

FOREWORD

This handbook is prepared to provide scholars with basic information about the Philippine Science High School – Ilocos Region Campus' physical features, policies, guidelines, offices, services, programs, the PSHS Code of Conduct and other rules and regulations. It aims to equip students with basic know-how in facing the challenges of being PSHS scholars.

The contents of this Handbook are based on existing Board of Trustees (BOT) approved guidelines, Quality Management System (QMS) Manuals and PSHS Ilocos Region Campus policies. Amendments made by the BOT and/or PSHS IRC Management Committee (MANCOM) to any provision shall be circularized within ten (10) days after approval.

I. INTRODUCTION

History of the PSHS System

The **Philippine Science High School (PSHS) System** is an attached Agency of the Department of Science and Technology (DOST) whose mandate is to offer on a free scholarship basis a secondary course with special emphasis on subjects pertaining to the Sciences and Mathematics with the end view of preparing its students for a Science career. This is according to Section 2 of Republic Act 3661 that established the first Philippine Science High School campus in 1964.

The first Philippine Science High School campus was established in Diliman, Quezon City under Republic Act No. 3661, known as the PSHS Charter signed by President Ferdinand E. Marcos. The school opened on September 5, 1964 at a rented building owned by the Philippine Government Employees Association along Elliptical Road, Diliman, Quezon City. It was in 1970 that the school moved to its present campus along Agham Road, Diliman, Quezon City.

To further expand the opportunities for students gifted in science, mathematics and technology in Visayas and Mindanao, the PSHS Mindanao Campus and the PSHS Visayas Campus were created through Executive Order No. 1090 signed by President Ferdinand E. Marcos on February 5, 1986. From then on, several regional campuses followed.

It was in 2001 that the PSHS System Law was further amended by R.A. No. 9036 which consolidated the power and authority over all PSHS System campuses into a single Board of Trustees (BOT) to ensure uniform policy coordination, standards and management.

Currently, the PSHS System has one main campus (MC) in Diliman, Quezon City and 16 regional campuses: Southern Mindanao Campus (SMC), Western Visayas Campus (WVC), Eastern Visayas Campus (EVC), Cagayan Valley Campus (CVC), Central Mindanao Campus (CMC), Bicol Region Campus (BRC), Ilocos Region Campus (IRC), Central Visayas Campus (CVisC), Cordillera Administrative Region Campus (CARC), Central Luzon Campus (CLC), Soccsksargen Campus (SRC), CARAGA Region Campus (CRC), CALABARZON Region Campus (CBZRC), Zamboanga Peninsula Region Campus (ZRC), and MIMAROPA Region Campus (MRC). (*Adopted from the PSHSS Quality Manual, Sec. 3.1, Dec. 5, 2016*)

Philosophy and Goals of PSHS Education

The main purpose of the PSHS education is to develop the full potential and unique giftedness of its scholars. The PSHS special science curriculum instills a passion for learning in the scholars and inspires them to choose careers in science and technology in order to contribute to national development. The PSHS is most effective in a globally-competitive environment characterized by all-around performance excellence, a dynamic and collaborative leadership, outstanding facilities, resources and support alliances, and an unswerving commitment of service to the nation and to one another.

The PSHS Mission

The Philippine Science High School, operating under one System of Governance and Management, provides scholarships to students with high aptitude in science and mathematics.

The PSHS System offers an education that is humanistic in spirit, global in perspective, and patriotic in orientation. It is based on the curriculum that emphasizes science and mathematics and the development of well-rounded individuals.

The PSHS System prepare its students for careers in Science and Technology and contributes to nation building by helping the country attain a critical mass of professionals and leaders in Science and Technology.

PSHS students (also referred to as scholars) receive an education that is humanistic in spirit, global perspective and patriotic in orientation. When they graduate, the scholars are expected to pursue degrees in Science and Technology at various colleges and universities both here and abroad. It is hoped that seeds of zeal for the truth, the PSHS alumni will continue to contribute to the betterment of Philippine society through their engagement in research and development work and leadership in Science and Technology endeavors.

Under the keen guidance of its Board of Trustees and the Executive Committee, and effective leadership of the Campus Director, the PSHS Looks into the future with much hope and optimism in attaining its mission and vision. *(Adopted from the PSHSS Quality Manual, Sec. 3.1, Dec. 5, 2016)*

The Official Logo

The flame, which is the substance of the PSHS logo, symbolizes enthusiasm, ardor, light and warmth. It is seen emanating from the four-pointed star symbolic of the scientific creativity, the common denominator of DOST and its agencies; one of which is the Philippine Science High School. The circles symbolize unit articles, the building blocks of nature, which are the subject and substance of science and technology. The circle design gives an illusion of movement signifying progress through Science and Technology.



THE PHILIPPINE SCIENCE HIGH SCHOOL HYMN

English Version

Philippine Science High
Thou stands above with thy thoughts
that lift
And fit all thy sons with wings
To lend us flight
in the sowing of our gifts

Oh, Philippine Science High,
Thy wisdom arms our youth
As we reach for our dreams
As we strive for our goals
As we search for the
untarnished truth

Philippine Science High,
The PSHS in us will grow
And go as we wander o'er
The crests and troughs
of the sea of life that flows

Oh Philippine Science High
Thy light our beacon be
In our path through the world
In our fight for the right
In pursuit of a glorious thee

*Lyrics: Mario Taguiwalo
(PSHS '69)*

Music: Rey Paguio

Tagalog Version

Philippine Science High
Patuloy mong itinataas
Kaming 'yong mga anak
Sa paglinang ng aming kakayahan

O, Philippine Science High
Dunong mo'y patnubay
Sa mga pangarap
Sa aming hinahangad
Na katotohanang lantay

Philippine Science High
Sa aming puso'y lumalago
At sa'n man magtungo
Magpapatuloy sa dagat ng buhay

O, Philippine Science High
Liwang mo'y tanglaw
Sa amin ay gabay
Sa landas ng buhay
Sa dakilang minimithi

*Lyrics: Tanglaw Roman
(PSHS '99)*

HIMIG DOST

Dumating na ang bagong pag-asa
Ng ating bansang sinisinta
Ang DOST ay sumilang na
Lingkod ng bayan sa t'wina.
Pagtuklas ng bagong karunungan
Sa iba't ibang uring agham
Ang mithii'y kasaganaan at kaunlaran
Ng ating Lipunan.

Ibandila ang kanyang sagisag
Ya'y tanda ng pagsisikap
Pagtupad ng 'ting pangarap
Ay biyayang malalasp
Magpugay tayo ng sabay-sabay.

Mabuhay, mabuhay, ang DOST
Ang siyensiya'y sandigan ng maunlad na bayan

Layuni'y dakila at maipagkakapuri
Magkaisa ng dalangin para sa inang bayan.

Mabuhay, mabuhay, ang DOST
Ang siyensiya'y sandigan ng maunlad na bayan
Layuni'y dakila at maipagkakapuri
Magkaisa ng dalangin para sa inang bayan.

PANATANG MAKABAYAN

Iniibig ko ang Pilipinas, aking lupang sinilangan.
Ito ang tahanan ng aking lahi;
kinukupkop ako at tinulungang maging malakas,
masipag, at marangal.
Dahil mahal ko ang Pilipinas,
diringgin 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

(RA 8491—Flag and Heraldic Code of the Philippines)

Ako ay Pilipino
Buong katapatang nanunumpa
Sa watawat ng Pilipinas
At sa bansang kanyang sinasagisag
Na may dangal, katarungan, at kalayaan
Na pinakikilos ng sambayanang
Maka-Diyos
Maka-tao
Makakalikasan at
Makabansa.

THE SCHOLAR'S PLEDGE

I am a Philippine Science High School Scholar

Committed to the pursuit of excellence,
foremost in my academic life and later,
in my service to the Filipino people,
to whom I owe the gift of my education and
to whose uplift I must dedicate
my God-given talents and acquired expertise
in science and technology.

I envision myself as creative,
inventive and innovative,
taking the lead in initiating positive changes
that will enrich my school, my community

and Philippine society.

As a scholar, I embody the scientific spirit –
inquisitive, logical, analytical and critical –
but also equally imbued with the humanist values
of justice and compassion, prudence,
integrity and humility.

I am committed to
the perpetuation of the human race and
the preservation of the universe
that is its home,
thus going beyond to being
a peace lover and a peace builder.

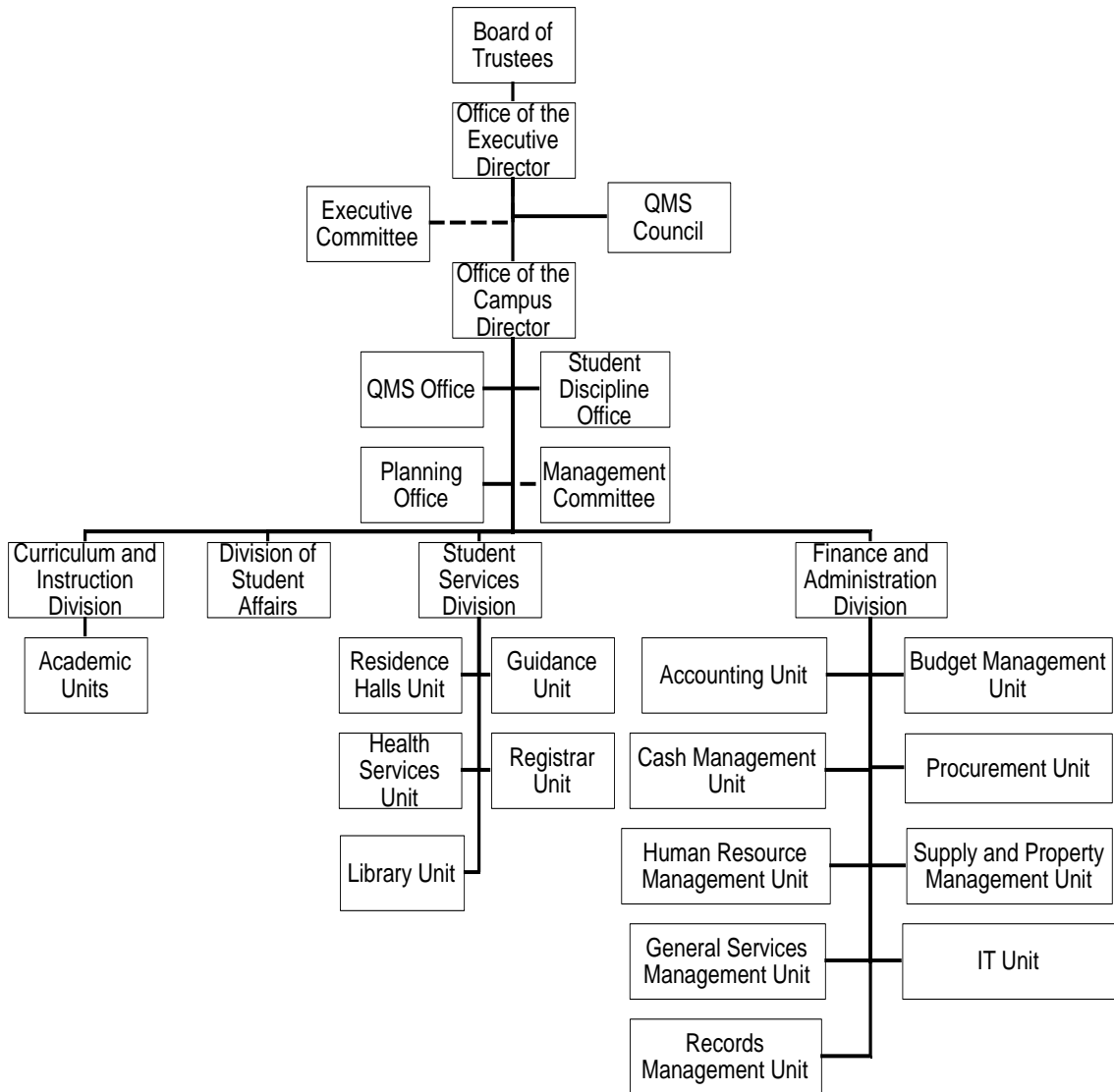
I finally envision myself as actively
professing and operationalizing love of God,
country, others, and self in all my goals,
activities and achievements.

GOVERNANCE

The PSHS Ilocos Region Campus is one of the campuses of the PSHS System which is under the administrative supervision of the Department of Science and Technology (DOST). The PSHS System Board of Trustees (BOT) is the Governing Board of all campuses under the PSHS System.

The Board of Trustees is chaired by the DOST Secretary, with the Secretary of the Department of Education as vice-chair. The members are: the UP President, the PSHS System Executive Director, the Director of the Science Education Institute (SEI), the President of the PSHS National Alumni Association, the chairpersons of the congressional committees in science and technology of the Senate and the House of Representatives, and one representative each from higher education, education of the gifted, industry, agriculture, and new and emerging technologies.

PHILIPPINE SCIENCE HIGH SCHOOL – ILOCOS REGION CAMPUS ORGANIZATIONAL CHART



II. ACADEMIC CURRICULUM

A. The Six Year PSHS Curriculum

The 6-year PSHS Curriculum describes what scholars should learn as they progress through their six years of schooling. It sets out essential knowledge, understanding, skills and capabilities that prepare students to be successful in a Science and Technology (S&T) career.

The aim of the PSHS Curriculum is to nurture scholars to become holistic individuals who are humanistic in spirit, global in perspective, patriotic in orientation, and well-prepared to pursue a STEM career which will contribute to nation-building through a program that is rooted in sound educational principles and geared towards excellence. It is anticipated that PSHS graduates are empowered 21st century learners with general capabilities that will prepare them to confidently pursue STEM courses as well as to become active and informed global citizens.

PSHS scholars are expected to learn the foundations for life-long learning; to develop the competence to engage in work and be productive; to gain the ability to coexist in fruitful harmony with local and global communities; to engage in critical and creative thinking; and to transform oneself and others in becoming agents of change for the betterment of society.

The general capabilities encompass the knowledge, skills, behaviors, and dispositions that, together with curriculum content in various subjects and the values they embrace, will assist scholars to be holistically-developed, globally oriented, and well-prepared to pursue STEM careers and contribute to nation-building.

B. General Capabilities in the PSHS Curriculum

The PSHS Curriculum includes eight general capabilities:

Literacy covers the knowledge, skills, and strategies to use language confidently as a tool for success in all learning areas by becoming effective communicators who can understand, analyze, synthesize and evaluate information, and present ideas and opinions clearly. This involves scholars expressing their thoughts and emotions through effective listening, speaking, reading, writing, and creating print, visual, and digital texts for various purposes in a range of contexts, in and out of school. The organizing elements of this capability are:

- Comprehending text through listening, reading, and viewing
- Composing texts through speaking, writing, and creating
- Text knowledge
- Grammar knowledge
- Word knowledge
- Visual knowledge

Numeracy includes the knowledge, skills, and attitudes that scholars need to acquire in order to use and apply mathematics in their daily lives, the scientific studies to gain broader and deeper understanding of the realities around us, and in preparing them to pursue science and technology degrees. The organizing elements of this capability are:

- Estimating and calculating with whole numbers
- Recognizing and using patterns and relationships
- Using fractions, decimals, percentages, ratios, and rates
- Using spatial reasoning
- Interpreting statistical information
- Using measurement

Information and Communication Technology capability is responsive to ongoing technological developments. Scholars develop capability in applying ICT to conduct research, organize, evaluate, and communicate information using a range of tools such as digital technologies, communication and networking tools, and social networking. Through working independently and in collaboration with others, scholars learn to access, use, and apply technologies appropriately and be aware of the social and ethical impact on individuals, groups, and communities. The organizing elements of this capability are:

- Apply social and ethical protocols and practices when using ICT
- Investigating with ICT
- Creating with ICT
- Communicating with ICT
- Managing and operating ICT

Critical and creative thinking are fundamental to human intellectual progress. Critical thinking is the active, persistent, and careful consideration of belief or knowledge in light of evidence and creative thinking is the generation of new ideas.

Critical thinking includes the capability to engage in reflective and independent thinking. This intellectual capability involves scholars in learning to be able to understand logical connections between ideas, identify, construct, and evaluate arguments, draw conclusions, solve problems systematically, identify relevance and importance of ideas.

Creative thinking is the generation of new ideas and applying them in specific situations. Creative thinking may lead to discovering or imagining something entirely new or developing new ideas or possibilities from something that already exists. The products of creative endeavor can involve complex representations and images, investigations and performances, digital and computer-generated output, or occur as virtual reality.

Depending on context and purpose, critical and creative thinking skills can be simultaneously or separately applied through activities that integrate reason, logic, imagination, and innovation. The organizing elements of this capability are:

- Inquiring – identifying, exploring, and organizing information and ideas
- Generating ideas, possibilities, and actions
- Reflecting on thinking and processes
- Analyzing, synthesizing, and evaluating reasoning and procedures

Personal and social capability allows scholars to grow holistically as they learn to understand themselves and others. Realizing their strengths, abilities, and weaknesses, the scholars will be able to recognize the importance of the existence of other people in order to work well with them.

Scholars need to manage and balance themselves emotionally and socially to maintain good relationships with people and cope with academic and life pressures.

