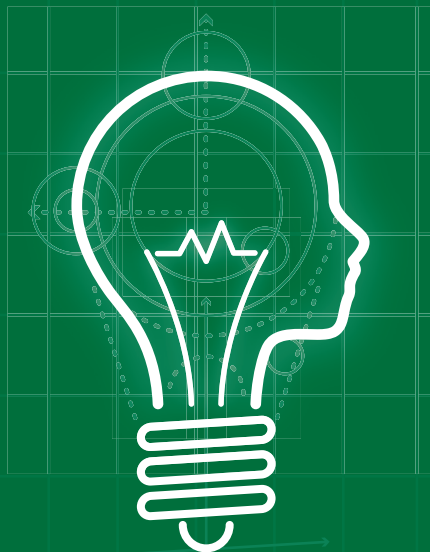




SCIENCE & TECHNOLOGY COMPLEX

De La Salle University  
I N T E G R A T E D   S C H O O L



CREATING THE NEXT GREAT IDEA.®

# STUDENT HANBOOK AY 2016 - 2018



The Integrated School of De La Salle University is a Catholic institution for boys and girls. Its mission is the formation of Christian men and women who live the Gospel and are well-grounded in the mathematics and sciences.

This Student Handbook serves as a reference and guide for all Integrated School students. All enrolled students should therefore respond by following the policies and guidelines set forth in this handbook to ensure order and harmony among all sectors of the school community, thereby becoming true members of the Lasallian community.



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## ST. JOHN BAPTIST DE LA SALLE (APRIL 30, 1651-APRIL 7, 1719)

St. John Baptist de La Salle, the founder of the Institute of the Brothers of the Christian Schools, an educational innovator and catechist was born in an aristocratic family in Reims, France on April 30, 1651. He was a man of rare vision and faith who could say from his heart, "I adore God as He guides me in all the events of my life."

Moved by the plight of the poor who seemed so "far from salvation," either in this world or the next, he determined to put his own talents and advanced education at the service of the children who are "often left to themselves and badly brought up." To be more effective, he abandoned his family home and established common quarters for him and the other teachers, renounced his personal wealth and position as Canon, and formed the community that became the Brothers of the Christian Schools.



His enterprise met opposition from ecclesiastical authorities who resisted the creation of a new form of religious life, a community of consecrated laymen who would conduct gratuitous schools “together and by association.” The educational establishments, in the same way, resented his innovative methods and his insistence on free education for all, regardless of whether they could afford to pay or not.

De La Salle pioneered programs for training lay teachers, Sunday courses for working young men, and established one of the first institutions in France for the care of delinquents. Worn out by austerities and exhausting labors, he died in Saint Yon near Rouen on April 7, 1719, almost on Good Friday, weeks before his 68th birthday. He was canonized as a saint in 1900 and declared Patron of all Teachers in 1950. His feast day is celebrated on May 15.

# MESSAGE FROM THE PRINCIPAL

Dear Integrated School Students,

Greetings in St. La Salle!

Whenever you travel, it is always a good idea to have essential information about your destination and to have essential things that you will need such as water, snacks, medicine and emergency supplies. When you are prepared for the trip, then you can enjoy the adventure that lies ahead and you can avoid any problem that will prevent you from reaching your goal or destination.

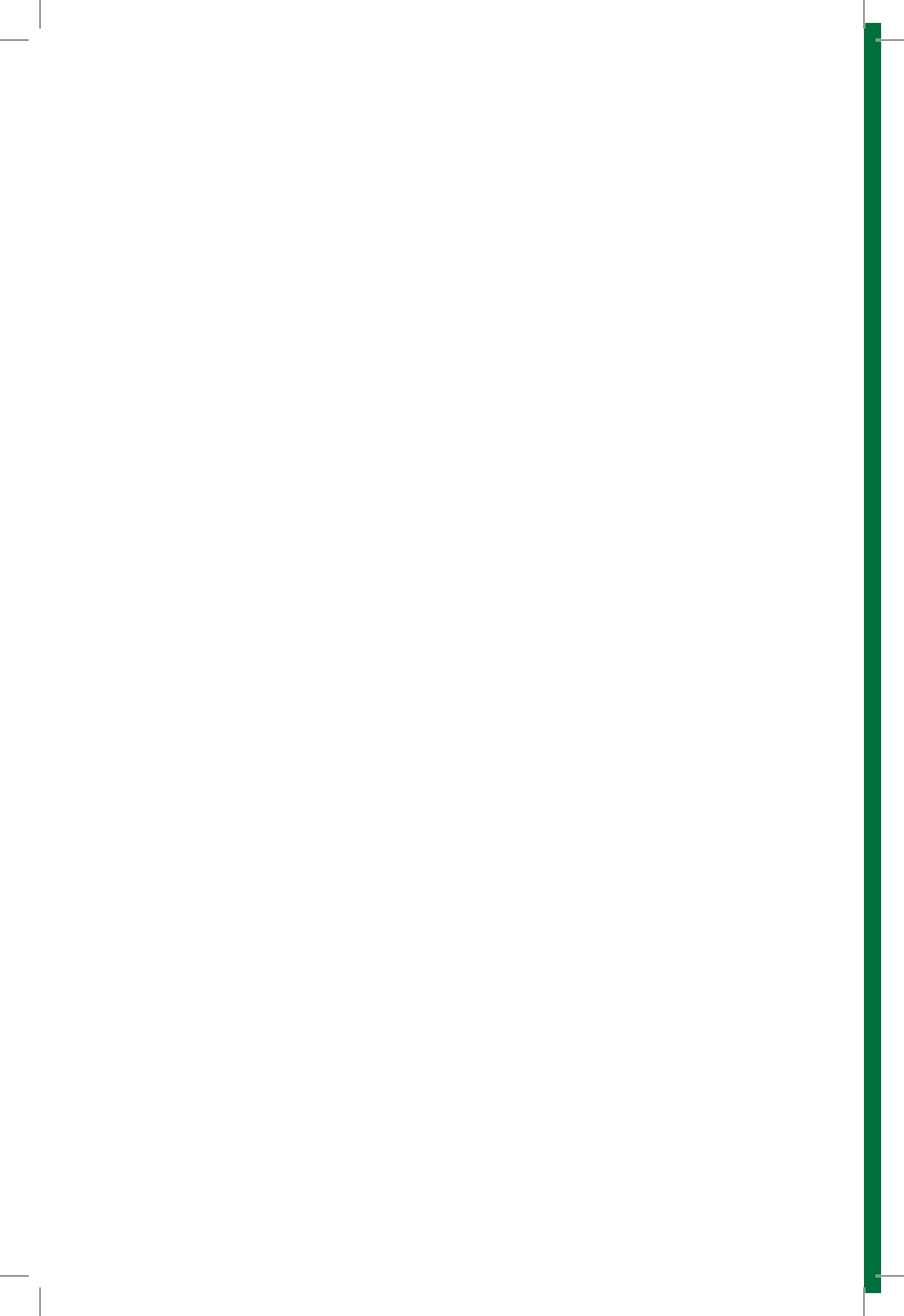
Your journey as a Lasallian student is an exciting one, full of amazing possibilities. You can excel in academics, join contests, enjoy sports, meet friends, lead people and serve the community. To help you reach your goal and hone your potential, we have written down essential information that will guide you along your path. We hope that the guidelines written in this Student Handbook will serve as your guideposts, each one leading you to the right direction until you reach your full potential.

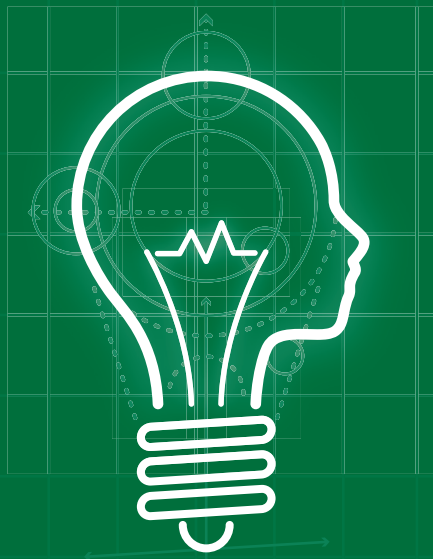
To our old students, we welcome you to a new academic year. To our new students, we welcome you to your new school and we hope that you will feel right at home. We wish all of you happiness and success in your Lasallian journey.

Animo La Salle!

In St. La Salle,

**Ms. Romina Gracia C. Cortez**  
Integrated School Principal





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## DLSU INTEGRATED SCHOOL MILESTONES

1911

The first La Salle School in the Philippines opened to 100 students on Calle Nozaleda in Paco, Manila.

The school transferred to its present site on Taft Avenue.

1921

1977

The idea of having another La Salle School, this time in the Laguna area, was conceptualized. This was when Architect Lindy Locsin, then a member of the DLSU Board of Trustees, offered to donate several hectares of his family's land to La Salle.

Talks of the donation continued with Br. Rafael S. Donato FSC as then President of DLSU System.

Locsin family donated 35 hectare of land and an additional of 15 hectare was purchased at a preferential (low) rate.

1997

Br. Andrew B. Gonzalez FSC was appointed as Secretary of Department of Education.

Canlubang campus broke ground under the presidency of Br. Rolando R. Dizon FSC.

A large donation was made by the family of Ambassador Ramon del Rosario Sr. paving the way for construction of the now Milagros del Rosario Building.

1998

A committee was formed to handle preparatory work on the Canlubang campus later handed to Dr. Estrella Castañeda AFSC assisted by Mrs. Lilia G. Vengco for Basic Education.



**2016**

DLSU Integrated School opened its doors to Senior High School students, both at the Science and Technology Complex and at the main campus of De La Salle University in Taft Avenue, Manila.

In May 14, soft blessing of the new Integrated School building was held.

Today, De La Salle University Integrated School has grown to be one of the most progressive schools in the south with a population of more than 1,000 students from Nursery to Grade 11 geared towards producing life-long learners with the spirit of Faith, Service and Communion and equipped to meet the challenges of the new millenium.

**2013**

In September, DLSC has merged with De La Salle University, making it as the Science and Technology Complex of the University.

The University took under its care the Integrated School, officially naming the institution the DLSU Integrated School.

**2012**

DLSC graduates first batch of High School and College Students.

**2006**

**2005**

Launching of the Lasallian Instructional Gift to Adopted Pupils (LINGAP) Scholarship Program.

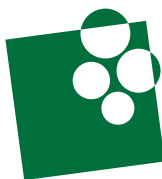
In May 15, soft blessing of Milagros del Rosario Building coincided with the appointment of Br. Rolando R. Dizon FSC as CHED Chairman. Soft blessing was attended by then President Gloria Macapagal-Arroyo and Former President Cory Aquino.

**2003**

In June 23, the Integrated School opened its doors to 240 students from pre-school to grade 4 and grade 8 (first year high school).



## 1.2 SCHOOL EMBLEM



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The logo of De La Salle University has the following parts:

- The five-pointed star at the center is the Signum Fidei star. It is a sign of faith and is the symbol of the La Salle Brothers (Fraternum Scholarum Christianarum). The star also means hope. The five points, bisected into green and white areas, represent benevolence, civility, humanitarianism, service-oriented goals, and scientific pursuit.
- The two laurel fronds represent glory and honor.
- The motto “Religio, Mores, Cultura” in Futura Bold typeface surmounts the star and the laurel leaves, forming an arch.
- The name “De La Salle University” in Futura Bold typeface serves as a border around the upper portion of the seal.
- The word “Manila” in white Futura Bold typeface is carried at the bottom of the seal.

The logo of Science and Technology Complex denotes:

Like chemical elements going through various processes to be produced, the De La Salle University Science and Technology Complex is engaged in a dynamic, constant process of pushing the boundaries of knowledge in the fields of science and technology.

The process of innovation is represented by the circles going beyond borders. The movement connotes the formation of the next great idea.

## 1.3 LASALLIAN PHILOSOPHY OF EDUCATION

As Filipino Lasallian educators, we believe:

- in providing a Catholic Christian education to our stakeholders.
- in having the students receive a broad and well-balanced education.
- in developing the whole person through integrating spiritual development with striving for academic success and instilling love for sports, arts and culture.
- in preparing well-rounded, scientifically-inclined students.
- in establishing a climate whereby students are encouraged to strive for increasing levels of self-discipline and responsibility, and where students, faculty and parents experience cooperation and mutual support.

## 1.4 VISION

De La Salle University Integrated School is a member-institution of De La Salle Philippines and the worldwide system of Catholic institutions inspired by the charism of its founder, St. John Baptist de La Salle. De La Salle University Integrated School envisions itself to be:

A leading Science and Technology school dedicated to the transformation of young men and women to become globally competitive 21st century learners imbued with the spirit of Faith, Service, and Communion in Mission.

## MISSION

DLSU Integrated School seeks to develop a culture of excellence through a learner-centered environment integrating Science, Technology, and Research for the service of society especially the poor.

## 1.5 LASALLIAN CORE VALUES

The Lasallian Core Values are:

**FAITH** (Religio) DLSU is committed to nurturing a community of distinguished and morally upright scholars that harmonizes faith and life with contemporary knowledge in order to generate and propagate new knowledge for human development and social transformation.

**SERVICE** (Mores) DLSU is committed to being a resource for Church and Nation and being socially responsible in building a just, peaceful, stable and progressive Filipino nation.

**COMMUNION** (Cultura) DLSU is committed to building a community of leaders, competent professionals, scholars, researchers and entrepreneurs, who will participate actively in improving the quality of life in Philippine society within the perspective of Christian ideals and values.

## 1.6 PILLARS OF STRENGTH

Guided by the Gospel, the charism of St. John Baptist de La Salle and the Lasallian core values of Faith, Service, and Communion in Mission, De La Salle University Integrated School will pursue its vision-mission by building on its four pillars of strength:

1. Lasallian Educational Mission
  - Be a high impact educational institution that provides targeted services to the marginalized and underserved youth.
  - Pursue an environment of meaningful and engaged learning, rigorous academic pursuits, and creative discoveries that is in harmony with



one's belief in a loving and caring God.

- Build an academic community that is highly committed, competent, and generous in sharing their God-given gifts especially toward the poor.
2. Science and Technology
    - Pursue an integrated science-based curriculum infused with values education at all levels of the educational spectrum.
    - Develop a community of scientific inquiry and research that improves the quality of life.
    - Engage in creative and innovative science and technology activities in the service of life.
  3. Partnership with Industry
    - Engage the services of professionals in order to enrich the educational experiences of learners.
    - Establish joint ventures with the industry players in the technology corridor of the South towards sustainable educational programs aimed at improving the quality of life.
    - Collaborate with local industries in research and development so as to benefit the community and society at large.
  4. Care for the Environment
    - Put Science and Technology to good use in harnessing the full potential of Mother Earth in the design of environmentally-safe and eco-friendly projects.
    - Draw on the benefits of Science and Technology in empowering people to be environmentally aware and more sensitive to the fragile ecosystems of the modern times.
    - Rally the community to preserve and nurture the environment as God's gift to both the present and future generations.

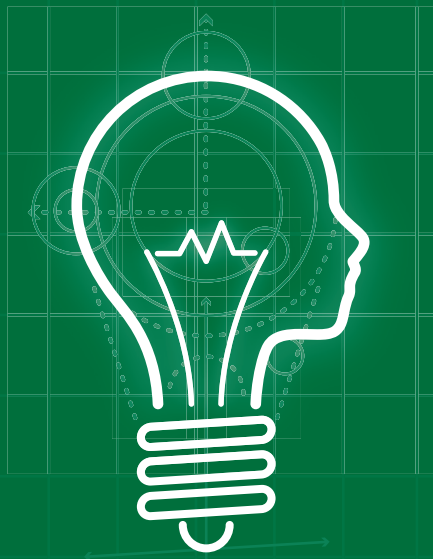
## 1.7 EXPECTED LASALLIAN GRADUATE ATTRIBUTES

The Expected Lasallian Graduate Attributes focus on knowledge, skills, and attributes that graduates should acquire and demonstrate as evidence of accomplishing the school's vision-mission. These ELGAs also reflect the graduate's capacity for lifelong learning and transfer of knowledge in the workplace and the community that they belong to.

| Expected Lasallian Graduate Attributes (ELGAs) | Desired Learning Results That Demonstrate Higher Order Thinking Skills<br><br>A Lasallian who:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Critical and Creative Thinker                  | <ul style="list-style-type: none"> <li>Generates ideas, design systems or information with resourcefulness, imagination, insight, originality, aesthetic judgement, enterprise and a risk-taking approach to meet current and emerging needs of society</li> <li>Responds to multiple experiences and ideas about the world and communicates personal and religious meaning through various modes and media</li> <li>Uses innovative methods and technologies to solve problems, make decisions, and envisage hopeful futures</li> <li>Constructs and applies knowledge, concepts, and theories to make meaning and communicate clear and coherent ideas and concepts aligned with Christian principles</li> </ul> |
| Effective Communicator                         | <ul style="list-style-type: none"> <li>Communicates effectively and confidently in a range of contexts and for many different audiences</li> <li>Listens actively to the intent and spirit of others' words and responds appropriately both verbally and non-verbally</li> <li>Composes and comprehends a range of written, spoken and visual text to convey information that is meaningful to society and the Church</li> <li>Explores ideas critically and expresses them clearly for a variety of purposes</li> <li>Uses individual and group performances to explore and express ideas, thoughts, feelings, values and understanding</li> </ul>                                                                |



|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reflective Lifelong Learner | <ul style="list-style-type: none"><li>• Critically reflects on problems and issues to shape ideas and solutions that contribute to a better understanding of the wider world of the Church</li><li>• Critically evaluates and reflects on their assumptions and values</li><li>• Plans, organizes, manages, and evaluates own thinking, performance, behavior and well-being</li><li>• Reflects on the significance of God and/or religious experience for themselves and others</li><li>• Develops awareness of the spiritual nature and religious significance of life</li><li>• Engages in the quest for self-improvement and excellence in view of responding to the needs of others, especially the poor</li><li>• Shows courage and persistence in seeing changes and innovations through constant study</li></ul> |
| Service-Driven Citizen      | <ul style="list-style-type: none"><li>• Creates products and performances that achieve their purpose and are appropriate for their intended audience</li><li>• Develops and incorporates Christian leadership skills to contribute positively to the accomplishment of team goals through collaborative processes</li><li>• Develops and practices effective interpersonal skills in order to relate to others in peaceful, tolerant, compassionate, and non-discriminatory ways</li><li>• Nourishes relationships with God, self, others and the environment with compassion, sensitivity, respect, integrity, and empathy</li><li>• Evaluates their moral sensitivities and sense of responsibility through participation in a range of learning contexts</li></ul>                                                    |
| Environmental Steward       | <ul style="list-style-type: none"><li>• Enables communities and people to improve the quality of life without compromising that of future generations</li><li>• Sees the interconnectedness of all life</li><li>• Adopts a system-thinking approach</li><li>• Recognizes the finiteness of resources</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |



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# REGISTRATION AND ADMISSION



De La Salle University Integrated School consists of 3 divisions namely:

Grade School - Preschool - Grade 6  
Junior High School - Grades 7 – 10  
Senior High School – Grades 11-12

## **2.1 ADMISSION REQUIREMENTS**

1. Duly Accomplished Application Form\*
2. Two (2) Recommendation Forms\*
3. Guidance Transition Certificate\*
4. Birth Certificate (original and NSO-issued)
5. Baptismal Certificate (photocopy)
6. Report Cards (past and current grade / year levels)
7. Three (3) 2X2 photos
8. Testing Fee

\*Forms are downloadable from the school website.

### **Additional Requirements**

1. Special Study Permit for applicants below 17 years old and below
2. Alien Certificate of Registration (photocopy)
3. Affidavit of Dual Citizenship (if applicable)

### **Age Requirement by June 1**

Nursery applicants must be at least 4.0 years old

Kinder applicants must be at least 5.0 years old

Grade 1 applicants must be at least 6.0 years old and have finished Kindergarten or the Preparatory Level

### **Grade Requirement**

General Average of 85 with no grade below 80 in any subject and in Conduct/ Deportment

## **2.2 ENROLLMENT PROCEDURES**

1. Update your contact information
2. Present the following:

### **For Old Students**

- a. Final Report Card
- b. Official Receipt for paid Reservation Fee

### **For New Students**

- a. Final Report Card signed by the School Principal
  - b. Official Receipt for paid Confirmation Fee
  - c. Student Inventory Record
3. Secure the Enrollment Assessment Form (EAF)
  4. Pay the Assessed Fee



5. Order/Purchase books and uniforms
6. Accomplish the ID picture taking during the prescribed period

## **2.3 FEES, PAYMENTS AND DISCOUNTS**

### **FEES**

1. Tuition and other fees are posted on bulletin boards prior to and during the enrollment period.
2. The following discounts are applied to the tuition fee:
  - a. Loyalty Discount - 1.25% discount is given to all old students
  - b. Cash Discount - 2.5% discount is given to those who will be paying in full upon enrollment
  - c. Semi-annual Discount - 1.0% discount is given to those who will be paying semi-annually
  - d. Sibling Discount - 25% discount is given to the 3rd sibling enrolled; 50% discount is given to the 4th and succeeding siblings enrolled
3. The schedule of enrollment will be announced before the end of the academic year. Payment of the tuition and other fees are done during the enrollment period.
4. A Late Penalty Fee of P50.00/week shall be charged to those who will enroll after the enrollment period.
5. All fees must be settled prior to the end of the school year otherwise the report card and other pertinent academic records of the student shall be withheld.

### **PAYMENTS**

1. Parents may choose to pay in FULL or in INSTALLMENT basis.
2. Parents who opt to pay in installment basis will be sent a Statement of Account (SOA) through the child's Homeroom Adviser.
3. The SOA must be presented to the Cashier when making payments.
4. The installment payment options and due months are as follows:  
SEMI-ANNUAL: due in May and October  
QUARTERLY: due in May, August, October, and January  
MONTHLY: due in May and every month thereafter until February
5. Check payments must follow these guidelines:
  - a. Checks must be dated.
  - b. Checks must be made payable to DE LA SALLE UNIVERSITY, INC.
  - c. The following information shall be written correctly at the back of the check:
    - Student's name
    - Grade and section
    - Address
    - Contact number
6. Returned check payments must follow these guidelines:
  - a. Dishonored checks shall immediately be paid in cash.



- b. A Php300.00 penalty fee shall be imposed to those with dishonored checks who paid within the enrollment period.
  - c. The late payment fee of Php50.00/week shall be imposed if the returned check will be replaced after the enrollment period.
  - d. Those whose checks have been dishonored will no longer be allowed to make subsequent check payments.
7. All payments may be done only through the Cashier of the Accounting Office during official working hours.

**CASHIERING HOURS:**

|                  |                                                                                                  |
|------------------|--------------------------------------------------------------------------------------------------|
| Monday to Friday | 8:00 A.M. to 12:00 NN<br>1:30 P.M. to 4:00 P.M. (OASIS Hub)<br>1:30 P.M. to 5:00 P.M. (MRR Bldg) |
| Saturdays        | 8:00 A.M. to 12:00 NN                                                                            |

8. All honored payments are acknowledged with an official receipt (OR). The OR serves as your proof of enrollment.

## 2.4 STUDENT WITHDRAWAL OR TRANSFER

The following are circumstances for transfer or withdrawing from school:

1. Student withdrawing at the request of the parents or legal guardian
2. Ineligibility due to unfulfilled Academic and Disciplinary Contracts

### PROCEDURE FOR FILING FOR WITHDRAWAL/TRANSFER:

1. Get a Withdrawal Form from the Office of the Registrar
2. Secure clearances from concerned offices as indicated in the form
3. Submit the Withdrawal Form to the Office of the Registrar
4. Computation of refunds are in accordance with the following stipulation in Section 66 of the Manual of Regulations for Private Schools (MRPS):

*“A student who transfers or otherwise withdraws in writing, within two weeks after the beginning of classes, and who has already paid the pertinent tuition and other school fees in full or for any length longer than one month may be charged 10% of the total amount due for the term if he withdraws within the first week of classes, or 20% if within the second week of classes, regardless of whether or not he has actually attended classes. The student may be charged all the school fees in full if he withdraws anytime after the second week of classes.”*

Refund checks will be made payable to the parent or legal guardian on record.

Release of refund checks are available ten (10) working days from the date stamped RECEIVED on the Withdrawal Form.

5. Request for necessary documents for transfer from the Office of the Registrar. These are made available for pick up in seven (7) working days.

## 2.5 SCHOLARSHIP

The DLSU Integrated School offers the following Scholarship Programs:

1. Entrance Scholarship

An Entrance Scholarship is given to a pre-qualified student shortlisted among the list of student-applicants in Grade 1 to 10 levels. A one-time discount of 25% on tuition fee will be granted for the coming year.

QUALIFICATIONS:

- a. Must have obtained Above Average scores in the IS Entrance Exams
- b. Must have obtained a GPA of 97 and above from the previous school
- c. Must be recommended by the Admissions Committee

2. Academic Merit Scholarship

An Academic Merit Scholar is granted to an old student from each level who meets the required qualification. A corresponding discount on tuition fees for the following school year will apply.

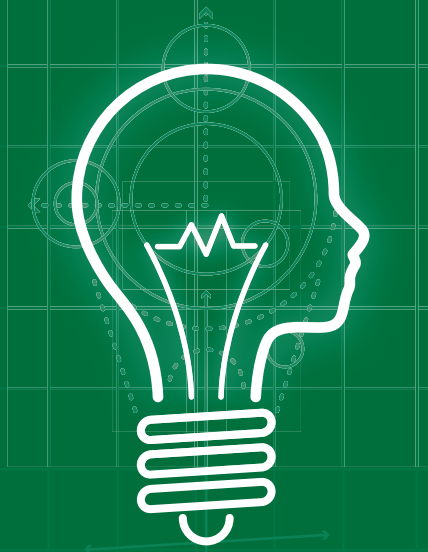
QUALIFICATIONS:

- a. Must be the Top Three of the Gold Medal Awardees of the level at the end of the school year.
- b. Must be consistently a gold awardee of the level for three trimesters.

3. Lasallian Institutional Gift to Adopted Pupils (LINGAP)

The LINGAP is a scholarship program awarded to deserving incoming Grade 7 pupils from select public schools. The grantee must have passed the pre- and post-screening requirements by the Lingap Screening Committee.





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# INSTRUCTIONAL PROGRAM



### **3.1 IS Curriculum**

#### **3.1.1 Overview**

The De La Salle University Integrated School curriculum guided by the Lasallian Core values aims to provide instructional programs that will transform young men and women to become globally competitive 21st century learners.

As the school envisions of becoming the premier Science School in the South of Metro Manila, the curriculum is designed to reinforce the development of scientific thinking skills among its students with Christian values so that they will become conscientious citizens of this world. Social responsibility and awareness is a strong value being emphasized in each area of learning through each practical and real world application of skills and understanding. The curriculum is geared towards forming the students to become key people of the future who are equipped with scientific literacy and critical thinking abilities necessary to respond to the globalizing trend of continued development and innovations in the field of science and technology with strong foundations of Christian Faith, Service, and Communion in Lasallian Mission.

However, while the focus is on Science and Christian Living, other disciplines such as Mathematics, Languages, Social Science, Humanities – Arts, Music, and other skills-based courses like P.E., TLE and Computer are also given ample importance to achieve a holistic and well-rounded formation of the students. The school also provides co- and extra-curricular activities to develop the physical, social, and artistic interest of the students.

In terms of instruction and evaluation, all teachers are enjoined to employ learner-centered approaches to maximize the potentials of every student. The Understanding by Design framework allows the teachers to create a discovery learning environment that would further mold student inquisitiveness and creativity. All learning processes shall accord prime focus to having the students learn and inspiring them to hunger for learning even outside the classroom. Making use of the rich natural environment of the DLSU-STC campus as one big laboratory and the various evaluation approaches that are not only confined to writing, the teachers shall have the students engage in authentic assessment processes to aptly gauge progress and development – making the entire learning process truly relevant to and reflective of the students' capabilities, interests, and needs as young people.

#### **3.1.2 K to 12 Program**

Starting academic year 2012 – 2013, the Integrated School has adapted the K to 12 educational reform of the Department of Education. De La Salle University Integrated School shares the vision of having Preschool (Nursery and Kinder), 6 years of Elementary, 4 years of Junior High School, and 2 years of Senior High

School to further enhance the quality of learning in the Philippine educational system and achieve the global standard that a high school graduate needs in order for him or her to be more competitive in the international market.

### 3.1.3 Special Curricular Offerings

#### 3.1.3.1 Foreign Language Program

The Foreign Language Program was conceptualized and is being implemented to prepare our students for the growing needs and demands of globalization. Language has always been a very powerful tool in achieving success and learning a second or third language will truly enhance one's opportunity. Thus, by offering foreign language, DLSU-IS aims to enable our students to use the language that they have learned with full comprehension and understanding. The Foreign Language class is scheduled two hours each week.

#### 3.1.3.2 Science, Technology, Engineering and Mathematics Elective

The Science, Technology, Engineering and Mathematics (STEM) Electives for Grades 7 to 10 are designed to provide students with more experiential and reinforcement learning activities that will increase their understanding on topics taught in Science and Math 7 to 10. STEM 1 Elective was started last AY 2014-2015 for Grade 7, STEM 2 Elective was implemented in AY 2015-2016 for Grade 8. For AY 2016-2018, STEM 3 and 4 will be offered to Grades 9 and 10, respectively.

#### 3.1.3.3 Robotics Program

The Robotics Program of DLSU IS is intended to develop the basic, intermediate and advance skills of students from Grade 1 to Grade 10 in building and programming EV3 Robots that will solve various robotics challenge problems. It emphasizes the importance of robotic technology in the real world and how it actually helps people in addressing various situations. The program is integrated with the Science subject and forms 10% of the actual Science grade.

### 3.1.4 Schedule of Classes

All classes from Grades 1-10 will start at 7:30 a.m. while Grades 11-12 will start at 1:00pm on Monday and 8:00 a.m. from Tuesday to Friday. The dismissal time varies according to grade levels and on certain activity days.

