

RAISES ACADEMY

(ANGONO, RIZAL) INC.



STUDENT HANDBOOK

Name:

Grade & Section:

Greetings!

Dear Parents and Pupils,

Welcome to RAISES ACADEMY (Angono)
Rizal, Inc.

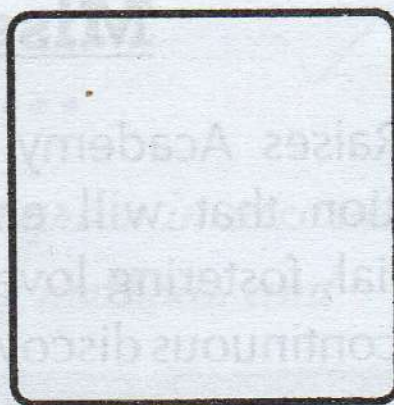
This handbook is designed to provide you with
pertinent information regarding the institution.

We are privileged and honored to have you as
part of our RAISES ACADEMY Family.

God Bless You!

The Administration

Personal Data:



Name of Student: _____

Nickname: _____

Grade / Year Level: _____

Adviser: _____

Birthday: _____

Address: _____

Tel Nos.: _____

Father: _____ Signature: _____

Mother: _____ Signature: _____

Guardian: _____ Signature: _____

In case of emergency, please notify:

Name: _____

Tel. Nos. _____

☐ Service ☐ Personal Service

☐ Public Utility

Name of Service _____

Name of Personal Service _____

☐ I walk to School

• Tricycle _____

• Jeepney _____

Mission Statement

Raises Academy shall provide quality and accessible education that will enhance the environment of students' potential, fostering love, understanding physical strength and joy of continuous discovery.

Vision of the School

Raises Academy wants to see children in this nation enjoying education in the bases of their potential.

Aims

Our school aims to develop students' great interests in learning; thus, we help them build their potential in the maximum level of their capacity.

CORE VALUES:

REVERENCE

(reverence to God)

AFFECTION

(we care and we show it)

INTEGRITY

(our actions match our words)

SOCIAL PURPOSE

(we help them become better persons)

ENTHUSIASM

(we are dedicated with what we do)

SERVICE

(we serve with honor)

Our Commitments ...

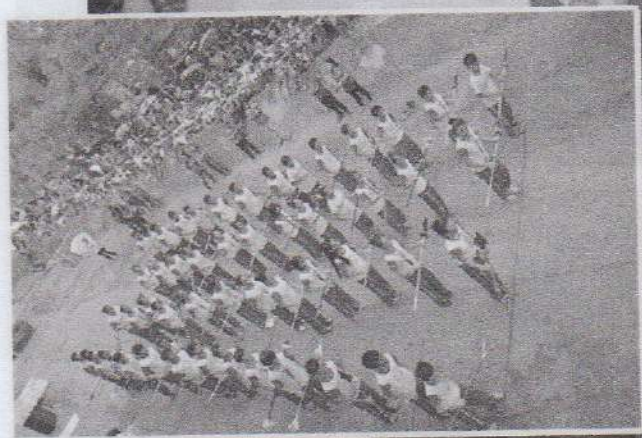
1. *Providing an excellent academic program in accordance with the modern education theory of methods and approaches.*



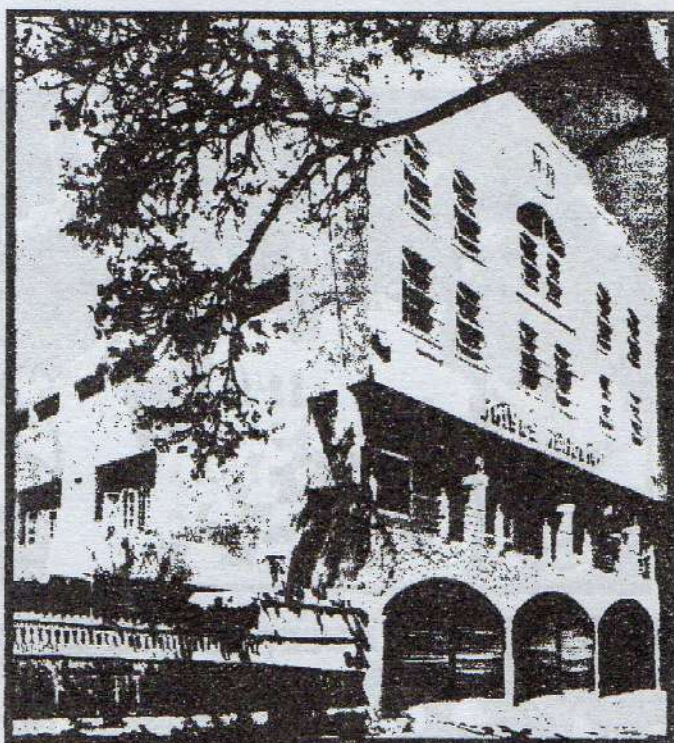
2. *Undertaking research that will help in upgrading the school's educational system.*



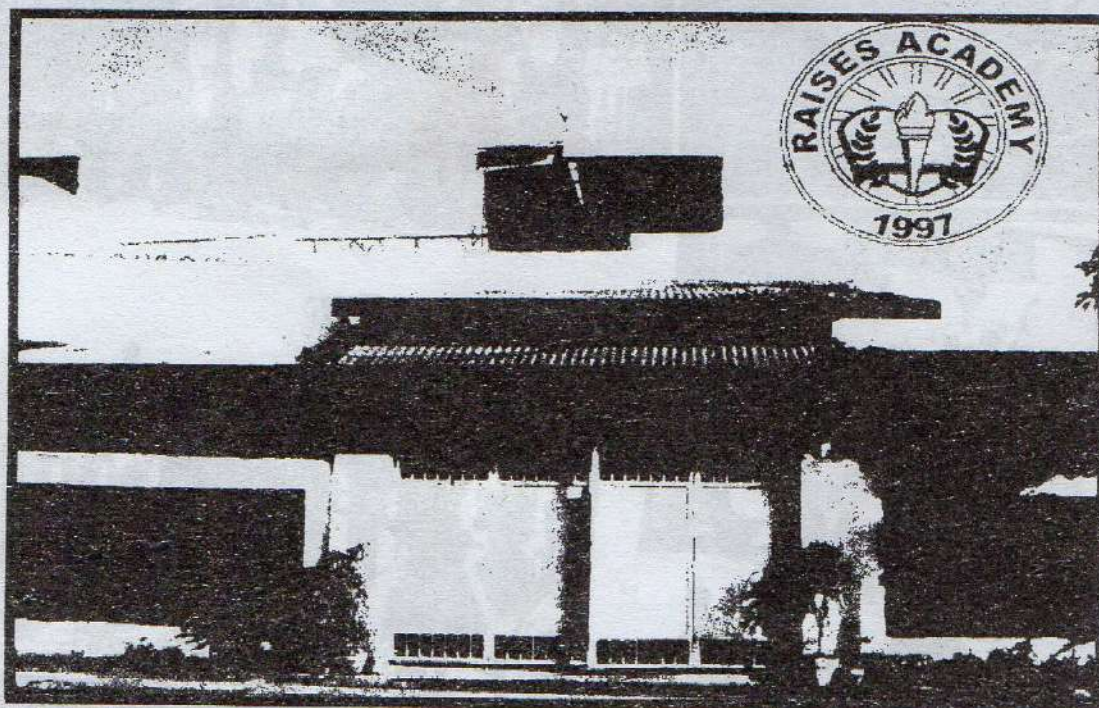
3. *Giving all students opportunity to enrich themselves through activities that focus on the development of physical, mental, emotional and spiritual skills.*



4. *Ensure continuous improvement of facilities to produce convenient atmosphere for better learning performance of the student.*



The Annex Building:
L4 B2 Lakeside Subd.,
Along Quezon Avenue
Brgy. San Isidro Angono, Rizal



RAISES ACADEMY (ANGONO) RIZAL INC.

Main Building: 232 Sumulong St., Barangay San Pedro, Angono, Rizal

5. *We believe that every student is a gift from God. It is for God's special purpose that they are in this school. Thus, it is our mission to help them become better persons and useful citizens of this nation. We respect their rights; thus, we let them enjoy these rights.*

A Small Beginning

Life never fails to surprise us everyday. Astonishing the young generations with great things in any way, things envisioned through eyes without dismay. The charms of yesterday's past; the efforts and time spent would never become futile; every moment worth while.

Raises Academy has made a remarkable legacy leaving a footprint for the young generations to embellish and nurture more. With its alumni fruitfully earning their degrees and entering into a career of their own has added grandeur to their much-love Alma Mater.

"So much blessings await those who patiently obey god's words and persistently walk in His path."

A promise, a God's covenant of provision that strong-mindedly made the group of spirited men and women spearheaded by Ma'am Cherry, Ma'am Joana, Sir Buen, Sir Ramon and Nanay Lina to establish this school - the Raises Academy (Angono, Rizal) Inc.

An institution outpouring with myriad of blessings; a teaching avenue for children - school which from the time of his existence has made to known to the world that God's outstanding hands are at work. Truly the Lord finds way to pursue the better plan he has for His people.

For the Lord declares: "For I know the plans I have for you, plans to prosper you and not to harm, plans to give you hope and a future." Jeremiah 29:11

Vision came to realization one by one through the efforts shared by everyone as members of the school. As the years unfold, developments and improvements were accomplished providing ancillary classrooms and enhanced facilities were made available to its ever-increasing students populace.

From its initial nature as a tutorial center located at the owners' old residential house at Doña Aurora Ibaba, it was transformed to a formal school providing accommodation to twenty eight (28) members of the Faculty and catering to comparatively six hundred fifty (650) students. Currently, a new building (Annex) located at M. L. Quezon Ave. Angono, Rizal (in front of AES - Central) has been established as an outgrowth of which was then a tutorial center. In this site, more classrooms and facilities were built to cater to the needs of the students. Important and related activities were held in this magnificent building.