As scholars of the country, they need to demonstrate gratitude and conduct themselves responsibly with care and empathy for people and the environment. As future leaders in science and technology, they are aware of their responsibilities to become agents of change for the development of self, family, community, and country. The organizing elements of this capability are:

- Self-awareness
- Self-management
- Social awareness
- Social management

Ethical understanding of current issues that impact the fields of science, technology, and society is developed in scholars. Scholars will be provided with opportunities to explore and discuss different views, beliefs, and actions on present-day ethical concerns. These experiences prepare scholars to become ethical leaders capable of making informed decisions, forming defensible opinions, respecting varying viewpoints, and acting responsibly on issues that impact self and the community. The organizing elements of this capability are:

- Understanding ethical concepts and issues
- Reasoning in decision making and actions
- Exploring values, rights, and responsibilities

Global perspective involves scholars in valuing their identity as Filipinos, and in appreciating the rich culture and heritage of the Philippines and that of the global community. Scholars are provided with opportunities to reflect on one's beliefs and attitudes in light of the complex social, economic, and political links among people. It cultivates positive values and dispositions such as respect, open-mindedness, social justice, bayanihan, pakikisama, and a concern for the environment which lead to new thinking about the world and a predisposition to take action towards a sustainable future for everyone. It encourages scholars to engage in global thinking, expressing empathy, and demonstrating accountability. The organizing elements of this capability are:

- Recognizing culture and developing respect
- Interacting and empathizing with others
- Reflecting on intercultural experiences and taking responsibility

Scientific literacy involves scholars in acquiring and applying scientific knowledge to critically evaluate claims, issues, and problems about the natural world, and draw evidence-based conclusions. Passion for science, and positive values and dispositions such as curiosity, risk-taking, open-mindedness, resilience, collaboration, and pursuit of the truth are cultivated. The organizing elements of this capability are:

- Examining natural phenomena
- Expressing positions that are scientifically and technologically informed
- Planning and conducting an investigation
- Processing and analyzing data and information
- Evaluating scientific arguments, processes, and results
- Communicating using scientific language in a range of mediums

C. The Science-Based and Technology-Enriched Curriculum

Grade 7

COURSE	DESCRIPTION	UNITS
IS	Integrated Science: Investigating Our Surroundings	1.7
Math 1	Elementary Algebra	1.7
CS 1	Foundations of Information and Communications Technology	1.0
English 1	Communication Arts 1 and Philippine Literature	1.3
Filipino 1	Kasanayan sa Komunikasyon (Wika at Panitikan)	1.0
SS 1	Philippine History	1.0
PEHM 1	PE 1 – Physical Fitness and Basic Movement Education 1 Health 1 – Understanding Me Music 1 – Philippine Music	1.0
Val Ed. 1	Foundation of Values Education	0.7
Ad/Tech 1	Introduction to the Principles of Design – Art and Drafting (Visual Perception and Communication)	1.0
	Total No. of Units	10.0

Grade 8

COURSE	DESCRIPTION	UNITS
IS 2	Exploring and Understanding the Interconnections of Science	2.0
Math 2	Intermediate Algebra	1.7
CS 2	Introduction to Computational Thinking	1.0
English 2	Communication Arts and Afro-Asian Literature	1.3
Filipino 2	Kasanayan sa Komunikasyon at Pagpapahalaga sa Noli Me Tangere, Wika, Panitikan at Iba pang Anyo	1.0
SS 1	World History 1	1.0
PEHM 1	PE 2 – Physical Fitness and Basic Movement Education 2 Health 2 – Preventative Education, Safety and First Aid Music 2 – Asian/African Music	1.0
Values Ed. 2	Principles of Values Education	0.7
Ad/Tech 2	An Introduction to the Design Process – Resistant Materials and Electronics (Application and Evaluation)	1.0
ES	Earth Science	0.7
	Total No. of Units	11.4

Grade 9

COURSE	DESCRIPTION	UNITS
Biology 1	Fundamentals of Biology 1	1.0
Chemistry 1	General Inorganic Chemistry	1.0
Physics 1	Fundamental Physics 1	1.0
Math 3	Mathematics 3	1.0
CS 3	Client-side Web Development	1.0
English 3	Communication arts 3 and English & American Literature	1.0
Filipino 3	Retorika at Pagsusuri at Pagpapahalagang Pampanitikan	1.0
Soc Sci 3	World History 2	1.0
PEHM 3	PE 3 – Group Oriented Activities in Sport & Leisure Education 1 Health 3 – Family Health and Disease Prevention Music 3 – History and Characteristics of Western Music	1.0
Statistics 1	Introduction to Statistics	1.0
	Total No. of Units	10.0

Grade 10

COURSE	DESCRIPTION	UNITS
Biology 2	Fundamentals of Biology 2	1.0
Chemistry 2	Introduction of Organic Chemistry/General Inorganic Chemistry 2	1.0
Physics 2	Fundamental Physics 2	1.0
STEM Research 1	Science, Technology, Engineering & Mathematics Research 1	1.0
Math 4	Mathematics 4	1.3
Computer Science 4	Object-Oriented Programming	1.0
English 4	Communication Arts 4 & World Literature	1.0
Filipino 4	Kasaysayan at Pag-unlad ng Panitikang Filipino	1.0
Soc Sci 4	Philippine Government and Politics/Constitution	1.0
PEHM 4	PE 4 – Group Oriented Activities in Sport & Leisure Education 2 Health 4 – Consumer Health, Community & Environmental Health Music 4 – World Music	1.0
Elective		(1.0)
	Total No. of Units	10.3

Grade 11

COURSE	DESCRIPTION	UNITS
CORE Science (Biology 3, Chemistry 3 or Physics 3)	Biology: Exploring Biodiversity Chemistry: Reactions and Interactions of Organic and Inorganic Compounds Physics: Extended Topics in Fundamental Physics	1.7
Mathematics 5	Differential Calculus	1.0
English 5	Effective Communication for Pre-University Students 1	1.0
Filipino 5	Filipino sa Agham, Matematika at Teknolohiya	1.0
Social Science 5	Economics	1.0
STEM Research 2	Knowledge Integration, Application, and Extension	2.0
ELECTIVE: Choose one from Bio 3, Chem 3, Phys 3, CS 5, Engineering Science 1, Technology 1, Agriculture 1		1.7
Total No. of Units		9.4

Grade 12

COURSE	DESCRIPTION	UNITS
CORE Science (Biology 4, Chemistry 4 or Physics 4)	Biology: Critical Environment and Health Issues Chemistry: Frontiers of Chemistry Physics: ETC (Experimental, Theoretical, Computational) Physics	1.7
Mathematics 6	Integral Calculus & Introductory Linear Algebra	1.0
English 6	Effective Communication for Pre-University Students 2	1.0
Filipino 6	Pananaliksik sa Filipino	1.0
Social Science 6	Civic Engagement and Leadership	1.0
STEM Research 3	Research for Sustainable Development	2.0
ELECTIVE: Choose one from Bio 3, Chem 3, Phys 3, CS 5, Engineering Science 1, Technology 1, Agriculture 1		1.7
Total No. of Units		9.4

D. PSHS Scholar Profile

The aim of the PSHS Curriculum is to nurture scholars to become holistic individuals who are humanistic in spirit, global in perspective, patriotic in orientation, and well-prepared to pursue a STEM career which will contribute to nation-building.

PSHS Scholars strive to be:

INQUIRERS

They enhance their natural desire and enthusiasm to ask questions, conduct inquiry and purposeful research, and cultivate their love for learning.

KNOWLEDGEABLE

They develop resoluteness in acquiring, understanding, and applying knowledge that has local, national, and global significance.

THINKERS

They develop their critical and creative thinking skills as they handle complex problems, and study claims, theories or arguments to enable them to make informed and ethical decisions.

COMMUNICATORS

They effectively articulate ideas and information in different media in a variety of forms and contexts. They share their knowledge and findings with diverse groups of people.

OPEN-MINDED

They understand and value their own culture and uniqueness in relations to others. They are receptive to new ideas, perspectives, and points of view of various individuals and communities, and are willing to listen, make sound judgments, and respect others' positions.

CREATIVE AND INNOVATIVE

They think out of the box. They approach new challenges and uncertainty with confidence, forethought, and determination, and they have the independence of spirit to explore and adapt to new roles, ideas, and strategies. They are willing to take calculated risks in creating innovative solutions and learn from their mistakes.

BALANCED

They value the importance of attaining social, emotional, spiritual, intellectual, and physical balance. They explore a variety of interests and use their time, talent, and resources wisely to gain holistic well-being.

LIFE-LONG LEARNERS

They are equipped and motivated to undertake further self-regulated learning that enables them to adapt to their personal and professional lives. They have the knowledge and awareness about themselves as learners to plan, monitor, and direct their actions as they attempt to achieve their goals.

PRINCIPLED

They seek true knowledge and wisdom as reflected in their thoughts, words, and deeds. They act with integrity and honesty, with a strong sense of fairness, justice, and respect for the individual, society, and the environment. They take accountability for their actions and the consequences that accompany them.

COMPASSIONATE

They have healthy self-esteem, see themselves as lovable human beings capable of showing empathy, care and concern towards the feelings and needs of others. They are readily committed to render selfless service to God, Country, and fellow citizens to make a positive difference in the lives of others.

REFLECTIVE

They consciously ponder on their own learning and experience and recognize their strengths and limitations in order to support their personal growth and development.

PATRIOTIC

They value their Filipino identity, appreciate and respect their rich cultural heritage. They manifest love and loyalty to the country by promoting local products, preserving its rich natural resources and environment, and contributing to nation-building.

E. Service, Creativity, Action, and Leadership Enhancement Program (SCALE Program)

SCALE Program is inspired by the Creativity, Action, Service (CAS) of the International Baccalaureate (IB) Diploma Program, and is redesigned to fit the PSHS context in order to fulfill its mission, that is, to offer a curriculum that emphasizes science and mathematics and the development of well-rounded individuals. It is the balancing element which complements the strong S&T academic component of the PSHS curriculum.

The SCALE Program provides PSHS scholars with the opportunity to engage in activities that will widen their interests; enable them to collaborate with a team; hone their leadership skills; serve their school and community, and learn something new.

SCALE Program aims to develop students who are:

- Reflective and creative thinkers;
- Adventurous – are willing to accept new challenges and new roles;
- Responsible members of their communities and stewards of the environment;
- Active team members who can collaborate sustained projects; and
- Balanced – they enjoy and find significance in a range of activities involving intellectual, physical, creative and emotional experiences.

SCALE STRANDS

The SCALE Program engages scholars in activities in four strands. Each activity may cover one or more strand. The four strands are characterized as follows:

Service: an unpaid and voluntary exchange that benefits the scholar's learning, the school, the community, and the environment.

Creativity: includes arts, and other experiences that involve creative thinking and output.

Action: involves physical activity contributing to a healthy lifestyle.

Leadership: engages in leading a team or planning and implementing a relevant program or activity.

The SCALE Program allows scholars to develop or enhance their personal and interpersonal skills and nurture important values by engaging in extra-curricular activities within or outside of the school environment. Under SCALE, every campus endeavors to provide the scholar with a

personal journey of self-realization which is challenging and enjoyable. Each scholar may have different goals and needs, but through SCALE we hope that each one will become a better person at school and in the wider community.

To qualify for SCALE activity, each of the following criteria must be met:

- Is realistic and purposeful with significant outcomes;
- Provides an achievable personal challenge; and
- Engages the scholars to reflect on outcomes and their personal learning.

All proposed SCALE activities need to meet three criteria. SCALE activities should continue on a regular basis throughout Grades 11 & 12. Successful completion of SCALE is a requirement for PSHS graduation. Scholars need to document their activities and provide evidence that they have achieved the key learning outcomes.

SCALE Learning Outcomes

The following eight outcomes must be present for a student to complete the SCALE Program. Some may be demonstrated many times, in a variety of activities, but completion requires that there is some evidence for every outcome. This focus on learning outcomes emphasizes that it is the quality of a SCALE activity (its contribution to the student's development) that is of most importance. Scholars are expected to devote one to two hours per week of SCALE activity with a reasonable balance among creativity, leadership, action, and service is required.

As a result of their completion of the SCALE Program scholars should have achieved the following learning outcomes:

1. Increased awareness of their own strengths and areas for growth

They have an improved understanding of themselves. As a consequence, they realize and work for the development of their potential, skills, and ability to the betterment of oneself.

2. Undertaken new challenges

They engage with new ideas, roles, strategies, tasks, activities, and experiences, challenging themselves to try something unfamiliar.

3. Introduced and managed new activities

Introducing relevant activities often requires planning and managing collaboratively with others. Such activities may be simple components of a larger activity such as initiating small projects during the school fair or taking responsibility for a part of a bigger school program.

4. Contributed actively in group activities

Effective group membership can be shown in many different activities involving collaboration such as planning a club activity, team sports, playing in a band or orchestra, or guiding school children in a field trip.

5. Demonstrated perseverance and commitment in their activities

Perseverance is shown in the determination to consistently attend the activities chosen or initiated, and accepting with utmost dedication the responsibilities in dealing with challenges that may come along the way.

6. Engaged with issues of global importance

Scholars should think globally and act locally. They may participate in activities that address problems in the local community with global significance; for example, caring for the elderly and orphans, environmental activities, or public health concerns.

7. Reflected on the ethical consequences of their actions

Scholars consider ethical decisions made and the implications of these as they emerge in the SCALE activity. Insights and learning on these ethical issues may be demonstrated through their journals and in interactions with the SCALE adviser.

8. Developed new skills

This may be demonstrated by scholars participating in activities that are new to them, or by enhancing previously developed skills.

Responsibilities of the Student

PSHS scholars have the opportunity to choose their own SCALE activities and to undertake these in a local or international context as appropriate. As far as possible, students should own their personal SCALE Program. With guidance from the Campus SCALE Adviser and/or Coordinator, students should plan their program by choosing activities for themselves, initiating new ones where appropriate.

Scholars are required to:

1. Self-review at the beginning of their SCALE experience and set personal goals for what they hope to achieve through their SCALE Program.
2. Plan, do, and reflect (plan activities, carry them out, and reflect on what they have learned).
3. Undertake at least one interim review per quarter and a final review with the SCALE Coordinator/Advisers.
4. Take part in a range of activities (some must be self-initiated), and at least one major project must be completed.
5. Keep records of their activities and achievements. Show evidence of achievement of the eight SCALE learning outcomes presented in a journal or portfolio that shall show:
 - a. Matrix of principal activities undertaken in alignment with the four strands and learning outcomes
 - b. Completion of required hours earned in Grade 11-12
 - c. Certificates, pictures, and other forms of activity documentations
 - d. Reflections for each activity submitted for credit. Reflections should include reporting (details of the activity), relating (connection between activity and your own experience), reasoning (importance of the activity), and reconstructing (improvement and possibilities to benefit others).

F. SCIENCE IMMERSION PROGRAM (SIP)

The Science Immersion Program (SIP) is a required, non-graded course. It can be taken before the start of the academic year for incoming Grades 10 to 12 students. They may take the immersion during the summer of Grade 10 or summer of Grade 11. The SIP is a two- or three-week immersion program with a minimum of 80 hours official immersion time in a participating science or research institution. Ideally, student-interns will be assigned to the institution based on their interests and chosen specialization for Grade 11 and 12. A Science Immersion Coordinator shall be assigned to coordinate and monitor SIP implementation.

Through the SIP, the student-interns are expected to:

- Learn science, engineering, and research laboratory skills and concepts;
- Foster interactions with researchers, scientists, and technical personnel as they participate in research projects;
- Be exposed to basic science or engineering principles applied in the operation of the facility;

- Identify possible research problems to be pursued as projects in the future; and
- Establish linkages with institutions especially for future collaborations.

Other documents are also to be fulfilled as required by the SIP host agency.

Grade 10 to Grade 12 students are qualified to undergo SIP wherein the students have the option when to take the course (i.e., during breaks preceding the start of Grade 10 to Grade 12 academic years).

Before commencement of SIP, student-interns are required to submit the following documents:

- Accomplished Parent Consent, signifying that the parents/guardians permit their child to participate in the program;
- Student's SIP Personal Data Sheet (PDS);
- Non-Disclosure Agreement (if needed, wherein the Science Immersion Coordinator shall be included as a signatory);
- Medical Clearance (if required by the host agency); and
- Other documents required by the SIP host agency.

Students who plan to have their SIP abroad shall:

- Secure valid passport (for at least 6 months) and travel requirements;
- Help in identifying potential collaborating institutions; and
- Submit additional documents that may be required.

III. SCHOLARSHIP POLICY

A. Scholarship Categories

The Philippine Science High School offers free tuition, monthly stipend, and loan of available textbooks to scholar awardees. In addition, a monthly living allowance determined by the Board of trustees shall be given to those financially deserving.

There are four scholarship categories to which the present scholar may belong: Full, Partial 1, Partial 2, and Special.

Classification of a student into any of the scholarship categories is dependent upon his/her socio-economic bracket based on economic indicators as determined by the Scholarship Categorization Committee.

B. The Scholarship Committee

The Scholarship Committee implements scholarship policies, rules, and regulations pertaining to promotion, probation, and dismissal of students. Its findings are recommendatory and subject to review by the Management Committee (ManCom) and approval by the PSHS System Executive Committee (EXECOM), and Board of Trustees depending on the nature of the finding/s.