### 3.1.5 Guidelines on the Suspension of Classes

#### 3.1.5.1 General Guidelines

- a. The decision to suspend classes follows the principle of the well – being and safety of the school children.
- b. The decision to suspend classes will be based on reports from



DepEd, the Municipality of Binan or the Office of the Governor of Laguna. There is no guarantee that the situation will remain constant even after a decision has been made.

- c. The coverage of a suspension order may be city – wide or localized. This means that the order may cover the whole of Laguna or it may apply only to a specific place or a specific school as the case may be.

#### 3.1.5.2 Specific Criteria

Classes are automatically suspended, without need for any announcement from the University under the following conditions:

- a. All Levels
  - During regular holidays or when declared as a special non-working holiday by the Office of the President of the Philippines or, in case of local holidays declared by the local government of the province/city/municipality having political jurisdiction over the campus;
  - When specifically declared as “all levels” and for private schools by the national government agencies, such as the Office of the President or the National Disaster Risk Reduction and Management Council (NDRRMC); or
  - When specifically declared “all levels” and for private schools by the local government for classes held in campuses covered by its jurisdiction
- b. Grade School and High School levels
  - When declared by the Department of Education for “elementary (grade school) and high school levels” in private schools; or
  - When Typhoon Signal No. 2 or above is raised
- c. Preschool levels
  - When declared by the Department of Education for “preschool levels” in private schools; or
  - When Typhoon Signal No. 1 or above is raised

The Vice-President for DLSU-STC and/or the Vice-Chancellor for Administration of DLSU-Manila makes the decision for the suspension of classes under the following conditions:

- a. In cases when the decision on the suspension of classes, for whatever reason, is left by the government to the discretion of the school;
- b. In all other cases when the school, on its own, intends to suspend classes

In cases when an announcement of suspension of classes by the government is made when classes for the day have already begun, the Vice-President for DLSU-STC and/or the Vice-Chancellor for Administration of DLSU-Manila will, only for the purposes of standardizing the cut-off time for the suspension of classes, determine the effectivity time of the suspension. A text message will be sent through our Smart Messaging Suite facility. Students in the Inte-



grated School must be fetched within one (1) hour after the announced cut-off or dismissal time.

The official announcement of suspension of classes will also be made through the official Facebook page of De La Salle University Integrated School:

<https://www.facebook.com/DLSUIntegratedSchool>

## 3.2 Grading System

### 3.2.1 The K – 12 Grading System

The grades of all levels under the K–12 Program will be based on transmuted raw scores of summative assessments. The minimum grade needed to pass a summative assessment is 65, which is transmuted to a grade of 75. The lowest mark that can appear on the report card is 65 for trimestral and final grades.

Learners from K-12 are graded on Written Work (WW), Performance Tasks (PT), and Trimestral Examination (TE) every trimester. These three areas are given specific percentage weights that vary according to the nature of the learning area.

#### 3.2.1.1 Types of Assessment

As enumerated in DepEd Order No. 8, s. 2015, there are two types of assessment, namely, formative and summative.

- a. **Formative assessment** may be seen as *assessment for learning* and *assessment as learning*. As *assessment for learning*, teachers may analyze the results to make adjustments in their instructions. As *assessment as learning*, students will be given immediate feedback on their learning progress.
- b. **Summative assessment** may be seen as *assessment of learning* which is usually given at the end of a particular unit. Summative assessment measures whether learners have achieved the desired learning outcomes for a particular learning area.

The nature of questions for the formative and summative assessments may include Knowledge, Process and Understanding. All of these forms of assessment will be provided to the students on a per unit or module basis as divided in the curriculum.

#### 3.2.1.2 Summative Assessment Components

The components of the summative assessments are classified into three, namely, Written Work (WW), Performance Tasks (PT), and Trimestral Examination (TE). These three components may be defined as to the nature of the different learning areas.

- a) Written Works (WW) are assessments that measure the students'



skills and grasp of concepts in written form. This may include quizzes, long test, written reports, and other graded written outputs.

- b) Performance Tasks are assessments that measure the students' ability to show what they know and accomplish it in diverse ways. This may include skills demonstration, group presentations, oral work, multimedia presentations, and research projects.
- c) Trimestral Examination measures students' learning at the end of the trimester.

### 3.2.1.3 Weight of the Components

For Grades 1 to 10, the percent composition of the components of the summative assessments for each learning area will be as follows:

|                  | Science | Math | English | Filipino | Mother Tongue | Araling Panlipunan | MAPEH | TLE | Christian Living and Values | Computer |
|------------------|---------|------|---------|----------|---------------|--------------------|-------|-----|-----------------------------|----------|
| Written Work     | 40%     | 50%  | 40%     | 40%      | 40%           | 40%                | 10%   | 20% | 40%                         | 20%      |
| Performance task | 40%     | 30%  | 40%     | 40%      | 40%           | 40%                | 60%   | 50% | 40%                         | 50%      |
| Trimestral Exam  | 20%     | 20%  | 20%     | 20%      | 20%           | 20%                | 30%   | 30% | 20%                         | 30%      |

For Science, the grade in Robotics will comprise 10% of the final grade. In Christian Living, 10% of the grade will come from the deportment grade.

For Grades 11 to 12, the percent composition of the components of the summative assessments for each learning area will be as follows:

|                  | Core Subjects | Physical Education | Applied Track Subject | Other Specialized Track Subjects | Work Immersion/ Research/ Business Enterprise Simulation/ Exhibit/ Performance |
|------------------|---------------|--------------------|-----------------------|----------------------------------|--------------------------------------------------------------------------------|
| Written Work     | 30%           | 20%                | 30%                   | 30%                              | 30%                                                                            |
| Performance task | 40%           | 50%                | 40%                   | 40%                              | 50%                                                                            |
| Trimestral Exam  | 30%           | 30%                | 30%                   | 30%                              | 20%                                                                            |

### 3.2.1.4 Levels of Proficiency

The performance of the student will be described in the report card based on the following grading scale, with its corresponding descriptors:

| Letter Grades and their Descriptions |             |              |
|--------------------------------------|-------------|--------------|
| Letter Grade                         | Description | % Equivalent |
| O                                    | Outstanding | 95.00-100    |
| V                                    | Very Good   | 90.00-94.99  |

|   |                           |                 |
|---|---------------------------|-----------------|
| G | Good                      | 85.00-89.99     |
| S | Satisfactory              | 80.00-84.99     |
| N | Needs Improvement         | 75.00-79.99     |
| D | Did not Meet Expectations | 74.99 and below |

### 3.2.1.5 Final Grade

The final grade for each of the subject at the end of the academic year will be the average of the trimestral ratings as expressed in terms of the levels of proficiency. The final numerical grade reference will be rounded off up to the nearest hundredths and will likewise be reflected in the report card.

### 3.2.2 General Average

The computation of the General Average are as follows:

Grades 1-6. The General Average is computed by averaging the grades of the academic subjects: Filipino, Mother Tongue, English, Mathematics, Science, Social Science (Araling Panlipunan), and Christian Living/Values, as well as the practical and performing arts: TLE, Computer, and MAPEH.

Grades 7-10. The General Average is computed by multiplying the subject grade (Filipino; English; Mathematics; Science; Social Science (Araling Panlipunan); Christian Living/Values Education; TLE and Computer; and MAPEH) to its corresponding number of units then average the product of each subject by the total number of units. The units for the different subject areas are shown below:

| Subject        | Units |
|----------------|-------|
| Filipino       | 1.2   |
| English        | 1.5   |
| Mathematics    | 1.5   |
| Science        | 1.5   |
| Social Science | 0.9   |
| CL/VE          | 0.9   |
| TLE            | 0.6   |
| Computer       | 0.6   |
| MAPEH          | 1.2   |

Grades 11-12. The General Average is computed by multiplying the subject grade for Core, Applied Track, and Specialized Subjects to its corresponding number of units then average the product of each subject by the total number of units.



| Subject Classification      | Units per Subject |
|-----------------------------|-------------------|
| Core Subject (Except P.E.)  | 1.5               |
| Applied Track Subject       | 1.5               |
| Specialized Subjects        | 1.5               |
| Physical Education          | 0.6               |
| Christian Living and Values | 0.3               |

In determining honors and awards, all trimester grades will be computed up to the nearest hundredths and the minimum letter grade requirement for department and elective subjects (STEM,FL) must be met.

All grade levels will have numerical rating, expressed also up to the nearest hundredths, and the letter grade equivalent of the new grading system.

The school expects the students to meet the minimum academic grade requirement in order to be promoted to the next level (Preschool to Grade 12). Likewise, for Preschool to Grade 6, a student with failing final general average shall repeat the grade level and shall be placed on Academic Probation. For Grades 7 to 12, a student who fails three (3) units or more regardless of the general average shall repeat the grade level and shall be placed on Academic Probation. Remedial Program will follow the guidelines set in DepEdOrder No. 8. S 2015.

### 3.2.3 Guidelines on Assessments, Homework and Performance Task

- Make-up summative assessments may be given upon submission of an approved excuse letter.  
Make-up summative assessments will be taken by the student within 1 week upon return to school. Schedule of summative assessments will be coordinated with the class adviser.
- No make-up summative assessments will be given for unexcused absence.
- Appropriate homework can be assigned to all students from Monday to Thursday. No homework is to be given during Fridays in subjects conducted on a daily basis or at least 3 to 4 times a week. However, for subjects held twice or once a week, Friday homework is allowed and acceptable.
- A student who fails to take the scheduled trimester examinations may be given a special exam upon presentation of his parent's/guardian's excuse letter. If the said absence is due to illness, a medical certificate must be attached to the letter of excuse.
- Examination starts from the moment the test paper is handed over to the student up to the moment the same test paper is taken back.
- Students are expected to observe all examination rules and procedures that are enforced by the Proctor.
- Performance Tasks must be completed at the prescribed period and must be done in school.
- Research-related outputs and capstone projects for Grade 11 and 12 will

be done under the supervision of the subject teacher or research adviser. For projects that will be completed outside the school premises, the student must follow guidelines on off-campus activities.

### 3.2.4 Extra/Co-Curricular Grade

The Extra/Co-curricular grade or ECC is considered as one of the criteria in determining the General Excellence Award at the end of the school year. As stipulated in the DepEd Order No. 74, S. 2012:

“Co-curricular performance covers the achievements of the candidates in all levels (school, division, regional, national, and international), active participation in authorized student organizations or clubs, outstanding awards in recognition of the actualization of what has been learned from school, travels in relation to school work, and other civic activities.”

### 3.2.5 Attendance in Physical Education

All students are expected to participate in P.E. classes and are required to be in their prescribed P.E. uniform during this time. Students who need to be excused from P.E. must bring a written note from the parents accompanied by a medical certificate to be submitted to the Principal's Office for approval. An alternative activity will be given to students with such special conditions.

### 3.2.6 Attendance in Citizen Advancement Training

Under DepEd Order 50, s. 2005, the Citizen Advancement Training (CAT) is a course given as part of the Grade 10 curriculum for both boys and girls. It aims to enhance student commitment to social responsibility in the development of their community and upholding law and order. The CAT components include Military Orientation, Community Service and Public Safety and Law Enforcement Service. As with any course, the students receive marks for their performance which will be reflected in the report card at the end of the academic year as either passed or failed.

Students with physical conditions and those recommended by medical doctors as unfit for the training for health reasons are exempted from the physical training, but not from the course. They can be assigned alternative tasks to perform, i.e. checking of attendance, medic platoon, etc., in lieu of the regular CAT activities.

The following are the only students exempted from CAT:

- a. Foreigners and members of the diplomatic corps will be exempted from CAT
- b. Students with active membership in the Boy Scouts and Girl Scouts of the Philippines as stipulated in DECS Order No. 106, s. 1998 and DECS Order No. 30, s. 1999



### **3.3 Progress Report**

#### **3.3.1 Student Diary (N1)**

For Grades 1 to 10, the Student Diary links the school with the home through entries about the student's class performance that may be exemplary or needing attention. The Student Diary will be labeled as Notebook 1 (N1). It serves as an assignment notebook and a venue to facilitate communication between parents and teachers. It contains information that will assist in the follow-up of the child's progress both in academics and behavior. Parents could write down their queries in the N1 of which the adviser will take note of and disseminate to the teacher concerned accordingly for response and action. The teachers, in turn, could also send reminders and follow ups through the N1.

#### **3.3.2 Midterm Performance Report**

This report is done in the middle of each trimester to update parents of their children's performance in class. A specific schedule is set by the school where parents can meet with the homeroom advisers and subject teachers to discuss their children's academic and behavioral progress. This will ensure that corresponding follow-up will be made at home to support the student's development in school.

#### **3.3.3 Academic Reminder Slips**

The Academic Reminder Slip (ARS) is issued to a student who needs improvement in certain aspects of the assessment components in a particular subject area. It merely serves as a prompt to parents regarding their child's academic performance and, if necessary, may also serve as a notice for parent / guardian conference. The reminders are given to ensure that the child is provided the necessary follow up to help him / her improve on his / her academic standing.

The parent/guardian must sign the slip and return it to the subject teacher within three days upon receipt. A corresponding Behavioral Reminder Slip will be issued to the student for non-submission of the ARS.

#### **3.3.4 Summative Assessment Monitoring Sheet (SAMS)**

For Grades 1 to 10 academic subjects, a Summative Assessment Monitoring Sheet will include the raw scores obtained from each summative assessment given within the trimester. A transmutation table will appear at the back of the SAMS. This will be updated regularly to be signed by the subject teacher(s) concerned and parent/ guardian of the student.

#### **3.3.5 Progress Report Card (F138)**

Report Cards are issued four weeks after the Trimestral Examinations on scheduled card distribution days. Report Cards of students will be released only to parents and guardians. In cases when the parents or guardians cannot come on the scheduled Card Distribution Day, Report Cards can be claimed

at the Office of Academic Services for the Integrated School (OASIS). Any concerns on the trimestral grade will be entertained two weeks after the card has been issued.

The Statement of Account from the Accounting office is given to the students and parents / guardians ahead of the scheduled Trimestral Examination and must therefore be settled on or before the examination day. All accounts should be settled prior the release of the 3rd Trimester Report Card. The Report Card is presented to the OASIS upon enrollment for the next grade level.

### **3.4 Honors & Awards**

#### **3.4.1 Honors and Awards Committee**

The Honors and Awards Committee is composed of the Registrar, Associate Principals, Guidance Counselor, Discipline Coordinator, and two faculty representatives appointed by the Principal.

The selection process and decision of the Awards Committee is recommendatory and subject for approval by the Principal.

#### **3.4.2 Honors & Awards for Graduating Grade 12 Students**

##### **3.4.2.1 General Excellence Award**

These awards are given to the top performing students of the graduating class who have met the criteria for GPA and minimum grade requirement stated below.

Awards to be given are as follows:

- Gold Medallion: GPA of 97.00– 100, with no grade below 93
- Silver Medallion: GPA of 95.00– 96.99, with no grade below 90
- Bronze Medallion: GPA of 93.00– 94.99, with no grade below 88

Criteria:

- a. Student must have completed Grades 11-12 in De La Salle University Integrated School.
- b. The weighted average of the academic grades from Grades 11-12 are computed based on the following percentages:

GWA

Grade 11 - 40%

Grade 12 - 60%

- c. To qualify in the general excellence awards, the student must get an ECC rating of at least 85.5.
- d. The Homeroom and Department grades should not be lower than 85.0 in all trimesters from Grades 11 – 12.



#### 3.4.2.2 SHS Special Academic Awards

A Medal of Excellence is awarded to the top student with the highest general average in the different strands of the Academic Track.

Criteria:

- a. A grade of 88.00 or higher in the subject/s concerned in all trimesters.
- b. A Homeroom and Department grade of 85.0 or higher in all trimesters.

#### 3.4.2.3 Exemplary Conduct Award

A medal and a certificate are given at the end of the school year to a student who is a consistent recipient of the Exemplary Conduct Award from Grades 11-12.

#### 3.4.2.4 Perfect Attendance Award

A certificate is given to a student who has not incurred any absence or tardiness during the school year.

#### 3.4.2.5 Loyalty Award

A gold medal is awarded to a student who has completed Grades 1-12 at De La Salle University Integrated School or any member school of the De La Salle Philippines system.

#### 3.4.2.6 Special Awards

##### **Brother Andrew Gonzales Leadership Award**

This is awarded to a graduating student who has shown the ability to be of positive and effective influence in the school community and has earned the respect of the student body in the pursuit of various student-related activities.

Criteria:

1. A weighted average of 85.00 or higher with no grade below 80.00 in all trimesters for the core, applied track and specialized subjects.
2. A grade of 85 or higher in special subjects like Homeroom and Department in all trimesters from Grades 11-12.

##### **Brother Rafael Donato Service Award**

This is awarded to a graduating student who has consistently exemplified the Lasallian Core Value of Service by engaging in constant self-improvement and excellence to be able to respond to the needs of others for the betterment of the community.

Criteria:

1. A weighted average of 85.00 or higher with no grade below 80.00 in all trimesters for the core, applied track and specialized subjects.
2. A grade of 85 or higher in special subjects like Homeroom and Department in all trimesters from Grades 11-12.



**Leandro V. Locsin Artist of the Year Award**

This is awarded to graduating students who have excelled in the field of Music and Dance, Literary/Communication Arts, Visual, or Theatrical Arts, and whose outstanding accomplishments have brought him/ her and the school recognition.

Criteria:

1. No grade below 80.00 in all subjects in all trimesters.
2. A Values and Deportment Grade of G or higher in all trimesters.

**Outstanding Athlete Award**

This award is given to a male and/or female graduating student who has distinguished himself/herself in any sport from Grade 11 to 12; or whose outstanding accomplishment or performance in his/her sport has brought him/her and the school recognition.

Criteria:

1. No grade below 80.00 in all subjects in all trimesters.
2. A Homeroom and Deportment grade of 85 or higher in all trimesters from Grades 11-12.

**St. Br. Miguel Febres de Cordero Award**

This award is given to a graduating student who manifests exemplary knowledge and skills in the field of STEM, ABM, and HUMSS, and whose outstanding accomplishment in this field has brought him/her and the school recognition. He or she must have the capacity to integrate both areas in most daily endeavors.

Criteria:

1. No grade below 88.00 in specialized subjects in all trimesters.
2. A Homeroom and Deportment grade of 85 or higher in all trimesters from Grades 11-12.

**St. John Baptist de La Salle Award**

This prestigious award is conferred on a graduating student who is an epitome of an ideal Lasallian graduate characterized by the values of Faith, Service and Communion in Mission as professed by its founder, St. John Baptist De La Salle.

Criteria:

- a. Student must have completed Grades 7-12 in De La Salle University Integrated School or any member school of the De La Salle Philippines system.
- b. A weighted average of 90.00 or higher with no grade below 88.00 in all trimesters for all academic subjects.
- c. Grades in special subjects like P.E., Christian Living/Values and Deportment should be 90 or higher in all trimesters.



- d. Active participation in co-and extra-curricular activities both in and out of the school.

### 3.4.3 Grade 6 Recognition Rites

#### 3.4.3.1 General Excellence Award

These awards are given to the top performing students of the Grade 6 class who have met the criteria for the GPA and minimum grade requirement stated below.

Awards to be given are as follows:

Gold Medal Award: GPA of 97.00 – 100, with no grade below 93

Silver Medal Award: GPA of 95.00 – 96.99, with no grade below 90

Bronze Medal Award: GPA of 93.00 – 94.99, with no grade below 88

Criteria:

- a. Student must have completed Grade 4 to 6 in De La Salle University Integrated School or any member school of the De La Salle Philippines system.
- b. The weighted average of the academic grades from Grades 4 to 6 are computed based on the following percentages:

GWA

Grade 4 - 20%

Grade 5 - 30%

Grade 6 - 50%

- c. To qualify in the general excellence awards, the student must get an ECC rating of at least 85.5 for Grades 4, 5 and 6.
- d. The Homeroom and Department grades should not be lower than 85 in all trimesters of the current academic year.

#### 3.4.3.2. Subject Awards

A Medal of Excellence is awarded to the top student with the highest final grade in the different subject areas.

Criteria:

- a. A grade of 90.00 or higher in the subject/s concerned in all trimesters.
- b. A Homeroom and Department grade of 85 or higher in all trimesters.

#### 3.4.3.3. Exemplary Conduct Award

A certificate is given at the end of the school year to student who is a consistent recipient of the Exemplary Conduct Award from Grades 4 to 6.

3.4.3.4. Perfect Attendance Award

A certificate is given to a student who has not incurred any absence or tardiness during the school year.

3.4.3.5. Special Awards

**Young Outstanding Athlete Award**

This award is given to a male and/or female Grade 6 student who has distinguished himself/herself in any sport from Grade 4 to 6; or whose outstanding accomplishment or performance in his/her sport has brought him/her and the school recognition.

Criteria:

1. No grade below 80.00 in all subjects in all trimesters.
2. A Homeroom and Department grade of 85 or higher in all trimesters.

**Young Outstanding Artist Award**

This award is given to a male and/or female Grade 6 student who has distinguished himself/herself in the field of Music and Dance, Literary/Communication Arts, Visual, or Theatrical Arts, and whose outstanding accomplishments have brought him/ her and the school recognition

Criteria:

1. No grade below 80.00 in all subjects in all trimesters.
2. A Homeroom and Department grade of 85 or higher in all trimesters.

3.4.4. Honors and Awards for Junior High School (Gr. 10)

3.4.4.1 General Excellence Award

These awards are given to the top performing students of the Grade 10 class who have met the criteria for the GPA and minimum grade requirement stated below.

Awards to be given are as follows:

Gold Medal Award: GPA of 97.00 – 100, with no grade below 93

Silver Medal Award: GPA of 95.00 – 96.99, with no grade below 90

Bronze Medal Award: GPA of 93.00 – 94.99, with no grade below 88

Criteria:

- a. Student must have completed Grades 8 to 10 in De La Salle University Integrated School or any member school of the De La Salle Philippines system.
- b. The weighted average of the academic grades from Grades 7 to 10 are computed based on the following percentages:

GWA  
Grade 8 - 20%



Grade 9 - 30%

Grade 10 - 50%

- c. To qualify in the general excellence awards, the student must get an ECC rating of at least 85.5 for Grades 9 and 10.
- d. The Homeroom and Department grades should not be lower than 85 in all trimesters of the current academic year.

#### 3.4.4.2. Subject Awards

A Medal of Excellence is awarded to the top student with the highest final grade in the different subject areas.

Criteria:

- a. A grade of 88.00 or higher in the subject/s concerned in all trimesters.
- b. A Homeroom and Department grade of 85 or higher in all trimesters.

#### 3.4.4.3 Exemplary Conduct Award

A certificate is given at the end of the school year to a student who is a consistent recipient of the Exemplary Conduct Award from Grades 8 to 10.

#### 3.4.4.4. Perfect Attendance Award

A certificate is given to a student who has not incurred any absence or tardiness during the school year.

#### 3.4.4.5. Special Awards

##### **Junior High School Outstanding Athlete Award**

This award is given to a male and/or female graduating student who has distinguished himself/herself in any sport from Grade 8 to 10; or whose outstanding accomplishment or performance in his/her sport has brought him/her and the school recognition.

Criteria:

- 1. No grade below 80.00 in all subjects in all trimesters.
- 2. A Homeroom and Department Grade of 85 or higher in all trimesters.

##### **Junior High School Outstanding Artist Award**

This is awarded to a junior high school student who has excelled in the field of music and dance, literary (written and oral), visual, or theatrical arts, and whose outstanding accomplishments have brought him or her and the school recognition.

Criteria:

- 1. No grade below 80.00 in all subjects in all trimesters.
- 2. A Homeroom and Department Grade of 85 or higher in all trimesters.

### 3.4.5. Honors and Awards for Grades 1-9

#### 3.4.5.1. General Excellence Award

These awards are given to the top performing students of the level who have met the criteria for the GPA and minimum grade requirement stated below.

Awards to be given are as follows:

Gold Medal Award: GPA of 97.00 – 100, with no grade below 93

Silver Medal Award: GPA of 95.00 – 96.99, with no grade below 90

Bronze Medal Award: GPA of 93.00 – 94.99, with no grade below 88

Criteria:

- a. To qualify in the general excellence awards, the student must get an ECC rating of at least 85.5 at the end of the academic year.
- b. The Homeroom and Department grades should not be lower than 85 in all trimesters of the current academic year.

#### 3.4.5.2. Subject Awards

A Medal of Excellence is awarded to the top student with the highest final grade in the different subject areas for each level.

Criteria:

- a. A grade of 90.00 or higher in the subject/s concerned in all trimesters.
- b. A Homeroom and Department grade of 85 or higher in all trimesters.

#### 3.4.5.3 Exemplary Conduct Award

A certificate of merit is given to a student who is a consistent recipient of the Exemplary Conduct Award from the 1st to 3rd trimester and with no more than three records of tardiness throughout the academic year.

#### 3.4.5.4. Perfect Attendance Award

A certificate of merit is awarded to a student who has not incurred any absence or tardiness during the school year.

### 3.4.6. Trimester Incentives for Student Achievers

#### 3.4.6.1 Principal's Honors Board

A certificate of recognition is rendered to the students who have met the grade criteria for the GPA and minimum grade requirement as stated below:

Gold Award: GPA of 97.00 – 100, with no grade below 93 in all subjects

The Electives, Homeroom and Department grades should not be lower than 85.



#### 3.4.6.2. Class Academic Excellence Award

A certificate of recognition is rendered to the students who has met the grade criteria for the GPA and minimum grade requirement as stated below:

Gold Award: GPA of 97.00 – 100, with no grade below 93 in all subjects

Silver Award: GPA of 95.00 – 96.99, with no grade below 90 in all subjects

Bronze Award: GPA of 93.00 – 94.99, with no grade below 88 in all subjects

The Electives, Homeroom and Department grades should not be lower than 85.

#### 3.4.6.3. Exemplary Conduct Certificate

A certificate of merit is given every trimester to a student who has a grade of 95 or higher in Homeroom and Department and has no more than three records of tardiness throughout the academic year.

### 3.5 Special Academic Services/Programs

#### 3.5.1 Tutoring

The objectives of the tutorial service are to assist students who have difficulty meeting the school's academic requirements and to offer assistance to students who have missed or will miss their classes for a considerable period of time. Tutorials operate on the following guidelines:

1. Pupils with grades 79.00 or below in any academic subject are recommended for tutoring.
2. Before tutoring is recommended, a conference is held between the subject teacher, the Subject Coordinator and the parent/guardian of the student concerned.
3. A letter of request for tutorial must be submitted to the Associate Principal before the issuance of the Tutorial Agreement Form where further details of the program are indicated.
4. Tutoring is done in school. If an official school function coincides with tutoring, the tutee stays with another tutor, otherwise, a make-up session is arranged between the tutor and the tutee.
5. A student cannot be tutored by his own teacher or any teacher in his grade level.
6. The tutoring fee is paid in advance through the Accounting Office. Service starts only upon presentation of the receipt of payment.
7. Finalization of the tutorial service is subject to the availability of teachers. If no teacher is available upon submission of the request letter, the parent / guardian will be informed accordingly.
8. Single tutorial contracts must not be more than 3 months. Contracts may be renewed for another 3 months provided that the grade of the student is still 79.00 or below in any academic subject.

*Note: Tutoring is a remedial assistance offered by the school. It is not a guarantee for attaining passing marks, but rather an aid for study and better work. The student still bears the responsibility for his academic achievements.*

### 3.5.2 Remedial Classes

These are offered to students who have academic difficulties in the different subject areas. The subject teacher for the level identifies the students to be included in the remedial sessions based on their academic performance in the class. A letter would then be sent to the parent / guardian regarding the recommendation for remedial classes. These are held for 3 hours a week for 6 consecutive weeks.

### 3.5.3 Special Filipino Program

The Special Filipino Class (SFC) is a modularized program designed to help non Filipino-speaking students of De La Salle University Integrated School develop the basic communication skill for the Filipino language. The program offers small-group sessions on reading, writing, speaking and listening skills as a support to their regular Filipino classes.

Students engage in an assessment to help the Filipino teacher and the Filipino Subject Coordinator identify the module that would be assigned to them accordingly. The Special Filipino Modules are as follows:

- Module 1 is the Beginner's Program which deals with the basics of the Filipino language. The acquired grade of the student in this module will be his / her Filipino grade.
- Module 2 is the Reinforcement Program which works in collaboration with the current lessons in the regular Filipino class. 100% of the grade will come from the Special Filipino class.

All students taking this program, regardless of the module, will still be required to attend the regular Filipino class for exposure purposes. The Special Filipino sessions are held after school hours on scheduled days.

### 3.5.4 Advanced Math and Advanced Science Program

This special program is an adjunct to the regular Science and Math classes which aims to further develop the student's abilities and skills in analyzing and solving Mathematical problems and Scientific inquiries. A set of students for every level will be selected through an elimination process at the beginning of the academic year and will be trained in advanced content and methodology in preparation for inter-school and national competitions. The Advanced Math and Advanced Science classes will be held 1 to 2 hours a week after class hours.



### 3.6 Extra/Co-curricular Programs/Activities

#### 3.6.1 Introduction

De La Salle University Integrated School aims to develop individuals with a holistic and well-rounded personality as manifested by students who are physically active, confident, value-laden and are able to socialize and relate well with others. Thus, the curriculum offers different activities that would complement classroom instruction by translating into actual life experiences the principles, truths, and values acquired in class.

#### 3.6.2 Extra/Co-curricular Activities in School

|                          |                                    |                          |
|--------------------------|------------------------------------|--------------------------|
| Spiritual Programs:      | First Friday Masses                | Retreats/Recollections   |
|                          | First Holy Communion               | Confession               |
|                          | Confirmation                       | Parmerie Encounter       |
|                          | Living Rosary                      | Prayer Service           |
|                          | Community Mass                     | Baccalaureate Mass       |
| Academic Enhancement:    | Educational Trips                  | Linggo ng Wika           |
|                          | Sci-Math Week                      | Academic Fair            |
|                          | Symposia/Convocations              |                          |
|                          | International Exchange Program     |                          |
|                          | Career Guidance Program            |                          |
| Values/Skills Formation: | Diagnostic Tests                   |                          |
|                          | Leadership Training                | Lasallian Mission Week   |
|                          | University Vision-Mission Week     |                          |
|                          | Career/College Orientation         |                          |
| Social Development:      | Guidance and Discipline Activities |                          |
|                          | Acquaintance Party                 | Performing Arts Festival |
|                          | Transition Rites                   | Family Day               |
|                          | Sports Fest                        | Father & Son Camp        |
|                          | Batch Fest                         | Mother & Daughter Camp   |
|                          | Area Meet                          | Date with Mom and Dad    |
|                          | Little Archers Olympics            |                          |

#### 3.6.3 Activity Clubs

Students are required to join clubs subject to the following guidelines:

1. Student club activities should not interfere with studies and should instead contribute to the well-balanced formation of the students.
2. All students are required to belong to at least one club of his/her choice.
3. Student organizations should follow regular channels of communication with authorities namely: Organization/Club Moderator, Student Activities Coordinator, Associate Principal for Student Affairs, and the Principal.
4. Student activities and meetings are held once a week, as scheduled. Additional sessions which necessitate calling students from classes or extending time in school must have the explicit permission of the Associate



Principal for Student Affairs subject for approval by the Principal.