For almost a decade, Raise Academy has involved itself in various inter-school competitions in its dedication to fulfill its commitment of developing students' physical, mental, social and spiritual aspects. For every competition that its joins ever since it started, almost all of the participants have won the competitions. True to its commitment, Raises Academy continues to discover and enrich students' prowess and skills in different areas of learning through local contests and programs. We believe that every student is a gift from God. It is for God's special purpose that they are in this school. Thus, it is our mission to help them become better and useful citizens of this nation.

Raises Academy has earned its status as one of the best, if not the best, in Angono and neighboring towns and has remained as such, especially now that it has been awarded as Educational Service Contracting (ESC) Grantee and will continue to pursue excellence for the student populace and for the Glory of God.

There is so much to speak and witness about the school but the only silent leader - Jesus Christ - is a certain about what lies ahead for this great and beautiful institution.....THE BLESSED SCHOOL!

To God be the Glory!

ADMISSION AND REGISTRATION

1. Students who intend to enroll in Raises Academy are encouraged to register and reserve before the enrollment period. Registration period usually starts by the month of January. A minimal amount of P500.00 for old and new students is collected as registration fee. The said amount is partial part of tuition fee. Reservation / registration fee is non-refundable and non-transferrable.
2. Enrollment Procedure
 - a. Secure registration-form from the office.
 - b. Submit properly filled up form together with the requirements
 - c. Pay the corresponding fee
 - d. After enrollment, secure the following:
 - List of Materials
 - Books and Notebooks
3. Admission Requirements
 - a. Form 138 (card) from previous school
 - b. 1x1 picture (2pcs.)
 - c. 1 Long Folder
 - d. Photocopy of Birth Certificate
 - e. Certification of Good Moral (no disciplinary records)
 - f. Form 137 (Permanent Record) from previous school
4. Eligibility and Documentary Requirements (DepEd Order No. 3 S. 2018)

While this Policy adheres to the basic tenet that all learners must be accepted in basic education, all public and private schools, and SUCs and LUCs offering basic education programs shall adhere to existing rules that govern the minimum eligibility and documentary requirements for enrollment in order to establish the identity of learners.

The following table presents the eligibility standards and minimum documentary requirements for each key grade level.

Level	Eligibility Standards	Documentary Requirements
Kinder	Children aged five years old by August 31 st of the school year they will enroll in (DepEd Order 47, s. 2016, Omnibus Policy on Kindergarten)	<ul style="list-style-type: none"> Philippine Statistics Authority (PSA)* Birth Certificate <p>*formerly National Statistics Office (NSO)</p>
Grade 1	Children who have completed Kindregarten programs in DepEd accredited schools and centers	<ul style="list-style-type: none"> Kindergarten Certificate of Completion PSA Birth Certificate
	Children who are six years old and above by August 31 st of the school year they will enroll in and who have not completed Kindergarten	<ul style="list-style-type: none"> Result of ECCD Assessment Checklist PSA Birth Certificate

Level	Eligibility Standards	Documentary Requirements
	Children who have completed any form of Kindergarten program in non-DepEd accredited learning and day-care centers, or home-schooled learners (DepEd Order 47, s. 2016, Omnibus Policy on Kindergarten)	<ul style="list-style-type: none"> Result of PEPT or PVT PSA Birth Certificate
Grade 7	Grade 6 Graduate	<ul style="list-style-type: none"> SF 9 Grade 6 (formerly Form 138)
	PEPT Passer or A&E Test Passer	<ul style="list-style-type: none"> Result of PEPT or A&E Test PSA Birth Certificate
Grade 11	Grade 10 Completer	<ul style="list-style-type: none"> SF 9 Grade 10 (formerly Form 138)
	PEPT Passer or A&E Test Passer	<ul style="list-style-type: none"> PSA Birth Certificate

In the absence of a PSA Birth Certificate, the parent or guardian must submit a Birth Certificate (late registration) from the local civil registrar or a barangay certification containing the basic information of the child such as:

- Name of the child (first name, middle name, last name)
- Name of parents
- Date of birth
- Sex

If the documents mentioned above are not submitted by the end of Early Registration, learners will be given until **August 31st of the school year they will enroll in** to produce and submit the required documents.

Submission of the learner's Birth Certificate from the PSA or the local civil registrar, or barangay certification for purpose of enrollment will only be done once during the duration of a child's basic education. As provided in DO. 58, s. 2017 the birth certificate shall be an attachment to the learner's permanent record.

To help ensure that learners enroll in accredited private schools, a list of DepEd accredited schools will be consolidated by the RO and shall be posted in conspicuous spaces in the SDOs and on the DepEd website.

Requirement for Transferee

Learners from public or private schools in the Philippines who shall transfer shall submit their SF 9 (formerly Form 138) or letter certifying the last grade level the learner completed signed by the School Registrar. Refer to DO 54, s. 2016 for guidelines on the request and transfer of the learner's school records.

Special Cases

In special cases, additional documents may be required for submission. Below are such cases:

Special Cases	Required Documents Upon Enrollment	Additional Requirements For Submission During The School Year
Learners from: 1. Philippine Schools Abroad (any grade level) 2. Foreign Schools Abroad	<ul style="list-style-type: none"> • Birth Certificate or any equivalent legal document • Latest Report Card or any equivalent academic record • Accepting school shall have the discretion to determine the appropriate grade level in which to place the learner (DO 26, s. 1994) • PEPT Certificate of Rating for learners who have not completed the school year abroad, as long as three grading periods have been completed, and for learners who need grade level standards assessment 	<ul style="list-style-type: none"> • Permanent Transcript of Records from originating school
Learners from non-DepEd accredited schools (any grade level)	<ul style="list-style-type: none"> • PEPT/PVT Certificate of Rating • Birth Certificate from the PSA or the local civil registrar, or barangay certification 	NONE

Special Cases	Required Documents Upon Enrollment	Additional Requirements For Submission During The School Year
Balik-Aral learner (any grade level)	<ul style="list-style-type: none"> • SF 9 (formerly form 138) of the last school year attended or PEPT Certificate of Rating, whichever is applicable 	<ul style="list-style-type: none"> • Birth Certificate from the PSA or the local civil registrar, or barangay certification
A&E Elementary Level Test Passer who qualified for Grade 7	<ul style="list-style-type: none"> • A&E Elementary Level Certificate of Rating 	

Special Cases	Required Documents Upon Enrollment	Additional Requirements For Submission During The School Year
A&E Secondary Level Test Passer who qualified for Grade 7	<ul style="list-style-type: none"> • A&E Secondary Level Certificate of Rating • A&E Elementary Level Certificate of Rating 	
Displaced learners due to on-going war/armed conflict and very recent disaster/calamities	<ul style="list-style-type: none"> • Any proof of identity or any means as directed by the Central Office 	<ul style="list-style-type: none"> • SF 9 (formerly Form 138) and/or • Results of PEPT or A&E Test, if applicable

Temporary Enrollment

Transferees from public and private schools in the Philippines who failed to submit the SF 9 (formerly Form 138) during early registration or upon enrollment shall only be temporarily enrolled until the submission of required documents on or before **August 31st of the current school year**. They shall be required to submit an **Affidavit of Undertaking**, provided as Annex 3, signed by the parent / guardian in order to be temporarily enrolled. Nov

For temporarily enrolled learners, the receiving school shall issue a **Temporary Progress Report Card** as provided in Annex 4 signed by the Class Adviser for the parents / guardians to monitor the progress of his/her child. **This form is inadmissible for transfer and enrollment purposes and is only issued for progress monitoring.**

Upon complete submission of the documentary requirements, the learner shall be tagged as officially enrolled in the LIS. Otherwise, the learner retains the status of temporarily enrolled; the learner cannot be officially promoted to a higher grade level, and the learner cannot officially graduate from the school. The learner will not be recognized should he/she attain the qualifying average and other criteria for academic honors, and the receiving school shall not release official documents such as the SF 9, SF 10, Certificate of Completion, Diploma, etc.

Late Enrollment

A school may accept late enrollees provided that the learner will be able to meet eighty percent (80%) of the prescribed number of school days for each school year and the quarterly requirement to pass the grade level as governed by the latest existing applicable DepEd issuances.

If the learner cannot meet the required number of school days and the quarterly requirement, the school head may exercise his/her discretion to accept the enrollee and implement catch-up activities or interventions under acceptable circumstances.

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Transferees from other schools are considered temporarily enrolled until the completion of the requirements set by the school including F137 / Permanent Record. Completion of Requirements is until August of the current year. Non-completion of requirements until the month of August will mean denial of admission.

Nov 30

A. Re-admission

Students who have transferred to another school, if re-admitted, will be treated as new students and therefore will be on probationary status as far as admission policies are concerned.

A. Admission for Special Cases

- **Academic Probation**

This is a restraining measure imposed by the school in order to make the student aware of the need to improve his/her academic performance if admitted. A student will be under academic probation if he/she falls under any of the following conditions:

1. A new student recommended for academic probation by the admission officer.
2. A student who is retained in the same grade/level.

- **Disciplinary Probation**

This is restraining measure imposed by the school in order to make the student aware of the need to improve his/her conduct if admitted. A student is considered under disciplinary probation under the following conditions:

1. A transferee from the other schools.
2. A student recommended to be under disciplinary probation by the adviser.

Any student placed on academic or disciplinary probation is encouraged to perform better; otherwise, he will be advised to transfer to another school at the end of the school year.

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Any student placed on academic or disciplinary probation is encouraged to perform better; otherwise, he will be advised to transfer to another school at the end of the school year.