The committee is composed of the Chief of Curriculum and Instruction Division, grade level subject teachers, advisers, and Discipline Officer. In attendance as resource persons are the Guidance Counselor, Residence Halls Head, and Physician/Nurse. The Registrar acts as the secretariat of the committee. The Management Committee (ManCom) may opt to attend the SC meeting.

The committee meets every quarter to assess the performance of the scholars, discuss factors which may have contributed to substandard performance, and to deliberate and make recommendations for academic honors for all grade levels.

REVISED GUIDELINES ON SCHOLARSHIP CATEGORIZATION

1. *Rationale*

By virtue of RA 3661, the Philippine Science High School (PSHS) is mandated to offer on a scholarship basis a free secondary education with emphasis on science. Thus, PSHS grants all its students a financial reward for them to study, act, and behave as respected scholars. The components of the reward include free tuition, monthly stipend, group life insurance, and loan of available textbooks. In addition, a monthly living allowance determined by the Board of Trustees, and uniform and transportation allowance are provided to its financially-deserving scholars.

The existing scholarship categorization guidelines were approved in 2005. After five years of implementation, there is a need to revisit and revise the guidelines to clarify some of the items and to update and harmonize standards and procedures across campuses.

2. *Policy Statement*

PSHS shall grant additional benefits to financially deserving scholars. It shall promote equity in its grant of scholarship privileges to its scholars.

The grant of benefits is subject to availability of funds, government rules, and accounting and auditing guidelines and practices.

Also, PSHS reserves the right to assess and determine the scholarship category that the student deserves.

3. *Guidelines*

3.1 Entitlement

All bona fide students being scholars are entitled to the following privileges:

- Free tuition every school year
- Free loan of available textbooks
- A group life insurance while enrolled
- A stipend of PhP 500/month for a maximum of 10 months per school year
- Other benefits shall be awarded to students depending on his/her family's socio-economic status as determined by the System except in the following cases:

3.1.1 Parents' ownership of any productive business enterprise such as but not limited to schools, hospitals, clinics, law firms, businesses on real estate as owner/developer/lessor, franchised enterprises, resort owners, swimming pool for personal or business use, or shares or full ownership of companies.

3.1.2 Parents' ownership of real properties including all improvements thereon such as land, house, condominium unit, fish pond, fruit bearing trees, etc. with a total market value of at least one million pesos. The market value of the real property shall be based on the current tax declaration duly issued by the Municipal/City Assessors office.

3.1.3 Parents' ownership, possession or regular use of 0-3 years old vehicles with at least 2.5 engine displacement; or ownership of more than two vehicles (excluding motorcycles)

3.2 Scholarship categories

There are four scholarship categories to which the scholar may belong depending on his/her socio-economic status: Full, Partial 1, Partial 2, and Partial 3.

All scholars are entitled to a stipend of PhP 500 monthly.

Full Scholars are entitled to the following in addition to the stipend:

- A living allowance of PhP 3,500/mo for a maximum of 10 months per school year; thus, their total grant is PhP 4,000/mo for a maximum of 10 school months per school year
- A uniform allowance of PhP 1,800 per school year
- A transportation allowance when coming to school at the start of the school year and when going home at the end of the school year, using the cheapest mode of transportation

Partial 1 Scholars are entitled to a living allowance of PhP 3000/mo for a maximum of 10 months per school year in addition to the stipend. Thus, their total grant is PhP 3,500/mo for a maximum of 10 school months per school year.

Partial 2 Scholars are entitled to a living allowance of PhP 2,000/mo for a maximum of 10 months per school year in addition to the stipend. Thus, their total grant is PhP 2,500/mo for a maximum of 10 school months per school year.

Partial 3 Scholars are granted the stipend of PhP 500/mo for a maximum of 10 school months per school year. They are not entitled to a living allowance.

3.3 Categorization

- All students are to be categorized at the start of the school year.
- Scholarship category is valid for six (6) school years. However, the School can review the categorization any time or students may apply for re-categorization if there is a significant change in their socio-economic circumstance.
- Students of newly established campuses may not be categorized in the first two years of operation as campus facilities are still being established or developed.
- If a campus has not attained 50% student capacity, then it may not apply the scholarship categorization. The living allowance and benefits may be used as a promotional tool to attract more students.
- Children of full-time employees (temporary or permanent) of Philippine Science High School who qualified for admission to PSHS shall be awarded full scholarship in recognition of the employees' contribution and dedication to the School.

3.4 Bases of Classification

Classification of students into any of the scholarship categories is dependent upon their socio-economic bracket as determined by the System using the following indicators:

- Excess annual income which refers to the net taxable annual income of the parents as defined by the Bureau of Internal Revenue. For overseas Filipino workers and those exempted from filing income taxes due to their diplomatic status and other reasons, their income shall be computed based on the existing guidelines of the Bureau of Internal Revenue. In case of foreign currency denominated income, the exchange rate to be used will be the published rate as of the 2nd day of January on the year of scholarship categorization.

- Real properties owned, rented, or amortized being used by the family as residence, productive or non-productive enterprise, investment, idle lands, etc. Ownership of real property including all improvements thereon such as land, building, condominium unit, fish pond, fruit bearing trees, etc. refers to all real properties owned and registered in the name of the scholar or his/her parents. Amortization or rent of real properties is non-ownership and is scored accordingly under this category.
- Lifestyle as evidenced by:
 - 3.4.1** Vehicle ownership, possession, or regular use thereof
 - 3.4.2** Electrical consumption (in kWh) refers to the average household electrical consumption in the last three months as indicated in the official billing statements of power utility firm. If living with relatives, the family’s electric consumption will be zero as they have no control of the electric consumption of their relatives. On the other hand, if some relatives are living with the family, the household electric consumption will be the full amount as reflected in the bill.

3.5 Point Distribution

Each of these indicators is assigned points as follows:

- Excess Annual Income of the parents (maximum score is 30)

Excess Annual Income of Parents (in PhP)	Points
150,000 or less	30
151,000 -250,000	21
251,000-350,000	14
351,000-500,000	7
501,000 and above	0

- All real properties including all improvements situated thereon owned by the family (maximum score is 30)

- 3.5.1** If the family owns real properties with an estimated total market value of:

Estimated Total Market Value (in PhP)	Score
None	30
Less than 250,000	22
250,001-500,000	18
500,001-750,000	12
750,001-999,999	6
One million & above	0

- 3.5.2** If the family rents or amortizes real properties, the total rent and amortization will be scored as follows:

Estimated Total Market Value (in PhP)	Score
None	30
Rent/Amort.: Less than 4,000	30
4,000-5,000	22
5,001-7,000	18
7,001-9,000	12
9,001-10,000	6
More than 10,000	0

3.5.3 If the family owns and amortizes/rents at the same time, then the score on the properties they own and the score on the properties they rent or amortize shall be added using the point distribution below. The total score will then be used for this factor on real properties

Estimated total market value of all real properties owned (in PhP)	Score
Less than 250,000	11
250,001-500,000	9
500,001-750,000	6
750,001-999,999	3
One million & above	0

Total rent or amortization of properties of the parents (in PhP)	Score
Rent/Amort.: Less than 4,000	15
4,000-5,000	11
5,001-7,000	9
7,001-9,000	6
9,001-10,000	3
More than 10,000	0

The market value shall be based on the current tax declaration duly issued by the Municipal/City Assessors Office.

- Lifestyle

3.5.4 Vehicle ownership, possession, or regular use thereof (Maximum score is 10)

In case the family owns, possesses, or uses two vehicles, the newer (based on the year model of the vehicle, not by year of acquisition) vehicle shall be evaluated and scored

For surplus or reconditioned vehicles, best effort shall be exerted to determine the age of the vehicle. However, if the information cannot be obtained, five years shall be added to the registration age of the car.

Vehicle		Score
None		15
Car/Van: above 7 years	Owner Type: 4-7 yrs	10
4-7 yrs	1-3 yrs	7
1-3 yrs	0	0

3.5.5 Average monthly electrical consumption in the past 3 consecutive months
 (Max score is 20)

Electric Consumption (kwh)	Score
Below 100	25
100-150	21
151-200	14
201-250	7
251-300	4
More than 300	0

3.6 Distribution of Scores

Full scholar	92 & above
Partial 1	71-91
Partial 2	51-70
Partial 3	50 and below

4. Procedure

4.1 During registration, applicants/students shall be required to submit the following documents. Non-submission will mean that they shall be classified as Partial 3 Scholars.

- One 2" x 2" picture
- Duly accomplished and notarized scholarship application form (Annex 1)
- Notarized Statement of Assets and Liabilities of the family
- Latest Income Tax Return (ITR) of the parents. If unemployed or exempt, submit a BIR Certification of Exemption from non-filing of ITR.
- Certified true copy of the latest Tax Declaration(s) of all real properties. If there is no real property, a Certification that the parents have no landholding or real property duly issued by the Municipal/City Assessor.
 - Certificate of registration of motor vehicles.
 - Electric bills for the last 3 months or a statement of electric consumption from the power utility firm in the last 3 months.

4.2 The Campus director shall create a Campus Scholarship Committee chaired by the Student Services Division Chief with at least two members, one of whom is the Registrar who shall be an ex officio member. The Committee shall evaluate the application using Annex 2: Scholarship Categorization Assessment form.

4.3 To ensure the reliability of the information provided, the Campus Scholarship Committee may conduct home visits to verify and validate information.

4.4 The Campus Scholarship Committee shall submit to the MANCOM the scholarship categorization of students showing the points earned and scholarship category of each student.

4.5 The MANCOM shall act on the recommendation.

5. Re-Categorization procedure

5.1 Students, parents or legal guardians may apply for re-categorization if there is a significant change in their socio-economic circumstance by submitting a letter request to the Campus Director, through the Campus Scholarship Committee stating the desired scholarship category and reasons for the change in scholarship category, together with supporting documents that will validate the claim.

5.2 The Campus Scholarship Committee will evaluate and validate the request. If the request is justifiable, it will be endorsed to the Campus MANCOM.

5.3 If there is merit to the request, the Campus MANCOM shall endorse it to the PSHS EXECOM by submitting the following: (a) Campus MANCOM resolution, (b) a table summary of Campus Recommendation showing existing points and scholarship category, justification, new points, scholarship category based on new points, source of new points earned, and recommended category. The table summary should be in hard and soft editable files, and (c) primary and supporting documents used in the re-categorization.

5.4 The PSHS EXECOM will act on the request. The decision of the EXECOM shall be final and effective upon approval.

6. Effectivity

Upon approval of the Board and compliance to other government requirements on the matter, this policy and guideline supersede all other issuances on scholarship categorization.

For effective implementation and as transition measure from the current to proposed guideline, the implementation of this policy shall be as follows:

6.1 All campuses that will implement the scholarship categorization for the first time shall apply the proposed guidelines to all their students.

6.2 For other campuses:

- All incoming freshmen and lateral entrants in the coming school year shall be subject to the proposed guidelines.
- Old students shall maintain their current categorization. If they apply for recategorization, then this proposed guidelines shall be enforced.

7. References

7.1 Revised Guidelines on Scholarship Categories, 2005 BOT, PSHS

7.2 Application for Financial Assistance under the Socialized Tuition and Financial Assistance Program (STFAP), University of the Philippines

7.3 Annual Income Tax Return, BIR Forms 1700 & 1701, July 2008

B. SCHOLARSHIP AGREEMENT

The scholarship grant shall be for the duration of six years, equivalent to the prescribed period of the secondary course, unless earlier terminated for failure of the scholar to comply with the terms and conditions of the scholarship agreement. For willful abandonment of the scholarship, the scholar shall be required to reimburse the money value of his/her scholarship.

After graduation from the PSHS, the scholar shall enroll in a degree or course in the field of science or technology in any university as may be previously identified by the PSHS Board of Trustees. The approved list of courses and degrees identified by the PSHS Board of Trustees may be changed or amended without prior notice. However, the approved list of courses and degrees during the first quarter of the senior year of the scholar shall be the basis in his/her choice of a course or degree in the college or university of his /her choice. If the graduate fails to pursue a course in science and technology at the university/college level, he/she shall reimburse the money value of the privileges that the scholar enjoyed at the Philippine Science High School.

List of Science and Technology Courses for PSHS Graduates

1. BS Actuarial Science
2. BS Aeronautical Engineering
3. BS Aerospace Engineering
4. BS Agribusiness Management
5. BS Agricultural & Biosystems Engineering
6. BS Agricultural Biotechnology
7. BS Agricultural Chemistry
8. BS Agricultural Economics
9. BS Agricultural Education
10. BS Agricultural Engineering
11. BS Agricultural Extension
12. BS Agriculture
13. BS Agronomy
14. BS Animal Science / Husbandry Development
15. BS Applied Mathematics
16. BS Applied Mathematics major in Computational Science
17. BS Applied Mathematics major in Mathematical Finance
18. BS Applied Physics
19. BS Applied Statistics
20. BS Architecture
21. BS Biochemistry
22. BS Biology
23. BS Botany
24. BS Ceramics Engineering
25. BS Chemical Engineering
26. BS Chemical Engineering and Chemistry
27. BS Chemical Technology
28. BS Chemistry
29. BS Chemistry minor in Business Studies
30. BS Chemistry with Computer Engineering
31. BS Chemistry with Materials Science & Engineering
32. BS Chemistry Teaching
33. BS Civil Engineering
34. BS Clothing Technology
35. BS Computer Science
36. BS Community Nutrition
37. BS Computer Technology / Engineering
38. BS Electrical Engineering / Technology
39. BS Electromechanical Technology
40. BS Electronic Design Engineering
41. BS Electronics Technology
42. BS Electronics and Communications Engineering
43. BS Environmental Management
44. BS Environmental & Sanitary Engineering
45. BS Environmental Science
46. BS Fisheries
47. BS Fisheries Technology
48. BS Food Technology
49. BS Forestry
50. BS Forest Products Engineering
51. BS Foundry Engineering Technology

52. BS Geodetic Engineering
53. BS Geology / Geophysics
54. BS Health Science
55. BS Horticulture
56. BS Human Biology
57. BS Industrial Engineering
58. BS Industrial Design
59. BS Industrial Management Engineering minor in Service Management
60. BS Industrial Pharmacy
61. BS Information Technology
62. BS Life Science
63. Intarmed
64. BS Management Engineering
65. BS Management of Applied Chemistry
66. BS Management Information Systems
67. BS Manufacturing Engineering
68. BS Manufacturing Engineering & Management
69. BS Marine Engineering
70. BS Marine Science / Biology
71. BS Materials Engineering
72. BS Materials Science & Engineering
73. BS Mathematics
74. BS Mathematics Teaching
75. BS Mathematics and Science Teaching
76. BS Mechanical Engineering / Technology
77. BS Mechatronic Engineering
78. BS Medical Technology
79. BS Metallurgical Engineering
80. BS Meteorology
81. BS Microbiology
82. BS Mining Engineering
83. BS Molecular Biology & Biotechnology
84. BS Nutrition
85. BS Nutrition and Dietetics
86. BS Packaging Engineering
87. BS Petroleum Engineering
88. BS Pharmacy (4 year Program)
89. BS Pharmacy major in Clinical Pharmacy (5 year program)
90. BS Physics
91. BS Physics Teaching
92. BS Physics with Chemistry Teaching
93. BS Physics with Computer Engineering
94. BS Physics minor in Economics / Finance
95. BS Physics with Applied Computer Systems
96. BS Physics with Math Teaching
97. BS Physics with Materials Science & Engineering
98. BS Physics with Medical Instrumentation
99. BS Physics & Technology Teaching
100. BS Plant Pathology
101. BS PreMed Physics
102. BS Public Health
103. BS Soil Science
104. BS Psychology
105. BS Science Education

- 106. BS Software Engineering
- 107. BS Statistics
- 108. BS Veterinary Medicine
- 109. BS Zoology
- 110. Doctor of Dental Medicine
- 111. Doctor of Veterinary Medicine

C. GRADING SYSTEM

The academic year is divided into four (4) quarters or two (2) semesters. Grades are released at the end of each quarter. The school follows the cumulative system of grading. This means that, except for the first quarter grade, quarterly grades are computed according to the following formula:

$$\frac{[(\text{Tentative Grade}) \times 2] + [\text{Previous Grade}]}{3} = (\text{Grade for Present Quarter})$$

The result is truncated to three (3) decimal places. The following transmutation table will be used as basis for the Quarter Grade:

Average	Quarter Grade
1.000 – 1.125	1.00
1.126 – 1.375	1.25
1.376 – 1.625	1.50
1.626 – 1.875	1.75
1.876 – 2.125	2.00
2.126 – 2.375	2.25
2.376 – 2.625	2.50
2.626 – 2.875	2.75
2.876 – 3.125	3.00

(PSHSS CIM 4.6, Dec. 5, 2016)

1. Academic Grades

Academic performance is evaluated using this scale:

Percent System	Equivalent	Adjectival Equivalent
96 – 100	1.00	Excellent
90 – 95.99	1.25	Very Good
84 – 89.99	1.50	
78 – 83.99	1.75	Good
72 – 77.99	2.00	
66 – 71.99	2.25	Satisfactory
60 – 65.99	2.50	
55 – 59.99	2.75	Fair
50 – 54.99	3.00	
40 – 49.99	4.00	Failed on Condition
Below 40	5.00	Failed

(Adopted from PSHSS CIM 4.6, Dec. 5, 2016)

The PSHS uses the following cumulative grading system

1. Final Grade – for the quarter

1.1 All units shall compute the final grade for the quarter according to the following proportion:

Tentative grade (for the quarter	2/3
Previous quarter grade	1/3
Final Grade (for the quarter)	3/3

A transmutation table shall be used to determine the final grade (for the quarter) in a particular subject:

TRANSMUTATION TABLE

	Present Grade											
	1.00	1.25	1.50	1.75	2.00	2.25	2.50	2.75	3.00	4.00	5.00	
Previous Grade	1.00	1.00	1.25	1.25	1.50	1.75	1.75	2.00	2.25	2.25	3.00	4.00
	1.25	1.00	1.25	1.50	1.50	1.75	2.00	2.00	2.25	2.50	3.00	4.00
	1.50	1.25	1.25	1.50	1.75	1.75	2.00	2.25	2.25	2.50	3.00	4.00
	1.75	1.25	1.50	1.50	1.75	2.00	2.00	2.25	2.50	2.50	3.00	4.00
	2.00	1.25	1.50	1.75	1.75	2.00	2.25	2.25	2.50	2.75	3.00	4.00
	2.25	1.50	1.50	1.75	2.00	2.00	2.25	2.50	2.50	2.75	3.00	4.00
	2.50	1.50	1.75	1.75	2.00	2.25	2.25	2.50	2.75	2.75	3.00	4.00
	2.75	1.50	1.75	2.00	2.00	2.25	2.50	2.50	2.75	3.00	4.00	4.00
	3.00	1.75	1.75	2.00	2.25	2.25	2.50	2.75	2.75	3.00	4.00	4.00
	4.00	2.00	2.25	2.25	2.50	2.75	2.75	3.00	3.00	3.00	4.00	5.00
	5.00	2.25	2.50	2.75	2.75	3.00	3.00	3.00	3.00	4.00	4.00	5.00

1.2 In computing the final grade for the quarter, the tentative grade shall be rounded to its nearest point-equivalent grade.