5. Every trimester, members and officers of each club are evaluated on their performance, level of engagement, behavior, preparation, and attendance.
6. The club grade will comprise of 20% Homeroom grade. The club grade will be based on a given rubric used by the organization/club moderator.

#### A. Grades 1-6

##### 1. Art Struck

This Art Club was formed primarily to bring out the creativity, imagination and artistic potentials of the students to its fullest. Display and enhancement of cutting skills, creative drawing, painting and coloring will be the foundations of the club. It also aims to create a sense of appreciation and enjoyment of one's artwork.

##### 2. Green Thumb Society

This club aims to realize and put into practice one of DLSU-STC's four pillars of strength – Care for the Environment. The members of this club rally the community to preserve and nurture the environment through projects and activities that promote environmental stewardship and caring for Mother Earth.

##### 3. Young Journalist Club

The Young Journalist Club welcomes students who are inclined into creative and journalistic writing. The members of this club are guided into developing their writing skills.

##### 4. Young Scientist Club

This club offers exciting scientific adventures for young, creative, and enthusiastic minds. This club will allow the students who are interested in exploring the world through the eyes of a true scientist to experience the wonders of research, experimentation and discovery of new technologies as they emerge.

##### 5. Young Dance Club

The club will provide a venue for students who have talent in dancing to develop their artistry and enhance their performance level on stage.

##### 6. Scouting Club

The DLSC Scouting club is a member of the National Boy and Girl Scouts of the Philippines which is comprised of more than half a million members all over the country. Through activities such as investitures, camping, social games, and training advancement, the program aims to further develop the students' love of country and environment, and inculcate in them a sense of national pride.



7. Book Lovers Club

The Book Lovers Club serves as a venue for developing the students' love for books and reading. It hopes to strengthen the students' ability to communicate effectively by enhancing their vocabulary, comprehension and expressing one's idea clearly through oral and written format.

8. Little Angels and Soldiers of Mary

This club is open for Grades 1-4 students who would like to know and deepen their relationship with our Blessed Mother Mary. The club is a venue for the students to encounter The Blessed Mother through prayerful experiences, celebrations of feasts days, and different Marian practices. As a Marian group, the members also strive to imitate Mary's virtue of simplicity and purity.

9. Instrumentalist (Wind Ensemble/Drumbeaters/DLSU-IS Band)

This club seeks to develop the musical inclination of students in playing different musical instruments. The members are given the opportunity to share and showcase their talents in activities and programs in and outside the school.

10. Sports Club/s

The aim of the Sports Club is to develop the students' motor skills and to advance their knowledge in various individual and team sports. Sporting games are not only considered as leisure but are also treated as a science where discipline, talent, and eagerness to learn are deemed vital in the learning process. The sports club offerings are the following: Soccer, Basketball, Taekwondo, and Badminton among others.

B. Grades 7-10

1. Speech and Debate Club

This club aims to develop skills in public speaking and debate. It also gives potential students an opportunity to develop their talent in rhetoric and their sense of leadership. It sponsors activities such as lectures, mini-workshops, and seminars for actual practice of acquired skills.

2. Science and Inventors Society

This club offers aspiring members an opportunity to develop their skills and knowledge in science concepts, logical thinking, problem solving and creativity through scientific innovations which will enhance the human way of living. Enjoyable learning is achieved in the activities using techniques required in the field of Genetics and Environmental Science.

3. Film Critique/Cinema Guild

This club allows its members to explore different worlds and cultures through exposure to various films of different genres. It involves the

study, analysis, critiquing, and creation of film media. Members will likewise learn the basics of film making to be able to produce their own video production.

4. Photography Club

This club offers opportunities to all interested students to explore and/or expand their skills in photography by enhancing their creativity, skills, and imagination.

5. Homemaker's Club

This is a club that seeks to develop interest and love of students for home making. Activities which include baking, cooking, sewing, horticulture, gardening, carpentry, and the likes are undertaken in this club.

6. ARTchers

This club aims to bring out the creativity, imagination, and artistic potentials of the students to its fullest. It further aims to enhance the skills of its members in creative drawing, cutting, painting, coloring, as well as multi-media designs.

7. Basketball

This club introduces the basic techniques, rules and regulations of the game. It will expose these enthusiasts to the game to be able to learn the different functions of each player which makes up the whole team. Various exercises and tournaments will be held to develop their skill as well as foster camaraderie and sportsmanship.

8. Soccer/Futsal

The club provides venue for kinesthetic students to develop skills in playing the game. Members will be trained on the basic rules and techniques of this sport while at the same time, learning the value of sportsmanship, camaraderie, and discipline.

9. Badminton

The club will introduce the six components of fitness, basic skills, rules and regulations, teamwork, and game situations in badminton. Materials will also be presented in different ways including hands-on opportunities to practice their skills at any level.

10. Volleyball

This club is formed to enhance the skills of the students in playing volleyball. Members will be exposed to physical exercises and trainings that will develop their expertise in this sport. The value of discipline and camaraderie are also enhanced in this club.



11. Table Tennis

This club is designed for high school students to provide members the necessary training to enhance their skills in playing table tennis. It also provides students an avenue to develop sportsmanship, camaraderie and self-discipline.

12. Baseball/Softball

This club introduces the basic skills and techniques of the game. The goal is to expose the students to the game, focusing on the different skills needed to play the sport. It also provides students an avenue to develop sportsmanship, camaraderie and self-discipline.

13. Chess

The Chess Club is a club that develops the basic fundamentals and strategies of chess. Members of the chess club will benefit from the strategic thinking, logic, learning to read an opponent and development of mental stamina and patience.

14. Ultimate Frisbee

Ultimate is a non physical contact sports that combines the concept of basketball and soccer. It is a fast-paced game demanding its players to develop throwing skills, great stamina and agility. Ultimate is an intense sport that encourages friendly competition and camaraderie. It also emphasizes the values of sportsmanship and honesty during the game.

### 3.6.4 Student Organization

#### 3.6.4.1 Student Council

The IS Student Council is the highest governing student body. It acts as a liaison between the student body and the administration/faculty. It is the official representative of the students on matters they would like to propose to the administration.

Likewise, it seeks to represent the student body where its interests and rights are concerned, to uphold the students' rights and responsibilities and to promote the students' welfare.

Any bonafide student of the Integrated School is qualified for candidacy in any Student Council position, provided he/she meets the requirements set forth by the organization.

#### 3.6.4.2 Club of Peer Empowerment (COPE)

This organization which is directly supervised by the Guidance Office is open to students who have the potential or the ability to engage in the experience of "genuine human interaction." The members are trained to develop skills in listening, counseling, problem solving and decision making.

#### 3.6.4.3 Junior Paragons (Student Prefect)

This organization which is directly supervised by the Student Discipline and Formation Office is a selection of class leaders appointed by the level prefect to assist the teacher in supervising, maintaining order and discipline in class, and making sure that school rules and regulations are continuously implemented and followed.

#### 3.6.4.4 La Nouvelle/Green Chronicles

La Nouvelle is the official newspaper of the Integrated School. Students who are interested in becoming regular staffers are trained in newspaper writing which also includes editing and layouting of the publication. Members of this organization are given the chance to participate in writing conferences and competitions inside and outside the school.

#### 3.6.4.5 Knights of the Altar/Servants of the Altar

This group offers members the opportunity to take active roles in Eucharistic celebrations by becoming altar servers, lectors, commentators, and animators. As a ministry, which means service, members are expected to perform their duties with humility, commitment and love for the liturgy.

#### 3.6.4.6 KabataangKoro/KoroLasalyano

This group is created to hone the skills and talents of musically inclined students. It also aims to develop generosity among members in rendering their talent and time in any activity they will be needed such as liturgical masses in and outside the school.

#### 3.6.4.7 DLSU-IS Dance Troupe

This organization provides a venue for the students to develop their terpsichorean skills. They will be engaged in modern and cultural dances, music, and movements.

#### 3.6.4.8 Teatro Lasalyano

This club showcases the talents of the students in the field of dramatics and theater. It aims to harness the acting abilities of the inclined students as well as increase their knowledge in play production and directing. Members of this club are trained to overcome shyness, and enhance self-confidence and stage presence.

#### 3.6.4.9 DLSU-IS Pep Squad

This group is established to build up the Lasallian animo spirit by developing a sense of pride and honor amongst the students. Members are trained in the different physical and motor skills, and are likewise taught the value of discipline, self-confidence and responsibility. The squad is tapped to represent the school in different athletic competitions in and outside the campus.



#### 3.6.4.10 Sea Scouts Auxiliary Organization

The Sea Scouts Auxiliary (SSA) Organization is envisioned to complement the on-site De La Salle University Sea Scouts Program that was started in 2008 by the DLSU-Shields Marine Station. It aims to educate the youth of non-coastal communities in the importance of coastal and marine environment and how they can become auxiliary stewards of the sea. In particular, SSA members will learn the:

- Interconnectedness of the land and sea;
- The uniqueness of the coastal and marine environment;
- The different coastal habitats; and
- Role of SSAs in the protection, conservation, and rehabilitation of the coastal ecosystem

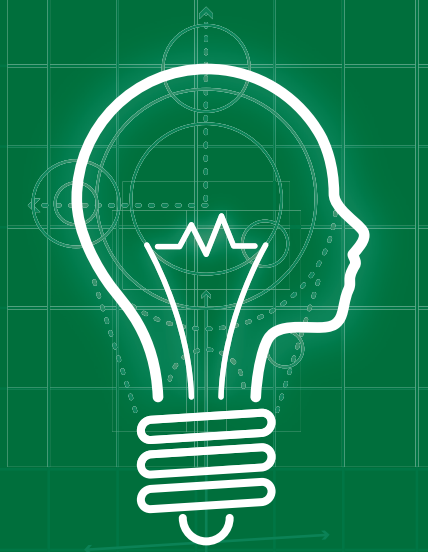
The SSA will work in partnership with the nearest coastal community sea scouts in coastal resource and management particularly in the:

- Promotion of practices that will help protect, conserve, and rehabilitate our coastal and marine ecosystem;
- Participation in coastal resource management initiatives; and
- Support researches and development that will improve the condition of coastal and marine environment.

SSA is school-based and all activities will be formally sanctioned by participating academic institutions. The first SSA Organization was formed at DLSU-IS on March 2013.

#### 3.6.5 Activity Ban

The school will observe a one-week moratorium on co-curricular and extra-curricular activities before the trimester examinations. Exemption to the ban will not be readily granted and is subject to the approval by the Principal. Regular club meetings are not covered by this provision.



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# SCHOOL DISCIPLINE



The DLSU-IS promulgates a discipline program which includes a clear set of rules and regulations to institute order and to develop the sense of obedience, responsibility, and commitment among the students. This program is geared towards making every student participate meaningfully in the community. The chief goals: education of values, promotion of self-awareness and self-understanding, and development of moral courage and imagination.

As students discover their membership in a wider community, it is hoped that they will grow in respect and concern for others; appreciation for the role of authority; understanding the true spirit of the regulations; and charity and consideration in their actions towards others.

#### **4.1 Persons in Authority**

The administrators, faculty members, and authorized school personnel including non-teaching staff, maintenance and security personnel are recognized persons in authority and are duty-bound to enforce the school's policies and rules of discipline. When authorized, these personnel may direct and supervise the good order of student activities. They have the right to prevent and/or refer any violation of school rules and regulations to the proper school authority for appropriate action.

A Discipline Board composed of the Discipline Coordinator, a Faculty Representative, the Guidance Counselor (as consultant), and a Legal Counsel (as needed) may be convened by the Associate Principal for Student Affairs for disciplinary cases that warrant dismissal of student, or as deemed necessary. The Principal is the final authority and has the final decision on disciplinary cases of this category.

#### **4.2 General Norms of Conduct**

##### **4.2.1 Behavioral Expectations from Students**

All students are expected to manifest the traits and values of Lasallians especially the Expected Lasallian Graduate Attributes which flow from the Lasallian Core Values of Faith, Service, and Communion in Mission.

##### **4.2.2 Behavior On and Off Campus**

###### **4.2.2.1 On Campus**

1. Wear the school uniform and ID properly at all times.
2. Greet or acknowledge school authorities, teachers and personnel as well as guests and fellow students.
3. Dispose trash in the garbage cans. Take the initiative to pick up litter and dispose them properly.
4. Bring your valuables wherever you go. Bags and other school things must not be left unattended.



#### 4.2.2.2 Gatherings and Assembly

##### A. Morning Assembly

1. When the bell rings, go to your designated place for line formation.
2. Observe silence in the line formation; avoid talking or roaming around.
3. Everyone is required to participate actively in the prayer and the singing of National Anthem and Alma Mater Hymn.
4. Show respect to the speaker in front by listening carefully to everything that is being said.

##### B. Five Minutes of Silence

During the five minutes of silence, all students should line up outside the classroom and participate accordingly in the Morning Prayer.

##### C. Programs and other Activities

During programs, students should always stay with the teacher in charge. As an educated member of the audience, show appreciation by applauding at appropriate times and by giving attention to the presentation.

*N.B. Non-Catholic or foreign students are required to attend the flag ceremony/ general assembly/ religious activities and other similar gatherings with their class.*

#### 4.2.2.3 In the Classroom

1. Observe silence.
2. Stand up to show respect towards the teacher when he/she enters and leaves the classroom.
3. Occupy the seat assigned to you by your teacher. If for any valid reason, you need to change seats, ask permission from your teacher or homeroom adviser.
4. You are required to attend classes with complete school materials.
5. Refrain from leaving the classroom during class hours. Ask permission from the teacher before leaving the classroom.
6. Eating is prohibited.
7. When questioned during class discussion, rise promptly and answer audibly. If you do not know the answer, tell the teacher politely.
8. When admonished, keep calm, and humbly accept what you are told. If you think you are right, approach your teacher and with respect, talk it over with him/her privately.
9. Keep your classroom clean and orderly at all times.
10. You are not allowed to write on the board except when requested by the teacher.
11. Turn off all lights, fans and air conditioner when leaving the room.
12. Take care of equipment, furniture and other school properties.



4.2.2.4 In the Canteen and Bookstore

1. Line up and observe the “First come, first serve” rule in buying food.
2. Be courteous in dealing with canteen/bookstore personnel.
3. Observe the “Clean as you go (CLAYGO)” policy.

4.2.2.5 In the Corridor / Ramps / Staircases

1. No running at the corridor, ramps, and staircases
2. Avoid loitering along the corridors and making noise during class hours and in-between periods.
3. Observe the *Keep Right Policy*.

4.2.2.6 In the Prayer room/ Chapel

1. Observe Silence.
2. Keep the Prayer Room / Chapel clean.
3. Return manuals, articles or other materials after use.

4.2.2.7 In the Library

1. Handle equipment with care.
2. Refrain from hiding, damaging and intentionally disarranging the books.
3. Return chairs back to their proper place after use.
4. Avoid loud conversations.
5. Dispose garbage properly.
6. Respect other users inside the library.
7. Avoid damaging shelves, tables, and chairs.
8. Return the books on time.
9. Place books back in the trolley provided.

4.2.2.8 In the Laboratories

1. Wear the appropriate laboratory attire at all times. Tie up long hair or use hair nets.
2. Follow all written and verbal instructions of the teacher before proceeding with any activity.
3. Handle materials and equipment with care.
4. Work areas should be kept clean and tidy.
5. Follow proper disposal procedures.
6. Laboratory materials (including chemicals and reagents) should not be brought outside the laboratory for safety purposes.
7. In the event of any accident, immediately inform the teacher or the laboratory technician.

4.2.2.9 In Other Offices

1. Observe office notices.
2. Respect the personnel.
3. Show self-control and self-respect.
4. Don't forget to say “thank you” and “please.”

#### 4.2.2.10 In School Buses

1. Occupy your seat properly.
2. Do not impose yourself on others by making them wait for you.
3. Avoid shouting and other form of imprudent acts in the bus.
4. Take good care of your property. Respect the right and property of others.
5. Avoid fighting and playing rough games.

#### 4.2.2.11 Outside the Campus

All students are expected to conduct themselves appropriately as they carry with them the name of the school at all times. Henceforth:

1. Avoid wearing your school uniform when going to the mall and other public areas.
2. Students should always be courteous when in public places, buildings, parks, resort, and other places.
3. Going to internet café wearing the school uniform is prohibited.

### 4.2.3 Rules and Regulations

#### 4.2.3.1 Attendance & Punctuality

Regular attendance and diligence in studies are vital for success. Therefore, students are expected to attend classes regularly and to be punctual at all times. Parents and/or guardians are expected to work hand in hand with the school in making sure that these rules are well understood and religiously followed by their children.

##### 4.2.3.1.1 Absences

Regular and punctual attendance of classes and assemblies are required of all students. A student who has been absent must abide by the following procedure upon return to school:

1. Present to the Homeroom adviser a letter of excuse written and signed by a parent or guardian. This must contain the inclusive date(s) of and reason(s) for the absence. A phone call is not a substitute for an excuse letter.
2. Accomplish any work missed during said absence and be ready for any test/quiz that may be given upon return to school. Make-up quizzes and Long Tests may be allowed only for excused absences with corresponding excuse letter, and medical certificate for absences incurred due to illness.
3. When the absence occurs for three (3) consecutive days or more, a family representative should inform the homeroom adviser of the cause of said absences. An excuse letter signed by the parent/guardian together with a medical certificate (if absence is due to illness) must be submitted to the homeroom adviser upon return to school. Clearance from the clinic must be secured prior to readmission to class as the case may be.



As per DepEd policy, if a student has incurred accumulated absences equivalent to 20% or more of the total number of school days for the year/term, he/she is automatically dropped from the official register.

Saturday classes, if there are any, are considered regular days.

#### 4.2.3.1.2 Tardiness

A student who comes after 7:30am (Gr. 1-10) and 8:00am (Gr. 11-12) is considered late and must secure a late pass from the LC1/ LC2/ MRR lobbies or Pergola. A student who is late for an hour (1) but less than 4 hours is considered half-day absent while a student who is late for four (4) hours or more is considered whole day absent. They must, therefore, present an excuse letter to the level prefect prior to admission to class.

For Gr. 1-10, students who come to class after 5 minutes of the official class schedule are considered late and are required to get a late pass before entering the classroom. The student is considered cutting class if he comes 20 minutes after a one hour class period, or 30 minutes for classes with more than one hour class period.

For Gr. 11-12, students are considered half-day absent if they arrive within one-third of the class period, and whole day absent if they arrive after one-third of the class period.

#### Disciplinary Probation on Tardiness (DPT)

A student is placed on DPT if he has accumulated sixteen (16) instances of tardiness in a trimester. Disciplinary Probation on Tardiness is imposed on a student for three consecutive trimesters.

DPT is lifted if the student has incurred less than twelve (12) instances of tardiness during the probation period.

#### Strict Disciplinary Probation on Tardiness (SDPT)

If a student on DPT incurs eight (8) or more instances of tardiness during the probation period, he is put on SDPT. During SDPT, he must not incur eight (8) or more occurrences of tardiness. Otherwise, he is asked to withdraw from school. Strict Disciplinary Probation on Tardiness is imposed on a student for three consecutive trimesters.

The SDPT is lifted if the student has not incurred eight (8) or more instances of tardiness during the probation period.

A student who has incurred twenty four (24) instances of tardiness in an academic year is subject to a major offense.

#### 4.2.3.1.3 Pulling Out from Class

Parents and guardians may only request to pull out their children from class for valid reasons. A **letter of request** to leave the school before the usual dismissal time must be submitted to the level prefects subject for approval by the SDFO Coordinator. An off-campus pass must be obtained from the same office before a student is permitted to leave the campus. No student is permitted to leave, either by himself or with someone not known to him. Students pulled-out from class may only be picked up from the Prefect's Office. Students on off campus or was pulled out from class in excess of one (1) hour is considered half-day absent. An excess of four (4) hours is considered a whole day absence.

Withdrawal from class due to sickness is permitted only upon the advice of the school physician or nurse. A clinic pass is issued for this purpose; however, the student must first secure an off-campus pass from the SDFO before he is permitted to leave the campus. A student who is discharged due to sickness will only be allowed to leave the school premises if accompanied by a parent/guardian. After a student is withdrawn from the school, the student becomes the parent's/guardian's responsibility.

#### 4.2.3.2 General Appearance and Grooming

For Boys :

- Haircut/Hairstyle Regulation - 2 inches by 3 inches haircut (barber's cut); no skinhead, faddish haircut, spikes, undercut, and hair color
- Must be clean-shaven
- No earrings, accessories, and adornments in the wrist, nose, lip, and ankle

For Girls:

- Hairstyle Regulation - no faddish haircut, undercut, hair color and faddish hair ornaments
- No make-up e.g. lipstick, eyeshadow, eyeliner, foundation, etc.
- Nails must be trimmed short; no nail polish allowed
- No dangling earrings; excessive jewelry; accessories, and adornments in the wrist, nose, lip, and ankle

Inspection on proper compliance to prescribed appearance and grooming is conducted every first Monday of the month.

#### On Tattooes

Students should develop proper care and hygiene of physical self. Thus, tattoo and/or intentional mutilation such as getting henna tattoo, putting



stickers, or any drawing on skin is prohibited. The school reserves the right to cause the removal or erasure of the tattoo as a condition for his/her continued stay in school.

#### 4.2.3.3 Uniform Regulations

##### Identification Cards (I.D.)

The I.D. is part of the school uniform and should be worn at all times while inside the school premises and during official activities outside the campus. Non-wearing of the I.D. is considered an offense. Likewise, I.D.s should be kept free from trimmings, stickers or any other marks.

As part of the School Disaster Management initiatives, all students are likewise required to properly fill out an emergency information card, and provide flashlight and whistle – all of which must be attached together with the school I.D.

A temporary ID Pass will be issued to those who do not have their ID.

Lost ID may only be replaced upon submission of a notarized Affidavit of Loss and a corresponding written request from the parent/guardian duly noted by the homeroom adviser, and approved by the level prefect.

##### School Uniform

##### Grades 1-6 Uniform :

###### For Boys



- Long Khaki Pants
- Untucked straight-cut white polo shirt with school logo on the left pocket, name patch and grade level
- Plain, white, tucked undershirts
- Plain, white, ankle socks
- Plain, black, low-cut leather shoes

###### For Girls



- Green checkered jumper and skirt with hemlines that are mid-calf in length
- White Blouse with school logo on the left collar with name patch and grade level at the upper left side
- Green, checkered ribbon
- Plain, white chemise and shorts
- Plain, white, ankle socks
- Closed, black, flat, leather shoes

##### Grades 7-10 Uniform :

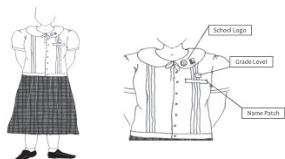
###### For Boys

- Long, Plain Black Slacks (Denim and Corduroy)



- materials are not allowed)
- Untucked straight-cut white polo shirt with school logo on the left pocket, name patch and grade level
  - Plain, white, tucked undershirt (muscle t-shirt)
  - Plain, black, ankle socks
  - Plain, black, low-cut leather shoes

### For Girls



- Green Checkered skirt with hemlines that are mid-calf in length
- White Blouse with school logo on the left collar with name patch and grade level at the upper left side
- Green, checkered ribbon
- Plain white or skin-toned undergarments, sando and pantyilet / boyleg
- Plain white, ankle socks
- Closed, black, flat, leather shoes

### P. E. Uniform: For Boys and Girls



- Green jogging pants with logo and without cuffs
- P.E. t-shirt with school logo, name patch and grade level
- Plain white or skin-toned undergarments, sando and pantyilet / boyleg
- Plain white, ankle socks
- Rubber shoes (slip-ons/sneakers are not allowed)

*Note: Only P.E. t-shirts will be allowed as an extra shirt. Folding of sleeves and jogging pants are prohibited.*

### Dress Code

DLSU-IS is committed to providing a safe and friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school, and community. Students are required to wear appropriate, comfortable, and safe clothing that is neat, clean, and in good taste. No article of clothing shall be worn that distracts the educational process. DLSU-IS views the Dress Code as a serious issue and expects parents to promote the observance of this policy. Following are guidelines for students:

1. Students are reminded to wear decent and modest attire while inside the school premises. They should refrain from wearing mini-skirts, sleeveless, spaghetti straps, see-through, and plunging necklines especially during co-curricular activities.
2. Vulgar, illegal (including alcohol, drugs, tobacco) and/or sexually oriented statements or suggestions on clothing are not permitted. Any



- dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing, or discriminatory environment is prohibited.
3. Hats (or other head coverings) and sunglasses will not be permitted to be worn inside the school building unless approved by a principal, a physician and/or the school nurse.
  4. Chains and/or studded accessories are prohibited. Accessories that increase a student's risk for accidents are not permitted.
  5. Shorts and skirts will have hems and will be no shorter than the middle of the thigh.
  6. Shirts and tops will be no lower than one inch below the collarbone, must have sleeves and must be long enough to be tucked in.
  7. See-through clothing and clothing that has excessive rips, tears or holes is not permitted.
  8. Oversized clothing, which compromises the safety of students, is not permitted.
  9. Appropriate and safe shoes or sandals will be worn at all times.
  10. Clothing shall be worn with appropriate undergarments. Undershirts customarily worn as undergarments may not be worn without shirts or blouses. Tank tops, sheer blouses, or shirts that cause undue attention are prohibited. Muscle shirts are prohibited.
  11. For Senior High School, students are not allowed to wear shorts during regular class days, and are prescribed to follow the University Dress Code Policy.

"Non-Compliance, No Entry" policy will be enforced for students who are not compliant with the dress code policy.

#### 4.2.3.4 Boy-Girl Relationships

The school strongly discourages exclusive boy-girl groupings. As such, Public Display of Physical Intimacy (PDPI) in the form of: holding hands, lying on the lap, leaning on the shoulders, kissing, intimate and prolonged embraces, and any physical contact that are deemed offensive and scandalous by the general public is prohibited and is subject to disciplinary actions.

#### 4.2.3.5 Cellular Phones, gadgets, and other materials

As per DepEd policy, bringing of cellular phones and other communication gadgets are highly discouraged. It should not be used, not visible, and must be turned off during school hours. Students are likewise not allowed to bring any other gadgets not needed in school.

Stuffed toys, Swiss knives, pillows, magazines, skateboards, any kind of playing cards and other materials not necessary for school work should also not be brought.



For SHS, laptops will be allowed provided that a permit will be secured and approved at the start of each trimester.

An Equipment Slip must be secured from the Discipline Office if there is a need to bring an equipment/gadget required by the teacher a day before the scheduled use.

Violation of these guidelines is subject to disciplinary actions.

The school will not be held liable for any damage or loss of phones or any gadgets brought to school.

#### 4.2.3.6 Admit Pass and other Forms

The student must secure the appropriate form/admission slip in order to enter the class when late for a class.

### 4.3. Other Directives/Miscellany

#### 4.3.1. Circulars/Letters

The school communicates pertinent information to parents through circulars and letters. Parents / guardians are held accountable for any information contained herein. The student must submit the reply slip duly signed by his parent / guardian on or before the specified time of submission. Failure to submit this slip promptly warrants disciplinary action.

#### 4.3.2. Delivery of Articles

The school wishes to develop in every student the sense of responsibility and independence. This includes the acquisition of the habit of taking care of his personal needs in school.

Thus, the school does not allow delivery of articles such as project materials, notebooks, lunch boxes, money, equipment or any other such similar article/s to students. These should be brought with them when they come to school. Only during extreme cases are such requests granted.

Food delivery from an outside source will only be granted during an official school event or a school- related activity. If a student wishes to celebrate his or her birthday and would like to bring food to share or food delivery for his or her classmates, a **request form must be secured from** the SDFO three (3) days before the said event. Please be guided that softdrinks and other carbonated drinks, and styrofoam containers are prohibited inside the campus or in any school-related activity.

#### 4.3.3. Lost and Found

The school stresses the development of honesty as a worthy value among the students. As such, they are encouraged to turn over any lost item found.



All personal belongings should be labeled properly for easy identification of items found. Lost items should be turned over immediately to the Prefects' office. A notice concerning lost and found articles is posted on the Bulletin Board of each Learning Community.

Lost items may also be claimed from the same office. The owner is asked to identify the item before it is released to him. All unclaimed items will be turned over to the Lasallian Missions Office (LMO) for donation to our beneficiaries, a month from publication of their retrieval/finding. The school does not assume responsibility for the loss of personal belongings left unattended within the school premises after class hours.

A Good Deed Merit will be posted on the bulletin board to affirm the honesty of the students who returned any lost item.

#### 4.3.4 Security and Traffic

##### Fetcher's ID

The Fetcher's I.D. is part of the security measures taken by the school to ensure the safety and orderly exit of students from school to home. It is issued only to authorized fetchers of students who are officially endorsed by the legal parents/guardians.

##### School Bus Riders

A list of school bus riders and their fetching schedule will be provided by the school bus operators at the start of the academic year, to be updated every trimester thereafter.

Students should religiously observe the agreed fetching time to avoid delay for the remaining bus riders.

A letter of consent from the parent/guardian must be submitted duly noted by the level prefect if student riders will be not be riding during their designated fetching schedule.

Appropriate school rules and regulations apply in the school bus.

##### Commuters

Any service bus or private car rider who wishes to commute must present 2 copies of a letter of consent duly signed by the parents/guardian to the homeroom adviser and the level prefect, stating the reason why he/she will commute. Only then will he/she be granted a departure slip by the Level Prefect.