5. Enrollment Guidelines

- a. Enrollment usually begins on the month of April
- b. Payment can be made in cash or installment.
- c. Registration receipt must be presented upon enrollment
- d. Tuition fee schedule is available in the office.

RULES GOVERNING SCHOOL FEES

The basic tuition fee and miscellaneous as well as the other fees are posted every year. Payments are made in any of the following modes of payments.

CASH

All fees are paid upon enrollments.

HALF CASH

First payment is upon enrollment.

Second payment is due by October 5

QUARTERLY

First payment is upon enrollment.

Succeeding payments should be made on the following dates: August 5 / October 5 /

December 5 / February 5

MONTHLY

First payment is made upon enrollment

Monthly fees must be paid on the first week of each month beginning June.

EXAMINATION GUIDELINES:

1. **It is the responsibility of the parents to provide financial support for their children. To enable the child to take the test without tension and anxiety, parents are requested to pay their obligation on time.**
2. In case of failure to pay the obligation on time parents are requested to make arrangement and sign the corresponding promissory note.
3. Promissory notes are submitted three (3) days before the examination date.
4. Examination given on the basis of a promissory note will be hold temporarily until the promissory note has been met.
5. Accounts should be settled 3 days before examination.

REFUND OF FEES

Any pupil/student who voluntarily withdraws from the school may be given refunds on the following conditions:

If the pupil / student withdraws within the first week of classes the reservation/ registration fee and the 10% of tuition fee will be deducted from the amount paid.

If the student withdraws within the second week of classes, a 10% deduction will be made on the amount paid but the miscellaneous & registration fees will be forfeited. The student is compelled to pay the payment for journal as well. The student is charged full if he/she withdraws anytime after the fourth week of classes.

OLD ACCOUNTS

All students are required to pay their obligations on time. In case of accounts not paid after school year, a sub charge of 2% per month will be imposed to augment expenses arising from the delay in payment.

TUITION FEE DISCOUNTS:

1. 3% tuition fee discounts for old students who will register on or before February 15, of the current year.
2. 2% additional tuition fee discount for the first 100 students (old & new) to register
3. Rank 1 of each class from Grade 1 - 5 are entitled to 10% tuition fee discount.
4. Rank 2 of each class from Grade 1 - 5 are entitled to 7% tuition fee discount.
5. Rank 1 of graduating class (Grade 6) is entitled to full scholarship (100% tuition fee discount.)
6. Rank 2 of graduating class (Grade 6) is entitled to 50% tuition fee discount.

For Rank 1 and Rank 2 availing of ESC Grant and Scholarship Grant, deduct the ESC grant and the Scholarship from the tuition fees.

TUITION FEES	Less	ESC GRANT	Less	SCHOLARSHIP GRANT = 0
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NOTE : Scholarship grant can be availed each and after every year provided the grantee meets the required general average set by the school. And that he/she belongs to the top 3% of the graduating class for Rank 1 and Top 7% of the graduating class for the Rank 2.

DISCOUNTS FOR SIBLINGS:

The following provisions prior to discounts for siblings are applicable to all children

- | | | |
|-----------------|---|-------------|
| 1) First child | - | no discount |
| 2) Second child | - | 2% |
| 3) Third child | - | 50% |
| 4) Fourth child | - | 100% |

NOTE: For those with children enjoying Education Service Constructing (ESC) Grant, the youngest child receives half of the discounts of the remaining sections

SPECIFICATIONS:

1. Discount is computed based on tuition fees.
2. Availing of provision # 5 and # 6 SPECIAL DISCOUNTS forfeits the other remaining discounts.
3. Discounts are applicable only for the current school year.
4. Registration/Reservation fee is deductible from tuition fee but non-transferable and non-refundable.

GRADING SYSTEM

There shall be four grading periods. The grade for each of the quarterly grading period shall have equal weights. The numerical system of grading shall be used and grades shall be expressed in multiples of one.

The K to 12 Basic Education Program uses a standard and competency-based grading system. These are found in the curriculum guides. All grades will be based on the weighted raw score of the learner's summative assessments. The minimum grade needed to pass a specific learning area is 60, which is transmuted to 75 in the report card. The lowest mark that can appear on the report card is 60 for Quarterly Grades and Final Grades.

For these Guidelines, the Department will use floor grade considered as the lowest possible grade that will appear in a learner's report card.

Learners from Grades 1 to 12 are graded on Written Work, Performance Tasks and Quarterly Assessment every quarter. These three are given specific percentage weight that vary according to the nature of the learning area.

K to 12 Basic Education Program

1) Nomenclature/ Learning Areas

A. KINDERGARTEN

Language
Filipino
Values Education & Social Studies
Mathematics
Science
Physical Education and Health, Music & Arts

B. GRADE 1 - 3

Mother Tongue
Filipino
English
Mathematics
Araling Panlipunan
MAPEH
Science
Edukasyong Pagpapakatao

NOTE: There is no Science and Health for Grade 1 and Grade 2. This is because Science and Health for Grade 1&2 is integrated in MAPEH.

C. GRADE 4 - 6

Filipino
EPP
Mathematics
Edukasyong Pagpapakatao
Science
MAPEH
English
Araling Panlipunan

D. GRADE 7-10

Filipino
TLE
Mathematics
Edukasyong Pagpapakatao
Science
MAPEH
English
Araling Panlipunan

E. GRADE 11 FIRST SEM

CORE SUBJECTS

Oral Communication in Context
21st Century Literature from Philippines and the World
General Mathematics
Personal Development/
Pansariling Kaunlaran
Physical Education and Health

APPLIED TRACK SUBJECTS

English for Academic and Profession Purposes
Filipino sa Piling Larangan

SPECIALIZED SUBJECTS

TVL
Bread and Pastry Production (NC II)
Local Guiding Service (NC II)
Cookery (NC II)

GAS

Elective 1 (ABM) Accounting Mrgt-1
Philippine Politics and Governance
Organization and Management

GRADE 11 SECOND SEM

CORE SUBJECTS

Reading and Writing Skills
Physical Science
Understanding Culture, Society and Politics/Statistics and Probability
Pagbasa at Pagsusuri ng Iba't Ibang Teksto Tungo sa Pananaliksik
Physical Education and Health

APPLIED TRACK SUBJECTS

Practical Research 1

SPECIALIZED SUBJECTS

TVL
Bread and Pastry Production (NC II)
Local Guiding Service (NC II)
Cookery (NC II)

GAS

Disaster Readiness and Risk Reduction
Introduction to World Religions and Belief Systems
Elective 2 (Fundamentals of Accountancy, Business and Management 2)

F. GRADE 12 FIRST SEM

CORE SUBJECTS

Earth and Life Science
Introduction to the Philosophy of the Human Person/ Pambungad na Pilosopiya ng Tao
Contemporary Philippine Arts From the Regions
Physical Education and Health

SPECIALIZED SUBJECT

TVL
COOKERY (NC II)
Food and Beverage Services (NC II)
Tourism Promotion Services

GAS

Creative Writing/Malikhaing Pagsulat

GRADE 12 SECOND SEM

CORE SUBJECTS

Komunikasyon at Pananaliksik sa Wika at Kulturang Filipino
Media and Information Literacy
Physical Education and Health

APPLIED TRACK SUBJECT

Inquiries, Investigation & Immersion

SPECIALIZED SUBJECT

Cookery (NC II)
Food and Beverage Services (NC II)
Tourism Promotion Services (NC II)

GAS

Applied Economics

2) ASSESSMENT and RATING OF LEARNING OUTCOMES

	Components	Languages	AP	EsP	Science	Math	MAPEH	EPP/ TLE	COMP EDUC
		PENMANSHIP							
1 to 10 Kindergarten	Written Works	30%			40%		20%		
	Performance Task	50%			40%		60%		
	Quarterly Assessment	20%			20%		20%		

B. SAMPLE COMPUTATION OF GRADE FOR A SUBJECT
Sample Class Record for English Grade 4 (First Quarter)

	Written Work (30%)										Performance Task (50%)										Quarterly Assessment 20%			Initial Grade	Quarterly Grade
	1	2	3	4	5	6	7	Total	PS	WS	1	2	3	4	5	6	Total	PS	WS	1	PS	WS			
Highest Possible Score	20	25	20	20	25	30	20	160	100	30%	15	15	25	20	20	25	120	100	50%	50	100	20%	100	100	
Learner A	18	22	20	17	23	26	19	145	90.63	27.19%	12	13	19	15	16	25	100	83.33	41.67%	40	80	16	84.86	90	
Learner B	19	15	15	9	13	14	9	94	58.75	17.63%	15	15	23	15	18	23	109	90.83	45.42%	48	96	19.20	82.25	88	
Learner C	9	11	5	8	8	9	4	54	33.75	10.13%	10	6	7	12	10	18	63	52.50	26.25%	29	58	11.60	47.98	71	

1 Get the total score for each component. Divide the total raw score by the highest possible score the multiply the quotient by 100% to get the percentage score.

$$\begin{aligned}
 \text{Percentage Score (PS)} &= \frac{145}{160} \times 100\% = 90.63 \\
 \text{(written Work)} & \\
 \text{Percentage Score (PS)} &= \frac{100}{120} \times 100\% = 83.33 \\
 \text{(Performance Task)} & \\
 \text{Percentage Score (PS)} &= \frac{40}{50} \times 100\% = 80.00 \\
 \text{(Quarterly Assessment)} &
 \end{aligned}$$

2 Multiply the Percentage Score by the weight of the component. Add the weighted Scores of each component to get the initial grade.

$$\begin{aligned}
 \text{Weighted Score (WS)} &= 90.63 \times .030 = 27.19 \\
 \text{(Written Work)} & \\
 \text{Weighted Score (WS)} &= 90.63 \times 0.50 = 41.67 \\
 \text{(Performance Task)} & \\
 \text{Weighted Score (WS)} &= 90.63 \times 0.20 = 16 \\
 \text{(Quarterly Assessment)} & \\
 \hline
 \text{Initial Grade} &= 84.86
 \end{aligned}$$

3 Transmute the Initial Grade using the DepEd provided Transmutation Table. The Transmuted Grade will be reflected in the report card.

$$\begin{aligned}
 \text{Initial Grade} &= 84.86 \\
 \text{Transmuted Grade} &= 90.00 \\
 \text{Quarterly Grade} &= 90.00
 \end{aligned}$$

For MAPEH, individual grades are given to each area, namely: Music, ArtS, Physical Education and Health. The quarterly grade for MAPEH is the average of the quarterly grades in four areas.

$$\text{Quarterly Grade (MAPEH)} = \frac{(\text{QG}) \text{ Music} + (\text{QG}) \text{ Arts} + (\text{QG}) \text{ PE} + (\text{QG}) \text{ Health}}{4}$$

Note: Elective subjects and ECA are not included in the computation of general average.