2. Tentative Grade – for the quarter

2.1 The Tentative grade shall be based on the class standing and quarterly examinations.

2.2 Each unit shall determine the corresponding weight factors of the class standing and quarterly examinations.

- 2.3 Class standing and quarterly examination marks shall be expressed as percentages. These percentages will be used in the computations of the tentative grade according to the pre-determined weight factors.
 - 2.4 Teachers have the prerogative to assign different weight factors to categories they prefer to use as the bases for arriving at the tentative grade provided these are consistent with the units' standard.
3. Class Standing
 - 3.1 Teachers in the same year level teaching the same subject shall agree and be consistent in the categories and weight factors to be used in the computation of class standing marks.
 - 3.2 Class standing includes long examinations, quizzes, homework, projects, laboratory activities, recitation, seatwork, etc.
4. Quarterly Examinations
 - 4.1 As much as possible, teachers shall formulate departmental examinations or its equivalent for each subject area.
 - 4.2 Raw-scores obtained by the student in these tests shall be transmuted to their percent-equivalent form for the calculation of the students' tentative grade for the quarter.
 - 4.3 Uniform transmutation tables for these examinations shall be formulated and adopted for each year level. The different units shall determine these
5. Missed Examinations and Make-up Works
 - 5.1 Only when the absence is excused can the student make-up for the missed examinations or class requirements.
 - 5.2 Students must take the exams or submit requirements within five (5) school days upon his/her return to school..
 - 5.3 Failure on the part of the student to comply with 6.2 will result in a non-transmutable zero raw score for that examination and / or class requirement.
 - 5.4 It shall be the responsibility of the student to see his / her instructor and request for make-up.
6. Incomplete Grades
 - 6.1 Incomplete grades must be removed within five (5) school days after the year level Scholarship Committee Meeting.
7. Removal Examinations
 - 7.1 Only one (1) removal examination shall be given per subject area in each year level. It must be departmentalized.
 - 7.2 Removal Examinations are given at the end of the school year, after the fourth quarter examination. Each unit shall adopt a common schedule.
 - 7.3 A student who takes a removal examination can only get either a 3.0 or a 5.0 as a final grade in that particular subject/class.
 - 7.4 Passing the removal examination means a final grade of 3.0.
 - 7.5 Failing the removal examination means a final grade of 5.0.

2. Character Rating

Individual scholars are rated on the following qualities:

- a. Integrity
- b. Industry and resourcefulness
- c. Observance of school rules and regulations
- d. Cooperation
- e. Responsibility
- f. Respect for others and property
- g. Physical well-being (health consciousness and grooming)

Rating scale for character profile:

Letter Code	Adjectival Equivalent	Number Code
E	Excellent	1
VG	Very Good	2
G	Good	3
F	Fair	4
NI	Needs Improvement	5

(Adopted from PSHSS CIM 4.6, Dec. 5, 2016)

The quarterly character rating is determined by getting the mode of the character rating given at least five (5) faculty members for every character quality (trait).

D. HONORS AND AWARDS

The giving of awards to students acknowledges their effort in coping with the very challenging PSHS curriculum. Their successful completion of the six year curriculum speaks not only of their innate intellectual capability but also of the high standards they have set for themselves. It is only fitting that all students who exerted effort to be better than the best be recognized.

The Scholarship Committee determines the recipients of the following awards according to specified selection criteria:

1. Director's List*

Students who obtain a general weighted average (GWA) of 1.00 to 1.50 are included in the Director's List (DL) for posting within five (5) days after the Card-giving Day and Parent-Teacher Conference. The DL's are recognized during the quarterly recognition program.
(Adopted from PSHSS CIM 4.7, Dec. 5, 2016)

2. Recognition for Undergraduates*

Students are eligible to receive an academic award if:

- their final grade in any subject in all year levels is at least 2.5 or better; and
- he/she has minimum residency of four (4) years.

There are two types of Academic Awards, namely:

- **With Highest Honors** awarded to all graduating students with GWA of 1.0-1.20; and
- **With High Honors** awarded to all graduating students with GWA of 1.21-1.50.

The GWA of the graduating students during their 6 years stay in PSHS from grades 7-12 under the new PSHS curriculum is the basis for selection of awardees. The final GWA rating of all graduating students is computed as follows:

- Get the sum of YGWAs and divide by the total number of years of residency.
- GWA calculations are truncated after the second decimal place.

All candidates for honors must have no record of having committed must have no record of having committed a level 3 offense and have no record of academic dishonesty from Grade 7 until Grade 12.

3. Excellence Awards*

The general guidelines in determining the excellence awardees are as follows:

- The student must have a final grade of at least 1.5 in a particular subject area in all grade levels where such subject is offered.
- The student must get a non-zero points in at least two criteria.
- The criteria in the selection of excellence awardee for each subject are indicated in the table below:

CRITERIA PER SUBJECT AREA WITH WEIGHTS*

Subject	Criteria	Weight (in %)
MAJOR EXCELLENCE AWARDS 1. Biology 2. Chemistry 3. Physics 4. Mathematics 5. Computer Science 6. Social Science 7. Filipino 8. English	1. Weighted Average Grade (WAG) in the particular subject (Annex A.2)	60
	2. Participation, Awards and distinction in competitions (Annex A.3.1)	25
	3. Participation in activities (non-competition) related to the subject (Annex A.3.2)	15
9. Research	1. Weighted Average Grade in Research (Annex A.2)	60
	2. Awards and distinction (Annex A.3.1)	20
	3. Personal Research Qualities ¹	20
OTHER EXCELLENCE AWARDS 10. English Journalism 11. Filipino Journalism	1. Position in the school papers	35
	2. Awards and distinction	20
	3. Articles Published	25
	4. Seminars attended/other activities	20
12. Art/ ADTech	1. Quality of Work	20

	2. Involvement in a show/ exhibit as minimum production output (this is a must)	60
	3. Participation in other art related projects/activities.	20
13. PEHM	1. Proficiency in chosen sport(s)/dance, music, wellness, (winnings/awards/ participation) (Annex A.5)	40
	2. Involvement in a show/ exhibit as minimum production output (this is a must)	30
	3. Satisfactory academic performance (weighted average grade for G7-10)	30

¹ No point system for this yet. This may refer to average points given by research teachers to the nominees in terms of their honesty, perseverance and hard work as a researcher.

- He/She must get the highest number of total points based on the computation of the following:
 - Equivalent points of the weighted average grade (WAG) from the Transmutation Table shown below:

WAG	EQUIV PTS	WAG	EQUIV PTS	WAG	EQUIV PTS	WAG	EQUIV PTS
1.00	100	1.13	87	1.26	74	1.39	61
1.01	99	1.14	86	1.27	73	1.40	60
1.02	98	1.15	85	1.28	72	1.41	59
1.03	97	1.16	84	1.29	71	1.42	58
1.04	96	1.17	83	1.30	70	1.43	57
1.05	95	1.18	82	1.31	69	1.44	56
1.06	94	1.19	81	1.32	68	1.45	55
1.07	93	1.20	80	1.33	67	1.46	54
1.08	92	1.21	79	1.34	66	1.47	53
1.09	91	1.22	78	1.35	65	1.48	52
1.10	90	1.23	77	1.36	64	1.49	51
1.11	89	1.24	76	1.37	63	1.50	50
1.12	88	1.25	75	1.38			

- Plus, weighted equivalent accumulated points per criterion based on a point system (see tables below) Divide Total points per criterion over the points earned of the highest pointer among all student- nominees, and multiply by 100.

**POINT SYSTEM FOR PARTICIPATION, AWARDS AND DISTINCTION IN COMPETITIONS
 AND OTHER CO-CURRICULAR ACTIVITIES***

LEVEL	POINTS PER PARTICIPANTS	POINTS FOR WINNERS			POINTS FOR WINNERS		
		Team category			Individual category		
		1 st	2 nd	3 rd	1 st	2 nd	3 rd
School	1	4	3	2	5	4	3
Division	2	6	5	4	7	6	5
Regional/ Interregional	3	8	7	6	9	8	7
National	4	10	9	8	12	11	10
International	5	12	11	10	15	14	13

Note:

- For subjects with electives, points will be placed in criterion 3. (Grade: 1.0 – 3 points, 1.25 – 2 points, 1.5 – 1 point);
- Subject-related investigatory projects/research (treated as Contest/participation);
- Non-winners in competitions are given points as participants, while winners are no longer given points as participants, to avoid double counting.

**POINT SYSTEM FOR ACTIVITIES RELATED
 TO THE SUBJECT***

LEVEL	POINTS FOR PARTICIPATION	POINTS FOR Subject-related Club/ ALA Members	Points for Subject-related club/ ALA Officers		
			Pres/ Chairperson	VP, Sec, Treas	Other Positions
School	1	1	4	3	2
Division	2	2	5	3	2
Regional/ Interregional	3	3	6	4	3
National	4	4	7	5	4
International	5	5	8	6	5

Note:

- Activities Related to the Subject refers to all other activities aside from competitions. This may include but not limited to: outreach, ALA, SCALE and other contributions in activities in school or in the community-program emcee, sports referee, leadership positions in organizations, and the like-that are RELATED to the SUBJECT.
- Points apply for every year of participations

POINT SYSTEM FOR ENGLISH & FILIPINO JOURNALISM*

1. PUBLISHED ARTICLES	POINTS
Editorial/Editorial cartoon	10
Columns	9
Feature/News	9
Science/Health/Techno	8
Sports	8
Literary	8

2. SEMINARS ATTENDED	POINTS
Division	5
Regional	10
National	15

3. POSITION IN SCHOOL PAPER	POINTS
Editor-in-Chief	15
Associate/Managing Editor	12
Copy Reader/Section Editor/ Circulation Manager	10
Assistant Section Editor	8
Staff Writer	5

4. AWARDS RECEIVED			
Rank	Division	Regional	National
1 st	5	10	15
2 nd	4	9	14
3 rd	3	8	13
4 th	2	7	12
5 th	1	6	11

POINT SYSTEM FOR PHYSICAL EDUCATION*
 (Participation/Membership in Sports Organization)

POSITION	POINTS (for every year of membership)
President/Chairman	10
Vice-President	8
Secretary	6
Treasurer	6
PIO	4
Auditor	4
Member	2
Officiating Official (Referee/Umpire for major games/school sanctioned sports activities)	2 points for every year of participation & for every game officiated but not to exceed 10 points
Most Valuable Player (MVP)	5

- Total Points = Equivalent points of the WAG + weighted equivalent of the accumulated points per criterion
- The highest scorer and all those students whose difference in the total points with the highest score is less than or equal to one will get the award.
 - o All candidates for honors must have no record of having committed level 3 offense and have no record of academic dishonesty from Grade 7 to Grade 12.
- Major excellence awards are given during graduation ceremonies to graduating students who excelled in the following subjects that are taken by scholars from Grade 7-12 (e.g. Mathematics, Computer Science, Social Science, Filipino and English), from Grades 9-12 (Biology, Chemistry, Physics), and from Grades 10-12 (Research)
- Other excellence awards are given during graduation ceremonies to graduating students who excelled in the following areas: English Journalism, Filipino Journalism, Physical Education, and Arts/AdTech.
- Those who excelled in other subject areas/fields may also be granted this excellence award depending on the elective offering and other outstanding programs initiated in the campus level. Internal guidelines and criteria may be set in the campus level.

4. Special Awards*

In recognition of their special achievements and excellent performance during their six year stay at the PSHS, special awards are given to selected students of the graduating class.

- The DOST Secretary Award for Model Science Scholar
 - Students' portfolio of all their accomplishments must be updated every end of the SY as a requirement for clearance to be submitted to the Guidance Office starting end of Grade 9.
 - Each graduating student nominates at most three (3) of his/her peers based on the following characteristics/traits of a Model Science Scholar:
 - o Promotes goodwill, harmony and unity through actions;
 - o Is committed to the pursuit of academic excellence;
 - o Is of good moral character;
 - o Upholds righteousness in speech and deed at all times; and
 - o Shows initiative and active involvement in community activities inside and outside PSHS
 - Students who garner at least 10% of their peers' votes are included in the shortlist of candidates for the award.
 - The awardee is chosen based on the following criteria:

Award	Criteria	%
DOST Secretary Award for Model Science Scholar	Academic Performance	40
	Peer Rating	30
	Community Involvement	20
	Attendance and Punctuality	10

- Attendance and Punctuality
 - Percent Number of Unexcused Absences
 - 10-0
 - 9-1
 - 8-2
 - 7-3
 - Disqualified – 4 or more
- For students who have incurred tardiness and cutting classes, the conversion given below is followed:
 - 5 Tardiness (T) = 1 unexcused absence (UA)
 - 2 cutting Classes (CC) = 1 unexcused absences
 - e.g. 1 CC = ½ day UA
 - 1 T = 1/5 day UA

3.3.4.3 The Gerry Roxas Leadership Award (GRLA)

- This award is given by the Gerry Roxas Foundation to deserving high school students in the Philippines upon graduation. This shall be awarded during Recognition Day using the GRLA guidelines.

*(PSHSS CIM 4.7, Dec. 5, 2016)

PROMOTION, PROBATION AND GRADUATION OF SCHOLARS*

The set of guidelines on promotion, probation and dismissal of scholars was conceived to ensure quality standards in evaluating and assessing the students' performance. With these simple but stringent guidelines, students are expected to strive hard and aim for excellence.

1.2.1 Good Standing

1.2.1.1 A student is in good standing for the incoming school year if s/he meets the minimum academic and disciplinary standards in the previous year, namely:

- s/he receives a final general weighted average (GWA) of 2.25 or better;
- s/he has no failing grade of 5.00 in any subject in the final quarter of the school year; and
- s/he incurs three (3) or less unexcused days of absences.

1.2.2 Probationary Status

1.2.2.1 A student is on probationary status for the incoming school year:

- If s/he receives a final GWA below 2.25; or
- If s/he has committed a major offense (at least Level III offense); or
- If s/he incurs at least eight (8) days or unexcused absences.

1.2.2.2 A student on probationary status is not allowed to be an officer in any school organization and shall not be allowed to present the school in competitions.

1.2.3 Termination of Scholarship

1.2.3.1 Termination of scholarship means that the scholarship contract is unilaterally rescinded due to the student's failure to comply with a particular provision in the contract.

1.2.3.2 A Grade 7-11 is recommended for termination of her/his scholarship:

- If s/he receives a failing grade of 5.00 in any subject in the final quarter of the scholar year; or
- If s/he incurs thirteen (13) or more unexcused absences; or
- If s/he has committed two (2) major offenses (at least Level III offense) within the school year; or if s/he incurs two (2) successive probationary status.

1.2.4 Graduation of Students

1.2.4.1 A student in her/his final academic year at the PSHS is eligible for graduation if s/he meets the scholarship policy requirements on academic performance, conduct and attendance.

1.2.4.2 Ineligibility for Graduation of Students

- A student who fails to graduate shall not be issued a diploma as proof of her/his guardian.
- A student in her/his final academic year at the PSHS shall not be eligible to graduate should any of the following conditions is present:
 - If s/he receives a failing grade of 5.00 in any subject in the final quarter of the school year; or
 - If s/he incurs thirteen (13) or more unexcused absences; or
 - If s/he committed two (2) major offenses (at least Level III offense) within the school year.