Regular commuters must submit 2 copies of a letter of consent by the parents/guardian (1 copy for the Homeroom Adviser and 1 copy for the Level

Prefect). Only those whose names are in the official list of commuters will be allowed by the Guard on Duty to leave the campus without a departure slip.

Only students from Grades 7-12 are allowed to commute on their own.

#### Driving

All traffic regulations set forth by the school will be observed. No student will be allowed to drive a vehicle within the school premises without the corresponding written consent from the parents and upon presentation of a valid non-professional driver's license to be submitted to the SDFO. Carpooling is strictly prohibited for student drivers. Likewise, school grounds should never be used for practice driving and drag racing. Offenders will be subject for strict disciplinary action.

Parents must update the school of their child's fetching arrangement, as needed.

#### 4.3.5. Off-Limits Regulations

All students should remain within the areas designated for them. Non-observance of off limits area is subject for disciplinary action. The following are the areas off limits to students unless otherwise permitted by the school authorities:

- Administration Offices and adjoining corridors
- Faculty lounges and work area
- Dormitory
- Construction sites
- Auditorium
- Classrooms (after dismissal)
- Deserted Corridors, stairs and hallways
- Rooftop and Fire Exits
- Kalye Berde

*Note: Students are not allowed to stay in the classrooms beyond 30 minutes after dismissal. Official curfew time for the use of school facilities is until 7:00 pm. All students waiting for their fetchers are requested to stay at the designated waiting/holding area for a more efficient and faster fetching process.*

#### 4.3.6. Use of Elevator

Only Senior High School students will be allowed to use the elevators.

Only for special reasons will other levels be allowed to use the elevator such as:

- Carrying of big, heavy materials / equipment
- For asthmatic, physically disabled, or injured students and other special health conditions duly endorsed by the Clinic.



#### 4.3.7. Guidelines for Parents

##### 4.3.7.1. Consultation Days

The school believes in working hand in hand with the parents through close coordination to give the utmost assistance to the students. Parents/guardians are expected to maintain communication with the school throughout the school year. They are expected to consult with teachers of their children, especially during Midterm Performance Report and the Trimester Distribution of Report Cards.

##### 4.3.7.2. Appointment

As we observe order and proper decorum, parent/guardians who wish to confer with teachers, administrators, guidance counselors, and/or level prefect may do so by setting an appointment with them through the office secretary or clerk. The appointment must be made at least three working days before the conference. Notice of confirmation will be forwarded to the parent by the secretary not later than two days after the request has been made.

Visitors Pass and Slip shall be issued to parents/guardians by the guard-on-duty before entering the building.

##### 4.3.7.3. Accompanying Children to School

Parents and guardians of Grades 1 and 2 students and new parents are allowed to accompany their children to the classroom only on the **first day of school**. They should leave immediately after settling them in the room.

Everybody is likewise enjoined to **wear appropriate attire** while inside the school premises (Refer to Dress Code policy).

##### 4.3.7.4. Off-limits for Parents

- Faculty Rooms
- Classrooms and Hallways
- Canteen (during regular class hours)

Parents, guardians, and nannie are allowed only on designated waiting areas on campus.

*Note: Violation of these guidelines may merit corresponding consequences.*

#### 4.3.8. Dangerous Drugs Policy

The school, with the assistance of the Local Government Units (LGUs) and other agencies where the school is located, has the obligation to employ every reasonable means to provide a healthy, drug-free environment for its purpose. (DepEd order No. 63 s. 2003) Thus, as a means of intervention and prevention, the school may organize symposia on potential harm of smoking,

alcohol, and the use of illegal drugs. A random drug testing may also be done, as deemed necessary by the school administration.

#### **4.4 Disciplinary Probation Scheme**

##### **4.4.1. Disciplinary Probation (DP)**

Disciplinary Probation (DP) is a restraining measure imposed for three consecutive trimesters on a student who has been found guilty of consistent misbehavior. It is primarily meant to help the student develop self-discipline and improve conduct.

Disciplinary Probation shall be imposed on a student who commits two (2) violation reports due to minor offenses, or two (2) major offenses under Category one (1), or on a student who commits a major offense under category two (2).

##### **4.4.2. Strict Disciplinary Probation (SDP)**

A Strict Disciplinary Probation shall be imposed for three (3) consecutive trimesters on a student who is currently on DP status and has incurred a major offense during the probation period.

A student on SDP will be dismissed if he/she commits a major offense throughout the probation period.

Likewise, a student on DP or SDP will not merit or receive a Certificate of Good Moral Character.

##### **4.4.3 Lifting of Disciplinary Probation**

A Disciplinary Probation status (DP or SDP) is lifted if the student does not commit any major offense during the probation period. Parents will be notified once the probation status is lifted.

#### **4.5. Administrative Interventions**

To maintain discipline, the school may impose disciplinary sanctions on an erring student which is commensurate with the nature and gravity of the violation of the school rules and regulations. They are as follows:

##### **4.5.1. Written Warning**

A written warning is given to a student either orally or written as a form of reminder to conduct themselves better in the future and in order to create a positive learning environment for them and their fellow students.

##### **4.5.2. Reminder Slip**

A reminder slip is given to a student who goes against prescribed rules and regulations set forth by the school as stated in the Student Handbook. RS issued must be signed by the parents and/or guardian, and returned immediately to the Level Prefect.



#### 4.5.3. Violation Report

A Violation Report (VR) is issued for major offenses or series of minor offenses. A VR must be signed by the parents and/or guardian, and returned immediately to the Level Prefect. All issued VRs are deemed final and immediately executory unless an appeal is filed within the prescribed period.

#### 4.5.4. Community Service (Ordinary suspension)

A student is prohibited from attending regular classes and reports instead to the Prefect of Discipline who will assign them to a particular office to render community service. The student must observe the community service guidelines.

#### 4.5.5. Preventive Suspension

This is an action taken by the school that involves denial to accept the suspended student to attend classes for a period not exceeding 20% of the prescribed days for the school year for Grades 1 to 10 and for the trimester for Grades 11 and 12. It is meant to assist students to come to a clearer understanding of their goals; recognize the blocks that hinder them from realizing their goals; and resolve to better themselves.

A suspended student is disallowed to enter the school premises and/or is prohibited from attending any school-related activities and functions.

*Note: A student under community service and suspension is marked absent and is not allowed to attend regular classes. They are given homework and are held responsible for lessons missed during their exclusion from classes. They are also given 65% for any missed test. The Discipline Office recommends the length of the disciplinary sanction depending on the gravity of the offense.*

#### 4.5.6. Dismissal or Withdrawal from School

This is an action taken by the school where students are dropped from the school because of gross violation of the rules and regulations.

A student is likewise advised to withdraw from school at the end of the school year for any of the following reasons:

- He is on Strict Disciplinary Probation and has committed a major offense during the SDP period.
- He is on Strict Disciplinary Probation on Tardiness and has incurred 12 or more incidents of tardiness during the probation period.
- He has committed any gross misconduct which endangers the good name of the school and the safety of its members.

#### 4.5.7. Expulsion

Expulsion is an extreme penalty given to an erring student. This consists of exclusion to any public or private school in the Philippines as provided in Sec. 136 of the 2010 Revised Manual for Private Schools in Basic Education.

## 4.6 Procedures for handling a case

- The Level Prefect shall act upon reported disciplinary infraction against a DLSU-IS student.
- The Level Prefect shall call upon all involved parties to shed light on the incident being reported. If probable cause has been established, the succeeding steps will be followed.
- The Level Prefect will inform the parents/guardian through written notice about the charges against their child.
- If probable cause has been established and sufficient evidence has been presented to prove the offense, the Level Prefect shall apply the corresponding interventions and shall inform the parents of the erring student through a conference. For details, refer to appendix/ annex XX.
- The Discipline Board will be convened for cases that warrant dismissal or expulsion from the institution, or as deemed necessary.
- A party not satisfied with the decision may appeal in writing to the principal within 5 working days from receipt of the decision, stating the grounds for the appeal. If an appeal is not availed of the party, or is turned down, or if appeal is taken, the decision will be final and immediately executory unless the imposition of penalty is deferred for meritorious reasons.

## 4.7 Classification of Offenses and Sanctions

### 4.7.1. MINOR OFFENSE

It is the homeroom adviser, subject teacher or level prefect's responsibility to impose the sanctions on any student who has committed an offense under this category. Repeated commission of these offenses will merit a more serious sanction. *Three (3) reminder slips per term or an accumulated six (6) reminder slips for the school year of any offense under this category will merit one (1) Violation Report.*

|                         | Grade 1 – Grade 6                                                              | Grade 7 – Grade 12                                                                                     |
|-------------------------|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| 1 <sup>st</sup> Offense | a. Written Warning                                                             | a. Written Warning                                                                                     |
| 2 <sup>nd</sup> Offense | a. Written Warning<br>b. Conference with student                               | a. Reminder Slip 1<br>b. Conference with student                                                       |
| 3 <sup>rd</sup> Offense | a. Reminder Slip 1<br>b. Conference with student<br>c. Conference with parents | a. Reminder Slip 2<br>b. Conference with student<br>c. Conference with parents                         |
| 4 <sup>th</sup> Offense | a. Reminder Slip 2<br>b. Conference with student<br>c. Conference with parents | a. Violation Report with 79 (F) in conduct<br>b. Conference with student<br>c. Conference with parents |



|                         |                                                                                                        |                                                                                                                                    |
|-------------------------|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| 5 <sup>th</sup> Offense | a. Violation Report with 79 (F) in conduct<br>b. Conference with student<br>c. Conference with parents | a. Violation Report and Disciplinary Probation with 74 (NI) in conduct<br>b. Conference with student<br>c. Conference with parents |
|-------------------------|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|

The following are categorized as a minor offense:

1. Visibility of cellular phones and/or other unauthorized gadgets during school hours including recess and/or lunch breaks
2. Uttering profane or indecent language
3. Two (2) instances of non-submission of reply slips, contracts, and other official school documents and correspondence
4. Non-submission of excuse letter/s for absences upon return to school
5. Two (2) instances of incomplete or improper use of school uniform
6. Two (2) instances of non-wearing or misuse of school ID
7. Violation of guidelines on general appearance and grooming
8. Littering inside the campus and its immediate premises
9. Shouting/howling/causing minor interruption of proceedings/activities in the classroom, along corridors, auditorium, chapel, activity rooms, meeting/s or before homeroom period, during recess, lunch and/or during any other official activity
10. Non-observance of the off-limits area
11. Unauthorized use of the elevator
12. Violation of the library and laboratory rule
13. Minor offenses under the Ipad Policy
14. Playing rough games (e.g. wrestling, horse playing, etc which may or may not result in physical injury or destruction of properties)
15. Eating during class hours or inside prohibited areas such as the classroom, AVR, library, auditorium, etc.
16. Minor quarrels among students
17. Every three (3) instances of tardiness in a trimester
18. Every three (3) instances of unexcused absences in a trimester
19. Dress code violation
20. Non-securing of permits, slips and non-compliance to prescribed policies and guidelines (e.g. party slip, equipment slip, etc)
21. Bringing of soft drinks and other carbonated drinks
22. Any offense analogous to any of the aforementioned offenses

#### 4.7.2. MAJOR OFFENSE, CATEGORY 1

The offense is dealt with by the Level Prefect who conducts an official investigation, then decides on the immediate and appropriate actions to be taken, in consultation with the Coordinator of Student Discipline and Formation/Associate Principal/Principal. Any major offense incurred will affect the deportment grade of the student. Likewise, the student will be automatically disqualified from the deportment award for the remaining trimesters of the said academic year.



The student is referred to the guidance counselor for counseling and necessary interventions.

|                         | <b>Grade 1 – Grade 6</b>                                                                                                                                          | <b>Grade 7 – Grade 12</b>                                                                                                                                           |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 <sup>st</sup> Offense | a. Reminder Slip<br>b. Conference with student<br>c. Conference with parents                                                                                      | a. Violation Report with 79(F) in department<br>b. Conference with student<br>c. Conference with parents                                                            |
| 2 <sup>nd</sup> Offense | a. Violation Report with 79 in department<br>b. Conference with student<br>c. Conference with parents                                                             | a. Violation Report and Disciplinary Probation with 74(NI) in department<br>b. Conference with student<br>c. Conference with parents<br>d. 8-16 hours of Suspension |
| 3 <sup>rd</sup> Offense | a. Violation Report with 74 in department<br>b. Conference with student<br>c. Conference with parents<br>d. Disciplinary Probation                                | a. Violation Report and Strict Disciplinary Probation with 70 in department<br>b. Conference with student<br>c. Conference with parents<br>d. 2-3 days Suspension   |
| 4 <sup>th</sup> Offense | a. Violation Report and Strict Disciplinary Probation with 70 in department<br>b. Conference with student<br>c. Conference with parents<br>d. 2-3 days Suspension | a. Violation Report with 69 in department<br>b. Conference with student<br>c. Conference with parents<br>d. Dismissal or withdrawal from school                     |

The following are categorized as a Major Offense, Category 1:

1. Use of cellular phones and/or other unauthorized gadgets/ equipment during school hours including recess and/or lunch breaks
2. Gross disrespect for ceremonies/ religious rites and/or prayers
3. Vandalism; tearing-off pages or defacing library books, magazines, and periodicals; or any other willful destruction of school property and/ or removal of official notices, posters and other similar announcements (immediate replacement or repair is part of the penalty)
4. Cases of cutting classes/Tuancy:
  - a. Non-attendance of classes and other activities during official school hours, loitering during class hours
  - b. Leaving the classroom without the teacher's permission
  - c. Leaving the class or school activities without permission from the school authorities



- d. Leaving the campus during school hours without the Off-campus or Permit to Leave signed by the Level Prefect/SWDO
- e. Tardiness of 20 minutes or more for a one-hour class and/or tardiness of 30 minutes or more for a 1 1/2-hour class
5. Malicious/willful attempt to do harm or mischief on a classmate/schoolmate which may or may not result in physical injury
6. Illustration of pornographic images/ possession/ distribution/ borrowing/ lending/ selling/ trading of pornographic magazines, indecent pictures or materials, pornographic images and visiting pornographic websites
7. Disrespect and/or insubordination in words and in actions against any school authority, instigating others to insubordination, propagating false orders/acts of defiance against teachers, school authorities and rules
8. Using profane or indecent language or defamation committed against any student or school personnel
9. Commission of vulgar gestures causing harm to other members of the community or disruption of classes or any school activity
10. Bullying that includes teasing, name-calling, taunting, ridiculing, or any other forms of verbal abuse; vandalizing or hiding belongings; spreading rumors; picking on someone's physical appearance, religion, or beliefs; purposely excluding someone from activities or group work; or any other similar acts of the same level, threatening, intimidating, provoking or coercing any member of the school community (Violating any provisions of the RA 10627 – Anti-Bullying Act)
11. Acting as accomplice for an offense committed under Major Offense Category 1 and 2.
12. Misbehaving in public places or entertainment centers while in school uniform
13. Disruption of classes; preventing students or faculty members and school authorities from discharging their duties or from attending classes or entering the school premises
14. Fighting/instigating a fight in and out of the school
15. Petty theft, stealing of ballpens, pencils and other small items
16. Selling any goods, collecting or soliciting contributions without the written permission of the Principal
17. Petty forms of cyber-bullying
18. Public Display of Physical Intimacy (PDPI)
19. Any form of dishonesty
20. Invading one's property without permission
21. Withholding information during official/formal investigation
22. Three Reminder Slips (RS) of different minor offense
23. Any offense analogous to any of the aforementioned offenses

## 4.7.3. MAJOR OFFENSE, CATEGORY 2

|                         | <b>Grade 1 – Grade 6</b>                                                                                                                                         | <b>Grade 7 – Grade 11</b>                                                                                                                                  |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 <sup>st</sup> Offense | a. Violation Report with 79 (F) in conduct<br>b. Conference with student<br>c. Conference with parents                                                           | a. Violation Report and Disciplinary Probation with 74(NI) in conduct<br>b. Conference with student<br>c. Conference with parents<br>d. Suspension         |
| 2 <sup>nd</sup> Offense | a. Violation Report and Disciplinary Probation (DP) with 74(NI) in conduct<br>b. Conference with student<br>c. Conference with parents<br>d. Suspension          | a. Violation Report and Strict Disciplinary Probation with 70 (NI) in conduct<br>b. Conference with student<br>c. Conference with parents<br>d. Suspension |
| 3 <sup>rd</sup> Offense | a. Violation Report and Strict Disciplinary Probation (SDP) with 70 (NI) in conduct<br>b. Conference with student<br>c. Conference with parents<br>d. Suspension | a. Violation Report with 69 (P) in conduct<br>b. Conference with student<br>c. Conference with parents<br>d. Dismissal or withdrawal from school           |
| 4 <sup>th</sup> Offense | a. Violation Report with 69 (P) in conduct<br>b. Conference with student<br>c. Conference with parents<br>d. Dismissal or withdrawal from school                 |                                                                                                                                                            |

The following are categorized as a Major Offense, Category 2:

1. Gross disrespect and disobedience, defiance, assault, and abusive behavior towards school authorities
2. Stealing of properties or items that are worth more than the limit for petty theft in and out of the school
3. Extortion in any form
4. Involvement/Participation in any form of harassment as defined in DepEd Order No.40 S 2012 known as the The DepEd Child Protection Policy excluding acts that are sexual in nature.
5. Cheating
  - a. copying another classmate's test answers
  - b. possession of cheat sheets during testing
  - c. passing of answer/s during or after testing
  - d. any form of dishonesty related to homework, activity sheets, seatwork, projects, etc



- e. tampering of scores in assignments, seatwork, exercises, quizzes, long tests or trimester examinations
- f. Direct or indirect involvement in examination leakages
6. Violation of DLSU Policy on Academic Honesty (see Appendix)
7. Willful destruction of any school property (immediate replacement or repair is part of the penalty)
8. Misappropriation of funds and other collections authorized by the school
9. Immoral conduct, in and out of the school premises
10. Possession or distribution of indecent publications or questionable literature contrary to the faith or the good name of the school and country
11. Falsification and/or tampering of academic/official records or documents of any kind
12. Possession of alcoholic beverages, cigarettes (including e-cigarettes), and/or smoking on campus, in the school bus, within the school premises or in any public place while in school uniform
13. Gambling inside the campus or in any school-related activity outside the campus
14. Sharing or posting of obscene/pornographic/unauthorized video/pictures on the net
15. Desecration of religious images and places
16. Computer misconduct (hacking, fraud, privacy breaches, etc.) / Gross form of cyber bullying
17. Forgery in any form
18. Involvement in a serious fight in and out of school which may result in physical injury
19. Acting as accomplice for an offense committed on category 3
20. Violation of guidelines given during suspension
21. Any offense analogous to any of the aforementioned offenses

#### 4.7.4. MAJOR OFFENSE, CATEGORY 3

The following offenses when proven will warrant an immediate dismissal on the first offense.

- a. Conference with parents
- b. Dismissal/Expulsion

The following are categorized as a Major Offense, Category 3:

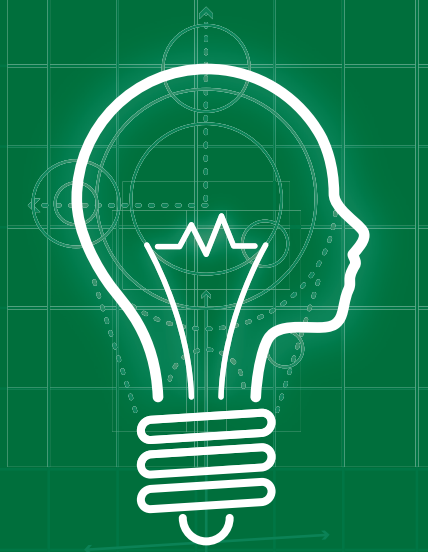
1. Slanderous actions/remarks to fellow students and/or teachers and staff via print and broadcast media, internet and other medium of communication
2. Rebellious actions or remarks against the school
3. Threatening fellow students and/or teachers and staff using deadly weapons
4. Possession, sale or use of deadly weapons such as guns, explosives, knife/knives, including firecrackers and pillboxes

- and poisonous chemicals which may endanger the lives of any member of the school community
5. Use, sale of intoxicating drinks such as beer liquor, wine or any alcoholic beverages within the school premises or in its immediate vicinity.
  6. Entering the school premises and/or participating in any recognized school activity while under the influence of liquor or any alcoholic beverages
  7. Possession, use or sale of prohibited or regulated drugs (including marijuana)
  8. Entering the school premises and/or participating in any recognized school activity while under the influence of prohibited drugs including marijuana and other illegal substances
  9. Any act of sexual harassment as defined in DepEd Order No.40 S 2012 known as the The DepEd Child Protection Policy
  10. Membership in student organizations or fraternities (in and out of the school) not officially approved by the school which disturb the peace and order of the school and/or community
  11. Affiliation with any organization whose objectives and/or activities are contrary to the school's philosophy, objectives, policies or rules
  12. Hazing, in any form, whether within or outside the school premises
  13. Gross misconduct
  14. Illicit relationship with school personnel
  15. Inflicting serious physical injury on any DLSU-IS student or any member of the school community
  16. Commission of a crime inside or outside of the school
  17. Any offense analogous to any of the aforementioned offenses

*Note: The list/ classification of offenses appearing herein are not all-inclusive. Therefore, students may be meted disciplinary action for offenses other than those listed herein. Likewise, the school reserves the right to impose lighter or stiffer penalties for an offense committed depending on the attending circumstances of the case. In cases where two or more offenses carrying different penalties are committed under one given situation or instance, the heaviest penalty imposable shall be considered or applied.*

*A student who is dismissed due to disciplinary problems will not be accepted to any further extent in DLSU-IS.*





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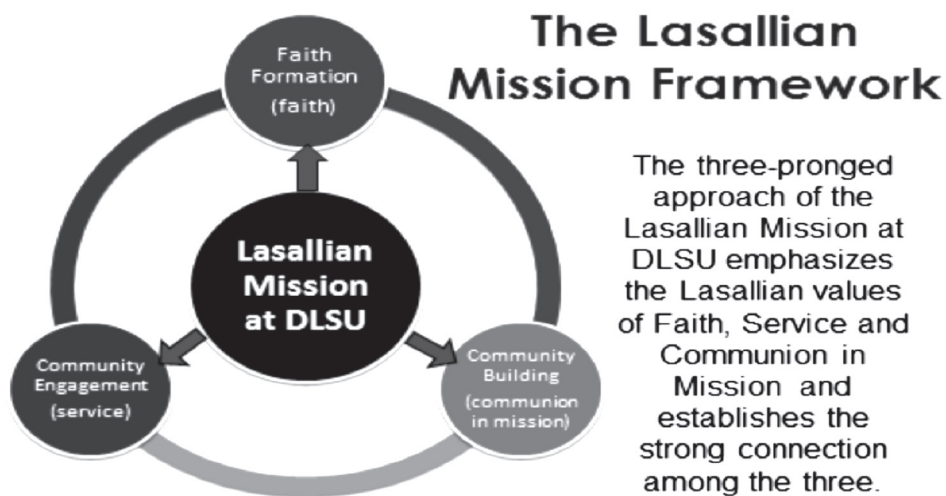
**STUDENT SERVICES**



### 5.1. Lasallian Mission Office (LMO)

Lasallian Mission offices work towards synergizing its efforts to realize the University's vision-mission of bridging faith and scholarship in the service of society, especially the poor and marginalized.

The Lasallian Mission Office (LMO) is responsible for the formulation of holistic and spiritual formation programs that respond to the needs of students, administrators, faculty, and co-academic personnel of the Lasallian community. It is also structured to complement the academic potentials of the students by promoting integrity and creating synergy in its programs and activities. It is the prime mover, caretaker and catalyst of change entrusted in leading the community to reach their full potentials and living fully the Lasallian core values of Faith, Zeal for Service, and Communion in Mission.



#### FAITH FORMATION

- Programs and activities that allow us to delve deeper into our faith and reflect on our role as Lasallians in the context of Philippine society
- Can be expressed through scholarship/ pursuit of knowledge
- Discovering how each field of knowledge responds and contributes to the broadening of one's understanding of the Gospel

#### COMMUNITY ENGAGEMENT

- A concrete response to the call of our faith
- Driving social transformation through active participation in sustainable development

#### COMMUNITY BUILDING

- Everything we do is for the Lasallian community and those whom we are called to serve.
- Despite the fact that we belong to different offices with different sets of



- expertise, we are part of one Lasallian family pursuing one mission.
- Our works in faith formation and community engagement should seek to enhance our communities.

### **5.1.1. Offices**

#### **5.1.1.1. Lasallian Pastoral Office (LSPO)**

The Lasallian Pastoral Office contributes to the realization of DLSU's vision by providing opportunities for faith and spiritual development and by creating venues where the life and charism of St. John Baptist de La Salle are promoted in order to continuously inspire the members of the academic community to be achievers for God and Country.

All students in the University go through the retreats and recollections offered by LSPO. Faculty members, non-teaching staff, maintenance and security personnel and other members of the DLSU community are also given the opportunity to develop and sustain their faith-life through relevant formation programs and meaningful liturgical celebrations.

### **The Different Ministries**

**Worship and Animation Ministry:** Provides the members of the Lasallian Community with opportunities for spiritual nourishment and growth through the various liturgical and para-liturgical celebrations. It ensures active participation of the community in the mass by training and forming a pool of Liturgical Ministers such as Liturgical Choirs, Lectors and Commentators, Ministers of the Special Eucharist and Altar Servers.

**Retreat & Recollection Ministry:** Takes charge of students' retreat and recollection activities. It also designs and develops retreats and recollections module for student organizations and other sectors of the community.

**Pastoral Formation and Action Ministry:** The Formation and Action Ministry program hopes to effect genuine Lasallian formation to the adult members of the Lasallian community through a process of communal accompaniment and the provision of opportunities for volunteerism and involvement. It provides programs and activities which aim to help the members of the Lasallian community in DLSU to deepen their understanding of what it means to be a Lasallian and to better appreciate its rich heritage.

#### **5.1.1.2. Center for Social Concern and Action (COSCA)**

COSCA is the social development arm of DLSU. It is the primary unit responsible for promoting the Lasallian Social Development principles and ensuring that the Lasallian community is aware of and animates these principles. COSCA



also engages the university to actualize faith in action through service to and solidarity with the poor.

A forefront of social formation and engagement, dedicated to the integral development of Lasallians and Partner Communities through responsible citizenship and empowerment of marginalized sectors towards a just and humane society.

It organizes and supervises the *Reach-In and Outreach* activities that contribute to the development of social involvement and creates and maintains a support system for community engagement particularly the poor areas surrounding the institution by fostering the spirit of service and of volunteerism among the members of the institution. The said office, likewise, acts as the overall in – charge for the implementation and management of the LINGAP Program, the College’s National Service Training Program (NSTP), and other community engagement activities.

*Meditation 160 on the Feast of St. Louis* by St. John Baptist de La Salle

“In your work you ought to unite zeal for the good of the Church with zeal for the good of the nation of which your disciples are beginning to be and one day ought to be perfect members. You will procure the good of the Church by making them true Christians, docile to the truths of faith and to the maxims of the holy Gospel. You will procure the good of the nation by teaching them how to read and write and everything else that pertains to your ministry with regard to exterior things. But piety must be joined to exterior things; otherwise, your work would be of little use.”

## 5.2 Libraries

The libraries of the Science and Technology Complex Preschool (PS), Integrated School (IS), and College are satellite libraries of the De La Salle University. They offer academic library resources and services to support the institution’s instructional, curricular, research, and extension programs. The libraries strive to provide an adequate and stimulating learning environment through organized, relevant and fast delivery of information services and excellent facilities.

The Preschool Library is located at the ground floor of Learning Center 1, while the Integrated School Library is located at the second floor, west wing of the Integrated School Complex (Learning Center 2). The College Library is at the third floor, west wing of the Milagros Del Rosario Building. These libraries house various collections, such as the Filipiniana, General Reference and Circulation books, Teacher’s References, Textbooks, and Instructional Media. Reading areas, workstations, viewing rooms, discussion rooms, faculty lounge and the digital area for Internet access are also made available to students and faculty. A fully integrated library system is provided for fast delivery of service and information access. The Libraries are administrated and

supervised by qualified librarians, who serve as Coordinator, appointed by the Director of Libraries in Manila and assisted by two (2) Professional Librarians with faculty status responsible for the development and management of the Library's programs. Six (6) staff members holding regular positions assist the librarians in the effective and efficient delivery of information services.

#### Library Hours:

| Libraries                  | Schedule of Service Hours |                   |
|----------------------------|---------------------------|-------------------|
|                            | Monday to Friday          | Saturday          |
| STC-Integrated School (IS) | 7:00AM - 5:00PM           | Closed            |
| STC-Preschool (PS)         | 7:00AM - 5:00PM           | Closed            |
| STC-College                | 7:00AM - 7:30PM           | 08:00AM - 12:00PM |

#### General Rules:

##### A. Book Loan

- The school ID will be used for all transactions in the library.
- Students and faculty members are required to create a *MyLibrary* account for library transactions, such as keeping track of borrowing history, renewals, online reservation of books out on loan, access to online databases and other services. All students will be assisted in doing these transactions.
- Borrowing Limits
  - o 5 circulation books for 8 days for Preschool students (Nursery, Kindergarten and Grades 1-3)
  - o 15 circulation books for 8 days for IS students (Grades 4-11)
  - o 30 books for 100 days for Faculty members
  - o 30 books for 14 days for non-teaching staff (CAP and APSP)
  - o 1 reserve book for 2 hours; may be borrowed for overnight use from 4:00PM onwards (inclusive of the 15 book-limit for the IS students)
  - o For multimedia equipment units, borrowing limit is dependent on the requirement of the activity/event. Equipment units may be borrowed for 1 day for on-campus use only.
- A borrowed book must be returned to the library on the specified due date stamped at the book return slip, found at the back of the book.
- A borrowed book may be renewed by the same borrower if it is not requested by another user, and can only be renewed twice online (i.e., using the *MyLibrary* account), while the third renewal can be done over the counter.