GRADING SYSTEM FOR SHS

For Grades 11 and 12

The two quarters determine the final Grade in a semester.

A. Sample Computation: Grade 11, 2nd Semester of Tech-Voc Strand

Subjects	Quarter		Second Semester Final Grade
	3	4	
Core Subjects			
Reading and Writing Skills	80	83	82
Pagbasa at Pagsusuri ng Iba't Ibang Teksto tungo sa Pananaliksik	86	85	86
Statistics and Probability	82	87	85
Physical Science	88	87	88
Physical Education and Health	90	88	89
Applied and Specialized Subjects			
Practical Research 1	80	83	82
Local Guiding Services	87	86	87
Cookery	85	81	83
Bread and Pastry Production	84	81	83
General Average for the Semester			85

B. How is the learner's progress reported?

The summary of learner progress is shown quarterly to parents and guardians through a parent-teacher conference, in which the report card is discussed. The grading scale, with its corresponding descriptors, are in Table 10. Remarks are given at the end of the grade level.

Descriptors, Grading Scale, and Remarks

DESCRIPTOR	GRADING SCALE	REMARKS
Outstanding	90 - 100	Passed
Very Satisfactory	85 - 89	Passed
Satisfactory	80 - 84	Passed
Fairly Satisfactory	75 - 79	Passed
Did Not Meet Expectations	Below 75	Failed

C. Weight of the Components for SHS

		Core Subject	Academic Track		Technical-Vocational and Livelihood (TVL) / Sports / Arts and Design Track	
			All other subjects	Work Immersion/Research/ Business Enterprise Simulation/Exhibit/ Performance	All other subjects	Work Immersion/Research/ Exhibit/Performance
11	Written Work	25%	25%	35%	20%	
to	Performance Tasks	50%	45%	40%	60%	
12	Quarterly Assessment	25%	30%	25%	20%	

D.

For Grades 11 to 12 Learners	Requirements	Decision
	1. Final Grade of at least 75 in all learning areas in a semester	Can proceed to the next semester
	2. Did not Meet Expectations in a prerequisite subject in a learning area	Must pass remedial classes for failed competencies in the subject before being allowed to enroll in the higher - level subject
	3. Did not Meet Expectations in a prerequisite subject in a learning area	Must pass remedial classes for failed competencies in the subject or learning areas to be allowed to enroll in the next semester. Otherwise the learner must retake the subjects failed.
	4. Must pass all subjects or learning areas in Senior High School	Earn the Senior High School Certificate

For Grade 11 - 12, learners who fail a unit/set of competencies must be immediately given remedial classes. They should pass the summative assessments during remedial to avoid a failing grade in a learning area/subject. This will prevent students from having back subjects in Senior High School (SHS). However, if the learner still fails remedial classes, s/he must retake the subject/s failed during the summer or as a back subject. Guidance teacher/career advocates must provide support to the SHS student for his/her Choices in SHS tracks.

PROMOTION AND RETENTION

1. In the elementary level and secondary level promotion is based on the subject passed.
2. Promotion shall be by the subject passed. In this case, a student who fails in two (2) subjects or less is promoted to the next curriculum level. On the other hand, a student who fails in more than 2 subjects is retained in the same year level.
3. The school will follow the DepEd guidelines in the computation of final grades in the academic rating and co-curricular grade.
4. Performance in co-curricular activities shall be based on active participation in different school activities. Any student who fails in one or two subjects equivalent to 2 units must first remove the failing mark by taking summer classes before enrollment.
5. A student who incurred a grade lower than 70 in conduct may be denied admission the following year.

Furthermore, the student must have no grade lower than 80% in any subject in any grading period.

Final examination is given early to all students who have been considered outstanding in any of the three quarters (1st/ 2nd /3rd). But this in any way does not guarantee their status as honor students.

(Enclosure to DepEd Order No. 36, s. 2016).

POLICY GUIDELINES ON AWARDS AND RECOGNITION FOR THE K TO 12 BASIC EDUCATION PROGRAM

II. What awards do we give?

Classroom Awards are recognition given to learners in each class or section. A simple recognition may be given per quarter, semester, or at the end of the school year. Awardees are given merit by the adviser and/or other subject teachers in recognition of the learners' outstanding performance in class.

Grade-level Awards are given to qualified learners for every grade level at the end of the school year. Candidates for the awards are deliberated by the Awards Committee (AC) if they have met the given criteria.

Special Recognition is given by the school to the learners who have represented and/or won in competitions at the district, division, regional, national, or international levels. This is to publicly affirm learners who have brought honor to the school.

A. Classroom Awards

1. Performance Awards for Kindergarten

Learners in Kindergarten should be recognized for their most evident and most prominent abilities. They can also be recognized for showing significant improvement in a specific area (e.g., from having poor fine-motor skills to being able to draw or write well). Since kindergarten learners have no numerical grades, teachers are advised to recognize outstanding achievement of learners based on the different domains and/or learning competencies of the kindergarten curriculum at the end of every quarter.

2. Conduct Awards

These awards are given to learners who have been observed to consistently demonstrate the DepEd core values (Maka-Diyos, Makatao, Makakalikasan, Makabansa).

3. Academic Excellence Award

The Award for Academic Excellence within the quarter is given to learners from grades 1 to 12 who have attained an average of at least 90 and passed all learning areas.

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

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

Table 1. Academic Excellence Award

Academic Excellence Award	Average Grade per Quarter
1. With Highest Honors/May Pinakamataas na Karangalan	98–100
2. With High Honors/May Mataas na Karangalan	95–97
3. With Honors/May Karangalan	90–94

4. Recognition for Perfect Attendance

This award is given at the end of every quarter to encourage learners to attend and actively participate in class. Perfect attendance means that a learner must be present in all of his/her classes, and must have no absences for the entire quarter. Learners who are representing the school for various purposes (e.g., in-school or off campus activities) may also qualify for this award.

B. Grade-level Awards

1. Academic Excellence Award

At the end of the school year, the Academic Excellence Award is given to learners from grades 1 to 12 who have attained a General Average of at least 90 and a passing Final Grade in all learning areas.

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

The class advisers will give to the AC the list of qualified learners to be awarded during a school ceremony. Refer to Table 2 for the Academic Excellence Award at the end of the school year.

Table 2. Academic Excellence Award

Academic Excellence Award	General Average
1. With Highest Honors/May Pinakamataas na Karangalan	98–100
2. With High Honors/May Mataas na Karangalan	95–97
3. With Honors/May Karangalan	90–94

2. Leadership Award

The leadership award is given to learners in grades 6, 10, and 12 who have demonstrated exemplary skills in motivating others and organizing projects that have significantly contributed to the betterment of the school and/or community. This award is given during the completion or graduation ceremony.

To qualify for this award, a learner must:

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

3. Award for Outstanding Performance in Specific Disciplines

These awards are given to recognize learners in grades 6, 10, and 12 who have exhibited exemplary skills and achievement in specific disciplines. These disciplines are Athletics, Arts, Communication Arts, Mathematics and Science, Social Sciences, and Technical-Vocational Education (Tech-Voc). These awards also value the learner's achievement in a specific discipline that has contributed to the school and/or community. Table 4 on page 7 specifies the criteria and weights for these awards.

There may be more than one category of awards under the following disciplines:

Athletics, Arts, Communication Arts, and Tech-Voc. There will be no separate awards for special programs.

Table 4. Criteria for awards for outstanding performance in specific disciplines

Criteria	Weight
1. Academic Rating Final grade in the learning area or average of the final grades in subjects specifically related to the award	20%
2. Skill in the Discipline As shown through: a. Output (oral or written work, projects, etc., if applicable) b. Membership in a club/team (if applicable) c. Class or school representation d. Winnings and awards	40%
3. Attitude toward the Discipline a. Peer evaluation (if applicable) b. Commendation from coach/adviser	20%
4. Contribution to the School related to the Discipline In any of the following: a. Tutorials/Coaching b. Performance in school's various functions and events c. Products d. Projects e. Volunteer work	20%

Note: Peer evaluation is only applicable to disciplines that involve collaborative work. Candidates will be evaluated by at least 30% of their peers (group, team, class, or club mates) as well as their class or club advisers.

4. Award for Work Immersion

Award for Work Immersion is specific to Senior High School (SHS) tracks. This award may be given to grade 12 graduating students who have exemplified outstanding performance based on the terms of reference or engagement set by the school and evaluation of the direct supervisor and subject teacher. The awardee(s) must have received high efficiency rating for their diligence and consistency in performing their duties and responsibilities throughout the immersion program.