*(PSHSS CIM 4.7, Dec. 5, 2016)

7. Separability Clause

If for any reason, any provision of these guidelines is declared invalid or unconstitutional, the other parts not affected will continue to be in full force and effect.

8. Repealing Clause

All previous issuances inconsistent herewith are deemed amended accordingly.

9. Effectivity

This set of guidelines shall take effect within 15 days following publication in the Official Gazette of the Office of the National Administrative Register (ONAR) of the UP Law Center, or in two newspapers of general circulation, and shall henceforth be known as **“Guidelines on Promotion, Probation, and Graduation of PSHS Students”**.

The Revised Guidelines on Promotion, Probation, and Graduation of PSHS Students better ensure quality standards in evaluating and assessing student performance. The amendments shall also be a step to further harmonize the academic standards throughout the PSHS campuses nationwide and foster a greater understanding by the students of the rules and regulations governing their scholarship status.

The desired characteristics of the PSHS scholar, as mentioned in the PSHS Vision, “...scientific mind, passion for excellence, dedicated to the service of the country, and committed to the pursuit of truth,” if to be molded in the character of the scholars with the help of the school, the faculty and staff must possess nurturing characteristics themselves. The school shall have programs that will see to it that the students fully develop their potential and become responsible citizens of the country and leaders for the future.

Needs of individual students differ; thus a well-rounded curriculum as well as various programs will have to be in place in order to address these needs, Once these programs are in place, and the students are given every opportunity to adjust to the rigorous requirements for the scholarship, the scholars are thus expected to perform according to expectations, both academically and behaviorally.

a. Good Standing

A student is in good standing for the incoming school year if s/he meets the minimum academic and disciplinary standards in the previous year, namely:

1. s/he receives a final general weighted average (GWA) of 2.25 or better;
2. s/he has no failing grade of 5.00 in any subject in the final quarter of the school year; and
3. s/he incurs three (3) or less unexcused days of absences.

b. Probationary Status

A student will be on probationary status for the incoming school year if s/he:

1. receives a final GWA below 2.25; or
2. has committed a major offense (at least Level III offense); or
3. incurs at least eight (8) days of unexcused absences.

A student on probationary status is not allowed to represent the school in competitions.

C. Termination of Scholarship

1. Termination of scholarship means that the scholarship contract shall be unilaterally rescinded due to the student’s failure to comply with any provision in the contract.

2. A Grade 7 to 11 student shall be recommended for termination of her/his scholarship if s/he:

- a: receives a failing grade of 5.00 in any subject in the final quarter of the school year; or
- b. incurs thirteen (13) or more unexcused absences; or
- c. has committed two (2) major offenses (at least Level III offense) within the school year; or
- d. incurs two (2) successive probationary status.

d. Graduation of Students

A student in his/her final academic year at the PSHS is eligible for graduation if s/he meets the scholarship policy requirements on the following:

academic performance;

conduct; and
attendance.

e. Ineligibility for Graduation of Students

1. A student who fails to graduate shall not be issued a diploma as proof of her/his graduation.

2. A student in her/his final academic year at the PSHS shall not be eligible to graduate should any of the following conditions be present:

a. if s/he receives a failing grade of 5.00 in any subject in the final quarter of the school year; or

b. if s/he incurs thirteen (13) or more unexcused absences; or

c. if s/he has committed two (2) major offenses (at least Level III offense) within the school year.

E. Selection of Honors and Awards

The scheme for selecting honors and awards for graduating students acknowledges the efforts of students in coping with the very challenging PSHS curriculum. Their successful completion of the prescribed curriculum speaks not only of their innate intellectual capability but also of the high standards they have set for themselves. It is only fitting that all students who exerted effort to be better than the rest be recognized.

1. The Director's List

Students who obtain a GWA of 1.00 to 1.50 every quarter shall be included in the Director's List for posting within five (5) days from the card-giving and PTC, provided that s/he has no grade below 2.50 in that quarter.

2. Academic Awards for Graduating Students

a. Students are eligible to receive an academic award if:

1. their final grade in any subject in all grade levels is at least 2.5 or better; and

2. he/she has a minimum residency of four (4) years.

b. There are two types of academic awards, namely:

1. With highest Honors, awarded to all graduating students with a general weighted average of 1.0 to 1.20; and

2. With High Honors, awarded to all graduating students with a general weighted average of 1.21 – 1.50.

c. All candidates for honors must have no record of having committed a level 3 offense and have no record of academic dishonesty from Grade 7 until Grade 12.

3. Excellence Awards

The general guidelines in determining the excellence awardees are as follows:

a. The student must have a final grade of at least 1.5 in a particular subject area in all grade levels where such subject is offered.

b. The student must get a non-zero points in at least two criteria.

4. Special Awards

a. DOST Secretary Award for Model Science Scholar – this award is given to a graduating student who possesses the following traits:

promotes goodwill, harmony, and unity through actions;

committed to the pursuit of academic excellence;

of good moral character;

upholds righteousness in speech and deed at all times; and

shows initiative and active involvement in community activities inside and outside PSHS.

b. Gerry Roxas Leadership Award - this award consists of a gold medallion given by the Gerry Roxas Foundation to a graduating student who has shown exemplary leadership and dynamic spirit in both academics and extra-curricular activities.

F. The Recognition Day

Only academic and special awards duly granted and/or recognized by the school will be given on recognition day.

ACADEMIC ACTIVITIES

Card Giving

Card giving is conducted quarterly by the homeroom adviser. It aims to give feedback on student's performance in academics, attendance, character and behavior for the quarter. Parents are usually required to get the report card of their son/daughter during the scheduled date especially when their children incurred a grade of 2.75 and below in some of his/her subjects or when most of his/her grades became lower as compared to the previous quarter. Parents will have one-on-one conference with their child's homeroom adviser and subject teachers.

Consultation Hours

Every teacher allots time to assist students who have difficulty in the subject matter. Their consultation hours vary depending upon their free time. Their schedule will be posted conspicuously in the faculty room. Students are encouraged to avail of this assistance most especially when they find difficulty in the subject matter or when they encounter topics or discussions that are not clear to them.

Homeroom

Homeroom sessions are conducted twice a week for 50 minutes each to all students from first to fourth year. It aims to equip the students with self-help skills and develop desired values through group growth activities. The homeroom adviser stands as a second parent to the students. He/she performs administrative functions such as monitoring of students' academic progress, maintaining discipline among students, implementing the school rules and regulations and assisting in the solution of the students' problems.

Flag Ceremony

Flag ceremony is held every Monday from 7:30 to 7:45 A.M. It is considered a first period class every Monday. Attendance will be checked. A student shall incur one unexcused absence for every five (5) absences in the flag ceremony.

IV. Student Behavior

A. Expected Student Behavior

Scholarship is a commitment to responsibility. A scholar must be committed to excellence in academics, self-discipline, integrity in dealing with his fellow scholars and other members of the schools/campus or PSHS community, and to being of service to one's country.

It is the responsibility of the scholar to:

1. be aware of all rules and regulations for student behavior and conduct themselves accordingly.
2. attend school daily, except when excused, and be on time for all classes and other official school functions.
3. complete the courses of study prescribed by the school charter and this maintain their scholarship satisfactorily.
4. respect the rights of others and be courteous to teachers, administrators, teaching and non-teaching staff, students, and all the other members of the school community as well as visitors.
5. dress and groom themselves appropriately.
6. assist the school staff in operating a school that is safe for all scholars and the rest of the school community.
7. be willing to volunteer information in matters relating to the health, safety, general welfare of the school community and the protection of school property.
8. exercise proper care when using facilities and equipment and repair or replace such when damaged or lost during use.
9. provide for their own school and personal needs in order not to burden other scholars.
10. protect the good name of the school by observing proper decorum at all times and in all places, on or off campus.

On Campus

- a. Wear the school uniform and ID properly from the time of entrance to the time of departure from the campus.
- b. Greet or acknowledge school authorities, teaching and non-teaching staff, as well as guests and fellow students.
- c. Dispose of trash in the garbage bins. Take the initiative to pick up litter and dispose of them properly.
- d. Bring your things with you wherever you go. Bags and other school things must not be left unattended.

In the Classroom

- a. Stand up to show respect towards the teacher when s/he enters and leaves the classroom.
- b. Refrain from leaving the classroom during school hours.
- c. Ask permission from the teacher before leaving the classroom.
- d. Avoid loitering along the corridors and making unnecessary noise during class hours and in between periods.
- e. Refrain from bringing comic books, magazines, toys, and other materials that are not needed for academic use.
- f. Use the chairs and tables properly. Lift them when necessary to move them from one place to another. Do not drag them across the floor.

Along the corridors and the front/back lobby

- a. Observe silence along the corridors and stairways.
- b. Avoid loitering along the corridors during class hours and in between periods.
- c. Keep the corridors clean.
- d. Avoid shouting and talking loudly.
- e. Refrain from playing and running around.
- f. Avoid obstructing or blocking the corridors and lobby.
- g. Use the chairs and tables properly. Lift them when necessary to move them from one place to another. Do not drag them across the floor.

- h. After the flag ceremony, return to one's classroom by passing quietly two by two along the pathways assigned to one's class.

In the Audio-Visual Room and Gymnasium

- a. Be prompt in going to the AVR or gymnasium for programs and other affairs.
- b. Occupy assigned seats as quietly as possible.
- c. Sit up straight in a relaxed manner without slouching or putting up your feet on the seat in front of you.
- d. Observe the rule of "No Eating and Drinking" unless permitted.
- e. Avoid walking around, talking or whispering aloud, or shouting at all times even before the affair starts.
- f. Give the speaker or performer the courtesy of a quiet attention by avoiding distracting movements and noises.
- g. Dress properly according to the required attire.
- h. Do not use cellular phones during programs.
- i. Do not leave the room in the middle of a performance.
- j. Applaud politely or enthusiastically after a musical number and not during the number. Avoid shouting or making unnecessary remarks while applauding.
- k. Do not hum, sing or tap fingers and feet during a musical number to avoid distracting others.

In the Canteen

- a. Line up and observe the "First come, first served" rule in buying food.
- b. Be courteous in dealing with canteen personnel.
- c. Consume the food bought.
- d. Segregate food leftovers, utensils, and paper/plastic waste. Empty plates should be piled up properly.
- e. Leave the tables and chairs clean and orderly.
- f. Clean as you go.

Off Campus

- a. Wear the uniform for school purposes only and not for shopping, watching movies, eating at restaurants, and engaging in recreation. Use of the uniform off campus is allowed only if one is officially representing the school in approved activities.
- b. Do not act as a representative of the school unless authorized to do so.

Guidelines on Hygiene, Grooming, and Proper Uniform

1. The School Uniform

The PSHS scholar is committed to excellence and service to the community. As such, the scholar must abide by the guidelines on good grooming and uniform implemented by the administration. The essence of the guidelines is to develop in the student simplicity and practicality, ensuring that the scholars will focus on their priorities and fulfill their primary obligations to the best of their ability, without distraction from trivial matters such as hairstyle and fashion.

Three types of uniform are allowed: Type A (regular), Type B (similar to the regular uniform with the exception of khaki pants for both boys and girls), and PE uniform. The Type A (regular uniform) must be worn every day on and off campus when attending classes and official functions. In anticipation of the rainy season and the onset of dengue cases, students will be required to wear the Type B uniform.

On days when a student has PE class, s/he must wear PE uniform the whole day.

BOYS	Requirements	Restrictions
Upper garment (polo)	Plain white, material as prescribed by the school with official school seal stitched on breast pocket; always properly buttoned	Plain cut; no slit on sides; no <i>paha</i>
Upper undergarment	Shirt or <i>sando</i> must be plain white; must not exceed dimensions of upper garment on the sleeves, collar, and bottom	No colored or printed undershirt
Lower garment (pants)	Plain black polyester slacks; straight cut	No cotton, khakis, chinos, jeans, and cargo pants; no tight-fitting and cropped pants, no external pockets, no folds
Socks	Plain white or plain black	No prints; no ankle and foot socks
Shoes	Closed shoes; plain black leather (genuine/synthetic); can be loafer (slip-on) or with laces; soles should also be black	No heels; no embellishments and fancy designs; no boots and boat shoes; no rubber shoes/soles; no slippers/sandals
GIRLS	Requirements	Restrictions
Upper garment (blouse)	Color, material, and cut as prescribed by the school with official school seal stitched on breast pocket	
Upper undergarment	Shirt or sleeveless must be plain white; must not exceed dimensions of upper garment on the sleeves, collar, and bottom; bra must be plain white or skin tone	No colored undershirt; sports bra can only be worn when in PE uniform
Lower Garment (skirt)	Material and cut as prescribed by the school	Length must be one to two palm width below the knees
Socks	Plain white	No colored/printed socks; no knee-high/foot socks
Shoes	Closed shoes; plain black leather, can be slip-on or with laces; soles should also be black	No high heels (up to 1" only); no boots and wedge/platform shoes; no embellishments and fancy designs; no rubber shoes/soles, no slippers/sandals

Wearing of slippers, sandals, or rubber shoes during class hours and outside dormitories is allowed only if medically prescribed.

The school identification card (ID) is part of the school uniform. ID should be firmly secured in a plastic case and attached on a PSHS strap worn visibly over the polo shirt/blouse. Borrowing, lending, modifying, or mutilating ID cards are strictly prohibited.

PE Uniform

The prescribed PE uniform is official PE t-shirts and official PE shorts for both boys and girls. Wearing of leggings is prohibited unless worn with official PSHS PE shorts.

The Dengue PE uniform is PE T-shirt and PSHS jogging pants, socks and rubber shoes.

Bring extra PE shirt when changing.

2. Haircut and good grooming

Haircut inspection shall be conducted by the homeroom adviser every 1st Monday of the month. Non-compliance will be dealt with as follows:

- a. 1st 3 NCRs – first warning
 - Reflective essay signed by parent and homeroom adviser
- b. 5th NCR – second warning
 - Conference with parents/homeroom adviser
 - Behavior contract with the discipline officer
- c. 6th NCR – Automatic Level 1 offense with appropriate sanctions
 - Letter to parents (no more warnings will be given)

BOYS	Requirements	Restrictions
Length	2" X 3"	No facial hair; no fancy hairstyle
Color	Natural color	No dyed hair
GIRLS	Requirements	Restrictions
Length	Hair must be well kept and not cover eyes	No shaved head; no fancy hairstyle
Color	Natural color	No dye hair

ACCESSORIES	RESTRICTIONS	
	GIRLS	BOYS
Head	Only one pair of earrings is allowed; no dangling earrings	Earring not allowed
Glasses	Transition glasses are allowed, no wearing of sunglasses while inside school buildings	
Accessories	No necklaces outside of upper garment, no bands, anklets outside of lower garment, no earphones and headphones	
Hands and nails	Nails cut to proper length; nail polish not allowed, maximum of one wristwatch and one bracelet only	

Wearing of sunglasses, caps, and hats during class hours and outside dormitories is allowed only if medically prescribed.

Wearing of sunglasses, caps, and hats are prohibited inside the school building, classrooms, and facilities.

C. Attendance and admission slip

Attendance monitoring is a system being used to record students' punctuality and actual presence in class. The Registrar's Office provides attendance monitoring sheets to the Homeroom Coordinator who will distribute these to the different Homeroom Adviser.

The subject teacher at the start of the class period writes down the names of the students who are late or absent in class in the Attendance Monitoring Form. The subject teachers must sign in the appropriate space to indicate his/her actual presence in the classroom.

At the end of the month, the Homeroom Advisers prepares a report which shall be submitted to the Homeroom Coordinator and recorded in the Students' Report Card. Parents are notified of the attendance report reflected in the report card. Queries on tardiness, cutting classes and absences may be addressed on or before card-giving day with the Homeroom adviser. Parents may also inquire from the Registrar's Office anytime.
(Adopted from PSHSS SSM 3.9 April 17, 2017)

1. Regular Classes

School days are from Mondays to Fridays. Class periods are 50 minutes each. Morning classes begin at 8:00 AM while afternoon classes end, at the latest, at 5:00 PM.

The first bell rings five (5) minutes before each period. This means that students and teachers should wind up the class. The second bell signifies the start of the next class.

2. Admission slips

A student who has been absent, whether for official or personal reasons, late or has cut classes, must present an excuse letter to the Registrar's Office immediately, upon his/her return to school. Only absences supported by a medical certificate, letter from parents, guardians, school administrators, and/or teachers may be considered excused.

If the absence is for more than three (3) days, or if the absence is more than three (3) times for the same medical condition, supporting documents such as a medical certificate, laboratory work-up and others shall be required. If one or both parents are physicians, the medical certificate should be issued by another physician.

In case of contagious disease, students shall report to the Health Services Unit for medical clearance prior to the resumption of classes.

Absences due to health reasons and official representation of the school to functions, exchange programs, and competitions are automatically excused upon presentation of the excuse letter and/or other supporting documents. Absences due to personal reasons are considered as unexcused. Absences incurred due to attendance to conferences/competitions not sponsored or officially channeled through the school may be excused provided advance notice is given to school authorities, who shall determine if the absence will be excused or unexcused depending on the academic relevance of the event. Failure to give notice beforehand automatically renders the absence unexcused.

Students who incurred an absence or absences as a result of official business for the school shall likewise secure an Admission Slip. The absence/s is/are automatically excused but the teacher/s affected must be notified thru the Admission Slip.