## **B. Fines and Penalties**

### Fines

- Materials returned late are subject to the following fines:
- General Circulation Books
  - o Students – Php 10.00 per book per day
  - o Faculty members and staff – Php 20.00 per book per day
- Reserve Books – Php 2.00 per hour per book per day
- Media Materials and Equipment – Php 5.00 per item per hour or Php 20.00 per item per day
- Computation of overdue fines include Saturdays, Sundays and Holidays.

### Penalties

- Borrowers with overdue books or with standing obligations to the library will not be eligible for online enrollment.
- Borrowing privileges of students who incur overdue accounts will be reduced to 10% of current allowable number of books to be borrowed.
- Library privileges of students who have been found violating library policies on three (3) consecutive occasions within a given term shall be suspended for one month.
- Users caught bringing out library materials not properly charged out shall be dealt with appropriate action as stipulated in the Students' Handbook
- Theft, defacement, mutilation or destruction of library property is covered by the De La Salle University Integrated School Student Handbook which provides for disciplinary action.

## **C. Lost Books**

- A lost book while on loan must be reported immediately to the library to avoid incurring overdue fines.
- A lost book must be paid for according to the value determined by the library plus additional processing cost. It must be paid one week after it was reported lost.
- A lost book that is retrieved or recovered within one month from the time it was paid for is subject to a 50% refund. After the one month period, no refund will be given.

## **D. Damaged Materials**

- Missing pages or damaged pages noted in any borrowed library material must be reported immediately to the library.
- The policy for lost books shall be applied for damaged books that are beyond repair.

## **E. Interlibrary Loan (ILL)**

ILL is a service whereby the Libraries borrow physical materials from

other libraries on behalf of its patrons. Only books that are not in the DLSU library collection may be borrowed from another library.

*Procedures for borrowing:*

1. The librarian requests the library material from another library through ILL. A library staff picks up the material from the lending library.
2. The librarian notifies the requesting library patron when the material arrives.
3. The requesting library patron check out the material at the 3/F Milagros Del Rosario Bldg or at the 2/F Learning Center 2 service counter. He/She must present his/her valid identification card upon pick up. A transaction receipt will be issued to the patron for his/her record. The due date should be noted by the patron.

*Procedures for returning ILL materials:*

1. The requesting library patron returns the material borrowed on ILL on or before the due date.
2. The Library Assistant checks-in the materials and issues a transaction receipt.
3. For overdue items:
  - The librarian/library assistant issues a Payment Slip to the library patron.
  - The library patron pays the overdue fines at the Accounting Office and brings yellow copy of the receipt back to the Libraries.
  - The librarian/library assistant clears the patron's account.
  - The librarian/library assistant checks-in the materials and issues transaction receipt.

## **F. Reference Services**

### **1. LORA (Library Online Reference Assistant)**

Provides accurate and instant answers to reference questions through chat, e-mail, social media (e.g. Facebook and Twitter), short messaging system (SMS), and Skype (Voice over IP). The following LORA services are available to all patrons:

- a. Email LORA - Send your questions via email at library@dlsu.edu.ph. Expect a response within 24 hours, excluding Sundays and holidays.
- b. Chat with LORA - Real-time online help from LORA available during library hours.
- c. Text LORA - This is available during library hours through this service you can text LORA from any cellphone that supports text messaging. Message and data rates may apply. Text received outside library opening hours (including Sundays and holidays) will be answered the following business day.
- d. Call LORA - Call us during library hours through these numbers



(049) 554-8900 Local 152 (IS Library) ; 166 (PS Library)

- e. Skype LORA - Get help via Skype. You can place a video or voice call and chat via instant message. Available during library hours.

## 2. Face-to-face with RIA (Roving Information Assistant)

- a. This one-on-one reference and research assistance is available to all bona fide students, faculty and staff of the University from Monday to Saturday, 9:00 am to 6:00 pm.
- b. To book a session (which lasts for about 30 to 60 minutes), follow these three simple steps. Note that an activated *MyLibrary* account is required in booking for an appointment.
- c. Go to <http://www.dlsu.edu.ph/library/facetoface.asp#> and click on "Schedule an Appointment with RIA."
- d. Make an appointment by clicking on the slot of corresponding the desired date and time of consultation
- e. Fill out the form and click on "Schedule Appt." to send request .  
**Note: The notice of approval will be sent to the patron's MLS email account after a short while.**
- f. Booking should be made at least three working days before the intended date of consultation.
- g. Patrons are entitled to avail of a maximum of two appointments per month.
- h. This service is limited to helping patrons find answers to research questions, bibliographic and technology instruction, and reader's advisory. As such, it will not cover the following: (a) computer configuration, maintenance, and troubleshooting; (b) provision of investment, legal, or medical advice; (c) tutoring or homework help; and, (d) job interview preparation.
- i. The Libraries reserve the right to cancel an appointment made by a patron who fails to show up within the first 15 minutes of the scheduled consultation session.

## 3. League of Information Assistants (LIA)

The LIA are the virtual subject librarians of different satellite libraries or sections of the Learning Commons. Library patrons may connect with LIA for real time online help for discipline- and course-specific research assistance during library hours. Through chat reference facility, LIA answers ready-reference and research questions and provides online bibliographic and technology instruction. As such, LIA will not answer questions related to: (a) computer configuration, maintenance, and troubleshooting; (b) provision of investment, legal, or medical advice; (c) tutoring or homework help; and, (d) job interview preparation.

For the Integrated School, the virtual subject assistant is **KIRA (Kids Reference Assistant)**. **KIRA** handles queries related to the K-12 community and is available from Mondays to Fridays, 8AM to 5PM.

To chat with **KIRA**:

- a. Go to [www.dlsu.edu.ph/library](http://www.dlsu.edu.ph/library).
- b. Click "AskLORA."
- c. Then, click "Connect with Your Subject Librarian."
- d. Select **KIRA**.

#### **G. Discussion Rooms**

The IS Library has 2 discussion rooms located at the 2/F of the Learning Center 2. These rooms serve as venues for researchers to discuss and work together.

The following are the guidelines on the use of discussion rooms at the Libraries:

- a. The discussion rooms are available for use of all bona fide students, faculty, and staff of the University.
- b. Use of the room is limited to a minimum of 3 persons.
- c. The maximum number of users should not exceed the room's capacity (which is 4 or 6 or 8, depending on which room is being reserved).
- d. Use of the rooms is on a first come first served basis. Those who would want to be assured of a room, however, may make prior reservations:
  - Reservation can be made up to one day before the intended date of use through the online booking system.
  - The group should choose among themselves a representative who will make the reservation.
  - The group's representative is allowed to book only one discussion room per day.
  - An activated MyLibrary account is required in booking for the rooms.
  - Only groups with a minimum of 3 members physically present at the specified reservation time shall be allowed to enter the room.
  - The Learning Commons reserves the right to cancel reservation of groups who fail to show up within the first 15 minutes of the scheduled reservation.
- e. To claim for the key, the remote control (for the air-conditioning unit), and the white board eraser, the group's representative should present his/her DLSU ID card. [Note: inclusive of LAN cable].
- f. Use of the room is limited to a maximum of 2 hours. Extension of use may be considered subject to the room's availability.
- g. Users of the room shall be held liable for damages and/or losses caused by negligent use of the facility.
- h. The following are prohibited inside the discussion rooms:
  - Eating
  - Playing cards/board games/musical instruments
  - Gambling
  - Leaving personal belongings unattended



- Bringing in of additional chairs and other pieces of furniture.
- i. The Learning Commons reserves the right to approve/disapprove use of the discussion rooms.

## H. Instructional Media Services (IMS)

The Instructional Media Services (IMS) houses and circulates multimedia and audiovisual equipment and materials. It also assists in the production of instructional materials and provides training in the effective use of multimedia and audiovisual equipment and materials.

The objective of the IMS is to provide to the academic community multimedia and audiovisual resources and services in support of the community's instructional and research needs.

| IMS                               | Schedule of Service Hours |               |
|-----------------------------------|---------------------------|---------------|
|                                   | Monday to Friday          | Saturday      |
| Learning Center 2<br>(IS Complex) | 7:00AM - 5:00PM           | Closed        |
| Milagros del Rosario Bldg.        | 7:00AM - 5:00PM           | 08:00 - 12:00 |

### Policies and Procedures:

#### Loan Policies

1. Authorized Users
  - Bona fide students, faculty, administrators and regular employees of DLSU
2. Loan Periods
  - IS students may borrow a maximum of 10 units of IMS materials and equipment for a maximum of four (4) hours (over and above the number of borrowed books)
3. Check Out/Check-In
  - 3.1 Requirement
    - Valid ID
  - 3.2 Policies
    - Faculty members and students, whose class schedules are way past the library service hours, are requested to return borrowed materials to the Security Office at the basement of the Learning Center 1 (near the Kiddie Computer Laboratories). The IMS personnel takes charge of picking up and transporting borrowed materials from the latter to the IMS office the following morning. Borrowers are encouraged



to call the IMS office (Milagros Del Rosario Bldg - local 129; Learning Center 2 – local 135/152) the following morning to check and confirm if the returned materials have already been picked up. The borrower may secure a check-in receipt from the IMS desk counter to serve as proof that the materials have already been checked-in/returned.

- Upon check out of any material or equipment the requester is issued a printed receipt. Both the check-out materials and the printed receipts are presented to the control guard for verification before leaving the library.
- A check-in receipt is also issued to the requester upon return of borrowed items.
- Borrowed items should be properly acknowledged, examined and scanned by the IMS personnel upon their return.

### 3.3 Renewal

- Renewal is allowed if there are no prior requests for the materials and equipment.

### 3.4 Reservations/Booking

- Fill out reservation/loan resources online form accessible through the library website at least a day before use of IMS resources.
- Equipment
  - o Reservation of all multimedia and AV materials and equipment should be done at least a day before intended date of use.
  - o Reservation for IMS materials and equipment may be done at any of the IMS reservation counters (2/F Milagros Del Rosario Bldg and 2/F Learning Center 2).
  - o Requesters may ask for a demonstration on the proper use and operation of multimedia resources.
- Viewing Rooms
  - o Reservation of viewing rooms may be done at any of the IMS reservation counter (2/F Learning Center 2).
  - o Reservation of viewing rooms should be made at least a day before the schedule activity. Only classes that will require the use of PowerPoint presentation are allowed to reserve and use the viewing rooms. This policy does not apply to the IVR (Individual Viewing Room).
  - o A technician will be stationed inside the viewing rooms whenever these are in use. The technician assigned is directly responsible for the technical operation and management of the viewing rooms.
  - o No class will be allowed to use the viewing rooms in the absence of the instructor or a substitute.



- o The “No Eating and Drinking” policy shall be strictly enforced inside the viewing rooms.
- o The IMS reserves the right to cancel reservation/use of the viewing rooms upon violation of any of the above-mentioned policies.

#### Fines/Penalties/Sanctions

##### 1. Overdue Fines

- Media materials/equipment returned late is subject to a fine of P5.00 per item per hour or P20.00 per item per day
- Borrowers with overdue books or with standing obligations to the library will not be allowed to borrow any IMS media resources unless the library accounts are settled.
- Overdue fines should not exceed the value of the borrowed material.

##### 2. Lost/Damaged Materials/Equipment

###### 2.1 Lost Material/Equipment

- IMS media materials or equipment lost while on loan must be reported immediately.
- Lost IMS media materials or equipment must be replaced or paid for a week after it was reported lost. Should the borrower fail to settle, computation of fine will start after the one – week grace period and will only end after the lost media material/equipment is settled.

Lost IMS media materials must be paid according to the value determined by the IMS or replaced with the same title with additional payment for the processing cost.

###### 2.2 Damaged Materials/Equipment

- Any damage/malfunction of materials and equipment should be reported immediately to the IMS.
- IMS media equipment returned damaged beyond repair shall be subject to assessment based on depreciated cost determined by the Accounting Office. Applicable charges should be paid.

#### Other Services:\*

##### 1. Audio Recording

- Requests for live audio recording of events and audio reproduction (cassette to cassette) are accommodated for free provided the requester provides for the supplies needed (i.e blank tape)

##### 2. Videography

- Requests for event coverage and classroom activities are

accommodated for a fee of five hundred pesos (Php500.00) per hour. The fee includes transfer from mini DV to DVD or VCD format; a copy of which shall be given to the requester.

3. Video Transfer

- Transfer of Analog to Digital format (V8 to DVD/VCD format) and Digital to Digital (Mini DV/DVD/VCD to DVD/VCD) is also accommodated for a fee of Php120.00 per hour. DVD/VCD production is limited to digitizing existing analog format materials and reproduction of digital to digital materials (not copyrighted materials). A minimal fee is charged to cover expenses for the supplies.

4. Technical Assistance

- The IMS, upon written request, handles the set up of mobile PA/ sound system and multimedia equipment in other venues inside the campus. The policies and procedures for requesting use of IMS equipment and materials applies to this service.

\* NOTE: Please refer to the policies on Reservations/Booking to avail of these services.

**I. Current Awareness Services**

- New Acquisitions – Disseminated through e-mail and through the Library Newsette. New books are also promoted through library displays in both the Preschool and Integrated School Libraries.
- Bulletin Boards – Posted at the Integrated School Library and Preschool Library.

**5.3 Office of Guidance and Counseling**

The Office of Guidance and Counseling designs and delivers a counseling program that will help students to become effective and responsible learners. The office is an integral component in accomplishing the school's mission and vision. With this, the office operates in collaboration with teachers, parents and the school community for the development of our students.

It illustrates its function in the educational apostolate of the institution through the different services under its guidance and counseling program. It includes the following:

- a. Cumulative Inventory Analysis - this provides an updated, individualized and comprehensive guidance portfolio of each child
- b. Testing and Research - is the soul of the guidance and counseling office. It presents an objective and effective way of assessing the students' ability, potential, personality and the batch trends through the use of standardized tests, observations and counseling activities.
- c. Counseling – this refers to the purposive interaction between student



and counselor, individually or in groups where problems, concerns or difficulties are shared in confidence and where the counselor helps the student manage her/his own problems using her/his own resources. This provides appropriate professional help services for students' various needs in the areas of academic, social, inter and intra-personal relationships, and guidance intervention on specific cases of students on voluntary or referrals and follow through most appropriately the bounds of ethical and legal principles.

- d. Career Program - this program is designed to help students understand that the choices they make will affect their educational and career choices in the future. It provides activities that will help students acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.
- e. Placement - effects the smooth transition of each learner from one level to another; one school to another and provides career-path opportunities to the students
- f. Information - assists the learner regarding developmental concerns on career, relationship and other developmental concerns of the child
- g. Enrichment and Training - growth sessions, seminars, workshops or trainings given to the students to assist them in planning and learning skills necessary to respond to their developmental needs
- h. Consultation/Conference - provides partnership planning, feedbacking and follow-up among parents, faculty and counselors or other professionals regarding a learner's quandary.

#### **5.4 Student Discipline and Formation Office**

The Student Discipline and Formation Office (SDFO) is a unit in the Integrated School tasked to promote, supervise, and ensure the overall safety and discipline of the students while on campus, and in special cases, outside the campus. It is headed by the Discipline Coordinator and assisted by Level Prefects and Discipline Officers that are assigned to specific grade levels.

The office envisions itself to be the leading unit assisting the student community in the exercise of self-control, discipline and good conduct while embodying the virtues of a true Lasallian. It offers the following programs and services:

- a. Junior Paragon Program (Student Prefect)  
This is the selection of a class leader who will assist the teacher in supervising, maintaining order and discipline in class, and making sure that school rules and regulations are continuously implemented and followed.
- b. Orientation on School Rules and Regulation  
An orientation for teachers, parents and students are conducted at the start of the school year. A re-orientation is likewise done in the middle of the school year for reinforcement and reminders. Classroom pop-in orientations are also done randomly.

- c. **Bus Driver and Bus Mother Seminar**  
This program is the initiative of the Guidance and Discipline offices in the effort of empowering the different members of the community who are directly linked to the welfare and security of the students. Its aim is to improve the quality of service that the Bus Drivers and Operators provide through empowerment, decision making, practice of discipline and etiquette, and the recognition of road safety procedures and guides.
- d. **Seminars and Trainings**  
Seminars for students, parents and faculty are being conducted to assist all stakeholders in proper handling of common discipline issues and concerns.
- e. **Issuance of Good Moral Certificate**  
The office issues Certificate of Good Moral Character to students and graduates upon request for whatever legitimate reasons.  
The regular processing rate of CGMC for internal or external purposes is one hundred ten pesos (P110.00) and two hundred twenty pesos (P220.00) for the express processing.
- f. **Brown Bag Discussion**  
This is a once a month per level informal meeting between the prefect and the class prefects/select students which takes place at the Prefect's Office/Conference Room during recess or lunch breaks. Agenda for the sessions may include individual classroom concerns, issues and challenges, family and school matters, and other topics which may be of particular interest to the parties involved.
- g. **Information Dissemination**  
These are campaign materials that provide different kinds of information or tips that one can adopt to make them better Lasallians. Some of the leaflets are about bullying and digital citizenship.

### **5.5. Sports Office**

The Sports Office is responsible for the development and implementation of the sports program of the Integrated School. It caters to official school teams (varsity teams), sports clubs, sports clinics, and sports camps.

The office is in charge on the recruitment of athletes, promotion, operations and organization of any sports related activities and events within the campus, as well as the participation in tournaments and leagues involving the different groups under its program. The office, through its programs, provides an opportunity to students to develop their skills geared towards the achievement of both personal and performance excellence.

Arrangements and coordination for the use of different sports facilities and



their rental by outside groups and outside games of official school teams or training teams are coursed through the Campus Services.

### **5.5 Health Services Office (HSO)**

The DLSU-STC Health Services Office (HSO) primarily plans and implements all activities and procedure designed to improve the current health status of student and employees. This covers appraisal on student's health, prevention and control of diseases prevention and correction of physical deficiency through referrals, health guidance as well as supervision and finally emergency care. Since health education gives more emphasis on student's development to be active and alert in mind and body, the clinic insures maximum safety on our field of endeavor. We tackle all of these integrating learning from different areas concerning health. The clinic serves as the instrument in maintaining health and safety among student.

The HSO is responsible for safeguarding the health of students and school personnel on campus. Visitors may avail of the clinic services in case of emergency.

#### **5.5.1 Medical Clinic Services**

- a. Medical attendance is limited to students who suffer minor ailments or are suddenly taken ill or suffer any kind of injury resulting from accidents occurring within the premises of the school.
- b. Medical attendance provided is in the nature of first aid. Emergency and life threatening cases are immediately referred to the nearest hospital or to any hospital of the patient's choice. The necessary remedies and treatments are given to enable the student to reach the nearest hospital under proper care.
- c. Medicines are dispensed for symptomatic relief of headaches, cough, colds, abdominal pain, allergy and diarrhea unless otherwise noted in writing by the student's parents or the student himself if he has any history of allergy to certain drugs.
- d. The HSO keeps the students' Medical History Records which are submitted to the respective class advisers at the start of the year. The Medical History Records help the HSO staff give better medical services and attention to the students especially in emergencies when vital medical information is needed.
- e. The School Physician conducts annual physical examination on the students and makes necessary recommendations.
- f. Vaccinations against certain diseases like influenza, hepatitis, typhoid fever and chicken pox must be updated by the parent at the start of the year.

#### **I. Locations of the HSO**

The DLSU STC Health Services Offices are located at the following areas:

1. Room E009 East wing, Lower Ground floor of the Doña Milagros del Rosario Building (College Clinic)

2. Basement, East Wing, LC1 Building (Main Integrated School Clinic)
3. Room 308 Right Wing, LC2 Building (Satellite Clinic for High School)

The high risk areas (THM classroom, laboratories, and gym) all have first aid kits on stand by for emergency cases.

## **II. Schedule of Clinic Hours**

MRR CLINIC – 7:00 AM to 9:00 PM  
LC1 CLINIC – 7:00 AM to 7:00 PM  
LC2 CLINIC – 7:00AM to 5:00 PM

## **III. Health Services Unit Procedures**

1. Accept students with Clinic Pass or N1 from teacher-in-charge.
2. Record the name of student on Daily Log.
3. LISTEN to the child's complaint.
4. Check Health Record Data Sheet to determine any special health related problems or special instructions.
5. Assess situation and give care accordingly.
6. Contact parent or consult administration (as necessary).
  - During School Hours:
    - o All health-related cases and injuries must be referred to the HSO.
  - Beyond School Hours:
    - o Parents are encouraged to fetch their kids as much as possible during their dismissal time in order to prevent any untoward injury or accidents.
    - o All injuries must be referred to the HSO within their duty hours.
    - o If beyond the duty hours of the HSO personnel, all cases must be referred to the Security Personnel.
7. Release child from the HSO:
  - To return to class
  - To parent/ guardian
8. Complete daily log with requested information.

## **IV. Medication Dispensing Or Administration**

1. No antibiotic is dispensed in the HSO.
2. Parents/students who need to take their regular antibiotics in school are requested to bring the medicine directly to the HSO with a legibly written letter of request to administer the medicine to the child. This should include:
  - Name, Grade Year Level-Section of the child
  - Condition/Illness requiring the medication
  - Name of medication
  - Dose



Time to be given

Start date and End date

Prescribing Doctor's Name and Contact Number

Parent/Guardian's signature over printed name and date

3. Medication must be properly labeled and in their original packaging and be brought directly to the HSO by parent/student. Unused medication will be disposed of unless picked up by parent within one (1) week after medication is discontinued.
4. Only initial dose of the prescribed medicine will be given at the HSO.
5. Asthmatic patients who need regular nebulization are advised to bring their own nebulizers and nebulization kits with the letter of request from the parent/guardian and replenish the supply if the HSO provided them.
6. No medicine is dispensed in the absence of the patient.
7. Medicines contained in the first-aid kits that are dispensed should be properly logged. The person who signed out the kit is held responsible for the loss of medications that are unaccounted.

## **V. PROTOCOL FOR COMMUNICABLE DISEASES**

A child who has contracted an infectious disease usually shows general signs of illness before development of a rash or other typical symptoms. Thus, the child may complain of shivering attacks or feeling cold, headache, vomiting, sore throat or just vaguely feeling unwell. Such symptoms, when a particular infectious disease is prevalent, should alert the nurse on duty.

In these circumstances, parents should be contacted so that they can collect the child with a view to consulting their Family Physician. In the meantime, the child should be kept separate in the isolation room, warm and comfortable.

Any child coming back to school from a communicable disease should be readmitted through the HSO. A medical certificate from his/her family doctor should be submitted to the HSO.

## **VI. ABSENCES**

Excuse slips are required for absences due to medical conditions. Letters of excuse from parent/guardian need to be certified by the school physician upon immediate return.

## **VII. RETURN TO WORK/CLASS**

The school physician examines student/employees upon immediate return to school and recommends if they are fit to go back to work/class. An employee/student who incurred more than three (3) days of absences needs to present a medical certificate to the clinic upon return unless the absence was recommended by the school physician.



A Clearance Form will be issued to the students in exchange for their submitted medical certificates. This form should be presented to the advisers. All medical certificates coming from students must be kept in the HSO for student health recording.

### **VIII. SICK LEAVE FORM**

All sick leave forms are to be signed by the school physician before the employee reports back to work.

### **IX. MEDICAL REIMBURSEMENT**

All enrolled students and employees are entitled to Accident Insurance in cases of school related accidents and animal bite incidents.

- A. In case parents bring the student to the hospital of their choice, these are the following documents to be submitted to the school clinic for medical reimbursement.
  - 1. Medical Certificate
  - 2. Incident Report
  - 3. Police Report (if applicable)
  - 4. Original copy of Official Receipts of Medicines/Supplies/Hospital Bills/Professional Fees
  - 5. Medical Abstract (if admitted)
  - 6. Operating Room Record (if operation done)
  - 7. Photocopy of Laboratory Results & Diagnostic Procedures.
  - 8. Photocopy of School ID

Once accomplished, school nurse will forward and process the documents in the Accounting Office. Parents will follow up the said reimbursement to the Accounting Office.

- B. In case the student/employee is brought to affiliated hospitals such as The Medical City South Luzon and Sta. Rosa Hospital & Medical Center, the school will automatically shoulder the medical expenses based on coverage written in the student/medical insurance policy. In this case, the documents needed are Incident Report and photocopy of Student ID.

#### **5.5.2 Dental Clinic Services**

- 1. Students needing immediate relief in such cases as toothaches, swollen gums and other similar ailments may avail of general dental consultation.
- 2. Annual dental examination to students with recommendations on dental follow ups such as filling up of cavities, tooth extraction and other dental procedures
- 3. Extraction of loose deciduous and permanent teeth, but with proper consent and authorizations



Non-invasive dental procedure will be the first treatment of choice.

**Procedures for dental patients:**

Upon the information given by the school nurses of the dental condition of the patient student or employee the following is the dental protocol:

1. To consider tooth extraction, loose tooth for lower grade students must be classified to severely mobile. The student must be the first to agree to the tooth extraction and the consent of the parents or guardians must be formally established. A letter from the parents or guardians will be ideal, or the class adviser can confirm the permission of the parents or guardians. The authorization must be noted on the HSO log book, and attached to student medical/dental file. The dental extraction must not involve injected anesthesia. Less invasive procedure is advised. Control of bleeding must be established before the patient is dismissed from the dental clinic. Cold compress or gargling cold water can control oral soft tissue bleeding.
2. Tooth extraction for permanent teeth on students is generally not allowed in the university premises. It must be in the presence of the parents or guardians or with a written permission of the parents or guardians for the students, and the authorization of the administrators of the Campus Service Office. For employees, dental procedure will be according to the dental service contract of the School Dentist.
3. As a general rule, non-invasive dental procedure is the first treatment of choice.
4. Dispensing prescription is limited only to employees. Medicines for student must be cleared of allergic reactions or contra-indications from the information at the medical file of the student, this information can be asked from the school nurse, or with authorization of parents or guardians before dispensing.
5. Sore throat can be tasked to the dentist. Mouthwash is the treatment of choice. Referral to the school physician is done if necessary.
6. Mouth sores in or within the oral region is for the dentist to diagnose. Mouth sores (singaw) in the surface of the oral cavity can be treated with the available medicine at the clinic such as Pyralvex, Daktarin, and Dequadin paint. Referral to the school physician is done if necessary.
7. Toothache must be diagnosed first before dispensing pain reliever. Dental cavities (hole on the tooth) with pain must be without food debris before giving pain reliever. Proper tooth brushing of the involved tooth to remove food debris on the cavity should be inspected before giving pain reliever, and must be advised that food intake or liquid with sugar must be followed with another tooth brushing during school hours. If the student has no tooth brush, several brisk gargling of water may be sufficient to clean the tooth cavity of food debris, and then pain reliever can be given. Food and sweet liquid intake must be controlled by the student to avoid another toothache and must be advised to bring tooth brush in school for

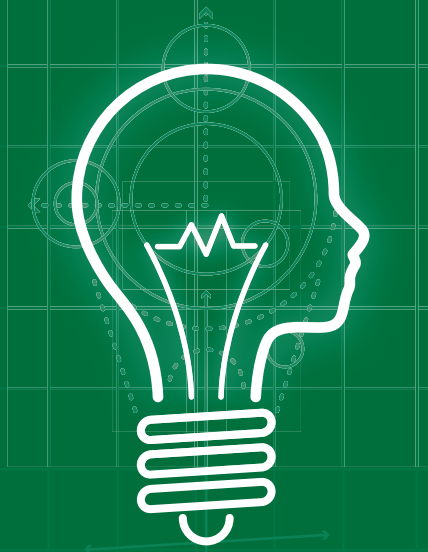
the following school days. Recommendation letter of the student dental condition must be given before dismissing the patient from the dental office.

8. Other toothache conditions other than obvious dental caries and cavities such as third molar impactions, initial manifestation of newly installed orthodontic braces, obscure or hidden pain due to carries (e.g. secondary caries underneath tooth restorations) must be diagnosed properly and a letter of recommendation must be given to the patient after pain reliever medicine was dispensed.
9. If necessary, other dental related concerns such as failure of orthodontic braces, broken dentures and uncomfortable oral appliances will be treated symptomatically.

A letter of recommendation to their personal dentist to follow up on the dental condition must be given.

If the condition requires cutting and/or adjusting the said oral appliance to alleviate student from its discomfort, a letter of permission from parents or guardians prior to the treatment is required. This also needs the approval of the administrator of the Campus Services Office.





CREATING THE NEXT GREAT IDEA.®

# **SCHOOL FACILITIES**

## **(SCIENCE AND TECHNOLOGY COMPLEX)**



### **6.1 St. John Baptist De La Salle Chapel and Prayer Room**

The St. John Baptist De La Salle Chapel and the Prayer room are two venues where we can hold religious fellowship, prayer, worship and spiritual formation activities. St. John Baptist De La Salle chapel is located at the Learning Community 1 (LC1) building and can house a maximum of 80 persons while the prayer room is situated at the basement of Milagros del Rosario (MRR) building and can house up to 60 persons.

### **6.2 Learning Resource Centers**

The Learning Resource Center provides different location for the conduct of symposia and convocations, film viewing, and audio-visual presentations. The Media Laboratory and Discussion Rooms located at the LC2 Learning Center and the MRR buildings are ideal venues for different learning activities.

The Auditorium which can house a maximum of 250 persons has been witness to big assemblies and conferences. It is located at the basement of the LC2 building.

### **6.3 Science Laboratories**

Scientific researches and experiments are done at the different Science Laboratories located at the LC2 building. The Biology/Chemistry Lab, and the Physics Lab are equipped with updated laboratory apparatus for science experiments. It has a seating capacity of up to 50 persons with 7 units of laboratory table complete with emergency shower and eyewash, fire extinguisher, water sprinkler and smoke detector.

The Robotics Laboratory is used for the design of micro-robots and robotic intelligence. It is located at the 2nd floor of the LC2 building.

### **6.4 Computer Laboratories**

These facilities are designed for research and technology-based activities. The students can access virtual compact disc like IT explorer, Jump Start, as well as MS Office programs, Print Master, and Open Office. Web design and development using Macro Media Flash, and object oriented programs like C++ and Java are also available for the Upper Grade Levels.

The Kiddie Lab is located at the LC1 building while there are two (2) computer labs serving the students from Gr. 6-10.