Only those learners who have received an outstanding academic rating in the Work Immersion subject (at least 90%) shall be awarded. This rating in the report card consists of the learner's performance and/or output during the Work Immersion.

5. Award for Research or Innovation

Award for Research or Innovation is specific to the SHS tracks. Grade 12 graduating students—individuals, pairs, or groups of not more than four members—must have led the planning and execution of a research or innovation to advance the potential applications of technology, or research whose findings can be used to drive better efficiency and productivity as well as to improve the lives of the people in the school and/or community.

6. Award for Club or Organization Achievement

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

Table 7 shows the set of criteria and weights that will be used in the evaluation and deliberation process for this award. Only those clubs or organizations that have received at least 90% of the criteria below shall be awarded.

Table 7. Criteria and weights for awards for Club or Organization Achievement

Criteria	Weight
1. Club/Organization Performance a. Plans and develops club/organization's objectives, projects, and activities b. Implements projects and activities, and delivers services based on the club/organization's objectives and plans c. Manages and/or uses resources wisely d. Shows teamwork and collaboration among its members	50%
2. Exemplary Output Delivers a concrete output related to the objectives and purpose of the organization and the school	30%
3. Contribution to the School or Community Benefits the members of the club/organization and the greater majority of the school population and/or community	20%

C. Special Recognition

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

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

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

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

ACADEMIC AND NON-ACADEMIC ACTIVITIES

A. NUTRITION MONTH

July marks the celebration of Nutrition Month which aims to inculcate in the young minds of our children/ students the value of good nutrition and its significance to having a healthy life in their later years.

B. LINGGONG WIKA

Celebrated during the month of August to create awareness and consciousness on the significance of having one language as a symbol of a unified and sovereign nation.

C. SCIENCE MONTH

The month of September focuses on the celebration of Science Week. Science related activities are conducted with the objective of developing re-discovering the Scientific Skills; innovative ideas, and analytical minds of our youth, which when fully developed may enable them to be alert with their environment.

D. UNITED NATIONS

Celebrated during the month of October to educate the young of the culture and way of life in different countries. Occasions like this, serves as a vehicle in proclaiming Peace and Unity to the whole world. That our country joins the people of the world in the pursuit of one good mission.

E. ENGLISH WEEK

English week gives a way to the discovery and development of the outstanding talents of our students. Occasions, such as this, serve as venue for the enhancement of the student's prowess in public speaking. A vehicle for self-expression and skills in spelling.

F. MATH WEEK

Like any other occasions, Math week is a celebration of students' acquired skills in Mathematics. It aims to discover and develop the mathematical skills of our youth. Occasions, such as this, serve a venue for the enhancement of the student's provides in public speaking. A vehicle for self expression and skills in spelling.

G. FAMILY DAY

An affair that focuses on the importance of the family as a basic factor in influencing one's decisions and outlook in life. A celebration of love, togetherness and sharing between and among family members and the school as well.

H. HOMEROOM - PTA CONFERENCES

Meetings between the parents and the school strengthen a harmonious and binding relationships. A strongholds in the pursuit of one good mission – to create better persons, responsible members of the family, useful citizens of this country and God-fearing children.

The untiring support and the commendable cooperation of the parents is tantamount to the success of the school.

EXTRA -CURRICULAR ACTIVITIES

HIMIG (RAISEANS CHORALE)

Objective: Develops loves for music through group activities and promote camaraderie and goodwill among members and the whole Raiseans community.

OBRA (ARTIST CLUB)

Objective: Helps the members to enhance their artistic talent in drawing, painting and craftsmanship using any medium desired.

KOUZINA (HOMEMAKERS CLUB)

Objective: Manifest the love of work through varied household skills learned for the individual's well being int the family, community and in preparation for life.

INDAYOG (DANCE CLUB)

Objective: Provides opportunities to promote development of individual physically, emotionally, socially through total body movements of the properly selected activities. Producing their own piece using different genre.

ATHENAEUM (CREATIVE WRITERS CLUB)

Objective: Helps the members to enhance their prowess in creative writing through an artful expression of ideas, insights and opinions.

TANGHALAN AT MASKARA (PERFORMING ARTS CLUB)

Objective: Help the members to enhance their talents/skills in theatrical performances.

GREEN TERRA (SCIENCE CLUB)

Objective: Promote ecological awareness and consciousness on maintaining balance in nature in economic development and protecting the environment for the next generation.

RESCUE KABATAAN / ELEVATE

Objective: To reduce drop out rate, drug users, teenage pregnancy, suicide attempts and others.

To see significant change in the lives of the students including higher grades, better discipline and the like.

Each club submits the following to the Student Activity coordinator:

- Project proposal
- Program of activities
- Quarterly progress report
- Minutes of ECA meeting
- Pictures of club activities.

Invitation of guest speakers are encouraged. Invitation should be recommended to the Principal and subject to the approval of the Assistant Directress.

Minutes of the club meeting is prepared by the club secretary and supervised by the club moderator.

CODE OF PUPIL DISCIPLINE

Discipline comes from respect for oneself and the others. Students are expected to manifest acts of respect in words or in deeds towards Raíses Academy authorities, including the administration, faculty members and other persons vested with such authority.

SCHOOL RULES AND REGULATIONS

I. Introduction

RAISES ACADEMY is an educational school established to be the second home to your children. The home that is governed by rules and regulations set us guidelines for the protection of the individual members of the body.

Since you are part of RAISES ACADEMY, you came with willingness to abide by the rules and regulations of the school for the welfare of your children.

II. Rules and Regulations

A. ENTRANCE AND EXIT

1. Students are not allowed to enter the school compound without ID. The ID should be worn at all times while inside the campus. Tampering or making any marks on the ID is strictly prohibited.
2. Students are not allowed to go out of the school compound during school hours even during recess.
3. All students shall be fetched on or 10 minutes after dismissal time. The school shall not be liable to any student inside the campus 10 minutes after the dismissal period.
4. Back gate is open only for the students who live within the school vicinity. This is used upon request of the parent with proper coordination from the Guidance Officer

NOTE: For Elementary only.

B. PARENT/GUARDIAN

1. No Parents/ Guardians is allowed to stay inside the compound during class hours for no valid reason (based on DepEd Order No. 40 s.2012 DepEd Child Protection Policy)
2. Parents are not allowed to visit the classroom of their son / daughter and see the adviser for conference without prior appointment. Teachers are available for conference during their free time only except when immediate need calls for.

C. CORRIDORS

Loitering along the corridors is strictly prohibited. No crowding at the doors or along the corridors to avoid disturbance of classes. Cleanliness and orderliness are strictly enforced in the corridor. Avoid running or pushing.

The "KEEP RIGHT RULES" should be observed in passing along the corridors and staircases.

D. ASSEMBLIES

Proper respect for our flag is expected during the flag ceremony on Mondays and flag retreat on Fridays. All students with classes during the first period on Mondays are expected to attend the flag ceremony.

Everybody is required to stand at full attention while the Philippine National Anthem is being sung and until the recitation of the Patriotic Pledge.

E. BREAK TIME

Students who will buy food from the canteen are required to fall in line and speak with the canteen helpers with respect. Waste materials should be disposed properly.

All students / pupils must be inside their respective classrooms after the break time. No students are allowed to sell stationary, toys etc.

F. FETCHING PERSONS OR "SUNDO"

Students will be fetched only by authorized fetching person. Those who want to wait for their children to go home will be requested to stay at the waiting area.

G. BULLETIN BOARD AND NOTICES

Students are not allowed to write or post anything on the board without the approval of the school authority. Awareness of the notices posted on the bulletin board is expected for all concerned.

H. EXAMINATION

1. The school gives two examination per quarter as scheduled by the principal. Quarterly examination is scheduled for three days while Mastery examination is scheduled for two days.

2. A copy of the Schedule of Examination has been provided in this handbook.

3. Cheating in any form during examination will be seriously dealt with.

4. High school students who will be caught cheating in quizzes and examination will be given an equivalent score of zero (0).

I. LIBRARY

All students are allowed to use the library during their free time. However, only students who are registered members are allowed to bring home books for maximum period of two (2) days. Thus failure to return the books on time will be given Php 2.00 charge per day as penalty for overdue books.

Policies in the library:

- Silence should be maintained in the library at all times
- School bags must be kept in a place designated by the librarian
- Foods and drinks are not allowed inside the library.
- Library regulations should be followed by every library users.

J. COMPUTER ROOM

Computer room can be used by the students only with teacher's assistance.

