changes to this Policy**

The School may need to modify and amend this privacy notice from time to time to reflect our current privacy practices. We will inform you of material modifications to this policy in the future through sending the changes via email or mail.

### **Governing Law**

This Privacy Policy, including all revisions and amendments thereto, is governed by the laws of the Republic of the Philippines, without regard to its conflict of law principles, which would require application of the laws of another jurisdiction.

If you have any question about our policy or any complaint regarding the treatment of your privacy by us, please do not hesitate to contact us through our Data Privacy Officer.

### **LORY A. BUSCAYNO**

*Data Privacy Officer*

[sasmendez1965@gmail.com/](mailto:sasmendez1965@gmail.com/)

09163225313/ (046) 413-0536

You are also entitled to contact the National Privacy Commission, the primary agency in charge with the enforcement of the Data Privacy Act.

National Privacy Commission

Address: 3rd Floor, Core G, GSIS Headquarters Bldg., Financial Center, 1308, Pasay, Metro Manila, Philippines

Phone: +63 2 517 7810

Email: [info@privacy.gov.ph](mailto:info@privacy.gov.ph)

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**Please sign below to acknowledge receipt of this notification**

Yes, I acknowledge receiving written notification of the Data Privacy Notice and practices in Saint Augustine School, Mendez, Cavite

Student's Name: \_\_\_\_\_

Grade and Section: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

*(For Grade 7 and above students )*

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*\*Return the signed acknowledgement to your Adviser*

### ENROLLEMENT AGREEMENT

This is to certify that the parties (students and parents) signatory to this Agreement fully subscribe to the following items as norms in the formation of the students according to the standards of a good Catholic school.

1. We fully accept all the school rules and policies contained in this Students' Handbook as set by the school authorities, conscious that the rules are for our own good.
2. We shall cooperate with the school in order to attain its objectives, which is to form a practicing Catholic and concerned law-abiding Filipino citizens.
3. That once enrolled the student is bound to be a true Augustinian, both in and out of the campus, knowing that one's behavior, whether good or bad will be a reflection of the school.
4. We acknowledge that the requirement include, among others, punctuality in reporting to school and class activities, and wearing the prescribed uniform.
5. We acknowledge that the following are serious offenses, and after due investigation will disqualify one from being a student of this school immediately or after second/third offense, or in accordance with the decision of the school authorities:
  - a. cutting classes;
  - b. vandalism;
  - c. insubordination or instigating others to insubordination;
  - d. smoking, gambling, disrespect to authorities, obscene writing, marks of lewdness,
  - e. display or distribution of pornographic materials within the school premises;
  - f. stealing, cheating
  - g. disruption of classes
  - h. drug taking, drug pushing;
  - i. joining fraternities or organizations not sanctioned by the school;
  - j. drunkenness and other conducts unbecoming of an Augustinian, like
  - k. climbing over the walls to escape or leave the school compound.

Conforme:

Attested:

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Grade/Year & Section

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Adviser

\_\_\_\_\_  
Guardian's Signature/Relationship

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  - p. display or distribution of pornographic materials within the school premises;
  - q. stealing, cheating
  - r. disruption of classes
  - s. drug taking, drug pushing;
  - t. joining fraternities or organizations not sanctioned by the school;
  - u. drunkenness and other conducts unbecoming of an Augustinian, like
  - v. climbing over the walls to escape or leave the school compound.

Conforme:

Attested:

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Grade/Year & Section

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Adviser

\_\_\_\_\_  
Guardian's Signature/Relationship

### ENROLLEMENT AGREEMENT

This is to certify that the parties (students and parents) signatory to this Agreement fully subscribe to the following items as norms in the formation of the students according to the standards of a good Catholic school.

11. We fully accept all the school rules and policies contained in this Students' Handbook as set by the school authorities, conscious that the rules are for our own good.
12. We shall cooperate with the school in order to attain its objectives, which is to form a practicing Catholic and concerned law-abiding Filipino citizens.
13. That once enrolled the student is bound to be a true Augustinian, both in and out of the campus, knowing that one's behavior, whether good or bad will be a reflection of the school.
14. We acknowledge that the requirement include, among others, punctuality in reporting to school and class activities, and wearing the prescribed uniform.
15. We acknowledge that the following are serious offenses, and after due investigation will disqualify one from being a student of this school immediately or after second/third offense, or in accordance with the decision of the school authorities:
  - w. cutting classes;
  - x. vandalism;
  - y. insubordination or instigating others to insubordination;
  - z. smoking, gambling, disrespect to authorities, obscene writing, marks of lewdness,
  - aa. display or distribution of pornographic materials within the school premises;
  - bb. stealing, cheating
  - cc. disruption of classes
  - dd. drug taking, drug pushing;
  - ee. joining fraternities or organizations not sanctioned by the school;
  - ff. drunkenness and other conducts unbecoming of an Augustinian, like
  - gg. climbing over the walls to escape or leave the school compound.

Conforme:

Attested:

\_\_\_\_\_

Name of Student

\_\_\_\_\_

Father's Signature

\_\_\_\_\_

Grade/Year & Section

\_\_\_\_\_

Mother's Signature

\_\_\_\_\_

Adviser

\_\_\_\_\_

Guardian's Signature/Relationship

## AUTHORIZED FACSIMILE SIGNATURES

Parents

Father 1. \_\_\_\_\_  
2. \_\_\_\_\_

Mother 1. \_\_\_\_\_  
2. \_\_\_\_\_

Authorized Guardian

1. \_\_\_\_\_  
2. \_\_\_\_\_

Authorized by:

\_\_\_\_\_  
Parent/s Signature

Note: The above signatures are the official signatures. Other signatures will not be honored.

# DAILY SCHEDULE

Time	Monday	Tuesday	Wednesday	Thursday	Friday

Time	Monday	Tuesday	Wednesday	Thursday	Friday