### **6.5 Technology and Home Management Laboratory**

It is a facility fully equipped with kitchen appliances, utensils and cook wares, ideal for food preparation and cooking. It is found at the basement level of the LC2 building.

### **6.6 Covered Court**

This is a multi-purpose covered area which is a good venue for institutional

and co-curricular activities of the school. It is also composed of two (2) indoor basketball courts for sports activities. Shower Rooms are also available at the side of the covered court.

### **6.7 Other Athletic Facilities**

This facility gives attention to the physical development of students by providing venues for the exercise of different sports activities.

- Baseball Field
- Artificial Turf Football Field
- Track Oval
- Natural Turf Football Field and Locker Rooms
- Volleyball Court
- Dance Room
- Pergola (Basketball, Volleyball, and Badminton)

Reservation of these facilities and other sports equipment is done through the Campus Services Office.

### **6.8 Sunken Quadrangle**

Just at the south of the MRR building is the Sunken Quadrangle which is a study and play area in a garden setting with six kiosks. It is also ideal for group study and meetings.

### **6.9 Botanical Garden**

It is an outdoor science laboratory for biological sciences and is a breeding haven for butterflies. Horticulture and gardening activities are also undertaken in this area located at the back of LC2 building.

### **6.10 Ecology Campsite**

This ecology campsite was created for the purpose of enhancing students' awareness of nature and its elements. The environment in the area shows grand biodiversity which could facilitate children's learning about the fundamentals of the earth and the various relationships and interactions manifested by its inhabitants.

### **6.11 Bookstore**

The bookstore serves the needs of the students, faculty, and administration for office and school supplies. It is located at the MRR and LC2 Building.

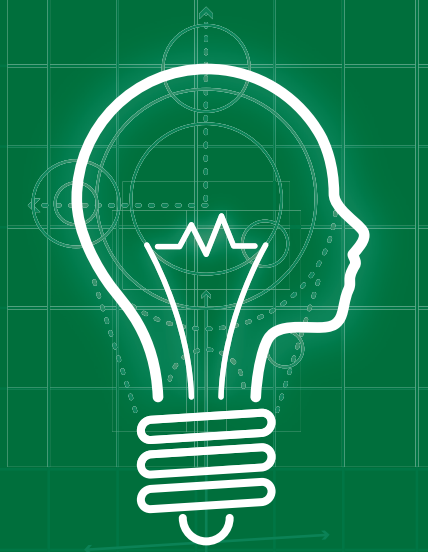
### **6.12 Canteen**

The canteen serves meals and sit-down snacks in a well-lit and well-ventilated dining area. Hot food is served at the counter area on a self-service basis. The LC2 and MRR buildings are equipped with this facility.

### **6.13 Pergola**

This facility located at the LC1 building is a multi-purpose covered area which is used as a venue for institutional and co-curricular programs of the school. It may also be utilized as a sports facility for different sports.





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# APPENDICES



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
DepEd Complex, Meralco Avenue, Pasig City



*Tanggapan ng Kalihim*  
*Office of the Secretary*

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Website: <http://www.deped.gov.ph>

NOV 20 2003

DepED ORDER  
No. 83, s. 2003

**REITERATION TO DECS ORDERS NOS. 70, S. 1999 AND 26, S. 2000**  
(Prohibiting Students of Elementary and Secondary Schools from Using Cellular Phones  
and Pagers During Class Hours)

To: Bureau Directors  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools

1. It has been noted that cell phones have been proliferated with lewd and obscene picture messages particularly those capable of Multi-Media Services (MMS). In view of this, the following policies regarding the prohibition on the use of cell phones are hereby reiterated:

- a. The Department of Education (DepED) strictly imposes a ban on the use of cellphones by the students during class hours; and
- b. Teachers and parents should devise ways to educate students on the responsible use of cell phones to prevent them from engaging in misguided and immoral activities.

2. Immediate dissemination of and compliance with this Order is hereby directed.

  
EDILBERTO C. DE JESUS  
Secretary

References: DECS Orders: Nos. 26, s. 2000 and 70, s. 1999

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index under the following subjects:

POLICY

SCHOOLS

TEACHERS

Model: c:ban cellphones  
11-07-03

*"Educating for a Strong Republic"*

Republic of the Philippines  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
Meralco Drive, Pasig, Metro Manila

June 7, 1993

DECS Order No. 35, s. 1993

**ALLOWING STUDENT ABSENCES IN EXCESS OF 20 PER CENT  
IN INDIVIDUAL CASES IN PRIVATE SCHOOLS**

To: Bureau Directors, Regional Directors, School Superintendents  
Heads of Private Schools, Colleges and Universities

1. In view of a number of instances where absences by students in private schools for valid reasons may exceed the twenty per cent limit set forth in the Manual of Regulations for Private Schools, heads of private schools, colleges, and universities may henceforth exercise their discretion in permitting absences by individual students in excess of such a limit. In effect, a student with excess absences may still be given a passing grade, if in the opinion of the school head the excess absences were for valid reasons.

2. Section 73 of the 1992 Manual of Regulations for Private Schools is hereby amended to read as follows:

"Sec. 73. **Absences.** A student in a private school who incurs absences of more than twenty per cent of the 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 of subject. However, the school may adopt an attendance policy to govern absences of its students who belong to the upper half of their respective classes. Furthermore, the school head may at his discretion and in the individual case exempt a student who exceeds the twenty per cent limit for reasons considered valid and acceptable to the school.

"Such discretion shall not excuse the student concerned from responsibility in keeping up with lesson assignments and taking examinations where indicated. The discretionary authority is vested in the school head, and may not be availed of by a student nor granted by a faculty member without the consent of the school head."

3. This Order shall be effective immediately.



ARMAND V. FABELLA  
Secretary

Reference: DECS Order No. 92, s. 1992

Allotment: 1-2-4 - (M.O. 1-87)

To be indicated in the Perpetual Index  
under the following subjects:

✓ ABSENCES  
✓ AMENDMENT  
✓ RULES & REGULATIONS

✓ SCHOOLS  
✓ STUDENTS



Republika ng Pilipinas  
(Republic of the Philippines)  
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS  
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)  
UL Complex, Pasig, Metro Manila

March 4, 1991

DECS O R D E R  
No. 20, s. 1991

PROHIBITION OF FRATERNITIES AND SORORITIES  
IN ELEMENTARY AND SECONDARY SCHOOLS

To: Bureau Directors  
Regional Directors  
Schools Superintendents  
Presidents, State Colleges and Universities  
Heads of Private Schools, Colleges and Universities  
Vocational School Superintendents/Administrators

1. Recent events call attention to unfortunate incidents resulting from initiation rites (hazing) conducted in fraternities and sororities. In some cases, problems like drug addiction, vandalism, absenteeism, rumble and other behavior problems in elementary and secondary schools were found to be linked to the presence of and/or the active membership of some pupils/students in such organizations.
2. Although Department Order No. 6, s. 1954 prohibits hazing in schools and imposes sanctions for violations, it does not ban fraternities/sororities in public and private secondary schools.
3. Considering that enrolments in elementary and secondary schools are relatively small and students come from the immediate communities served, the presence of fraternities/sororities which serve as socializing agents among pupil/student-peers, is not deemed necessary. On the other hand, interest clubs and co-curricular organizations like the Drama Club, Math Club, Junior Police organization and others perform that same function and in addition develop pupil/student potentials.
4. Effective upon receipt of this Order, fraternities and sororities are prohibited in public elementary and secondary schools. Penalty for non-compliance is expulsion of pupils/students.
5. Wide dissemination of and strict compliance with this Order is enjoined.

(SGD.) ISIDRO D. CARINO  
Secretary

References:

Department Orders: Nos. (6, s. 1954) and 31, s. 1973

Allotment: 1-2-3-4--(M.O. 1-87)

To be indicated in the Perpetual Index  
under the following subjects:

- ✓ OFFICIALS
- ✓ PUPILS
- ✓ RULES & REGULATIONS
- ✓ SCHOOLS
- ✓ SOCIETY or ASSOCIATIONS
- ✓ STUDENTS





JUL 24 2009

DepED ORDER  
No. **80**, s. 2009

REVISED GENERAL GUIDELINES ON RANDOM DRUG TESTING  
OF HIGH SCHOOL STUDENTS

To: Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public and Private Secondary Schools

1. This Department and the Department of Health (DOH), in coordination with the Dangerous Drugs Board announce the resumption of the Random Drug Testing (RDT) of students in public and private secondary schools on July 21, 2009, in compliance with a presidential instruction to conduct RDT pursuant to Section 36 (c) of Article III of Republic Act No. 9165, otherwise known as the "Comprehensive Dangerous Drugs Act of 2002". RDT teams shall be deployed initially in the National Capital Region (NCR) and Region VII to finish the schools not covered in February and March, 2009 then to the other regions, with actual schedules to be announced later.

2. The General Guidelines for the Conduct of Random Drug Testing were revised and approved by the Dangerous Drugs Board on June 3, 2009, through Board Regulation No. 3, series of 2009, copy enclosed. The revisions/amendments include the change of the title of the Board Regulation to cover not only secondary students but also students of tertiary, vocational and technical schools, as well. Other important amendments focus on the treatment of RDT results, enforcement and compliance and on the training of guidance counselors in handling drug abuse prevention programs and drug dependency cases.

3. Regional directors and schools division superintendents shall ensure and oversee the implementation of the Random Drug Testing in all secondary schools in accordance with the Guidelines. The designated regional coordinators of the National Drug Education Program (NDEP) are expected to be mainly responsible in disseminating the revised guidelines to the school principals/administrators, students and parents, preparing the schedules of school visits, and in monitoring the actual conduct of the RDT in schools.

4. At the school level, the following preparatory activities should be undertaken:

- Create a Selection Board;
- Send a written notification to the parents for their information;

- Prepare the masterlist of the names of all students, numbering them consecutively.
  - Prepare a holding room near a comfort room as well as drinking water facilities and provide drinking glasses for the ten (10) randomly selected students; and
  - If possible provide a computer with MS Excel or scientific calculator for the random selection of students.
5. As in the past, the DOH personnel will actually administer the drug test to the randomly selected students in the schools. The trained DepED division medical officers and nurses-in-charge shall assist in the random selection of students for testing, filling-up of appropriate forms, orientation of the randomly selected students, collection of urine specimens and preparation of needed records and reports.
6. Funds covering expenses for the replication of notification forms, travel of regional and division facilitators and other administrative costs were already downloaded to the regions in February, 2009.
7. For more information, please contact Assistant Secretary Thelma G. Santos/Mrs. Rosario Magat, Program Coordinator, Health and Nutrition Center, DepED Central Office, Pasig City at tel. no.: (02) 638-8525 or (02) 632-9935.
8. Immediate and wide dissemination of this Memorandum is desired.

  
**JESLI A. LAPUS**  
Secretary

Encl.:

As stated

References:

DepED Order: Nos. 7 and 17, s. 2009

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index  
under the following subjects:

DRUG EDUCATION  
HEALTH EDUCATION  
POLICY  
SCHOOLS  
STUDENTS

Sally: revised random drug testing of secondary students  
July 6, 2009



SEP 08 2009

DepED ORDER

No. **92**, s. 2009

REVISED GUIDELINES ON THE SELECTION OF HONOR PUPILS AND STUDENTS  
IN PUBLIC ELEMENTARY AND SECONDARY SCHOOLS

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools

1. Candidates for honors, at any grade or year level, shall be drawn from the top ten (10) pupils/students of the school. They must not have a final grade lower than 80% in any subject.
2. To determine the top ten (10), pupils/students shall be ranked using the 7-3 point scheme (7 points for academic performance and 3 points for co-curricular activities) as contained in Enclosure Nos. 1 and 2.
3. The pupils/students' grades in the previous curriculum level shall not be considered in the ranking of honors for graduating pupils/students.
4. Only the grades in the current curriculum year shall be considered in the ranking of honor pupils/students. Transferees shall be considered in the ranking provided they are enrolled not later than the second week of classes of the current School Year.
5. The final rating shall be computed to the three decimal places. In case of tie, candidates shall both be declared in the same honor ranking (both as valedictorians, salutatorians and so on).
6. All candidates for honors must be of good moral character and have not been subjected to any disciplinary actions within the current School Year.
7. Achievements of pupils/students in specific academic disciplines (such as Mathematics, Science and English) and in special curricular areas (such as athletics, performing arts and campus journalism) shall be given recognition.
8. Schools with special curriculum programs (such as special science, arts, sports, special education) and duly recognized annexes of public elementary and secondary schools, provided the annex is a complete school with all the curriculum grades/years, shall select their own set of honor pupils/students.



9. Any member of the school selection committee must not be related within the second degree of consanguinity or affinity to any of the candidates for honors.

10. The School Head shall be the chairman of the school selection committee composed of at least three (3) members from the teaching staff and shall make the final announcement of honor pupils/students after final results have been duly recommended and approved by the School Head and/or Schools Division Superintendent, respectively, not later than fifteen (15) days before the recognition/commencement rites. Candidates for honors and their advisers must be present during the open selection process.

11. In case of protest, it shall be filed by the candidate with his/her parent or guardian to the School Head within five (5) working days from the final announcement and shall be settled by the school selection committee within five (5) working days from the filing of the protest.

12. Previous issuances, policies and guidelines inconsistent with this Order are hereby rescinded and/or repealed.

13. Immediate dissemination of and compliance with this Order is directed.

  
**JESLI A. LAPUS**  
Secretary

Encls.:

As stated

Reference:

DepED Order: No. 10, s. 2006

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index  
under the following subjects:

POLICY  
PUPILS  
RATINGS  
STUDENTS

Model: Honor Pupils  
8-26-09



Republic of the Philippines  
**Department of Education**

ONE- 213506

MAY 14 2012

DepEd ORDER  
No. **40**, s. 2012

**DEPED CHILD PROTECTION POLICY**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Unit  
Regional Secretary, ARMM  
Regional Directors  
Schools Division/City Superintendents  
Chiefs of Divisions  
Heads, Public and Private Elementary and Secondary Schools  
All Others Concerned

1. For the information and guidance of all concerned, the Department of Education (DepEd) issues the enclosed copy of the Policy and Guidelines on Protecting Children in School from Abuse, Violence, Exploitation, Discrimination, Bullying and Other Forms of Abuse entitled "**DepEd Child Protection Policy.**"
2. Pursuant to Section 26 thereof, this DepEd Order shall take effect immediately upon issuance.
3. All Orders, Memoranda and other related issuances inconsistent with these policy and guidelines are deemed amended accordingly upon its effectivity.
4. Immediate dissemination of and strict compliance with this Order is directed.

**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encl.: As stated  
Reference: DepEd Memorandum No. 297, s. 2006  
To be indicated in the Perpetual Index  
under the following subjects:

|              |                     |
|--------------|---------------------|
| LEGISLATIONS | RULES & REGULATIONS |
| POLICY       | STUDENTS            |
| PUPILS       | TEACHERS            |

SMA, DO DepEd Child Protection Policy  
1190- April 23, 2012

## **Republic Act No. 10627**

September 12, 2013

H. No. 5496

**Republic of the Philippines  
Congress of the Philippines  
Metro Manila  
Fifteenth Congress  
Third Regular Session**

Begun and held in Metro Manila, on Monday, the twenty-third day of July, two thousand twelve.

**[REPUBLIC ACT NO. 10627]**

**AN ACT REQUIRING ALL ELEMENTARY AND SECONDARY SCHOOLS TO  
ADOPT POLICIES TO PREVENT AND ADDRESS THE ACTS OF BULLYING  
IN THEIR INSTITUTIONS**

*Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:*

SECTION 1. *Short Title.* – This Act shall be known as the “Anti-Bullying Act of 2013”.

SEC. 2. *Acts of Bullying.* – For purposes of this Act, “bullying” shall refer to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

- a. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- b. Any act that causes damage to a victim’s psyche and/or emotional well-being;
- c. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim’s looks, clothes and body; and
- d. Cyber-bullying or any bullying done through the use of technology or any electronic means.

SEC. 3. *Adoption of Anti-Bullying Policies.* – All elementary and secondary schools are hereby directed to adopt policies to address the existence of bullying in their respective institutions. Such policies shall be regularly updated and, at a minimum, shall include provisions which:

(a) Prohibit the following acts:

(1) Bullying on school grounds; property immediately adjacent to school grounds; at



school-sponsored or school-related activities, functions or programs whether on or off school grounds; at school bus stops; on school buses or other vehicles owned, leased or used by a school; or through the use of technology or an electronic device owned, leased or used by a school;

(2) Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or the orderly operation of a school; and

(3) Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying;

(b) Identify the range of disciplinary administrative actions that may be taken against a perpetrator for bullying or retaliation which shall be commensurate with the nature and gravity of the offense: *Provided*, That, in addition to the disciplinary sanctions imposed upon a perpetrator of bullying or retaliation, he/she shall also be required to undergo a rehabilitation program which shall be administered by the institution concerned. The parents of the said perpetrator shall be encouraged by the said institution to join the rehabilitation program;

(c) Establish clear procedures and strategies for:

(1) Reporting acts of bullying or retaliation;

(2) Responding promptly to and investigating reports of bullying or retaliation;

(3) Restoring a sense of safety for a victim and assessing the student's need for protection;

(4) Protecting from bullying or retaliation of a person who reports acts of bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying; and

(5) Providing counseling or referral to appropriate services for perpetrators, victims and appropriate family members of said students;

(d) Enable students to anonymously report bullying or retaliation: *Provided, however*, That no disciplinary administrative action shall be taken against a perpetrator solely on the basis of an anonymous report;

(e) Subject a student who knowingly makes a false accusation of bullying to disciplinary administrative action;

(f) Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms of such school for the anonymous reporting of acts of bullying or retaliation;

(g) Educate parents and guardians about the dynamics of bullying, the anti-bullying policies of the school and how parents and guardians can provide support and reinforce such policies at home; and

(h) Maintain a public record of relevant information and statistics on acts of bullying or retaliation in school: *Provided*, That the names of students who committed acts of bullying or retaliation shall be strictly confidential and only made available to the school

administration, teachers directly responsible for the said students and parents or guardians of students who are or have been victims of acts of bullying or retaliation.

All elementary and secondary schools shall provide students and their parents or guardians a copy of the anti-bullying policies being adopted by the school. Such policies shall likewise be included in the school's student and/or employee handbook and shall be conspicuously posted on the school walls and website, if there is any.

The Department of Education (DepED) shall include in its training programs, courses or activities which shall provide opportunities for school administrators, teachers and other employees to develop their knowledge and skills in preventing or responding to any bullying act.

**SEC. 4. *Mechanisms to Address Bullying.*** – The school principal or any person who holds a comparable role shall be responsible for the implementation and oversight of policies intended to address bullying.

Any member of the school administration, student, parent or volunteer shall immediately report any instance of bullying or act of retaliation witnessed, or that has come to one's attention, to the school principal or school officer or person so designated by the principal to handle such issues, or both. Upon receipt of such a report, the school principal or the designated school officer or person shall promptly investigate. If it is determined that bullying or retaliation has occurred, the school principal or the designated school officer or person shall:

- (a) Notify the law enforcement agency if the school principal or designee believes that criminal charges under the Revised Penal Code may be pursued against the perpetrator;
- (b) Take appropriate disciplinary administrative action;
- (c) Notify the parents or guardians of the perpetrator; and
- (d) Notify the parents or guardians of the victim regarding the action taken to prevent any further acts of bullying or retaliation.

If an incident of bullying or retaliation involves students from more than one school, the school first informed of the bullying or retaliation shall promptly notify the appropriate administrator of the other school so that both may take appropriate action.

**SEC. 5. *Reporting Requirement.*** – All schools shall inform their respective schools division superintendents in writing about the anti-bullying policies formulated within six (6) months from the effectivity of this Act. Such notification shall likewise be an administrative requirement prior to the operation of new schools.

Beginning with the school year after the effectivity of this Act, and every first week of the start of the school year thereafter, schools shall submit a report to their respective schools division superintendents all relevant information and statistics on acts of bullying or retaliation. The schools division superintendents shall compile these data and report the same to the Secretary of the DepED who shall likewise formally transmit a comprehensive report to the Committee on Basic Education of both the House of Representatives and the Senate.

**SEC. 6. *Sanction for Noncompliance.*** – In the rules and regulations to be implemented



pursuant to this Act, the Secretary of the DepED shall prescribe the appropriate administrative sanctions on school administrators who shall fail to comply with the requirements under this Act. In addition thereto, erring private schools shall likewise suffer the penalty of suspension of their permits to operate.

**SEC. 7. *Implementing Rules and Regulations.*** – Within ninety (90) days from the effectivity of this Act, the DepED shall promulgate the necessary rules and regulations to implement the provisions of this Act.

**SEC. 8. *Separability Clause.*** – If, for any reason, any provision of this Act is declared to be unconstitutional or invalid, the other sections or provisions hereof which are not affected thereby shall continue to be in full force or effect.

**SEC. 9. *Repealing Clause.*** – All laws, decrees, orders, rules and regulations or parts thereof which are inconsistent with or contrary to the provisions of this Act are hereby repealed, amended or modified accordingly.

**SEC. 10. *Effectivity.*** – This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

Approved,

|                                                                              |                                                                                            |
|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| (Sgd.) <b>JINGGOY EJERCITO<br/>ESTRADA</b><br><i>Acting Senate President</i> | (Sgd.) <b>FELICIANO BELMONTE JR.</b><br><i>Speaker of the House<br/>of Representatives</i> |
|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|

This Act which originated in the House of Representatives was finally passed by the House of Representatives and the Senate on June 5, 2013.

|                                                                  |                                                                                                  |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| (Sgd.) <b>EMMA LIRIO-REYES</b><br><i>Secretary of the Senate</i> | (Sgd.) <b>MARILYN B. BARUA-<br/>YAP</b><br><i>Secretary General<br/>House of Representatives</i> |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|

Approved: SEP 12 2013

(Sgd.) **BENIGNO S. AQUINO III**  
*President of the Philippines*



CREATING THE NEXT GREAT IDEA.®

# 2016

## January

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  | 29  | 30  |
| 31  |     |     |     |     |     |     |

## February

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 28  | 29  |     |     |     |     |     |

## March

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  | 31  |     |     |

## April

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  | 29  | 30  |

## May

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 1   | 2   | 3   | 4   | 5   | 6   | 7   |
| 8   | 9   | 10  | 11  | 12  | 13  | 14  |
| 15  | 16  | 17  | 18  | 19  | 20  | 21  |
| 22  | 23  | 24  | 25  | 26  | 27  | 28  |
| 29  | 30  | 31  |     |     |     |     |

## June

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     | 1   | 2   | 3   | 4   |
| 5   | 6   | 7   | 8   | 9   | 10  | 11  |
| 12  | 13  | 14  | 15  | 16  | 17  | 18  |
| 19  | 20  | 21  | 22  | 23  | 24  | 25  |
| 26  | 27  | 28  | 29  | 30  |     |     |

## July

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  | 29  | 30  |
| 31  |     |     |     |     |     |     |

## August

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 28  | 29  | 30  | 31  |     |     |     |

## September

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  | 29  | 30  |

## October

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |
| 9   | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  | 31  |     |     |     |     |     |

## November

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  |     |     |     |

## December

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  | 29  | 30  |
| 31  |     |     |     |     |     |     |

2016  
JUNE

“Lord, let me not become weary in doing good, knowing that I will reap a harvest at the proper time if I do not give up.”

- Galatians 6:9

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
| 30  | 31  | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  | 1   | 2   | 3   |

## NOTES



2016  
JULY

The greater the tenderness you show for the members of Christ and His Church, the more wonderful will be the effects of grace which God will produce in them.

-St. John Baptist De La Salle, MSF 134

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
| 27  | 28  | 29  | 30  | 1   | 2   | 3   |
| 4   | 5   | 6   | 7   | 8   | 9   | 10  |
| 11  | 12  | 13  | 14  | 15  | 16  | 17  |
| 18  | 19  | 20  | 21  | 22  | 23  | 24  |
| 25  | 26  | 27  | 28  | 29  | 30  | 31  |

## NOTES

# AUGUST

- Romans 8:28

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
| 1   | 2   | 3   | 4   | 5   | 6   | 7   |
| 8   | 9   | 10  | 11  | 12  | 13  | 14  |
| 15  | 16  | 17  | 18  | 19  | 20  | 21  |
| 22  | 23  | 24  | 25  | 26  | 27  | 28  |
| 29  | 30  | 31  | 1   | 2   | 3   | 4   |

## NOTES

# SEPTEMBER

-St. John Baptist De La Salle, MSF 56.1

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
| 29  | 30  | 31  | 1   | 2   | 3   | 4   |
| 5   | 6   | 7   | 8   | 9   | 10  | 11  |
| 12  | 13  | 14  | 15  | 16  | 17  | 18  |
| 19  | 20  | 21  | 22  | 23  | 24  | 25  |
| 26  | 27  | 28  | 29  | 30  | 1   | 2   |

## NOTES

2016

OCTOBER

The love of Jesus Christ for us led him to institute this divine sacrament in order to give himself entirely to us and to remain always with us.

-St. John Baptist De La Salle, MSF

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
| 26  | 27  | 28  | 29  | 30  | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  | 29  | 30  |
| 31  | 1   | 2   | 3   | 4   | 5   | 6   |

NOTES

# NOVEMBER

“God thank you that You have fulfilled Your promise to me in giving me an undivided heart and putting a new spirit in me, removing my heart of stone and giving me a heart of flesh.”  
- Ezekiel 11:19

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
| 31  | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 28  | 29  | 30  | 1   | 2   | 3   | 4   |

## NOTES

2016  
DECEMBER

Because you are called to serve in a world that prefers to be served, do not be surprised when you are not esteemed, but know that God counts on you.  
-St. John Baptist De La Salle, MSF 41

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
| 28  | 29  | 30  | 1   | 2   | 3   | 4   |
| 5   | 6   | 7   | 8   | 9   | 10  | 11  |
| 12  | 13  | 14  | 15  | 16  | 17  | 18  |
| 19  | 20  | 21  | 22  | 23  | 24  | 25  |
| 26  | 27  | 28  | 29  | 30  | 31  | 1   |

## NOTES



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# 2017

## January

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 1   | 2   | 3   | 4   | 5   | 6   | 7   |
| 8   | 9   | 10  | 11  | 12  | 13  | 14  |
| 15  | 16  | 17  | 18  | 19  | 20  | 21  |
| 22  | 23  | 24  | 25  | 26  | 27  | 28  |
| 29  | 30  | 31  |     |     |     |     |

## February

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     | 1   | 2   | 3   |
|     |     |     |     | 4   |     |     |
| 5   | 6   | 7   | 8   | 9   | 10  | 11  |
| 12  | 13  | 14  | 15  | 16  | 17  | 18  |
| 19  | 20  | 21  | 22  | 23  | 24  | 25  |
| 26  | 27  | 28  |     |     |     |     |

## March

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     | 1   | 2   | 3   |
|     |     |     |     | 4   |     |     |
| 5   | 6   | 7   | 8   | 9   | 10  | 11  |
| 12  | 13  | 14  | 15  | 16  | 17  | 18  |
| 19  | 20  | 21  | 22  | 23  | 24  | 25  |
| 26  | 27  | 28  | 29  | 30  | 31  |     |

## April

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |
| 9   | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  |     |     |     |     |     |     |

## May

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 28  | 29  | 30  | 31  |     |     |     |

## June

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     | 1   | 2   | 3   |
| 4   | 5   | 6   | 7   | 8   | 9   | 10  |
| 11  | 12  | 13  | 14  | 15  | 16  | 17  |
| 18  | 19  | 20  | 21  | 22  | 23  | 24  |
| 25  | 26  | 27  | 28  | 29  | 30  |     |

## July

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |
| 9   | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  | 31  |     |     |     |     |     |

## August

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  | 31  |     |     |

## September

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  | 29  | 30  |

## October

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 1   | 2   | 3   | 4   | 5   | 6   | 7   |
| 8   | 9   | 10  | 11  | 12  | 13  | 14  |
| 15  | 16  | 17  | 18  | 19  | 20  | 21  |
| 22  | 23  | 24  | 25  | 26  | 27  | 28  |
| 29  | 30  | 31  |     |     |     |     |

## November

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     | 1   | 2   | 3   | 4   |
| 5   | 6   | 7   | 8   | 9   | 10  | 11  |
| 12  | 13  | 14  | 15  | 16  | 17  | 18  |
| 19  | 20  | 21  | 22  | 23  | 24  | 25  |
| 26  | 27  | 28  | 29  | 30  |     |     |

## December

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |
| 9   | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  | 31  |     |     |     |     |     |

2017

# JANUARY

“Thank you, Lord Jesus, that You are able to save me completely because You are always interceding for me.”

- Hebrews 7:25

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
| 26  | 27  | 28  | 29  | 30  | 31  | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |
| 9   | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  | 31  | 1   | 2   | 3   | 4   | 5   |

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# FEBRUARY

- St. John Baptist De La Salle, Collection

## NOTES

# MARCH

- Ecclesiastes 9:10

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
| 27  | 28  | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  | 31  | 1   | 2   |

# NOTES

# APRIL

-St. John Baptist De La Salle, MSF 64.2

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
| 27  | 28  | 29  | 30  | 31  | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  | 29  | 30  |

[illegible]

2017  
MAY

"Lord Jesus Christ, let me take captive every thought I have today and make it obedient to You."

- 2 Corinthians 10:5

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
| 1   | 2   | 3   | 4   | 5   | 6   | 7   |
| 8   | 9   | 10  | 11  | 12  | 13  | 14  |
| 15  | 16  | 17  | 18  | 19  | 20  | 21  |
| 22  | 23  | 24  | 25  | 26  | 27  | 28  |
| 29  | 30  | 31  | 1   | 2   | 3   | 4   |

## NOTES

2017  
JUNE

When we are in a ministry we must add zeal to action, or else all we do will have but little result.

-St. John Baptist De La Salle, MSF 114.2

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
| 29  | 30  | 31  | 1   | 2   | 3   | 4   |
| 5   | 6   | 7   | 8   | 9   | 10  | 11  |
| 12  | 13  | 14  | 15  | 16  | 17  | 18  |
| 19  | 20  | 21  | 22  | 23  | 24  | 25  |
| 26  | 27  | 28  | 29  | 30  | 1   | 2   |

## NOTES

2017  
JULY

"God, Your word says, 'With joy you will draw water from the wells of salvation.' Help me to do that today and everyday."