K. SCHOOL UNIFORM

PRE-SCHOOL

Girls:
Checkered Dress
Pink & White
Collar w/ Logo
on the left side
(w/ pink ribbon)



Boys:
White Polo
w/ logo on the left side
(w/ white undershirt)
old rose short pants



ELEMENTARY



GIRLS: Gr. 1-6

- White Blouse
(w/ checkered pink & white collars w/ logo on the left side & ribbon.
- Checkered pink & white Skirt



BOYS:

- Beige Polo
with logo on the left side of the collar (w/ white undershirt)
- old rose short pants (Grade 1-3)
- old rose long pants (Grade 4-6)

GIRLS:

- Light Pink Blouse
(w/ logo on the left side collar)
- Pink Skirt

JUNIOR HIGH SCHOOL



BOYS

- Beige Polo with logo on the left side of the collar (w/ white undershirt)
- old rose long pants



GIRLS:

- Light Pink Blouse (w/ logo on the left side collar)
- with tie attached by a Raises pin
- with pink belt

SCHEDULE OF SCHOOL UNIFORMS

* Elementary : Old Uniform - Monday & Wednesday • New Uniform - Tuesday & Thursday • P.E. Uniform - Friday

Senior High School



BOYS

- White Polo with logo on the left chest pockets (w/ white undershirt)
- Black pants



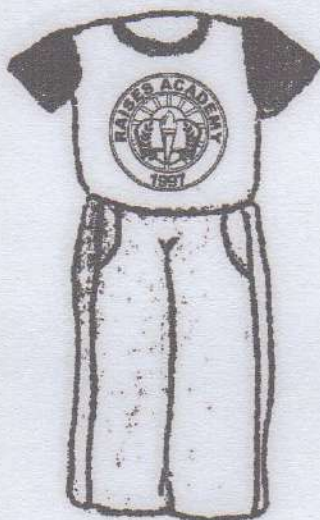
GIRLS:

- Magenta Blouse (w/ logo on the left side collar)
- with tie attached by a Raizes pin
- Black Skirt

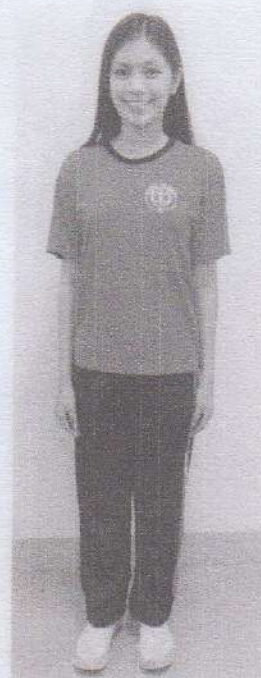
P.E. UNIFORMS:



Pre school:
Shirt with logo
and Red Short



Elementary:
Shirt with logo and
Red Jogging pants



High School
Magenta Shirt
with logo and Black
Jogging pants

NOTE: The school authorities have the right to ask the students to re-model or change any uniform that does not conform with the prescribed uniform.

FOOT WEARS:

- Black Shoes with White Socks
- Rubber Shoes (every Friday)

L. ATTENDANCE

Students are required to attend their classes regularly and may be absent for not more than 20% of the required total number of class hours based on educational Law & Private Schools Section 73 Article 18 DECS Order (No. 35 Series 1993) but may be modified prior to school head's discretion based on justifiable reasons.

Absences are considered excused when incurred due to illness or death in the family or other reasons that would merit consideration from the proper authorities. Students shall be dealt accordingly for unexcused absences. Students are considered absent when they arrived in class 15 minutes after the class has started.

M. HAIRCUT

A decent hair cut is required for all male pupils / students

N. LOST AND FOUND ARTICLE

All lost / found articles are reported to the Guidance office. Unclaimed articles after a year will be donated to the reach-out program of the school.

O. SCIENCE LABORATORY

Policies:

1. Laboratory apparatus and equipment should be used under the supervision of the subject teacher.
2. Apparatus and equipment may not be brought to the other areas without permission.
3. Repair or replacement of any damaged apparatus or equipment is required from the students concerned.

P. GENERAL POLICIES

1. Students are not allowed to go out after each subject. However permission may be asked from the subject teacher if necessary.
2. Lights and fans are to be turned off and are kept closed for air-conditioned rooms whenever the class leaves the room.
3. School properties should be used with care. Any damaged resulting from negligence and carelessness is paid for by the student concerned.
4. Activities/ meetings done on non-school days and beyond class hours are not allowed by the school without approval from the principal and written permission from the parent.
5. Students are not allowed to stay inside the classrooms not assigned to them anytime of the day.
6. Meetings and other activities are held during the period specified by the school.

7. Hair coloring, wearing of make-up and wearing of earrings for male students are not allowed by the school.
8. Student's attires should be in accordance to the standards set by the school.
9. Bringing of cell phones (based on DECS No. 70), mp3, i-pod, PSP or any other equipments not intended for a specific subject are not permitted. But for a special and separate valid reason, a particular student may be allowed to bring cell phone provided a parent's letter with waiver requesting for his child to bring one is presented and the school policy provides that the following situations are observed:

- * Cell phones will be in Silent Mode
- * The student will not for any other reason use the cell phone when inside the classroom.
- * If and ever there will be a need to use the cell phone, permission from the adviser / teacher should be made by the concerned student and to be used only outside the classroom premises.

For violations against the usage of cell phone, the following will have to be followed:

First Offense	Warning
Second Offense	: To hold for parents to claim
Third Offense	: To hold and to be claimed by parents upon agreement with the office.

10. Possession and reading of pornographic materials are strongly discouraged and will be dealt with accordingly.
11. Use of profane and vulgar words is taboo. Violators will be dealt with accordingly.
12. Students are not allowed to give false testimony or false statement during school investigation.
13. The rules and implementing policies for field trip / educational tour, inside and outside activities should be strictly observed.

Any student/pupil who wishes to join the field trip should submit a written consent of his parents ahead of time. No student will be allowed to join such activity without the parent's consent. Anyone who intends to leave the group needs to ask permission from the teacher concerned.

14. Students are advised to observe courtesy in posting comments or remarks when using social networks and also when posting photos.
15. Miscellaneous:
 - Parents / Fetchers are not allowed to enter school premises without valid reason.
 - Parents / Fetchers are not allowed to go directly to the teacher; they will have to request permission from the office to be able to talk to the teachers.
16. Parents are advised that any and all official collections are made by the school through the written reminders and are directly paid to the office.

Q. OTHERS

1. Please be advised that in cases of minor injury (bruises, abrasions), the advisers and/or trained teachers are instructed to provide and conduct the necessary first aid treatment; but for serious medical situations or major injuries, it is the school's policy to bring the student-patient to the hospital for medical services.
2. All parents / guardians are advised to inform the office of any health problems what so ever that the children/students may have.

Note: Scope of discipline is not limited to and within school premises alone and therefore school rules and regulations should be observed by students whether inside or outside school premises. (DECS Order No. 92, s. 1992 Sec. 74)

III. OFFENSES OR INFRACTIONS TO GOOD DISCIPLINE

MAJOR OFFENSES:

- Gross misconduct
- Cheating and stealing
- Assaulting a teacher or any other school authority or his agents or students
- Smoking inside the school premises
- Vandalism, writing on or destroying school property like chairs, tables, windows, book, laboratory equipment and others
- Gambling of any sort
- Drinking intoxicants and liquor
- Carrying and concealing deadly weapons
- Extortion or asking money from others
- Fighting causing injury to others
- Using, possessing, and selling of prohibited drugs
- Hazing in any form or manner whether inside or outside the school premises
- Immorality or sexual harassment
- Instigating, leading or participating in concerned activities leading to stoppage of classes
- Preventing, threatening students or faculty members or school authorities from discharging their duties or from attending classes or entering school premises
- Forging or tampering with school records or transfer forms
- Loitering and staying inside or outside the school during class hours
- Bringing, using and selling of pornographic materials
- Using different gadgets like cellular phones, i-pad, psp, etc. during class hour
- Public display of affection (PDA) like holding hands, hugging, kissing, necking, petting and fondling
- Unruly behavior during assemblies, religious services, etc.
- Going to restricted places
- Selling stolen goods in school
- Refusal to display school ID prominently and placing stickers and other objects on ID
- Sitting on tables, standing on benches as sitting with feet up and legs wide apart
- Writing or drawing on a fellow student's books and notebooks.
- Borrowing without returning
- Spending for personal use of funds entrusted to him/her
- Refusing to obey a students leader when the latter is discharging his/her duty or representing an authority
- Irresponsibly playful like pulling chair away when one is about to sit; hiding another's property; blocking another's path; etc.
- Jumping over the fence
- Disrespectful to the national flag and singing of national anthem

MINOR OFFENSES:

- Absenteeism, cutting of classes and tardiness
- Failure to wear prescribed uniform
- Wearing of cap and the like inside the school building specially inside the classroom
- Wearing of earrings for the boys and more than a pair of earring for the girls, outlandish hairstyles, painting of tattoo, over accessories and body piecing
- Patronizing suspected prostitution den,
- Using profane language to insult another
- Littering (plastics cups, bottles, candy wrappers or any waste) inside the school campus specially inside the classroom and corridors
- Spitting elsewhere
- Chewing of bubble gum inside the school during class hour and placing of bubble gum on chairs, walls, etc
- Putting make-up and face powder during class hour
- Urinating elsewhere or in inappropriate places
- Voyeurism
- Not giving letter to parents
- Bullying including physical, emotional, mental and cyber-bullying

IV. SCOPE OF DISCIPLINE

Any pupil/ student who will go against the rules and regulations will be subject to disciplinary action such as:

- | | |
|------------------------------------|---------------------------|
| a. Apology | b. Reprimand |
| c. Warning with written agreement. | d. Probation |
| e. Suspension | f. Request for withdrawal |
| g. Denial of admission | h. Dismissal |

Note:

The gravity of the offense determines the penalty to be given which may include the giving of an equivalent grade of 70% in conduct as the case maybe.

When the offense has a minimum and maximum penalty, RAISES has the discretion to decide which penalty to impose depending on the intention of the offender, the gravity of the act committed and the circumstances surrounding the case.

1. Suspension may be imposed on a pupil/ student for major offenses and/ or habitual violations of school rules and classrooms discipline.
2. In case of major offenses, a pupil/ student can be placed under probation in order to make the latter aware of the needs to improve his/ her behavior/ conduct.
3. Any violation committed during the probation period may result to the decision to release the pupils/ students or to advise them to transfer to other school.
4. In some cases, a pupil/ student may be denied of re-admission after being provided with considerations for his/ her offenses and no effort has been made to improve his/ her behavior.
5. In case of injury due to negligence, misbehavior, misconduct or violation of school rules, students proven to be guilty will be compelled to shoulder the expenses for medication and first aid treatment either for himself or for the party concerned.