The student shall be responsible for showing his Admission Slip to the teachers concerned.

The Registrar's Office will issue an Admission Slip to the student, indicating if the student is excused or unexcused provided that all supporting documents are available.

D. Student Identification Card (I.D.)

The student I.D. is part of the student's complete uniform. It must be worn at all times while inside the school premises. It must be worn properly for identification and security purposes. Lending one's I.D. to another student and putting stickers on the I.D. are prohibited and shall be subject to disciplinary action.

A student who lost an I.D. must immediately secure a new one from the Registrar's Office as follows:

- a. fill out the ID replacement form;
- b. provide supporting document/s for the loss either in the form of
 - certification from advisers; or
 - notarized Affidavit of Loss
- c. pay the corresponding fee at the Cashier's Office;
- d. submit the form to the MIS Office
- e. claim the new I.D. at the Registrar's Office

A temporary I.D. will be issued while the permanent I.D. is being processed.

Students caught using the I.D. of another student, lending his/her I.D. to another student, or defacing her/his I.D. shall be reported to the Discipline Officer. The I.D. shall be confiscated and turned over to the Discipline Officer.

All students are required to wear their I.D. upon entrance to the school premises and during regular class hours. Those with no I.D. will be reported to the Discipline Officer for proper action.

I.D. issued upon enrollment shall be free of charge but replacements shall be charged as follows:

- 1st request – P 100.00
- 2nd request – 200.00
- 3rd request - 300.00

E. Non-Compliance Report (NCR)

A non-compliance report (NCR) serves to document a student's failure to meet what is required of her/him or a student's violation of prohibitions stated in the PSHS Code of Conduct, or the PSHS Handbook. An NCR is considered a **minor infraction**.

1. Filing of Non-Compliance Report

- 1.1 Any PSHS personnel who find a student incurring a minor infraction (such as, but not limited to, no/improper ID, improper haircut, incomplete uniform, unattended bags and belongings, improper device use, littering, etc.) may file the NCR. The personnel must inform the student that he//she will file an NCR against the student.

1.2 The NCR should be submitted to the Discipline Office within three (3) school days from the commission or discovery of the incident.

1.3 A faculty member may also encode NCR through the e-base system.

2. Evaluation of Non-Compliance Report

2.1 The Discipline Officer reviews and encodes the non-compliance report.

2.2. Every 6 NCRs are elevated to a Level I violation of the Code of Conduct.

2.3. If there is an indication of accumulation of Level I violations of the Code of Conduct, the Discipline Officer shall provide the advisers a summary of violations as needed.

2.4. The adviser shall inform the parents of their students and make the necessary intervention(s) to help the advisee.

2.5. If the student continuously receives NCRs and reaches six (6) Level I offenses, these Level I offenses are elevated to a Level II offense. As such, the Discipline Officer shall file an anecdotal report.

The Discipline Officer has the prerogative to modify the character rating grade of the erring scholar (from *Excellent* to *Very Good*, or *Fair*) on *Observance of School Rules and Regulations* and *Responsibility* on the quarter where the violation was committed.

F. Device Use Policy

The Device Use Policy is premised on two principles:

- Empowering the students to use current generation electronic devices to maximize their productivity and learning; and
- Holding the students responsible for their possession of the device and its proper use at the right places and times.

1. Free Possession

Students may opt to bring their *mobile phone/smart phone*. It is understood that the primary purpose of the device is for communication only. These can only be used after dismissal either at the front lobby, back lobby, or canteen. Students are not allowed to use their phones elsewhere on school premises*. Phones must be kept inside bags or pockets at all times before dismissal.

If a teacher or administrative staff wishes to communicate with a student, s/he should look for him/her in person or thru the paging system during free periods.

**Phones with apps can be used for academic purpose only under the direct supervision of a teacher.*

2. Permitted devices

These are devices allowed for free academic use for a limited amount of time that is contingent on a club activity or class requirement. The devices in this category include (1) laptops and tablets for Grades 7, 8, and 9; (2) still and video cameras; (3) sound systems/media player; (4) printers and scanners; and (5) any device certified as required or necessary by a subject teacher for a particular project/requirement.

To register such devices, the student must:

- 2.1. Go to the Discipline Office and request for a copy of the **Object Permit Form (OPF)**.
- 2.2. Completely fill out the form.
- 2.3. Ask his/her teacher requiring the device for class use to sign the form.
- 2.4. Ask his/her parent/guardian to sign the OPF to acknowledge that his/her child will bring the object for class use in a school activity.
- 2.5. Submit a copy of the accomplished OPF to the Discipline Office for approval and filing.

3. Registered Devices

These are devices allowed for free academic use for the entire school year. Devices in this category include: (1) laptops and tablets* for Grades 10, 11, and 12; and (2) cameras for certain classes such as the Photography elective. Students only need to register for them once every school year. To register, the student must:

- 3.1. Go to the Discipline Office and request for a copy of the **Device Registry Form (DRF)** for every device s/he intends to bring to school.
- 3.2. Completely fill out the form then, proceed to the MIS Office.
- 3.3. Ask MIS personnel to check and log the student's MAC address. The MIS personnel must affix their signature on the DRF form as proof of inspection.
- 3.4. Ask her/his parent/guardian to sign as confirmation that they are allowing their child to bring electronic gadgets to school.
- 3.5. Read and understand the Revised Fair Use Policy.
- 3.6. Submit a copy of the Device Registry Form (DRF) to the Discipline Office for approval.
- 3.7. A device registry sticker with serial number will be issued once the DRF is approved.

All dormers, regardless of grade level, are allowed to bring devices for free academic use in the residence halls. Dormers must register their laptops by submitting an accomplished **Device Registry Dormitory Clearance** to the respective Residence Hall Unit.

Use of laptops and tablets

Laptops and tablets may only be used at the following designated areas: library, canteen, front lobby, back lobby, and study hall. Laptops and tablets may be used inside the classroom only with the permission and under the direct supervision of the teacher.

It must be understood that the laptops and tablets are allowed to empower students to use current generation electronic devices to maximize their productivity and learning. As such, they should never be used inside the school premises, even at designated areas, for recreation. Examples include (i) playing games; (ii) watching movies; (iii) social networking; (iv) reading comics and manga; and (v) leisure browsing. Listening to music (through earphones only) is considered personal entertainment and is tolerated in designated areas only after dismissal. Keep in mind that laptops and tablets are allowed only for academic use.

Interpretation of Fair Use

The Discipline Officer shall be the final interpreter of the fair use policy. It may, at its option, designate a member of the faculty to discharge this duty when the need arises.

Penalties for Violation of the Fair Use Policy

- 1st offense:** NCR and confiscation of the device (1wk for tablets, laptops)
- 2nd offense:** NCR and confiscation of device (2wks for tablets, laptops)
- 3rd offense:** Level 1 Offense and revocation of Fair Use privileges for the rest of the school year.

For devices confiscated in the Residence Hall Units:

- 1st offense:** NCR and confiscation of the device (1wk for tablets, laptops)
- 2nd offense:** NCR and confiscation of device (2wks for tablets, laptops)
- 3rd offense:** NCR and confiscation of device (3wks for tablets, laptops)
- 4th offense:** Level 1 Offense and revocation of Fair Use privileges for the rest of the school year.

Note: In the event that the device is implicated in an Anecdotal Report, the device will be confiscated and withheld until either resolution or dismissal of the case.

G. Confiscated Items

1. Filing of Confiscated items

Any PSHS personnel may confiscate an electronic device or any other object in cases when there is violation of the PSHS Ilocos Region Campus Fair Use Policy or the PSHS Code of Conduct. In confiscating an item, the personnel must:

- 1.1. Call the attention of the student or students involved;
- 1.2. Politely talk to the students to explain the reason for the confiscation;
- 1.3. Take note of the students' names and sections;
- 1.4. Surrender the confiscated item to the Discipline Office and file a confiscation receipt.

2. Retrieval of Confiscated Items

In retrieving a confiscated item, a student must:

- 2.1 Go to the Discipline Office and fill out the Item Claim Form;
- 2.2. See either his/her Homeroom Adviser or Dorm Manager to have him/her sign the Claim Form (this is to make her/him aware that an item was confiscated from the student);
- 2.3. Return to the Discipline Office to submit the accomplished Claim Form and retrieve the confiscated item.

Note that a Non-Compliance Report is issued for every instance of confiscation.

H. Lost and Found

1. For Lost Items

The Lost and Found is a sub-section of the Discipline Office. Upon losing an item, a student must report it immediately to the Lost and Found Custodian in the Discipline Office. S/he must describe the lost item in as detailed a manner as possible so that the Custodian can easily check for it in the Found Items List.

- 1.1. If the item or anything similar is not found on the list, s/he is advised to accomplish a Lost Item Report Form to help the Custodian monitor for the item in case something similar is turned over to the Discipline Office. The student may also request for CCTV viewing of the area where the item was lost.

- 1.2. If the item is found on the list, and if it is a common item such as bags, clothes, shoes, books, and school materials, s/he can immediately sign the release log and retrieve the item.
- 1.3. In claiming valuable items such as money, wallets, and electronic devices, an Item Claim Form must be accomplished that should bear the signature of either the claimant's parents/guardian, homeroom adviser, dormitory manager, or the guidance counselor.

2. For Found Items

Found items should be turned over to the Lost and Found Custodian immediately.

- 2.1 In depositing the found item, the student should sign the logbook which will ask basic information such as time and place found.
- 2.2 Money turned over to the Lost and Found Custodian will be counted in the presence of the person who found them. Serial numbers for PhP 500 and PhP 1,000 bills should be noted as well.
- 2.3 If the owner of the found item can be identified (through a name tag or sticker, for example), the item will be noted on the bulletin board outside the Discipline Office or the owner will be notified as soon as possible, especially if they are valuable items.
- 2.4 School-issued textbooks will be surrendered to the Property Office one month after being logged as a Found Item. Students can request to check the status of their textbooks at the Property Office.

3. Disposal of Lost Items

During the regular Clearing Out of the Lost and Found items:

- 3.1 Items unclaimed for more than two months are identified and sorted for Clearing Out.
- 3.2 Some items will be put on display outside the Discipline Office for all students to see and to give the owner a last chance to claim his/her item until a set date by accomplishing a Claim Form that contains information to track both the claimant and the item. False claims will be equivalent to stealing and shall be charged with a discipline case.
- 3.3 On the day of the Clearing Out, all identified items will be given away/raffled off/auctioned off to the members of the community or donated to a charitable institution.
- 3.4 Unclaimed money shall be turned over to the Student Alliance, school clubs, or donated to other charitable or non-governmental organization at the end of the school year.

The following materials are considered neglected goods and will be **immediately disposed of or rendered to other use** by the Discipline Office:

- a. Handkerchiefs, towels, and other similar cloth material with no owner's name;
- b. School supplies, materials, notebooks, and other paper products with no owner's name;
- c. Worn and used school and PE uniforms with no owner's name;
- d. Items unclaimed at the end of the school year.

Sample Lost and Found Form

Philippine Science High School Ilocos Region Campus Student Discipline Office LOST AND FOUND ITEM REPORT FORM	
NAME/SECTION:	
DATE/TIME FILED:	
CONTACT NO.:	
DETAILS OF LOSS (Provide specific information or reasonable approximates/ranges)	
DATE/TIME LOST:	
LAST PLACE SEEN:	
LOST DURING:	
ITEM WAS MOST LIKELY (Check one)	
<input type="checkbox"/> Misplaced <input type="checkbox"/> Forgotten <input type="checkbox"/> Confiscated <input type="checkbox"/> Stolen	
If you allege that your item was STOLEN, file the appropriate ANECDOTAL REPORT with the relevant information.	
DETAILED ITEM DESCRIPTION Be as specific as you can in describing your item.	
ITEM TYPE:	
QUANTITY:	
IDENTIFYING FEATURES: (Color, brand, label, etc.)	
CONTENTS: (For bags and file cases)	
RECEIVING INFORMATION	
DATE/TIME:	
RECEIVED BY:	
PSHS-08-SDO-0X-Rev0-09/26/2017	

Sample Item Claim Form

Philippine Science High School Ilocos Region Campus Student Discipline Office ITEM CLAIM FORM	
<input type="checkbox"/> Lost and Found <input type="checkbox"/> Confiscated	
CLAIMANT NAME/SECTION:	
DATE/TIME FILED:	
ITEM:	
LOG #: (c/o L&F custodian)	

BRIEF EXPLANATION OF ITEM LOSS/CONFISCATION
PARENT/GUARDIAN SIGNATURE OVER PRINTED NAME (For valuables)
Dormers may have their Dorm Manager sign PSHS-08-SDO-0X-Rev0-09/26/2017

I. Flag Ceremony

1. The Flag Ceremony is every Monday, or whenever the school week begins.
2. The Student Council (SC) is in charge of coordinating the over-all program for each Flag Ceremony. This includes ensuring that the sound system is available and briefing the section/group in charge on how to conduct the rites properly.
3. First period teacher will check the attendance of her/his class and submit it to the Discipline Office within the day. A student is considered absent from flag ceremony if s/he is not in line formation at the start of the singing of the national anthem. An absence warrants a non-compliance report (NCR).
4. A student who misbehaves during the flag ceremony will be asked to stay behind to be reprimanded and may also be issued a NCR.
5. The Discipline Office summarizes the flag ceremony infractions and gives the following sanctions:
 - A. 1st 3 NCRs: *First warning*
 - Jug/Reflective essay signed by parent and homeroom adviser
 - B. 5th NCR: *Second warning*
 - Conference with parents/homeroom adviser
 - Behavior Contract with the Discipline Officer
 - C. 6th NCR: *Automatic Level I offense with appropriate sanctions*
 - Letter to parents (no more warnings will be given)
 - D. Every six succeeding NCRs after the 6th NCR will automatically recorded as a Level I offense.

If there is indication of accumulation of Level I violations due to attendance in flag ceremony, the Discipline Officer shall provide the advisers a summary of violations as needed.

The adviser shall inform the parents of their students and make the necessary intervention(s) to help their advisee.

The Discipline Officer has the prerogative to modify the character rating grade of the erring scholar (from *Excellent* to *Very Good, Good, or Fair*) on Observance of School Rules and Regulations and Responsibility in the quarter when the violation was committed.

If the student is habitually tardy/absent during flag ceremony and reaches 6 counts of Level I offenses, these Level I offenses are elevated to a Level II offense. As such, the Discipline Officer shall file an anecdotal report.

J. Implementing Rules and Regulations on Bullying

WHEREAS, the Discipline Office is mandated to ensure the maintenance of proper decorum and behavior of students by upholding the PSHS Student Handbook;

WHEREAS, pursuant to such mandate, the Discipline Office is empowered to create a committee to prescribe a set of rules and regulations further interpreting certain items found in the student handbook to ensure clarification of such;

WHEREAS, the Committee on Anti-Bullying and Anti-Sexual Harassment, after due deliberations and consultations with all the concerned stakeholders of the assigned topic, has completed the formulation of the implementing rules and regulations.

Section I – Acts that constitute bullying

1.1. “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:

1.1.1 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;

1.1.2 Any act that causes damage to a victim’s psyche and/or emotional well-being;

1.1.3 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

1.1.4 Cyber-bullying or any bullying done through the use of technology or any electronic means

1.2. The term “bullying” shall also include:

1.2.1 “Social bullying” which refers to any deliberate, repetitive, and aggressive social behavior intended to hurt others or to belittle another individual or group.

1.2.2 “Gender-based bullying” which refers to any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity.

Section 2 – Prohibited Acts

2.1 Consistent with Section 1 of the Act, the anti-bullying policy shall prohibit:

2.1.1 Bullying at the following:

- a. school grounds;
- b. property immediately adjacent to school grounds;
- c. school-sponsored or school-related activities, functions, or programs whether on or off school grounds;
- d. school bus stops;
- e. school buses or other vehicles owned, leased, or used by the school;
- f. school buses or other services privately owned but accredited by the school.

2.1.2 Bullying through the use of technology or an electronic device or other forms of media owned, leased, or used by the school,

2.1.3 Bullying at a location, activity, function, or program that is not school-related and through the use of technology or an electronic device or other forms of media that are not owned, leased, or used by the school; and

2.1.4 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.

Section 3 – Procedures in Handling Bullying Incidents

3.1 Consistent with Sections 1 and 2 of the Act, the PSHS shall adopt the following procedures that include:

3.1.1 Immediate Responses

1. The victim or anyone who witnesses or has personal knowledge of a bullying incident or retaliation shall immediately call the attention of any school personnel.
2. The school personnel who was notified of a bullying incident or retaliation shall intervene by:
 - i. Stopping the bullying or retaliation immediately;
 - ii. Separating the students involved;
 - iii. Removing the victim or, in appropriate cases, the bully or offending student, from the site;
 - iv. Ensuring the victim's safety by:
 - Determining and addressing the victim's immediate safety needs; and
 - Ensuring medical attention, if needed, and securing a medical certificate, in cases of physical injury.
 - v. Bringing the bully to the Discipline Office or the Guidance Office.