- Isaiah 12:3

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
| 26  | 27  | 28  | 29  | 30  | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  | 29  | 30  |
| 31  | 1   | 2   | 3   | 4   | 5   | 6   |

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2017  
AUGUST

-St. John Baptist De La Salle, Pilgrim p. 187

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
| 31  | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 28  | 29  | 30  | 31  | 1   | 2   | 3   |

## NOTES

2017  
SEPTEMBER

“Thank you, God, that since I have been justified through faith, I have peace with You through my Lord Jesus Christ!”

- Romans 5:1

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
| 28  | 29  | 30  | 31  | 1   | 2   | 3   |
| 4   | 5   | 6   | 7   | 8   | 9   | 10  |
| 11  | 12  | 13  | 14  | 15  | 16  | 17  |
| 18  | 19  | 20  | 21  | 22  | 23  | 24  |
| 25  | 26  | 27  | 28  | 29  | 30  | 1   |

## NOTES



2017

OCTOBER

Our Lord will look upon what you do for the poor as  
done to Himself.  
-St. John Baptist De La Salle, MSF 150.1

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
| 25  | 26  | 27  | 28  | 29  | 30  | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |
| 9   | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  | 31  | 1   | 2   | 3   | 4   | 5   |

NOTES

2017  
NOVEMBER

- John 15:13

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
| 30  | 31  | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  | 1   | 2   | 3   |

## NOTES

2017  
DECEMBER

-St. John Baptist De La Salle, Solidarity p.10

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
| 27  | 28  | 29  | 30  | 1   | 2   | 3   |
| 4   | 5   | 6   | 7   | 8   | 9   | 10  |
| 11  | 12  | 13  | 14  | 15  | 16  | 17  |
| 18  | 19  | 20  | 21  | 22  | 23  | 24  |
| 25  | 26  | 27  | 28  | 29  | 30  | 31  |

## NOTES



CREATING THE NEXT GREAT IDEA.®

# 2018

## January

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 28  | 29  | 30  | 31  |     |     |     |

## February

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     | 1   | 2   |
|     |     |     |     |     | 3   |     |
| 4   | 5   | 6   | 7   | 8   | 9   | 10  |
| 11  | 12  | 13  | 14  | 15  | 16  | 17  |
| 18  | 19  | 20  | 21  | 22  | 23  | 24  |
| 25  | 26  | 27  | 28  |     |     |     |

## March

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     | 1   | 2   |
|     |     |     |     |     | 3   |     |
| 4   | 5   | 6   | 7   | 8   | 9   | 10  |
| 11  | 12  | 13  | 14  | 15  | 16  | 17  |
| 18  | 19  | 20  | 21  | 22  | 23  | 24  |
| 25  | 26  | 27  | 28  | 29  | 30  | 31  |

## April

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 1   | 2   | 3   | 4   | 5   | 6   | 7   |
| 8   | 9   | 10  | 11  | 12  | 13  | 14  |
| 15  | 16  | 17  | 18  | 19  | 20  | 21  |
| 22  | 23  | 24  | 25  | 26  | 27  | 28  |
| 29  | 30  |     |     |     |     |     |

## May

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     | 1   | 2   | 3   | 4   | 5   |     |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  | 31  |     |     |

## June

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  | 29  | 30  |

## July

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 1   | 2   | 3   | 4   | 5   | 6   | 7   |
| 8   | 9   | 10  | 11  | 12  | 13  | 14  |
| 15  | 16  | 17  | 18  | 19  | 20  | 21  |
| 22  | 23  | 24  | 25  | 26  | 27  | 28  |
| 29  | 30  | 31  |     |     |     |     |

## August

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     | 1   | 2   |
|     |     |     |     |     | 3   | 4   |
| 5   | 6   | 7   | 8   | 9   | 10  | 11  |
| 12  | 13  | 14  | 15  | 16  | 17  | 18  |
| 19  | 20  | 21  | 22  | 23  | 24  | 25  |
| 26  | 27  | 28  | 29  | 30  | 31  |     |

## September

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |
| 9   | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  |     |     |     |     |     |     |

## October

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 28  | 29  | 30  | 31  |     |     |     |

## November

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     | 1   | 2   |
|     |     |     |     |     | 3   |     |
| 4   | 5   | 6   | 7   | 8   | 9   | 10  |
| 11  | 12  | 13  | 14  | 15  | 16  | 17  |
| 18  | 19  | 20  | 21  | 22  | 23  | 24  |
| 25  | 26  | 27  | 28  | 29  | 30  |     |

## December

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |
| 9   | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  | 31  |     |     |     |     |     |

# JANUARY

- Romans 8:31

# NOTES

# FEBRUARY

-St. John Baptist De La Salle, Mental Prayer

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
| 29  | 30  | 31  | 1   | 2   | 3   | 4   |
| 5   | 6   | 7   | 8   | 9   | 10  | 11  |
| 12  | 13  | 14  | 15  | 16  | 17  | 18  |
| 19  | 20  | 21  | 22  | 23  | 24  | 25  |
| 26  | 27  | 28  | 1   | 2   | 4   | 5   |

## NOTES

# MARCH

- Proverbs 17:17

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
| 26  | 27  | 28  | 1   | 2   | 3   | 4   |
| 5   | 6   | 7   | 8   | 9   | 10  | 11  |
| 12  | 13  | 14  | 15  | 16  | 17  | 18  |
| 19  | 20  | 21  | 22  | 23  | 24  | 25  |
| 26  | 27  | 28  | 29  | 30  | 31  | 1   |

## NOTES

[illegible]

2018  
APRIL

The spirit of childhood consists in simplicity, docility, and purity and in having no regard for worldly riches and honors.  
-St. John Baptist De La Salle, Mental Prayer

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
| 26  | 27  | 28  | 29  | 30  | 31  | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |
| 9   | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  | 1   | 2   | 3   | 4   | 5   | 6   |

NOTES .....

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2018  
MAY

"One thing I ask from the LORD, this only do I seek: that I may dwell in the house of the LORD all the days of my life, to gaze on the beauty of the LORD and to seek him in his temple."

-Psalm 27:4

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
| 30  | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 28  | 29  | 30  | 31  | 1   | 2   | 3   |

## NOTES

## NOTES



## NOTES



## NOTES



## NOTES



## NOTES



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## NOTES



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## NOTES



YEREL YEREL YEREL



## NOTES





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### STUDENT'S AGREEMENT / PLEDGE OF COMMITMENT

Together with my parents, I have read and understood the contents of this Student Handbook AY 2016-2018. I promise to do my best to fulfill my obligations as a student and follow the prescribed policies, rules and regulations set forth herein.

\_\_\_\_\_  
Student's Full Name and Signature

Level & Section: \_\_\_\_\_ Date: \_\_\_\_\_

Noted by:

\_\_\_\_\_  
Adviser's Signature Over Printed Name

\_\_\_\_\_  
Date

### PARENT'S AGREEMENT / PLEDGE OF COMMITMENT

Together with our child, \_\_\_\_\_, we have carefully read and understood the contents of this Student Handbook and are willing to abide by it. We likewise promise to support our child and cooperate with the school administration in the pursuit of a true Lasallian education.

\_\_\_\_\_  
Father's Signature Over Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother's Signature Over Printed Name

\_\_\_\_\_  
Date

(Student's Copy: Do not detach)



### **STUDENT'S AGREEMENT / PLEDGE OF COMMITMENT**

Together with my parents, I have read and understood the contents of this Student Handbook AY 2016-2018. I promise to do my best to fulfill my obligations as a student and follow the prescribed policies, rules and regulations set forth herein.

\_\_\_\_\_  
Student's Full Name and Signature

Level & Section: \_\_\_\_\_ Date: \_\_\_\_\_

Noted by:

\_\_\_\_\_  
Adviser's Signature Over Printed Name

\_\_\_\_\_  
Date

### **PARENT'S AGREEMENT / PLEDGE OF COMMITMENT**

Together with our child, \_\_\_\_\_, we have carefully read and understood the contents of this Student Handbook and are willing to abide by it. We likewise promise to support our child and cooperate with the school administration in the pursuit of a true Lasallian education.

\_\_\_\_\_  
Father's Signature Over Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother's Signature Over Printed Name

\_\_\_\_\_  
Date

(School's Copy)



**Authorized Signatures**  
(Please provide 3 specimens)

Father: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Mother: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

**Guardian(s) in the Absence of Parents**  
(You may provide as much as 3 guardians)

| Name and Relationship | Signature |
|-----------------------|-----------|
| 1.                    |           |
| 2.                    |           |
| 3.                    |           |

I hereby authorize the above guardians for my child in my absence.

\_\_\_\_\_  
Parent's Signature over Printed Name

\_\_\_\_\_  
Date Signed

Note: Signatures other than the above official signatures will not be accepted.

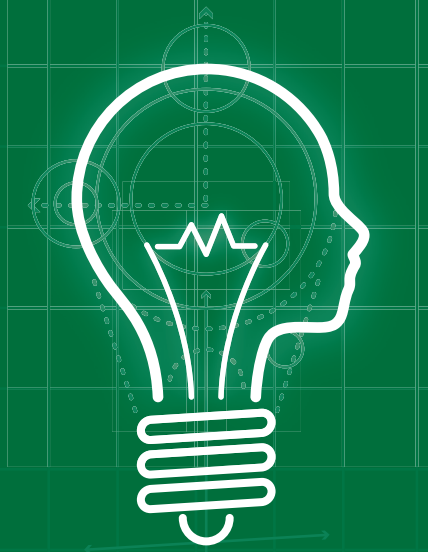
**PERSONAL DATA SHEET**

|                                                        |                       |
|--------------------------------------------------------|-----------------------|
| <i>Full Name (Last Name, First Name, Middle Name):</i> |                       |
| <i>Nickname</i>                                        | <i>Birthday</i>       |
| <i>Address (No., Street, Village, Brgy., City):</i>    |                       |
|                                                        |                       |
| <i>Home Number (Area Code+Number):</i>                 | <i>Mobile Number:</i> |
| <i>Name of Siblings</i>                                | <i>Age</i>            |
|                                                        |                       |
|                                                        |                       |
|                                                        |                       |
| <b>FATHER'S DATA</b>                                   |                       |
| <i>Full Name (Last Name, First Name, Middle Name):</i> |                       |
| <i>Occupation:</i>                                     | <i>Company Name:</i>  |
| <i>Company/Office Address:</i>                         |                       |
| <i>Contact Number (Area Code+Number):</i>              | <i>Mobile Number:</i> |
| <b>MOTHER'S DATA</b>                                   |                       |
| <i>Full Name (Last Name, First Name, Middle Name):</i> |                       |
| <i>Occupation:</i>                                     | <i>Company Name:</i>  |
| <i>Company/Office Address:</i>                         |                       |
| <i>Contact Number (Area Code+Number):</i>              | <i>Mobile Number:</i> |

**IN CASE OF EMERGENCY, PLEASE INFORM:**

|                                                     |                       |
|-----------------------------------------------------|-----------------------|
| <i>Name:</i>                                        | <i>Relationship</i>   |
| <i>Address (No., Street, Village, Brgy., City):</i> |                       |
| <i>Home Number (Area Code+Number):</i>              | <i>Mobile Number:</i> |





CREATING THE NEXT GREAT IDEA.®

# BASIC LASALLIAN PRAYERS



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- The Teacher's Prayer
- Prayer for Passing the Exams
- Prayer for Vocations
- Prayer Before the Blessed Sacrament
- Morning Offering



Prayers to the Lasallian Saints

St. John Baptist De La Salle  
Bl. Br. Jaime Hilari Barbal  
St. Mutien-Marie Wiaux  
St. Miguel Febres Cordero  
St. Benilde Romancon  
Blessed Brothers Solomon, Roger Leon and Uldaric  
Blessed Scubilion Rousseau  
Blessed Cyril Beltran  
Blessed Brother Arnould Reche  
Blessed Brother Aurelio Maria

The Holy Rosary

The Joyful Mysteries  
The Sorrowful Mysteries  
The Glorious Mysteries  
The Luminous Mysteries  
O My Jesus



## The Lasallian Prayer

Beginning of every prayer:

| English                                                                                                                                                     | Filipino                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Let us remember that we are in the most holy presence of God<br><br>(pause)<br><br>In the name of the Father, and of the Son, and of the Holy Spirit. Amen. | Ating tandaan na tayo ay nasa kabanal banalang harapan ng Diyos.<br><br>(manahimik ng sandal)<br><br>Sa ngalan ng Ama, at ng Anak, at ng Espiritu Santo. Amen. |

Our daily prayer:

| English                                                              | Filipino                                                                                      |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| I will continue, O my God, to do all my actions for the love of you. | Ipagpapatuloy ko, O Panginoon, ang lahat ng aking gagawin, alang-alang sa pag-ibig ko sa Iyo. |

Ending of every prayer:

| English                                                                                                                                                                                     | Filipino                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Saint John Baptist de La Salle,<br><br><i>Pray for us.</i><br><br>Live Jesus in our hearts. <i>Forever.</i><br><br>In the name of the Father, and of the Son, and of the Holy Spirit. Amen. | San Juan Bautista de La Salle,<br><br><i>Ipanalangin mo kami.</i><br><br>Hesus, Manahan ka sa aming mga puso. <i>Magpakailanman.</i><br><br>Sa ngalan ng Ama, at ng Anak, at ng Espiritu Santo. Amen. |

## **ONE LA SALLE PRAYER**

Let me be the change I want to see

To do with strength and wisdom

All that needs to be done

And become the hope that I can be.

Set me free from my fears and hesitations

Grant me courage and humility

Fill me with spirit to face the challenge

And start the change I long to see

TODAY I START THE CHANGE I WANT TO SEE

Even if I'm not the light

I can be the spark

In faith, service, and communion

Let us start the change we want to see

The change that begins in me.

LIVE JESUS IN OUR HEARTS,

FOREVER!



## MORNING PRAYERS

### **Prayer 1: God's Masterpiece**

Let us remember that we are in the God's holy presence.

*Sign of the Cross*

*Angelus*

Leader: Man stands at the frontier of God's creation. That is, he lives between the material and the spiritual world, between time and eternity.

*A reading from the Book of Genesis (Gen 1:26-28)*

*Then God said, "Let us make mankind in our image, in our likeness, so that they may rule over the fish in the sea and the birds in the sky, over the livestock and all the wild animals, and over all the creatures that move along the ground."*

*So God created mankind in his own image, in the image of God he created them; male and female he created them, and God blessed them.*

Leader: The Word of the Lord.

All: Thanks be to God.

### **Reflective Reading (From the Catechism of the Catholic Church 357)**

Being in the image of God the human individual possesses the dignity of a person, who is not just something, but someone. He is capable of self-knowledge, of self-possession and of freely giving himself and entering into communion with other persons. And he is called by grace to a covenant with his Creator, to offer him a response of faith and love that no other creature can give in his stead.

### **Guide for Meditation**

What are the good qualities of your friends, teachers and family?

What blinds you from recognizing their good qualities?

What do you do to make them feel appreciated?

### **Closing Prayer (Assumption Prayer)**

Father in heaven, all creation rightly gives you praise for all life and all holiness come from you. In the plan of Your wisdom she who bore the Christ in her womb was raised body and soul in glory to be with Him in heaven. May we follow her example in reflecting your holiness and join in her hymn of endless life and praise. We ask this through Christ our Lord. Amen.

## Lasallian Prayers

I will continue, O my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

## **Prayer 2: Grace of Enlightenment**

Let us remember that we are in God's holy presence.

*Sign of the Cross*

*Angelus*

Leader: The Lord is my Light and my Salvation... Father in heaven, grant us your grace in order to enlighten our path as we start the day anew.

*A reading from 1st Letter of John (1 John 1:5-7)*

*This is the message we have heard from him and declare to you: God is light; in him there is no darkness at all. If we claim to have fellowship with him and yet walk in the darkness, we lie and do not live out the truth. But if we walk in the light, as he is in the light, we have fellowship with one another, and the blood of Jesus, his Son, purifies us from all sin.*

*Leader: The Word of the Lord.*

*All: Thanks be to God.*

## **Reflective Reading (Meditations 10.3, Saint John Baptist de La Salle)**

God knows what you are capable of, and he is not going to command you things above your strength. If, indeed, they are difficult in themselves, it is up to him to impart to you the ability you need to carry them out. For, as Saint Paul says, God gives us not only the will to do what is right but also the grace to accomplish it. A will forearmed and sustained by God's grace to achieve something good finds nothing difficult, because God smoothes out all the obstacles encountered in the action.

## **Guide for Meditation**

Do you allow God's grace to guide you in your everyday dealings?

Do you depend on your strength only and disregard God's assistance in completing your everyday responsibilities?



### **Closing Prayer (Prayer for Guidance from A Catholic Prayer Book)**

O Holy Spirit of God, take me as your disciple; guide me, illuminate me, sanctify me. Bind my hands that they may do no evil; cover my eyes that they may see it no more; sanctify my heart that evil may not dwell within me. Be my God; be my guide. Wherever you lead me, I will go: whatever you forbid me, I will renounce; and whatever you command me, in your strength, I will do. Lead me, then, unto the fullness of your truth. Amen.

Lasallian Prayers

I will continue, O my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

### **Prayer 3: For Peace and Justice**

Let us remember that we are in God's holy presence.

*Sign of the Cross*

*Angelus*

Leader: Let us praise our Lord of peace and justice at all times as we listen to His word.

*A Reading from the Gospel According to John (John 20:21-23)*

*Again Jesus said, "Peace be with you! As the Father has sent me, I am sending you." And with that he breathed on them and said, "Receive the Holy Spirit. If you forgive anyone's sins, their sins are forgiven; if you do not forgive them, they are not forgiven."*

Leader: This is the Gospel of the Lord.

All: Praise to You, O Lord, Jesus Christ.

### **Reflective Reading (Meditations 22.2, Saint John Baptist de La Salle)**

So that Jesus Christ may reign in your soul, you must wage war under his leadership against the enemies of your salvation, who are also his enemies. Because he wishes to establish his peace within you, a peace which, according to Saint Paul, ought to reign in your hearts, he must overcome—and you must overcome with him and by his help—anything that is an obstacle, such as your passions and evil inclinations. You must eliminate within you the man of sin who

in the past has reigned over you. Then you will deliver yourself from the shameful slavery to which sin has reduced you.

### **Guide for Meditation**

What troubles you, your family, your circle of friends and your class section?  
What actions can you do to lessen or eliminate those troubles?

### **Closing Prayer (Prayer for Peace by Pope Pius XII)**

Almighty and eternal God, may your grace enkindle in all of us a love for the many unfortunate people whom poverty and misery reduce to a condition of life unworthy of human beings. Arouse in the hearts of those who call you Father a hunger and thirst for social justice and for fraternal charity in deeds and in truth. Grant, O Lord, peace in our days, peace to souls, peace to families, peace to our country, and peace among nations.

Amen.

Lasallian Prayers

I will continue, O my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

### **Prayer 4: Students' Prayer**

Let us remember that we are in God's holy presence.

*Sign of the Cross*

*Angelus*

Leader: As we start this new day, let us ask God's Spirit to guide us along our journey together with our classmates, friends and teachers. Let us now listen to the Word of God.

*A Reading from the 1<sup>st</sup> Letter of John (1 John 3:1-3)*

*See what great love the Father has lavished on us, that we should be called children of God! And that is what we are! The reason the world does not know us is that it did not know him. Dear friends, now we are children of God, and what we will be has not yet been made known. But we know that when Christ appears, we shall be like him, for we shall see him as he is. All who have this hope in him purify themselves, just as he is pure.*



Leader: The Word of the Lord.

All: Thanks be to God.

### **Reflective Reading (Meditations 56.2, Saint John Baptist de La Salle)**

One of the main things that most contributes to the corruption of young people is keeping bad company. Few go astray from malice of heart. The majority are corrupted by bad example and by the circumstances they encounter. This is why there is nothing that those who guide children ought to pay more attention to than to prevent them from being led astray by either of these two causes.

### **Guide for Meditation**

What distracts you in doing your responsibilities as a son/daughter, a student and a Christian?

What concrete actions will you do to overcome these distractions?

### **Closing Prayer (A Student's Prayer by St. Thomas Aquinas)**

Creator of all things, true source of light and wisdom, origin of all being, graciously let a ray of your light penetrate the darkness of my understanding. Take from me the double darkness in which I have been born, an obscurity of sin and ignorance. Give me a keen understanding, a retentive memory, and the ability to grasp things correctly and fundamentally. Grant me the talent of being exact in my explanations and the ability to express myself with thoroughness and charm. Point out the beginning, direct the progress, and help in the completion. I ask this through Christ our Lord. Amen.

Lasallian Prayers

I will continue, O my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

### **Prayer 5: Death and Eternal Life**

Let us remember that we are in God's holy presence.

*Sign of the Cross*

*Angelus*



Leader: The second book of Maccabees reminds us that it is a holy and wholesome thought to pray for the dead, so that they may be loosed from sins. Let us remember our departed brethren in prayers as we open the day with our Lord.

*Responsorial Psalm (Ps 119)*

*All: Happy those whose way is blameless, who walk by the teaching of the LORD*

*Reader: Happy those who observe God's decrees, who seek the LORD with all their heart. They do no wrong; they walk in God's ways. You have given them the command to keep your precepts with care. (Response)*

*Reader: May my ways be firm in the observance of your laws! Then I will not be ashamed to ponder all your commands. I will praise you with sincere heart as I study your just edicts. (Response)*

*Reader: With all my heart I seek you; do not let me stray from your commands. Blessed are you, O LORD; teach me your laws. (Response)*

**Reflective Reading (Meditations 56.2, Saint John Baptist de La Salle)**

We will die, and we will die only once. We will die well and with God only insofar as we have lived in the practice of penance and have deprived ourselves of the pleasures that the sensual seek in the use of creatures. Do we wish to die a holy death? Let us live as true penitents.

**Guide for Meditation**

When were the times you have felt you were spiritually dead?

What did you do to bring your spiritual life back?

Leader: Let us pray for the dead members of our family and community.

*Eternal rest, grant unto them O Lord*

*And let your perpetual light shine upon them*

*May they rest in peace. Amen.*

**Closing Prayer:**

Father, you created us to live with you and share with you the joy you have prepared for us. Open our eyes that we may follow your commands. In your kindness, give me life that I may keep the decrees of your mouth and your word, O Lord, live in me forever. Amen.



## Lasallian Prayers

I will continue, O my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

## **Prayer 6: Gifts of the Holy Spirit**

Let us remember that we are in God's holy presence.

*Sign of the Cross*

*Angelus*

Leader: Psalm 27 reminds us that God's goodness is always with us in the land of the living. Let us recite the psalm alternately.

Girls:

The Lord is my light and my salvation— whom shall I fear?

The Lord is the stronghold of my life—of whom shall I be afraid?

When the wicked advance against me to devour me,  
it is my enemies and my foes who will stumble and fall.

Boys:

Though an army besiege me, my heart will not fear;  
though war break out against me, even then I will be confident.

One thing I ask from the Lord, this only do I seek:  
that I may dwell in the house of the Lord all the days of my life,  
to gaze on the beauty of the Lord and to seek him in his temple.

All:

For in the day of trouble he will keep me safe in his dwelling;  
he will hide me in the shelter of his sacred tent and set me high upon a rock.

Then my head will be exalted above the enemies who surround me;  
at his sacred tent I will sacrifice with shouts of joy;  
I will sing and make music to the Lord.

Boys:

Hear my voice when I call, Lord; be merciful to me and answer me.

My heart says of you, "Seek his face!" Your face, Lord, I will seek.  
Do not hide your face from me, do not turn your servant away in anger; you have  
been my helper. Do not reject me or forsake me, God my Savior.

Girls:

Though my father and mother forsake me, the Lord will receive me.

Teach me your way, Lord; lead me in a straight path because of my oppressors.  
Do not turn me over to the desire of my foes,  
for false witnesses rise up against me, spouting malicious accusations.

All:

I remain confident of this: I will see the goodness of the Lord in the land of the  
living.

Wait for the Lord; be strong and take heart and wait for the Lord.

### **Reflective Reading (Meditations 20.3, Saint John Baptist de La Salle)**

After we have abandoned ourselves to God like this, it usually happens that God makes us experience very extraordinary effects of his goodness and protection. Be assured, then, that once you have placed yourself in God's hands, willing to suffer whatever and as much as he may desire, although he still leaves you in sorrow, he will help you by his grace to endure this trial, perhaps in a way that is not obvious, or else he will deliver you from it by surprising means and at a time when you least expect it.

### **Guide for Meditation**

When were the times have you deeply felt God's goodness?

How do you respond to God's goodness?

### **Closing Prayer (Prayer for the Gifts of the Holy Spirit)**

Holy Spirit, divine Consoler, I adore You as my true God, with God the Father and God the Son. I adore You and unite myself to the adoration You receive from the angels and saints. Grant us Your gifts that we may truly make use of those to lead our brothers and sisters back to you. Amen.

Lasallian Prayers

I will continue, O my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!



## **Prayer 7: God's Love and Friendship**

Let us remember that we are in God's holy presence.

*Sign of the Cross*

*Angelus*

Leader: Let us continue to praise God for His abiding love and friendship. May we serve Him faithfully for the rest of our days.

*A Reading from the Gospel According to John (John 13:34-35)*

*"A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another."*

Leader: The Gospel of the Lord.

All: Praise to You, O Lord, Jesus Christ.

## **Reflective Reading (Meditations 173.1, Saint John Baptist de La Salle)**

So great was the love of Saint Francis for the poor that he gladly gave them alms on every occasion and was unable to turn down anyone who asked him for anything, because he saw Jesus Christ in them and was convinced that whatever good he did for them, he did for Jesus Christ.

## **Guide for Meditation**

Who are the least, the lost and the last in your group? How do you treat them?

What acts of love do you usually extend to the poor?

## **Closing Prayer**

Lord, teach us how to love. When we are dazzled by the beauty of a face, of fascination, and of a lively wit, help us see that true beauty is a reflection of the human soul that is not easily found without a painful search. Amen.

Lasallian Prayers

I will continue, O my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

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## **Prayer 8: Goodness in Life**

Let us remember that we are in God's holy presence.

*Sign of the Cross*

*Angelus*

Leader: Today in the reading, we will be hearing the voice of God telling us to seek on what is essential and good in life. Let us keep hopeful that we will be on the track Jesus wants us to go.

*A Reading from the Letter of Paul to the Colossians (Col 3:1-4)*

*So if you have been raised with Christ, seek the things that are above, where Christ is, seated at the right hand of God. Set your minds on things that are above, not on things that are on earth, for you have died, and your life is hidden with Christ in God. When Christ who is your life is revealed, then you also will be revealed with him in glory.*

Leader: The Word of the Lord.

All: Thanks be to God.

## **Reflective Reading (Meditations 3.3, Saint John Baptist de La Salle)**

Beg God, therefore, to lead you on the way to heaven by the path he has traced out for you. Ask him to help you embrace the perfection of your state, because he is the one who brought you into it and who consequently desired, and still desires, that you find in it the way and the means to be sanctified.

## **Guide for Meditation**

How close are you to your goals? How close are you to God?

What concrete actions will you do to get closer to God?

## **Closing Prayer (Divine Office (Morning Prayer))**

Father, creator of Unfailing Light, give that same light to those who call to you. May our lips praise you; our lives proclaim your Goodness; our work give you Honor, and our voices celebrate you forever. Amen.

Lasallian Prayers

I will continue, O my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!



Live Jesus in our hearts, forever!

### **Prayer 9: Becoming True Children of God**

Let us remember that we are in God's holy presence.

*Sign of the Cross*

*Angelus*

Leader: Let us praise the Lord as we start the day with thanksgiving and praise.

Leader: For the times God keeps us in His loving bosom, Lord we praise you.

All: Lord, we praise you.

Leader: For the times we become open our hearts to the prompting of the Spirit through God's grace, Lord we praise you.

All: Lord, we praise you.

Leader: For the times God showed his care and love for us through His creation, Lord we praise you.

All: Lord, we praise you.

### **Reflective Reading (Meditations 12.2, Saint John Baptist de La Salle)**

Whoever obeys in a spirit of religion possesses all the virtues: he is humble, because he must be humble to submit to another; he is gentle, because no matter how irksome the thing commanded may be, he does not complain; he is silent, because the truly obedient man has lost the use of his tongue and knows only how to do what is ordered without making any reply; he is patient, because he endures everything and bears all the burdens imposed on him; he is charitable beyond measure, because obedience makes him undertake all things for the good of his neighbor.

### **Guide for Meditation**

Do you obey your parents and teachers because of fear of them or of your love for them?

What causes a young individual like you to be disobedient?

### **Closing Prayer**

With God as our source, we are able to be generous. We are rooted in the wealth

of God, as trees in rich soil. We ask you Lord to help us open our mind and heart to your plan of service that we may bring joy and praise to you. Amen

Lasallian Prayers

I will continue, O my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

### **Prayer 10: Spirit of Prayer**

Let us remember that we are in God's holy presence.

*Sign of the Cross*

*Angelus*

Leader: We begin our prayer with the sign of the Cross because it reminds us of God's love for us.

Responsorial Psalm (Psalm 89:2-3, 6-7, 16-17)

All: For ever I will sing the goodness of the Lord.

Leader: The favors of the LORD I will sing forever; through all generations my mouth shall proclaim your faithfulness. For you have said, "My kindness is established forever"; in heaven you have confirmed your faithfulness. (Response)

All: Forever I will sing the goodness of the Lord.

Leader: The heavens proclaim your wonders, O LORD, and your faithfulness, in the assembly of the holy ones. For who in the skies can rank with the LORD? Who is like the LORD among the sons of God? (Response)

All: Forever I will sing the goodness of the Lord.

Leader: Blessed the people who know the joyful shout; in the light of your countenance, O LORD, they walk. At your name they rejoice all the day, and through your justice they are exalted. (Response)

All: Forever I will sing the goodness of the Lord.