PROCEDURE WHEN IMPOSING SUSPENSION / DISMISSAL

1. The Guidance Officer (GO) conducts the investigation of the reported case. The student is called for to give his side. The GO confers with the subject teacher and other people concerned. The class adviser and other school personnel who could shed light on the case and could make a fair objective evaluation may also be invited.
2. The Guidance Officer calls for the parents to inform them of the offense and the corresponding sanction. Suspension/ dismissal commence one day after the conference with the parent.
3. Suspension may be imposed any day of the week except for non-school days, Sundays or holidays.
4. After the completion of the suspension period, the offender is advised to report to GO for counseling.



RAISES ACADEMY (Angono, Rizal) INC.

Angono, Rizal

Anti Bullying and Child Protection Policies

The aim of this policy is to ensure incidents of bullying can be recognized and dealt with.

Bullying can often be hard to recognize – they may not be obvious to others, and may be insidious. The recipient may think “perhaps this is normal behavior in a school. They may be anxious that others will consider them weak if they find the actions of others intimidating. They may be accused of “overreacting” and worry that they won't be believed if they do report incidents

Bullying is not only unacceptable on moral grounds but may, if unchecked or badly handled, create serious problems.

Action by the School

Raises Academy is clear about the standards of behavior expected, set a good example in their own behavior and ensure that individual students and parents as well are fully aware of their responsibilities to others

Procedures

Bullying is a serious issue and must be treated as such. Complaints of bullying or information from school community relating to such complaints, is dealt with fairly and confidentially and sensitively using the school's BIRF (Bullying Incident Report Form).

Investigation

Complaints are taken seriously and investigated promptly and objectively. The investigation is seen to be objective and independent. Decisions can then be made as to what action needs to be taken.

In case of violations, students undergo due process of law wherein fair objective evaluation is conducted. Consequently, a form for act of bullying (Bullying Incident Report Form) is filled out by the Adviser/Guidance Officer upon presentation by the assumed witness.

A Bullying Incidence Report Form is then made through a preliminary investigation to credible witness conducted by the respective advisers. After the report is completely and correctly accomplished, the said report is then forwarded to the Guidance Officer/Adviser for the corresponding final investigation. After which, the necessary actions to be made against the perpetrators is proposed to the Principal for the purpose of setting protection to the alleged bully victim. Presentation of the necessary action is made before the alleged perpetrator and his/her parent/guardian.

Informal Approaches

In some cases, the school believes that it may be possible to rectify matters informally.

Sometimes students are unaware that his behavior is not welcome and an informal discussion can lead to greater understanding and an agreement that the behavior will cease. It may be that the individual students will choose to do this by themselves, or they may need the help of their parents/guardian for that matter.

Bullying Guide

Counseling

Counseling or mediation by the Guidance Officer may be used where appropriate, particularly where investigation shows no cause for disciplinary action, or where doubt is cast on the validity of the complaint.

Counseling may be used to resolve the issue or help support the student accused as well as the complainant.

Serious Violation

In cases which appear to involve serious violation, and there is reason to separate the students involved, a short period of separation may need to be considered while the case is being investigated. The student making the complaint may be transferred to another class as they ask for such a move.

When somebody makes an unfounded allegation of bullying, it is the school's SOP (standard operating procedure) that the case be investigated and dealt with fairly and objectively under the disciplinary procedure.

Imposing Penalties

Where the complaint is found to be justified any action taken against those responsible should be dealt with under the school's policy and must comply with the school's standard operating procedure.

The action to be taken must be reasonable in the light of the facts. In some cases, it may be concluded that a penalty is unnecessary nor that counseling is preferable – the individual student may now be more able to accept the need to change his/her behavior.

Where a penalty is to be imposed, all the circumstances should be considered including: the students' disciplinary and general record whether the procedure points to the likely penalty; action taken in previous cases; any explanations and circumstances to be considered and whether the penalty is reasonable.

Oral or written warnings, suspension or transfer of the bully are disciplinary penalties that might be imposed in a proven case.

SCHOOL-PARENTS RELATIONSHIP

OBLIGATIONS OF PARENT:

Personally enroll their child/ children and confer with the Administrator or her representative.

Attend and participate actively in the general assembly at the beginning of the school year, regular homeroom meetings, and quarterly convocation and giving out of report cards.

Response immediately, as soon as it is humanly possible, to invitations for conference concerning the affairs of their child/ children.

Remind and check their children concerning the school rules and regulations particularly on the following:

- a. Punctuality in going to school and regular attendance in all classes.
- b. Prescribed Uniform
- c. Accomplishment of school assignments and proper study habits.

Offer constructive and positive suggestions for the improvement of the different services being offered by the school.

Be fully aware and be informed of the school policies, Rules and Regulations.

SCHOOL-STUDENT RELATIONSHIP

OBLIGATIONS OF STUDENTS:

1. To exert their utmost in the development of their potentialities for service, particularly by undergoing an education suited for their abilities, in order that they may become assets to their families and to society.
2. To uphold the academic integrity of the school, strive to achieve academic excellence and abide by the school rules and regulations governing their academic responsibilities and moral integrity.
 - A. Avoidance of foul, abusive and vulgar language.
 - B. Dressing appropriately for school activities and programs.
3. To promote and maintain the peace tranquility of the school by observing the school rules and discipline by exerting efforts towards the attainment of harmonious relationship with fellow pupil, faculty and other personnel.
4. To participate actively in civic affairs, and the promotional of the general welfare, particularly in the social economic and cultural development of the community towards the attainment of a just compassionate and order society.
5. To exercise their rights responsibly with the knowledge that they are answering for an infringement or violation of the general welfare or the rights of order.

Lupang Hinirang

Bayang Magiliw Perlas ng Silanganan
Alab ng Puso sa Dibdib mo'y Buhay
Lupang Hinirang Duyan ka ng Magiting
Sa Manlulupig di ka Pasisiil

Sa Dagat At Bundok
Sa Simoy At Sa Langit Mong Bughaw
May Dilag At Tula
At Awit Sa Paglayang Minamahal

Ang Kislap ng Watawat
Mo'y Tagumpay na Nagniningning
Ang Bituin at Araw niyang kailan pa may
Di Magdidilim

Lupa ng Araw ng Luwalhating Pagsinta
Buhay ay Langit sa Piling mo
Aming Ligaya nang pag may Mang-aapi
Ang Mamatay nang Dahil Sa 'yo

Panatang Makabayan

Iniibig ko ang Pilipinas,
Aking lupang sinilangan,
Tahanan ng aking lahi,

Kinukupkop ako at tinutulungan
Maging malakas, masipag at
Marangal.

Dahil mahal ko ang Pilipinas,
Diringin ko ang payo
Ng aking magulang,

Susundin ko ang tuntunin ng Paaralan,
Tutuparin ko ang tungkulin
Ng mamamayang makabayan;

Naglilingkod, nag-aaral at
Nagdarasal
Nang buong katapatan.
laalay ko ang aking buhay,
Pangarap, pagsisikap
Sa bansang Pilipinas.

Panunumpa sa Watawat

Ako ay Pilipino
Buong katapatang
nanunumpa
Sa watawat ng Pilipinas
At sa bansang kanyang
sinasagisag

Na pinakikilos ng
sambayanang
maka-Diyos
makakalikasan
makatao at
makabansa

Calabarzon

Dito sa Timog Katagalugan
Sumibol ang bagong pangalan
Ang kaunlaran, kaybilis at masagana
Lahat kami ay may pagkakaisa
Sa mithiin ay sama-sama
Mabuhay ang CALABARZON
CALABARZON sa habang panahon

Lalawigang Rizal, Cavite
Laguna, Batangas, Quezon
at mga lungsod pa

Antipolo, San Pablo,
Cavite, Lucena,
Batangas, Calamba,
Sta. Rosa, Dasamariñas, Tayabas, Imus
Bacoor, Tanuan at Lipa
Hey, Hey,

Mga kawani ay tanging-tangi
Maglingkod ay laging gawi
Kaylan pa man sa Diyos ang aming lahi

Kabataan ay paunlarin
Ito ang unang layunin
Mabuhay ang CALABARZON
CALABARZON sa habang panahon

Mabuhay ang CALABARZON
CALABARZON sa habang panahon
Mabuhay!

Mabuhay Rizal

Rizal, Rizal Mabuhay
Pangunahin kang lalawigan
Sa kultura at kabuhayan
Pinagpala ng Maykapal
Buhay nami'y nakalaan
Maglingkod sa Inang Bayan
Lalawigan kang tanging-tangi
Mahal naming magpakailanman.

Ang mga Rizaleño'y masisikap
Puso't diwa, sa Diyos,
bayan at sa kapwa
Mapalad kaming mga taga-Rizal

Sa Pamumuno ng mga
taong may dangal.

Lalawigan kang tanging-tangi
Mahal naming magpakailanman.