3.1.2 Reporting the Bullying Incident or Retaliation

1. A victim or a bystander, or a school personnel who receives information of a bullying incident or retaliation, or any person, who witnesses or has personal knowledge of any incident of bullying or retaliation, shall report the same to the teacher, Discipline Office, guidance coordinator or counselor.
2. If an incident of bullying or retaliation involves students from more than one school, the school that was first informed of the bullying or retaliation shall

promptly notify the appropriate administrator or school head of the other school so that both schools may take appropriate action.

3. Reports of incidents of bullying or retaliation initiated by persons who prefer anonymity shall be entertained, and the person who reported the incident shall be afforded protection from possible retaliation; provided, however, that no disciplinary administrative action shall be taken against an alleged bully or offending student solely on the basis of an anonymous report and without any other evidence.

3.1.3. Fact-finding and Documentation

The Discipline Officer shall:

1. Separately interview in private the bully or offending student and the victim;
2. Determine the levels of threats and develop intervention strategies. If the bullying incident or retaliation or the situation requires immediate attention or intervention, or the level of threat is high, appropriate action shall be taken by the school within twenty-four (24) hours from the time of the incident;
3. Inform the victim and the parents or guardians of the steps to be taken to prevent any further acts of bullying or retaliation; and
4. Make appropriate recommendations on proper interventions, referrals and monitoring.

3.1.4 False Accusation of Bullying

If the student, after an investigation, is found to have knowingly made a false accusation of bullying, the said student shall be subjected to disciplinary action or to appropriate interventions in accordance with the existing rules and regulations of the school.

K. Guidelines on Dresses and Clothes

1. PSHS Parties and Activities

In general, the scholar's attire should:

- a. reflect the culture of the PSHS Community. PSHS is an academic community, a government scholarship school for the education of the gifted.
- b. reflect the mission of PSHS and its leadership – the development of “values” and “physical and moral habits”.
- c. Not offend the sensibilities and the values of the members of the PSHS community.
- d. not distract students from the main objective of the affair.
- e. not be an occasion for scandal, materialism and consumerism.
- f. be appropriate to the occasion.

2. Rules and Guidelines on Prom Attire

“Prom” is a shortened form of the word “promenade” which refers to a formal dinner-dance. Being a formal event, all students are expected to be in formal wear.

For GIRLS

1. Do not wear a dress with a plunging neckline. The neckline of your dress should not show your cleavage.
2. Dresses with plunging backs should not plunge below the waistline.
3. Dresses with see-through fabric should be lined or worn with a camisole.
4. The slits of the skirt should not be more than three (3) inches above the knee.
5. Exposure of the torso area should not be more than two (2) inches above or below the belly button.
6. Shorts and short skirts more than 3 inches above the knee are not allowed.
7. Rubber slippers and wooden clogs (*bakya*), sneakers/rubber shoes are prohibited.

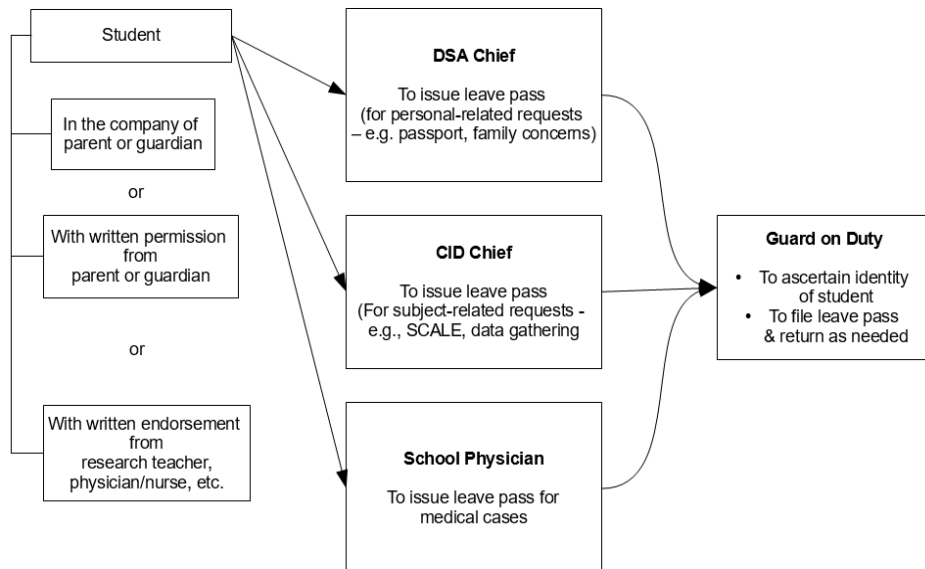
For BOYS

1. Wear a decent long-sleeved polo.
2. T-shirts, whether collared or non-collared, are improper.
3. Shoulders and upper arms should not be exposed.
4. Coat and tie or *barong* is recommended.
5. Footwear should be closed leather shoes. Sandals and rubber shoes are not allowed.
6. Boys are strictly prohibited from wearing earrings.
7. Wear long slacks; denims and hip-hop pants are not allowed.
8. Underwear should not peek over the pant's waistline.
9. Wearing of caps or other headgear are not allowed.

L. Securing a Gate Pass

1. During Class Hours

Flow of Leave Pass during class hours



A **student** may be allowed to go out of the campus if:

- In the company of Parent, Guardian or Adviser;
- With written permission from parent or guardian; or
- With written endorsement from teacher, physician, etc.

The student may ask for gate pass from the CID/DSA Chief, Physician/Nurse/Clinic and after approval, the student shall give his/her pass to the guard before going off campus.

The gate pass shall be used only in cases of emergency and for the conduct of research activity. The student shall be allowed to go out of campus only if in the company of the parents/guardians or subject teacher.

Sample Campus Gate Pass

PHILIPPINE SCIENCE HIGH SCHOOL Campus: <u>ILOCOS REGION</u> CAMPUS GATE PASS			
A. To Be Accomplished by the Scholar, Parent/Guardian, Subject Teacher or Physician/Nurse			
Date of Request:		Date Requested:	
Name of Scholar:		Grade/Section:	
Destination:			
Purpose:			
Date/Time to leave:		Date/Time of Return:	
B. To Be Accomplished by the CID/DSA Chief or Physician/Nurse			
Permission/Companion (put a check (/) mark):			
<input type="checkbox"/> In the company of parent/guardian, give details below:			

<input type="checkbox"/> With written permission from parent/guardian, give details below:			

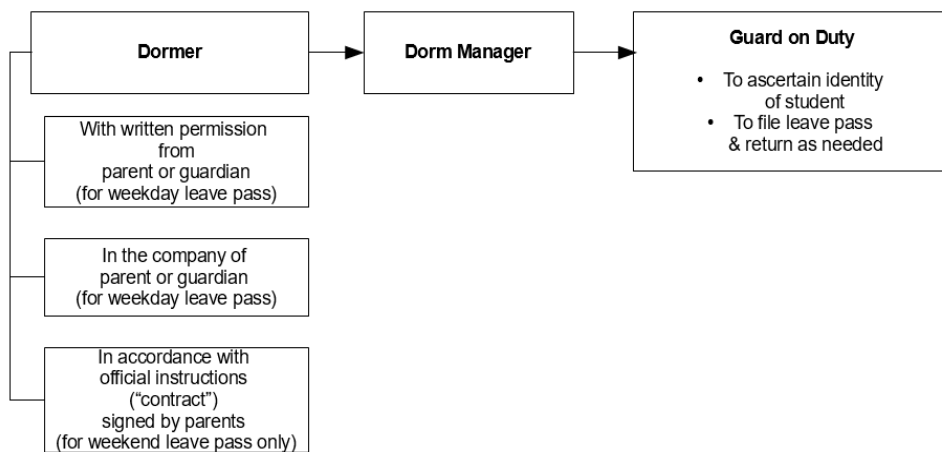
<input type="checkbox"/> With written endorsement from Research Teacher, Physician/Nurse, etc., give details below:			

<input type="checkbox"/> Others, pls. specify			

_____ CID/DSA Chief or Physician/Nurse			
C. To be Accomplished by the Guard on Duty:			
Check out time: _____		Guard on duty: _____	
Check in time: _____		Guard on duty: _____	

2. For dormers after class hours/on weekends

Flow of Leave Pass for dormers



For a **student dormer**, he/she may be allowed to go out of the campus if:

- With permission from the parent or guardian (for weekday gate pass)
- In the company of parent or guardian (for weekday gate pass)
- In accordance with official instructions (“contract”) signed by parents (for weekend gate pass only)

Residence Hall Gate Pass (SSM 5.2 April 17, 2017)

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM CAMPUS: <u>ILOCOS REGION CAMPUS</u>		
STUDENT LEAVE PASS		
<input type="checkbox"/> Home Leave	<input type="checkbox"/> Gate Pass	<input type="checkbox"/> Others
Specify the purpose _____		
Name: _____		
Grade & Section: _____		
Place of Destination: _____		
Address: _____		
Contact No. _____		
Date/Time of Departure: _____		
Date/Time of Arrival/Return _____		
Companion:		
Name: _____		
Relationship: _____		
Contact No.: _____		
Approved by: _____		
Residence Hall Head		

M. Guidelines for participating in activities outside the school premises

The Philippine Science High School – Ilocos Region Campus sends student representatives and corresponding teacher-chaperons to various local, national, and international activities such as science fairs, contests, cultural exchange programs, internship programs, research, and other activities similar in nature. It should be noted that school rules are enforced even outside of the school for as long as the student is in an official school activity or is representing the school.

This guideline aims to complement the existing rule book to also provide tips and general information to note before, during, and after being sent out by the school.

Guidelines on Proper Decorum

A. Attire and Dress Code

1. Use of school uniform. Students are advised to wear school uniforms during events such as contests, unless otherwise restricted by the event organizers.

2. Attire for special or formal programs. For official school events that require more than one day, it is common for students to be required to bring their uniform, cultural attire in cases wherein a cultural exchange segment is to be held, and formal attire for end-program celebrations. Ask the teacher-chaperon for clarifications about the proper attires for the whole duration of the event.

3. Casual attire. In some events, it is common to have tours in temples, churches, laboratories, schools, and other places included in the itineraries. To ensure that attires are appropriate, students are advised to research beforehand or read through manuals provided by the host institution. It is advisable to refrain from wearing shorts, skirts, and slippers for

laboratory visits or other cultural shrines that may have guidelines on proper attire. A safe attire consists of a sleeved top, pants, socks, and close-ended shoes.

4. Weather appropriate clothes. Be mindful of the weather conditions when packing or preparing. Many venues will be air conditioned so light sweaters are advisable. For rainy days, it is also advisable to bring waterproof jackets or raincoats and water-resistant shoes. A change of clothes may also be in order.

4.1 For travels abroad, students should check the climate and seasons and pack accordingly. Make sure to bring layers of clothing in countries with cold climates and light clothes in countries with hot weather. However, make sure that the clothes you bring are also culture- and venue-appropriate.

B. Punctuality

1. Preparation and foresight. Students must know ahead of time the required schedule for rendezvous, expected travel time to the meeting point or venue, estimated traffic time, and set their plans with the schedule in mind. To avoid tardiness or panic to get to the venue on time, it is advised that students set their alarms and prepare necessary items the night before. If necessary, they should inform the teacher-chaperon or other schoolmates to wake them up at a certain time to ensure on-time departure and arrival. Before leaving their homes or residence halls, students must double check their list to ensure no important item is left behind.

1.1. For travels abroad, students must ensure that all necessary travel documents (passport, travel authority, DSWD permits for minors, etc.) pocket money, and essentials (prescription medicine) are complete, accurate, and securely packed. They must be double checked before leaving.

2. Punctuality during meals. Note that tardiness is considered disrespectful and that punctuality is very important. For meet-up times like leaving the hotel, arriving at a meeting place, waking up for breakfast and other things, participants should be present at the specified location five to ten (5-10) minutes before the time agreed upon. This is to avoid delays since the whole group will be affected when a single person is late. It is always better to be early than late.

3. Curfew. Host institutions are responsible for the safety of their participants and are liable in case of accidents. Therefore, curfews are set to avoid accidents and to ensure the safety of the participants and organizers themselves throughout the duration of the event. When no curfew is set, it is important to research the times when the train lines close or when taxi cabs become unavailable. It is also important to consider how safe the area is at night especially if the students intend to walk around or take public transportation. As a precaution, if no curfew is set, the default curfew is 11pm. Students must follow this, or provide justification to the teacher-chaperon if they intend to stay out beyond this time.

C. Cleanliness and organization

1. Cleanliness of rooms. As a show of respect for the custodians and housekeepers, students must maintain the cleanliness of their rooms by throwing trash in the provided trash bins and making sure that personal items and clothes are arranged properly around the room. This will also make packing before departure easier because there will be less clean-up required. It will also prevent the possibility of loss or liabilities due to misplaced items.

2. Recycling and waste management. Different areas may have different rules when it comes to waste management and which materials are recycled. For example, plastic bottles have designated bins in Japan and are not grouped with plastics or other recyclables. In Singapore train stations, waste bins are not available, so people dispose of their trash in their homes. Some schools have color-coded bins that do not have labels. If unclear, students should ask the guides to ensure that they follow the rules. Littering is forbidden.

D. Manners and etiquette

1. Respect of other cultures. Other countries and regions in the Philippines may have different beliefs and practices due to their religion, culture, customs, historical background, and so forth. This may include table manners pertaining to the use of utensils, mannerisms to avoid while eating, etiquette in greeting and addressing other especially elders or people with seniority. It is advised to research about the cultures and norms of places being visited, and refer queries about cultures to the host institution or their guide.

2. Learn basic language. It is good manners to learn the basic language used for greetings and small conversations in the areas where they are. Translations of basic greetings such as “hello,” “how are you?” and “thank you” will be appreciated by locals and will help the student make friends.

3. Use common sense. Always remember to be mindful of your surroundings and respect other people. Being a tourist or a delegate is no excuse to not follow basic rules and etiquette.

For travels abroad, know when to walk at the left-hand side. Some countries follow rules with regards to where to walk, and especially where to situate yourself on an escalator. Ask the guides or consult the Internet to determine whether the country follows a “stand on the left” or “stand on the right” rule. Most guides stress the importance of following this simple rule so it is handy to keep in mind.

E. Safety and security

1. Emergency contact information. In official travels, students are required to provide to the teacher-chaperon the information of people to contact in case of emergency. They are also required to record essential information in case of emergency, contact info of their teacher-chaperon, driver, all their co-delegates, the host institution, and emergency hot lines.

2. Buddy system. Especially for large groups of delegates, assignment of buddies or partners will ensure that no one is left behind.

3. Allergy information. Students must inform the teacher- chaperon of any allergies prior to purchasing or ingesting food. More importantly, students must have medicine on hand just in case.

4. Alertness and responsibility. As a matter of principle, students must always be mindful during travel abroad to avoid loss of property, accidents, or any untoward incidences. It is important to note the address of the venue, hotels, or temporary housing. Check before leaving venues, rooms, vehicles, restaurants etc. to ensure no important items are left behind. Avoid traveling alone and at night. Seek help from authorities in emergency situations. Students are selected because they are expected to be responsible.

F. Additional guidelines for students traveling abroad

1. Local currency. To reduce the hassle of waiting in long lines or in case of emergencies, it is best to exchange your Philippine Peso to whichever currency your host

country uses. It is of utmost importance to always have cash on hand in case of emergencies in places where cards are not accepted.

2. Local numbers. While it is not necessary, having a local number provides convenience to students staying in other countries for at least one week. Data that comes with it will be useful in navigating, staying online, and keeping in touch with families. Having a local number also provides additional safety and security by providing a more efficient way to contact hosts and companions.

3. Tokens for exchange. Before leaving the country, students may load up on simple tokens like food, key chains, refrigerator magnets, and other souvenirs to give away or for exchanging with other contestants or delegates. Most contestants and exchange programs include these types of events in their schedules so it is important to be ready.

V. CODE OF CONDUCT

PART I RATIONALE

The Philippine Science High School provides its scholar a positive and nurturing learning environment. The achievement of this goal depends largely on the scholar's attitude towards learning and his/her adherence to high standards of behavior. This Code serves as a guide for a PSHS scholar to behave in a manner befitting him/her.

To ensure safety and well-being of the scholar, a general sense of order, discipline, and harmony must be established; thus, this Code requires a PSHS scholar to demonstrate:

- Pursuit of **TRUTH**. A scholar seeks true knowledge and wisdom, and is always honest and respectful.
- Passion for **EXCELLENCE**. A scholar goes beyond what is expected, does his/her best at every opportunity, and commits to achieving outstanding performance in all undertakings.
- Commitment to **SERVICE**. A scholar uses his/her talents and resources to render service to God, country, and fellowmen for the betterment of the society.

The implementation of this Code of Conduct takes into account the special rights of children as embodied in Paragraph 2 of the United Nations Declaration of the Rights of the Child, to wit:

“The child shall enjoy special protection, and shall be given opportunities and facilities, by law and by other means, to enable him to develop physically, mentally, morally, spiritually and socially in a healthy and normal manner and in conditions of freedom and dignity. In the enactment of laws for this purpose, the best interests of the child shall be the paramount consideration.”

Section 13, Article II of the 1987 Constitution also provides that:

“The State recognizes the vital role of the youth in nation building and shall promote and protect their physical, moral, spiritual, intellectual and social well-being. It shall inculcate in the youth patriotism and nationalism, and encourage their involvement in public and civic affairs.”