### **Reflective Reading (Meditations 12.2, Saint John Baptist de La Salle)**

If you love God, prayer will be the food of your soul, and God will enter within you



and will have you eat at his table, as Saint John says in the Apocalypse. You will then have the advantage of having God present in your actions and of having no other purpose than to please him. You will even have a constant hunger for him, as the Wise Man says, for, according to the expression of the Royal Prophet, you will not be filled until you enjoy his glory in heaven. By living a holy life, be worthy of such grace and of possessing such happiness.

### **Guide for Meditation**

How frequent do you pray to God to ask for His inspiration?

How do your prayers guide you in your daily life?

### **Closing Prayer (A Prayer For God's Inspiration)**

Father, may everything we do begin with your inspiration and continue with your saving help. Let our work always find its origin in you and through you reach completion. We ask this through our Lord Jesus Christ, your Son, who lives and reigns with you and the Holy Spirit, one God, forever and ever. Amen.

Lasallian Prayers

I will continue, O my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

### **Prayer 11: Trusting in God's Goodness**

Let us remember that we are in God's holy presence.

*Sign of the Cross*

*Angelus*

Leader: Today, we will be hearing in the reading how good works bear fruit. Let us make every work of ours a fruitful one and offer it as a pleasing sacrifice to our good Father.

*A Reading from the Letter of Paul to the Colossians (Colossians 1:9-11)*

*Brothers and sisters: From the day we heard about you, we do not cease praying for you and asking that you may be filled with the knowledge of God's will through all spiritual wisdom and understanding to walk in a manner worthy of the Lord, so as to be fully pleasing, in every good work bearing fruit and growing in the knowledge of God, with joy giving thanks to the Father, who has made you fit to share in*



*the inheritance of the holy ones in light.*

*Leader: The Word of the Lord.*

*All: Thanks be to God.*

### **Reflective Reading (Meditations 112.2, Saint John Baptist de La Salle)**

God's goodness shines out in this mystery no less than the Most Blessed Virgin's humility. The Son of God possesses divine nature and takes nothing from God by regarding himself as God's equal; nevertheless, he empties himself on this day and takes on the nature of a slave, making himself like us except for sin. This was, as the angel says to the Most Blessed Virgin, so that he might deliver his people from their sins, as he committed himself by clothing himself with human nature.

### **Guide for Meditation**

How far will you go for your loved ones?

What sacrifices have you already done for your loved ones?

### **Closing Prayer (A Prayer For Courage)**

Almighty **God**, who gives strength to the weak and upholds those who might fall, give me courage to do what is right, for those who trust in you have no need to fear. Make me brave to face any danger which may now threaten me. Give me the help that you have promised to those who ask it, that I may overcome my fears and go bravely forward. Fill me with courage, that nothing which is my duty to do, may be too hard for me. Let me put my trust in your power and goodness. Thank you my **Lord**. Amen.

Lasallian Prayers

I will continue, O my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

### **Prayer 12: Promptings of the Holy Spirit**

Let us remember that we are in God's holy presence.

*Sign of the Cross*

*Angelus*



## Responsorial Psalm

Leader: Let us call on the Holy Spirit as we say:

**Lord, send out your Spirit, and renew the face of the earth.**

Bless the LORD, O my soul!  
O LORD, my God, you are great indeed!  
You are clothed with majesty and glory,  
robed in light as with a cloak. (Response)

You fixed the earth upon its foundation,  
not to be moved forever;  
with the ocean, as with a garment, you covered it;  
above the mountains the waters stood. (Response)

You send forth springs into the watercourses  
that wind among the mountains.  
Beside them the birds of heaven dwell;  
from among the branches they send forth their song. (Response)

You water the mountains from your palace;  
the earth is replete with the fruit of your works.  
You raise grass for the cattle,  
and vegetation for man's use,  
Producing bread from the earth. (Response)

How manifold are your works, O LORD!  
In wisdom you have wrought them all --  
the earth is full of your creatures.  
Bless the LORD, O my soul! (Response)

## **Reflective Reading (Meditations 3.2, Saint John Baptist de La Salle)**

If any speak, let it always be clear that God is speaking by their mouth; if any fulfill a ministry, let them do so as acting only by the power God communicates to them, so that in all things God may be glorified through Jesus Christ.

## **Guide for Meditation**

Are you doing your tasks for self glory or for God's glory?

Do you allow God to work within you?

## **Closing Prayer (Come Holy Spirit)**

Come Holy Spirit, fill the hearts of your faithful and kindle in them the fire of your love. Send forth your Spirit and they shall be created. And You shall renew the face of the earth. O, God, who by the light of the Holy Spirit, did instruct the hearts

of the faithful, grant that by the same Holy Spirit we may be truly wise and ever enjoy His consolations, Through Christ Our Lord, Amen.

Lasallian Prayers

I will continue, O my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

### **Prayer 13: Help for the School**

Let us remember that we are in God's holy presence.

*Sign of the Cross*

*Angelus*

Leader: Let us call on the Holy Spirit as we say:

All:     **Keep me safe, O God; you are my hope.**

Boys:    Keep me, O God, for in you I take refuge;  
          I say to the LORD, "My Lord are you."  
          O LORD, my allotted portion and my cup,  
          you it is who hold fast my lot.

Girls:    I bless the LORD who counsels me;  
          even in the night my heart exhorts me.  
          I set the LORD ever before me;  
          with him at my right hand I shall not be disturbed.

All:       Therefore my heart is glad and my soul rejoices,  
          my body, too, abides in confidence;  
          Because you will not abandon my soul to the nether world,  
          nor will you suffer your faithful one to undergo corruption.

### **Reflective Reading (Meditations 200.3, Saint John Baptist de La Salle)**

Inspire the students with piety and self-control in church and in the exercises of piety that you have them perform in the schools. Instill in them the innocence and humility that our Lord recommends so strongly in the Gospel. Do not forget to help them acquire gentleness, patience, love and respect for their parents, and all the conduct that is proper to a Christian child, in a word, all that our religion demands of them.



## **Guide for Meditation**

What learnings have you already gained in your stay in our school?

How will you use them to become better individuals?

## **Closing Prayer**

Lord Jesus, give me a good mind that I may do all my school works well and in such a way that it will make you happy. Help me to understand and remember the things I must learn. Help me to enjoy and be happy with the subjects, which I find so difficult. Amen.

Lasallian Prayers

I will continue, O my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

## **Prayer 14: Act of Faith**

Let us remember that we are in God's holy presence.

*Sign of the Cross*

*Angelus*

Leader: Lord, praise you and we bless you. We have faith in you!

*A reading from the Gospel according to St John (John 14: 1-7)*

*Jesus said to his disciples: "Do not let your hearts be troubled. You have faith in God; have faith also in me. In my Father's house there are many dwelling places. If there were not, would I have told you that I am going to prepare a place for you? And if I go and prepare a place for you, I will come back again and take you to myself, so that where I am you also may be. Where I am going you know the way." Thomas said to him, "Master, we do not know where you are going; how can we know the way?" Jesus said to him, "I am the way and the truth and the life. No one comes to the Father except through me."*

*This is the Gospel of the Lord.*

*All: Praise to You, O Lord Jesus Christ.*

### **Reflective Reading (Meditations 200.3, Saint John Baptist de La Salle)**

True obedience does not admit of any such reasoning, because it is based on faith, which is infinitely superior to reason. Hence, to obey properly, we ought not to use any reasons. If before we submit, we need to be convinced or at least persuaded by reason, it is no longer because God commands that we obey but because the order appears reasonable to us. We are, then, no longer acting like truly obedient people but like a philosopher, who prefers reason to faith.

### **Guide for Meditation**

Do you consider your reasons in following God? Have you doubted God already?

Do you follow God because you are convinced that He will not fail you?

### **Closing Prayer (Act of Faith)**

O my God, I firmly believe that you are one God in three divine Persons, Father, Son, and Holy Spirit; I believe that your divine Son became man and died for our sins, and that he will come to judge the living and the dead. I believe these and all the truths which the Holy Catholic Church teaches, because you revealed them, who can neither deceive nor be deceived. Amen.

Lasallian Prayers

I will continue, O my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

### **Prayer 15: Act of Hope**

Let us remember that we are in God's holy presence.

*Sign of the Cross*

*Angelus*

Leader: Let us give thanks to our Loving God who gives us hope in our earthly journey. Let our response be:

**Come with joy into the presence of the Lord.**

Boys: Sing joyfully to the LORD, all you lands;  
serve the LORD with gladness;  
come before him with joyful song. (Response)



Girls: Know that the LORD is God;  
He made us, His we are;  
His people, the flock He tends. (Response)

Boys: Enter his gates with thanksgiving,  
His courts with praise;  
Give thanks to him; bless his name. (Response)

Girls: For he is good,  
the LORD, whose kindness endures forever,  
and his faithfulness, to all generations. (Response)

### **Reflective Reading (Meditations 40.3, Saint John Baptist de La Salle)**

*You must, says Saint Paul, be girded with the belt of truth and put on the breast-plate of justice, that is, a love for the duties of your state. You must take up the shield of faith, with which you will be able to extinguish all the fiery darts of the devil. Hope of salvation must serve as your helmet and the word of God as your sword. By such weapons, declares the same Saint Paul, the peace of Jesus Christ will truly reign in your hearts.*

### **Guide for Meditation**

When was the time you felt very hopeless?

Who was your source of hope, someone who has reminded you that life is beautiful?

### **Closing Prayer (Act of Hope)**

O my God, relying on your infinite goodness and promises, I hope to obtain pardon of my sins, the help of your grace, and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer. Amen.

Lasallian Prayers

I will continue, O my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

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### **Prayer 16: Act of Love**

Let us remember that we are in God's holy presence.

*Sign of the Cross*

*Angelus*

Leader: Jesus gives us His command of love: "Love one another as I have loved you". May we truly put love into action.

*A reading from the letter of Paul to the Colossians (Colossians 3:12-17)*

*Brothers and sisters: Over all these things put on love, that is, the bond of perfection. And let the peace of Christ control your hearts, the peace into which you were also called in one Body. And be thankful. And whatever you do, in word or in deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him. Whatever you do, do from the heart, as for the Lord and not for men, knowing that you will receive from the Lord the due payment of the inheritance; be slaves of the Lord Christ.*

*This is the Word of the Lord.*

*All: Thanks be to God!*

### **Reflective Reading (Meditations 26.3, Saint John Baptist de La Salle)**

The love of Jesus Christ for us led him to institute this divine sacrament (Eucharist) in order to give himself entirely to us and to remain always with us. To give us a sign of his tender love and goodness before dying, he left to his Apostles and to the whole Church in their person, his body and blood to be for us in the ages to come a precious proof of the tender love he feels for us.

### **Guide for Meditation**

How do you respond to the sacrifices God has done for you?

What concrete sacrifices are you willing to do for your love for God?

### **Closing Prayer (Act of Love)**

O my God, I love you above all things, with my whole heart and soul, because you are all good and worthy of all my love. I love my neighbor as myself for the love of you. I forgive all who have injured me and I ask pardon from all whom I have injured. Amen.

Lasallian Prayers

I will continue, O my God, to do all my actions for the love of You.



St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

### **Prayer 17: The Mother Church**

Let us remember that we are in God's holy presence.

*Sign of the Cross*

*Angelus*

Leader: Let us listen to the reading.

*A reading from the 1<sup>st</sup> letter of St. Paul to the Corinthians (1 Corinthians 12:1-11)*

*There are different kinds of spiritual gifts but the same Spirit; there are different forms of service but the same Lord; there are different workings but the same God who produces all of them in everyone. To each individual the manifestation of the Spirit is given for some benefit. To one is given through the Spirit the expression of wisdom; to another the expression of knowledge according to the same Spirit; to another faith by the same Spirit; to another gifts of healing by the one Spirit; to another mighty deeds; to another prophecy; to another discernment of spirits; to another varieties of tongues; to another interpretation of tongues. But one and the same Spirit produces all of these, distributing them individually to each person as he wishes.*

*This is the Word of the Lord.*

*All: Thanks be to God!*

### **Reflective Reading (Meditations 205.3, Saint John Baptist de La Salle)**

Jesus Christ entrusted to you the task of building up his body, which is the Church. You are likewise responsible, as far as you are able, to make her holy and to purify her by the word of life, so that she may be able to appear before him full of glory, without stain, without wrinkle, without any defect, but completely pure and beautiful. For this he wants you to give him an exact account when he calls for it, because he holds this responsibility very much at heart, *having loved his Church so much that he gave himself up for her.*

### **Guide for Meditation**

Are you an active Church member or an indifferent one?

What contributions can you extend to the different ministries of the Church?



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**Closing Prayer (For the Church <http://www.liturgies.net/Prayers/Collects.htm>)**

Gracious Father, we pray for your holy Catholic Church. Fill it with all truth, in all truth with all peace. Where it is corrupt, purify it; where it is in error, direct it; where it is right, strengthen it; where it is in want, provide for it; where it is divided, reunite it; for the sake of Jesus Christ your Son our Savior. Amen.

Lasallian Prayers

I will continue, O my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

**Prayer 18: Love and Compassion for the Poor**

Let us remember that we are in God's holy presence.

*Sign of the Cross*

*Angelus*

Leader: Lord, open my lips.

All: And my mouth shall declare your praise.

Boys:

Ring out your joy to the Lord, O you just;  
for praise is fitting for loyal hearts.

Give thanks to the Lord upon the harp,  
with a ten-stringed lute sing him songs.

O sing him a song that is new,  
play loudly, with all your skill.

Girls:

For the word of the Lord is faithful  
and all his works to be trusted.

The Lord loves justice and right  
and fills the earth with his love.

Boys:

By his word the heavens were made,



by the breath of his mouth all the stars.

He collects the waves of the ocean;  
he stores up the depths of the sea.

Girls:

Let all the earth fear the Lord  
all who live in the world revere him.

He spoke; and it came to be.  
He commanded; it sprang into being.

All:

He frustrates the designs of the nations,  
he defeats the plans of the peoples.

His own designs shall stand forever,  
the plans of his heart from age to age.

### **Reflective Reading (Meditations 202.2, Saint John Baptist de La Salle)**

Because the majority of your students are born poor, you must encourage them to despise riches and to love poverty, because our Lord was born poor and loved the poor, with whom he was also glad to be present. He even said that the poor are blessed, because the kingdom of heaven belongs to them.

### **Guide for Meditation**

Who are the spiritually poor and the emotionally poor in your group? How do you relate with them?

What concrete actions will you do to contribute to the realization of the Lasallian mission, that is, to save the souls of the young through education, especially the poor?

### **Closing Prayer**

Lord, we thank You for such kindness as well as wondrous deeds You do for us. Make us always ready to give part of ourselves and part of what we have to others. Jesus teach us to share our little treasure and talent to other people especially to the needy. Give us a heart that wants to share the gifts we have. Amen.

Lasallian Prayers

I will continue, O my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

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**Prayer 19: Mary, Mother of God and Our Mother**

Let us remember that we are in God's holy presence.

*Sign of the Cross*

*Angelus*

Leader: Let us listen to the reading.

*A reading from the Gospel according to St. Luke (Luke 1: 26-38)*

*The angel Gabriel was sent from God to a town of Galilee called Nazareth, to a virgin betrothed to a man named Joseph, of the house of David, and the virgin's name was Mary. And coming to her, he said, "Hail, favored one! The Lord is with you." But she was greatly troubled at what was said and pondered what sort of greeting this might be. Then the angel said to her, "Do not be afraid, Mary, for you have found favor with God. Behold, you will conceive in your womb and bear a son, and you shall name him Jesus. He will be great and will be called Son of the Most High, and the Lord God will give him the throne of David his father, and he will rule over the house of Jacob forever, and of his kingdom there will be no end." But Mary said to the angel, "How can this be, since I have no relations with a man?"*

*And the angel said to her in reply, "The holy Spirit will come upon you, and the power of the Most High will overshadow you. Therefore the child to be born will be called holy, the Son of God. And behold, Elizabeth, your relative, has also conceived a son in her old age, and this is the sixth month for her who was called barren; for nothing will be impossible for God." Mary said, "Behold, I am the handmaid of the Lord. May it be done to me according to your word." Then the angel departed from her.*

*This is the Gospel of the Lord.*

*All: Praise to You, O Lord Jesus Christ.*

**Reflective Reading (Meditations 88.3, Saint John Baptist de La Salle)**

If we have love for Jesus and are loved by him, we cannot fail to be deeply loved by the Most Blessed Virgin. Because there is such a very close union between Jesus and his most holy Mother, all those who love Jesus and are specially loved by him greatly honor Mary and are also deeply cherished by this holy Mother of God. Let us make ourselves worthy of this tenderness of the Blessed Virgin. To obtain what we desire from her more easily, let us address ourselves to Saint John. As her dear son, in place of Jesus, he will secure for us from her what we cannot obtain by ourselves.



## **Guide for Meditation**

How has your family, especially your mother, influenced and shaped your personality, faith and values?

Who is your model of holiness? Why?

## **Closing Prayer**

**(Excerpts from the PRAYER OF THE HOLY FATHER AT THE CONCLUSION OF THE ROSARY, Esplanade of the Basilica of the Rosary, 14 August 2004)**

Hail Mary, poor and humble Woman, Blessed by the Most High! Teach us to persevere in listening to the Word, and to be docile to the voice of the Spirit, attentive to his promptings in the depths of our conscience and to his manifestations in the events of history. Teach us to build up the world beginning from within: in the depths of silence and prayer, in the joy of fraternal love, in the unique fruitfulness of the Cross. Amen.

Lasallian Prayers

I will continue, O my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

## **Prayer 20: Becoming God's Instrument to the World**

Let us remember that we are in God's holy presence.

*Sign of the Cross*

*Angelus*

Leader: Let us listen to the reading.

*A reading from the book according to St. Mark (Mark 12:28-34)*

*One of the scribes, when he came forward and heard them disputing and saw how well he had answered them, asked him, "Which is the first of all the commandments?" Jesus replied, "The first is this: 'Hear, O Israel! The Lord our God is Lord alone!*

*You shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength.' The second is this: 'You shall love your neighbor as yourself.' There is no other commandment greater than these."*

*This is the Gospel of the Lord.*

*All: Praise to You, O Lord Jesus Christ.*

### **Reflective Reading (Meditations 2.1, Saint John Baptist de La Salle)**

You too, as well as Saint John, are angels sent by God to prepare a path for him, so that he can enter your heart and the hearts of your disciples. For this purpose you need to do two things: first, you must resemble the angels by your interior and exterior purity. Like the angels, you must be entirely detached from your body and from the pleasures of the senses, so that nothing seems to be left in you but your soul, which you are concerned about exclusively and which is the only object of your care.

### **Guide for Meditation**

What concrete actions will you do to spread the Good News?

Are you a good news to your family, friends and teachers?

How can you become a good news to them?

### **Closing Prayer (Prayer of St. Francis)**

Lord, make us instruments of your peace. Grant that we may not so much seek to be consoled as to console; to be loved as to love. For it is in giving that we receive; it is in pardoning that we are pardoned; and it is in dying that we are born to eternal life. Amen.

Lasallian Prayers

I will continue, O my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!



## OTHER PRAYERS

### 1. THE ANGELUS

V. The Angel of the Lord declared unto Mary.

R. And she conceived of the Holy Spirit. *Hail Mary....*

V. Behold the handmaid of the Lord.

R. Be it done unto me according to Your word. *Hail Mary....*

V. And the Word was made Flesh.

R. And dwelt among us. *Hail Mary....*

V. Pray for us, O holy Mother of God.

R. That we may be made worthy of the promises of Christ.

Let us Pray: Pour forth, we beseech You, O Lord, Your grace into our hearts, that we too whom the Incarnation of Christ Your Son was made known by the message of an angel, may by His Passion and Cross be brought to the glory of His Resurrection. Through the same Christ, Our Lord. Amen.

*Glory be... (3x)*

### 2. APOSTLE'S CREED

I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end.

I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. I believe in one, holy, catholic and apostolic Church. I confess one baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.

3. AN ACT OF CONTRITION

O my God, I am heartily sorry for having offended you, and I detest all my sins, because of your just punishments, but most of all because I have offended you, my God, who are all good and deserving of all my love. I firmly resolve, with the help of your grace, to sin no more and to avoid the near occasions of sin.

4. ANGEL OF GOD

Angel of God, my guardian dear, to whom God's love entrusts me here, ever this day be at my side to light and guard, to rule and guide. Amen.

5. THE LORD'S PRAYER

Our Father in heaven Holy be your name. Your kingdom come, Your will be done on earth as in heaven. Give us today our daily bread, forgive us our sins as we forgive those who sin against us. Do not bring us to the test but deliver us from evil. Amen.

6. HAIL MARY

Hail Mary, full of grace the Lord is with you, blessed are you among women and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners now and at the hour of our death. Amen.

7. DOXOLOGY

Glory be to the Father, and to the Son, and to the Holy Spirit, as it was in the beginning is now and will be forever. Amen.

8. HAIL HOLY QUEEN

Hail, holy Queen, Mother of mercy. Hail our life, our sweetness, and our hope! To you do we cry, poor banished children of Eve; to you do we send up our sighs, mourning and weeping in this valley of tears. Turn then, most gracious advocate, your eyes of mercy towards us, and after this our exile, show unto us the blessed fruit of your womb, Jesus. O clement, O loving, O sweet Virgin Mary.



#### 9. PRAYER BEFORE MEALS

Bless us, O Lord and these thy gifts which we are about to receive from your goodness. Through Christ, our Lord. Amen.

#### 10. PRAYER AFTER MEALS

We give you thanks, Almighty God for all the benefits, which we have received from your bounty. Through Christ, our Lord. Amen.

#### 11. THE TEACHER'S PRAYER

You, O Lord, are my patience, my strength, my light, my counsel; it is You that make submissive the hearts of the children entrusted to me; abandon me not to myself for a moment. For my own guidance and for that of my pupils give me the spirit of wisdom and of understanding, of counsel and of fortitude, of knowledge and of piety, the spirit of a holy fear of Thee and an ardent zeal for your glory. I unite my labors to those of Jesus Christ and beseech the Most Blessed Virgin, St. Joseph, the holy Guardian Angels and St. John Baptist de La Salle, to protect me in the performance of my duties. Amen.

#### 12. PRAYER FOR PASSING THE EXAMS

Lord, Jesus, help me to do good in my examination in a way which will make you glad and bring you honor and glory. Help me understand the questions and see the best way to answer them. Give me peace and confidence in your help as I take the tests. Amen.

#### 13. PRAYER FOR VOCATIONS

Heavenly Father, to whom the harvest of souls belongs, we thank you for bringing us out of darkness into your own glorious light. In union with the Holy Family, Jesus, Mary and Joseph, with the La Salle Brothers of the Philippine District, we humbly implore your Divine Majesty to favor your Church with many more holy, zealous priests and religious exemplary Christian families and lay missionaries who will live the Gospel with joy, proclaim the good news of salvation to those still groping in darkness and bring new hope to the poor and downtrodden. Father in heaven, for your greater glory and the good of Your people, hear and grant our prayer. Amen.



#### 14. PRAYER BEFORE THE BLESSED SACRAMENT

We can make an act of faith in the presence of Our Lord in the Church in the Most Blessed Sacrament. It is here, truly, that Jesus makes his dwelling place.

I must consider myself happy to be here often, to keep you company and to fulfill my obligations to you. Although you may be veiled from my eyes, yet you are there as great, as powerful, as adorable, as lovable, as you are in heaven. Because you are the same God and because you are equally present in both places. But here, in this place, having sacrificed yourself for us through love, you are for us a loving God and you are there to pour out on us your heavenly blessings provided we do not make ourselves unworthy of them by our sins and scant gratitude for your kindnesses. (St. John Baptist de La Salle, Mental Prayer)

#### 15. MORNING OFFERING

O Jesus, through the Immaculate Heart of Mary, I offer You my prayers, works, joys and sufferings of this day for all the intentions of Your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, in reparation for my sins, for the intentions of all my relatives and friends, and in particular for the intentions of the Holy Father. Amen.



## **PRAYERS TO OUR LASALLIAN SAINTS**

**Saint John Baptist De La Salle, Priest**

**May 15**

O God, who for the Christian education of the poor and for the preservation of truth in the way of truth, did raise up St. John Baptist; confessor and did form by him a new religious family in the church, mercifully grant that through his intercession and examples, we may be animated with zeal for the salvation of souls, and become partakers of this crown in heaven. We ask this through Christ our Lord. Amen.

**Blessed Brother Jaime Hilario Barbal, FSC, Martyr**

**January 18**

God, our Father, in Blessed Brother Jaime Hilario you have given us an example of a devoted teacher of youth and a formator of young. Brothers found other ways to serve you. He was afflicted by deafness and finally crowned his life by dying for you. Help us by his example and through his intercession to serve you in whatever way you ask of us and to remain faithful to you until death. This we ask in the name of your Son, Jesus. Amen.

**Saint Mutien-Marie Wiaux, FSC, Religious**

**January 30**

God, you made Saint Mutien-Marie Wiaux an exemplary Christian educator of the young, endowing him with a spirit of compassionate gentleness. Grant, through his intercession and example, that we may always seek by love to bring our brothers and sisters to Christ. Through our Lord Jesus Christ, Your Son who lives and reigns with You and the Holy Spirit, one God, forever and ever. Amen.

**Saint Miguel Febres Cordero, FSC, Religious**

**February 9**

Lord God, you called Saint Miguel to serve you in the Church by teaching his fellowmen the way of salvation. Inspire us by his example, help us to follow Christ our teacher, and lead us to our brothers and sisters in heaven. Amen.

**Saint Benilde Romancon, FSC, Religious**  
**August 13**

O God, who inspired Saint Benilde to be a noble teacher of Christian youth who did to perfection his work of everyday, graciously grant that through his intercession and example, we too may win an eternal reward. We ask this through Christ our Lord. Amen.

**Blessed Brothers Solomon, Roger Leon and Uldaric, FSC, Martyrs**  
**September 2**

Almighty and ever living God, You crowned with triumph Your martyr Blessed Solomon, Roger Leon and Uldaric. You crowned with glory their constancy in teaching and firmness in confessing the faith. Grant, we beg, that in the confession of the same faith, we too, through their example and prayers, may be found fervent and resolute even unto death. Amen.

**Blessed Scubilion Rousseau, FSC, Religious**  
**September 27**

Lord, you chose to make Brother Scubilion a teacher. You filled him with the spirit of faith, and with zeal to preach the Gospel to the poor, to bring hope to the slaves and forgiveness to sinners. Help us to follow his example so that, with the help of Mary our Mother, our lives too will be filled with love of You in the Eucharist and on your saving Cross, through Christ our Lord. Amen.

**Blessed Cyril Bertran, FSC, and Companions, Martyrs**  
**October 9**

Lord, God and Father, you made martyrs Brother Cyril and companions witnesses of faith not only by educating children and youth, but also by giving their lives in sacrifice. Grant, through their merits and intercession, that we be strengthened by the power of the Spirit and zealously devote ourselves to spreading the gospel. We ask this through our Lord Jesus Christ, your Son, who lives and reigns with you in the unity of the Holy Spirit, forever and ever. Amen.

**Blessed Brother Arnould Reche, FSC, Religious**  
**October 23**

Lord God, You kept Blessed Arnould faithful to Christ's pattern of poverty and humility. May his prayers help us to live in fidelity to our calling and bring us to



the perfection you have shown us in Your Son, who lives and reigns with you and the Holy Spirit, one God, forever and ever. Amen.

**Blessed Brother Aurelio Maria, FSC, and Companions, Martyrs  
November 16**

O God, fountain and origin of all fatherhood, you kept your servants Aurelio Maria and his companions faithful to the Gospel, to the extent of shedding their blood for Christ your Son. Through their merit and intercessions, give us strength to follow their example in the service of our brothers and sisters, through Christ our Lord. Amen.

## THE HOLY ROSARY

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Recite the Nicene Creed, Our Father, 3 Hail Mary's, and Glory Be.

For each Mystery of the Holy Rosary, recite: Our Father, 10 Hail Mary's, Glory Be, and O My Jesus.

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## THE MYSTERIES OF THE HOLY ROSARY

(From the Apostolic Letter *"Rosarium Virginis Mariae"* of Pope John Paul II)

**Joyful Mysteries** (*Monday and Saturday*): The first five decades, the joyful mysteries are marked by the joy radiating from the event of the Incarnation. (RVM20)

1. The Annunciation to the Blessed Virgin Mary
2. Mary Visits Her Cousin Elizabeth
3. The Birth of Jesus at Bethlehem
4. The Presentation of Jesus in the Temple
5. The Finding of the Child Jesus in the Temple

**Sorrowful Mysteries** (*Tuesday and Friday*): The Gospels give great prominence to the sorrowful mysteries of Christ. From the beginning, Christian piety, especially during the Lenten devotion of the *Way of the Cross*, has focused on the individual moments of the Passion, realizing that here is found the culmination of the revelation of God's love and the source of salvation. (RVM22)

1. Jesus Prays in the Garden of Gethsemane
2. Jesus is Scourged at the Pillar
3. Jesus is Crowned with Thorns
4. Jesus Carries the Cross to Calvary
5. Jesus Dies for our Sins

**Glorious Mysteries** (*Wednesday and Sunday*): The contemplation of Christ's face cannot stop at the image of the Crucified One. He is the Risen One! The Rosary has always expressed this knowledge born of faith and invited the believer to pass beyond the darkness of the Passion in order to gaze upon Christ's glory in the Resurrection and Ascension.



1. Jesus Rises from the Dead
2. Jesus Ascends into Heaven
3. The Holy Spirit Descends on the Apostles and Disciples in the Upper Room
4. Mary is Assumed into Heaven
5. Mary is Crowned Queen of Heaven and Earth

**Luminous Mysteries** (*Thursday*): Moving on from the infancy and the hidden life in Nazareth to the public life of Jesus, our contemplation brings us to those mysteries which may be called in a special way “*mysteries of life*”... Each of these mysteries is a revelation of the *Kingdom now present in the very person of Jesus*. (RVM21)

1. Jesus’ Baptism in the River Jordan
2. Jesus’ Self-Manifestation at the Wedding at Cana
3. Jesus’ Proclamation of the Kingdom of God with His call to Conversion
4. Jesus’ Transfiguration
5. His Institution of the Eucharist

### O MY JESUS

O my Jesus, forgive us our sins, save us from the fires of hell and lead all souls into heaven, especially those who are most in need of your mercy. Amen.

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