SCHEDULE OF EXAMINATION

A KINDERGARTEN

Mastery Exam

1st Day	Language Filipino
2nd Day	Mathematics Science

B ELEMENTARY

Mastery Exam

Grade 1 & 2

1st Day	Mother Tongue Filipino English Araling Panlipunan
2nd Day	Mathematics MAPEH EsP

Grade 3

1st Day	Mother Tongue Filipino English Araling Panlipunan
2nd Day	Mathematics Science MAPEH EsP

Grade 4-6

1st Day	Filipino English Araling Panlipunan EsP
2nd Day	Mathematics Science MAPEH EPP

C JUNIOR HIGH SCHOOL

Mastery Exam

Grade 7-10

1st Day	Filipino English Araling Panlipunan EsP
2nd Day	Mathematics Science MAPEH TLE

KINDERGARTEN

Quarterly Exam

1st Day	Language Values Education & Social Studies Filipino
2nd Day	Mathematics Science
3rd Day	Physical Education and Health, Music & Arts Penmanship

ELEMENTARY

Quarterly Exam

Grade 1 & 2

1st Day	Filipino English Araling Panlipunan
2nd Day	Mother Tongue MAPEH EsP

3rd Day	Mathematics Computer
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Grade 3

1st Day	Filipino English Araling Panlipunan
2nd Day	Science MAPEH EsP

3rd Day	Mathematics Mother Tongue Computer
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Grade 4-6

1st Day	Filipino English Araling Panlipunan
2nd Day	Science MAPEH EsP

3rd Day	Mathematics EPP Computer
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JUNIOR HIGH SCHOOL

Quarterly Exam

Grade 7-10

1st Day	Filipino English Araling Panlipunan
2nd Day	Science MAPEH EsP

3rd Day	Mathematics TLE
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D SENIOR HIGH SCHOOL GRADE 11 - FIRST SEM

Mastery Exam-1st Day

Oral Communication in context
21st Century Literature from the Philippines and the World
Personal Development/Pansariling Kaunlaran
English for Academic and Professional Purposes
Filipino sa Piling Larangan
Events Management Services
Organization and Management

Mastery Exam-2nd Day

General Mathematics
Physical Education and Health
Fundamentals of Accountancy, Business and Management 1
Philippines/Politics and Governance
Bread and Pastry Production
Cookery
Local Guiding Services

GRADE 12 - FIRST SEM

Mastery Exam-1st Day

Introduction to the Philosophy of the Human Person/Pambungad sa Pilosopiya ng Tao
Contemporary Philippine Arts from the Regions
Physical Education and Health
Empowerment Technologies (for Tech-Voc/Academic)
Entrepreneurship
Events Management Services

Mastery Exam-2nd Day

Practical Research 2
Earth and Life Science
Food and Beverage Services
Creative Writing/Malikhaing Pagsulat
Tourism Promotion Services
Cookery

GRADE 11 - SECOND SEM

Mastery Exam-1st Day

Reading and Writing Skills
Pagbasa at pagsusuri ng Iba't Ibang Tekso Tungo sa Pananaliksik
Understanding Culture, Society and Politics
Statistics and Probability
Introduction to World Religions and Belief Systems
Physical Science
Events Management Services

Mastery Exam-2nd Day

Practical Research 1
Physical Education and Health
Bread and Pastry Production
Local Guiding Services
Fundamentals of Accountancy, Business and Management 2
Disaster Readiness and Risk Reduction
Cookery

GRADE 12 - SECOND SEM

Mastery Exam-1st Day

Inquiries, Investigation and Immersion
Komunikasyon at Pananaliksik sa Wika at Kulturang Filipino
Media and Information Literacy
Physical Education and Health

Mastery Exam-2nd Day

Food and Beverage Services
Applied Economics
Tourism Promotion Services
Cookery
Events Management Services

Quarterly Exam-1st Day

Oral Communication in text
21st Century Literature from the Philippines and the World
Personal Development/Pansariling Kaunlaran
Filipino sa Piling Larangan

Quarterly Exam-2nd Day

General Mathematics
English for Academic and Professional Purposes
Physical Education and Health
Philippines Politics and Governance

Quarterly Exam-3rd Day

Fundamentals of Accountancy, Business and Management 1
Organization and Management
Bread and Pastry Production
Cookery
Local Guiding Services
Events Management Services

Quarterly Exam-1st Day

Introduction to the Philosophy of the Human Person/Pambungad sa Pilosopiya ng Tao
Contemporary Philippine Arts from the Regions
Physical Education and Health
Empowerment Technologies (for Tech-Voc/Academic)

Quarterly Exam-2nd Day

Practical Research 2
Entrepreneurship
Earth and Life Science

Quarterly Exam-3rd Day

Food and Beverage Services
Creative Writing/Malikhaing Pagsulat
Tourism Promotion Services
Cookery
Events Management Services

Quarterly Exam-1st Day

Reading and Writing Skills
Pagbasa at pagsusuri ng Iba't Ibang Tekso Tungo sa Pananaliksik
Understanding Culture, Society and Politics
Practical Research 1

Quarterly Exam-2nd Day

Statistics and Probability
Introduction to World Religions and Belief Systems
Physical Science
Physical Education and Health

Quarterly Exam-3rd Day

Bread and Pastry Production
Fundamentals of Accountancy, Business and Management 2
Disaster Readiness and Risk Reduction
Local Guiding Services
Cookery
Events Management Services

Quarterly Exam-1st Day

Inquiries, Investigation and Immersion
Komunikasyon at Pananaliksik sa Wika at Kulturang Filipino

Quarterly Exam-2nd Day

Media and Information Literacy
Physical Education and Health
Events Management Services

Quarterly Exam-3rd Day

Food and Beverage Services
Applied Economics
Tourism Promotion Services
Cookery

EXCUSE SLIPS

Date _____

My Son/Daughter _____

has been absent for _____ days, from _____ to _____

Reason: _____

Doctor's certificate. (yes) or (no) _____

Teacher's Signature

Parent's Signature

Date _____

My Son/Daughter _____

has been absent for _____ days, from _____ to _____

Reason: _____

Doctor's certificate. (yes) or (no) _____

Teacher's Signature

Parent's Signature

Date _____

My Son/Daughter _____

has been absent for _____ days, from _____ to _____

Reason: _____

Doctor's certificate. (yes) or (no) _____

Teacher's Signature

Parent's Signature

CORRESPONDENCE

Date _____

Dear _____

Teacher's Signature

Parent's Signature

.....
Date _____

Dear _____

Teacher's Signature

Parent's Signature

.....
Date _____

Dear _____

Teacher's Signature

Parent's Signature

CORRESPONDENCE

NOTES

Date _____

Dear _____

Teacher's Signature

Parent's Signature

Date _____

Dear _____

Teacher's Signature

Parent's Signature

Date _____

Dear _____

Teacher's Signature

Parent's Signature

NOTES

RAISES ACADEMY

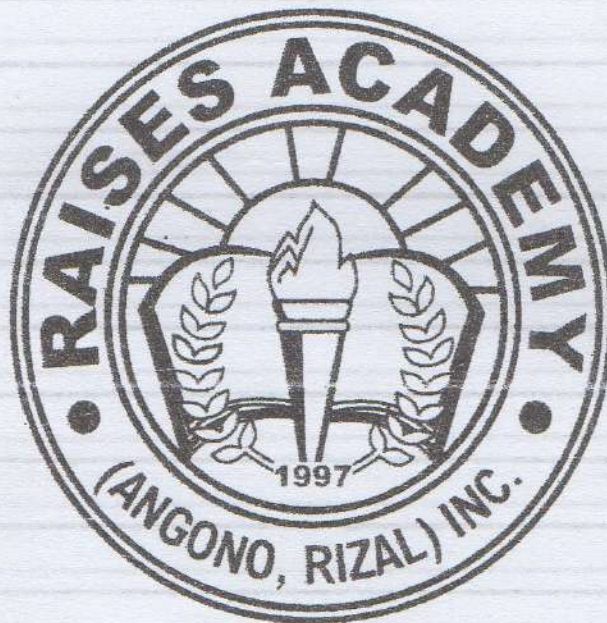
(ANGONO) RIZAL INC.

232 Sumulong St., Brgy. San Pedro Angono, Rizal




Tel. Nos. 451-0305 / 295 0705

Lot 4 Blk 2 Lakeside Subd. Brgy San Vicente Angono, Rizal

Tel Nos. 571-7086 / 295-4463



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COURSES OFFERED:

KINDERGARTEN	: * Kinder 1 and Kinder 2
ELEMENTARY	: Grades 1 to 6
JUNIOR HIGH SCHOOL	: Grade 7 to 10
SENIOR HIGH SCHOOL	: Grade 11 to 12

We have read the Raises Academy (Angono, Rizal), Inc. Student's Handbook and we understood its purpose and functions.

We agree to support all the school rules and regulations, policies and procedures as well as the activities for School this Year 20__-20__.

Student's Name

Parent's / Guardian Signature

Level & Section



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We agree to support all the school rules and regulations, policies and procedures as well as the activities for School this Year 20__-20__.

Student's Name

Parent's / Guardian Signature

Level & Section



The School Reserves the right to penalize pupils/ students who are engaged in practices contrary to the existing rules and regulations of the school and also the existing laws and ordinances of the state.



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Mabuhay Ka Raises

Nagpupugay sayo aming paaralan
Sandigan ka ng karunungan at kaalaman
Nagmumula sayo ang karangalan
Pinapanday mo ang pangarap ng kabataan

Mabuhay Ka oh, Raises
Ipagpatuloy mo ang dakila mong layunin
Mabuhay Ka oh, Raises
Sagisag ka ng karunungan at karangalan

Nagpupuri sayo kaming kabataan
Binibigyan mo ng liwanag ang aming daan
Salamat sayo aming paaralan
Walang hanggang papuri ang sayo'y aming alay

Sagisag Ka ng Karunungan at Karangalan

Long Live Raises

We salute to you our beloved school
Thank you for giving wisdom and knowledge
Pride comes from you our beloved school
You enhance the dream of youth

Chorus:

Long live oh, Raises
Continue doing your great goal
Long live oh, Raises
Thank you for giving wisdom and knowledge

We, the youth, praise to you
You always there to lighten our path
Thanks to you our beloved school
Endless praises is what we offer

Repeat Chorus

Thank you for giving wisdom and knowledge

RAISES HYMN

The numbers that we learn
The letters that we see
The songs that are easy to sing

The poems that we tell
The prayers that we say
The rhymes that we always chirp

We are happy
We are glad
For the love of Mommy and Dad
Our little voices
Our big dreams
The hopes our teachers plan

In RAISES, in RAISES
We learn to read and write
In RAISES, in RAISES
We become witty and bright
In RAISES, in RAISES (with JESUS)
We are LOVED,
we are CARED
and
we are ADMIRED.