Section 6 of Rule VI of the Implementing Rules and Regulations of Republic Act No. 8496 as Amended by Republic Act No. 9036 (both known as the PSHS System Laws) states:

“The philosophy of the rules of discipline for students is character formation for scholars of the nation. The PSHS System Code of Conduct shall form part of this Implementing Rules and Regulations.”

This code, thus, encapsulates the aspiration of PSHS to provide an academic environment conducive to the holistic formation of each scholar. It recognizes the shared responsibility among the stakeholders – scholars, personnel, and parents – in the development of positive scholar behavior.

PART II

PSHS CORE VALUES

The Philippine Science High School, in fulfillment of its vision and mission, upholds the core values that serve as guiding principles in the lives of a PSHS scholar. These core values are established to inculcate in the scholar the right attitudes and desirable behaviors for his/her welfare, others, and country. In addition, these values are intended to mold him/her into a citizen imbued with positive character as the scholar embarks on his/her respective chosen career.

2.1 Pursuit of Truth

A PSHS Scholar seeks the truth in all undertakings. Truth implies and encompasses the values of integrity and respect. It is an intrinsic part of the “scientific mind” that inspires personal and intellectual humility, leading to a realization that the quest for truth is the pursuit for knowledge and wisdom. A PSHS scholar, then, upholds the following values:

2.1.1 **Integrity.** A scholar who has integrity values honesty and truth in the pursuit of knowledge. He/She is true to his/her words, actions, and intentions. A scholar also demonstrates the value of academic integrity with respect, fairness, and responsibility in all actions.

2.1.2 **Respect.** A respectful scholar recognizes individual differences and shows understanding and appreciation of the unique persons. A PSHS scholar is objective and fair in his/her consideration and regard for his/her rights, values, beliefs, and property of all people.

Respect for Oneself. A respectful scholar is accountable for his/her behavior and well-being; manages his/her emotions; uses resources effectively and responsibly; and values excellence and industry. He/She takes pride in being a PSHS scholar.

Respect for Others. A respectful scholar places high regard for authority and every member of a community. He/She is observant of school rules and policies. He/She is trustworthy, fair, patient, helpful, courteous, kind, generous, compassionate, cooperative, sensitive, and empathetic with others.

Respect for property and environment. A respectful scholar makes use of all resources and facilities with care, foster environmental conservation and preservation, and advocates waste management strongly.

Respect for Country. A respectful scholar imbues love of country and the willingness to serve their country and countrymen, upholds the laws, and honors the Philippine flag.

2.2 Passion for Excellence

A PSHS Scholar continuously and tenaciously strives to attain excellence in all undertakings. This excellence goes beyond what is expected, surpassing what is usual, and achieving the highest possible quality of performance. A PSHS scholar, then, espouses the following values:

2.2.1 **Scientific Mind.** He/She develops critical and creative thinking imbued with right attitudes. He/She is objective, open-minded, and intellectually honest.

2.2.2 **Creativity and Resourcefulness.** He/She continuously seeks innovation and uses available resources well for the betterment of the society.

2.3 **Commitment to Service**

A PSHS Scholar dedicates himself/herself to the service of God, country, and fellowmen. This means using one's God-given talents with compassion and dedication. Through the spirit of service, a PSHS scholar adheres to the following values:

2.3.1 **Responsibility.** He/She takes the initiative to do what needs to be done with less prodding. He/She is accountable for his/her actions.

2.3.2 **Commitment.** He/She puts into practice the values learned by helping individuals and the community. Their commitment involves willingness and determination to use their mind, heart, and strength for the good of others and the nation.

PART III SCHOLAR'S RIGHTS AND RESPONSIBILITIES

Anchored on the principle that the best interest of scholar is of paramount consideration in all actions concerning him/her, the PSHS fosters an environment where scholar's rights as individual are duly recognized and respected. In the exercise of these rights, the scholar keeps in mind that he/she has a responsibility to ensure that the learning environment of the PSHS is conducive and holistic.

- 3.1 The scholar has the right to equal educational opportunity and the freedom from discrimination. The scholar is admitted to PSHS regardless of his/her socio-economic status, sex, political or religious belief and ethnic origin. As such, a scholar has the responsibility to consistently meet the scholarship requirements stipulated in the contract signed upon admission to the school and pursue the mandate to take up any mandated Science and Technology course after graduation.
- 3.2 The scholar has the right to quality education provided by competent and committed school personnel. Accordingly, the scholar has the responsibility to put forth his/her best efforts during the educational process, as well as show respect for the rights of all persons in the educational community.
- 3.3 The scholar has the right to academic information. Accordingly, the scholar has the right to know his/her class performance and to access his/her academic records. In doing so, the scholar has the responsibility to abide by legitimate policies and procedures set by the school regarding this right.
- 3.4 The scholar has the right to be provided with a copy of the Student Handbook upon enrollment to PSHS. He/She has the responsibility to be aware of the existing school policies, rules, and regulations governing his/her scholarship.
- 3.5 The scholar has the right to be provided with adequate, clean and well-maintained school facilities, a safe and secure environment to guarantee total development, and an academic atmosphere conducive to learning. He/She has the responsibility to take care of the school facilities, and to take an active role in ensuring safety and security of the environment.

- 3.6 The scholar has the right to be involved in any school activity for the promotion of his/her holistic development. While participating in such activities, he/she has the responsibility to protect the good name and reputation of the school.
- 3.7 The scholar has the right to due process with respect to the application of interventions and disciplinary sanctions. He/She has the responsibility to know, understand, and abide by the PSHS Scholar's Code of Conduct, and to recognize the legal authority of the PSHS to implement rules and regulations for the orderly operation of the school.
- 3.8 The scholar has the right to join organizations that develop harmonious relationships and promote the scholars' well-being. He/She has the responsibility to observe the guidelines and policies set by the school regarding this.
- 3.9 The scholar has the right to free inquiry and expression. He/She has the responsibility to observe courtesy and respect in the exercise of such right.

PART IV BEHAVIOR EXPECTED OF A PSHS SCHOLAR

The PSHS scholar is expected to behave in a manner befitting his/her status as scholar. This means contributing to a general sense of order, discipline, and harmony in the school. He/She knows and adheres to the contents of the PSHS Scholar's Code of Conduct.

Ignorance of this Code does not exempt a scholar from being sanctioned. The Code is intended to assist every scholar in adjusting to and making the most of PSHS life and to help ensure his/her safety and well-being.

4.1 On attendance

The PSHS Scholar attends classes promptly, regularly, and diligently. Any scholar who comes to class every day learns more, earns better grades, and achieves greater success. In establishing patterns of regular daily attendance, it is important to avoid tardiness, the scheduling of appointments during a school day, and having extended vacations during the school year.

4.1.1 Absences

4.1.1.1 A scholar is considered **absent for a whole** day if he/she:

- a.) misses all classes in a school day; or
- b.) is not present in a school-organized activity held in or off campus.

4.1.1.2 A scholar exhibits **absenteeism** if he/she is absent in school at least four (4) days in a quarter.

4.1.1.3 **Excused Absences.** The following are considered as valid reasons for being absent. Any other reason not included below must have a special approval, in advance, by the campus director or any authorized school official:

- a.) If the scholar officially represents the school in any off-campus activity;
- b.) If the scholar is sick or has a medical emergency; or
- c.) If there is death of an immediate family member (parent, sibling, grandparent); or

d.) Any other reason deemed similar in nature to those mentioned above.

4.1.1.4 **Unexcused Absences.** An absence is **unexcused** if:

- a.) it is not covered by any of the provisions under *Excused Absences*; or
- b.) the scholar fails to obtain an excuse slip from the Registrar's Office within two (2) days of their return to school.

4.1.1.5 **Grounds for Intervention/ Disciplinary Action**

- a.) Having three (3) unexcused absences (in a quarter) is subject to intervention.
- b.) Absenteeism is subject to intervention/disciplinary action.

4.1.2 **Tardiness**

4.1.2.1 A scholar is considered tardy if:

- a) he/she is not in line formation at the start of the Flag Ceremony; or
- b) he/she enters the classroom ten (10) minutes after the designated start of a class period; or
- c) he/she is not in the designated venue ten (10) minutes after the start of any class activity in lieu of a regular class period (i.e., field trips, seminars, contests, symposiums, etc.).

4.1.2.2 **Grounds for Intervention**

Appropriate intervention shall be done when a scholar incurs five (5) counts of tardiness.

4.1.3 **Cutting Classes**

4.1.3.1 The scholar is considered to have cut class/es if, for no valid reason,

- a.) he/she is known to be on campus but is not in the classroom during a class period; or
- b.) he/she leaves the class and does not return after ten (10) minutes.

4.1.3.2 **Grounds for Intervention**

Appropriate intervention shall be done the moment a scholar incurs five (5) counts of cutting classes.

4.2 **On School Attire and Grooming**

The PSHS uniform identifies a PSHS scholar. He/She is expected to dress appropriately and observe proper grooming at all times.

4.2.1 **Wearing of Uniform.** Proper and complete school uniform must be worn during class hours and in official off-campus activities unless otherwise prescribed.

4.2.2 **Proper Grooming.** A scholar is expected to exemplify neatness, cleanliness, appropriateness, and decency at all times.

4.2.3 **Grounds for Intervention/ Disciplinary Action**

- 4.2.3.1 Incomplete uniform
- 4.2.3.2 Inappropriate attire
- 4.2.3.3 Improper grooming

4.3 Proper Behavior

A scholar is expected to behave appropriately at all times in a manner befitting his/her status as PSHS scholar. A scholar values the pursuit of truth, passion for excellence, and commitment to service. As part of the community, the PSHS scholar carries the name of the school at all times. Proper decorum in and outside the campus is called for.

4.3.1 **Pursuit of Truth.** A scholar is always honest in thoughts, words, and deeds. He/She demonstrates:

- 4.3.1.1 honesty;
- 4.3.1.2 responsibility;
- 4.3.1.3 humility;
- 4.3.1.4 self-respect; and
- 4.3.1.5 modesty and decency.

4.3.2 **Commitment to Service.** A scholar uses his/her talents to render service to God, country, and fellowmen for the betterment of the society. He/She exhibits:

- 4.3.2.1 generosity and compassion
- 4.3.2.2 courtesy and respect for others;
- 4.3.2.3 respect for property;
- 4.3.2.4 loyalty to the school; and
- 4.3.2.5 stewardship.

4.3.3 **Grounds for Disciplinary Action**

- 4.3.3.1 All forms of academic dishonesty;
- 4.3.3.2 Disrespect for authority and others;
- 4.3.3.3 Possession, use, and/or distribution of prohibited/controlled/dangerous materials and substances as enumerated in the Annex of Republic Act No. 9165 otherwise known as the Comprehensive Dangerous Drugs Act of 2002 including any subsequent amendment, or those substances that are deemed dangerous by the PSHS Board of Trustees;
- 4.3.3.4 Disruptive behavior during class hours or official activities inside and outside the PSHS campus;
- 4.3.3.5 Failure to observe the established PSHS rules and regulations;
- 4.3.3.6 Indecent or lewd conduct;
- 4.3.3.7 Any act that endangers life and/or disregards the safety of oneself and/or others;
- 4.3.3.8 Any act that results to damage to property; and
- 4.3.3.9 Any act that constitutes a crime or offense under Philippine law.

4.4 Security and Safety

The school shall ensure the safety of the PSHS community as well as the security of facilities.

4.4.1 A scholar observes the security and safety measures instituted by the school.

4.4.2 **Grounds for Intervention/Disciplinary Action**

Violations to security and safety measures may include, but are not limited to:

- 4.4.2.1 Non-observance of security and safety measures instituted by the school;
- 4.4.2.2 Causing damage to or loss of property;
- 4.4.2.3 Reckless or negligent behavior that endangers oneself or others; and
- 4.4.2.4 Other acts not included in the above but resulting in physical injuries and/or material damages.

PART V VIOLATIONS OF THE CODE OF CONDUCT

A PSHS scholar conducts himself/herself in an appropriate manner, with proper regard for the rights and welfare of self, others, and for the care of property. He/She assumes and accepts responsibility for his/her behavior, as well as the consequences of his/her misbehavior.

Any violation of the PSHS Scholar's Code of Conduct is considered as an offense. Levels of offenses pertain to the nature, gravity, and scope of the offense committed. School authorities are expected to intervene and/or use disciplinary action only when necessary to establish and maintain order in school, to protect the good name and reputation of the school, and most importantly, to develop the students' self-discipline and character.

Interventions are actions taken by school personnel in order to call the attention of erring students, prevent them from repeating the offense, or committing further offenses. Upon discovery of or witnessing an offense, confiscation¹ may be done when necessary.

Disciplinary actions are sanctions meted out by school personnel in order to inculcate responsibility and accountability, respect for law and authority, and a sense of justice and fairness in general. The disciplinary action is determined by a designated authority, depending on the gravity of the offense.

5.1 Level I Offenses

5.1.1 A Level I offense is defined as an act that is either (1) contrary to the rules and regulations of the PSHS or (2) while not resulting to any physical injury or damage to property, is inherently disruptive in nature.

5.1.2 The following acts constitute Level I offense:

- *absenteeism;*
- *bringing visitors to school without following the proper procedure for entry of visitors;*
- *cutting classes;*
- *disobedience to directives issued by teachers and other school authorities;*
- *excessive teasing or taunting that degrades or humiliates another person;*
- *littering;*
- *leaving school without permission;*
- *loitering or being in an area designated for authorized personnel only*
- *tardiness;*
- *unauthorized use of skateboard, bikes, skates, and the like;*
- *unauthorized use of gadgets during class hours (paging devices, cell phones or other electronic communication devices);*
- *violation of the dress code;*
- *violation of safety rules; and*
- *any other circumstances of a similar nature and analogous to those mentioned above.*

5.1.3 Interventions shall be done when a scholar commits a Level I offense. Interventions may be in the form of any one or combination of the following:

- a.) verbal correction/warning;
- b.) teacher/counselor-student conference;
- c.) teacher-parent conference; and

¹ A receipt of confiscation should be issued to the student by the confiscating personnel.

d.) letter to parents/guardian.

5.1.4 Special tasks in the form of activities that are commensurate to the offense committed may also be required.

5.1.5 The sixth time that a Level I offense is committed, whether it be the same act or it be a series of acts all covered by Section 5.1.2, shall be treated as a Level II offense.

5.2 Level II Offenses

5.2.1 A Level II offense is defined as any act that is a willful disregard of school rules and regulations that results to less serious physical and/or material injury.

5.2.2 The following acts constitute Level II offense:

- *academic dishonesty;*
- *bullying;*
- *disobeying school rules and regulations while riding the school bus;*
- *engaging in lewd or inappropriate conduct towards other scholars, faculty members or employees of PSHS;*
- *falsification of school ID or school pass;*
- *fighting or inciting another to fight;*
- *gambling (first commission);*
- *possessing or consuming any alcoholic drink or beverage while in school premises or outside the campus while on official school activity;*
- *possessing or using any type of weapon or dangerous item such as, but not limited to, firearms, bladed instrument, and explosive weapons or substances;*
- *possessing pornographic materials;*
- *using or possessing any type of tobacco product or paraphernalia connected with the use thereof;*
- *using profanity or vulgar, racist, or sexually inappropriate language to verbally abuse another scholar, faculty member or an employee of the PSHS;*
- *violating acceptable technology-use policy as defined by the DOST/PSHS;*
- *committing, for the sixth time, an act or a combination of acts enumerated as a Level I offense; and*
- *any other circumstances of a similar nature and analogous to those mentioned above.*

5.2.3 The following disciplinary actions may be imposed for Level II Offenses:

- a.) written reprimand;
- b.) execution of behavior contract;
- c.) restitution; and
- d.) reparation.

In such cases, the Discipline Committee shall determine and directly impose on the erring scholar, through the Discipline Officer, the disciplinary actions mentioned above. The said actions may be imposed alternatively or simultaneously. However, in no case shall restitution and reparation be imposed simultaneously. Disciplinary actions may only be imposed on an erring scholar at the discretion of the Discipline Committee.

5.2.4 A character mark of “Needs Improvement” shall be given for one or a combination of any of the following areas for the quarter the offense was committed:

- a.) Integrity;
- b.) Observance of School rules and regulations; and
- c.) Respect for Others and Others' Property.

5.2.5 Interventions in Section 5.1.3 of this Code, as well as special tasks related to the offense may be required by the Discipline Officer.

5.2.6 The sixth time that a Level II offense is committed, whether it be the same act or it be a series of acts all covered by Section 5.2.2, shall be treated as a Level III offense.

5.2.7 Taking into account the gravity of the offense, and the presence of mitigating or aggravating circumstances, the Discipline Committee/Officer may modify the penalty to be imposed.

5.3 Level III Offenses

5.3.1 A Level III offense is defined as any act that is a gross and wilful disregard of PSHS rules and regulations that may result to serious physical and/or material injury.

5.3.2 The following acts constitute Level III offense:

- *academic dishonesty;*
- *assaulting or assisting in the assault of a school employee or volunteer;*
- *committing theft or assisting in the perpetration thereof;*
- *committing extortion/blackmail against a fellow scholar;*
- *engaging in any form of voyeurism which includes the posting of indecent or lewd photos or videos on the internet;*
- *falsification of school documents other than the ID and school pass;*
- *gambling (second and successive commissions);*
- *membership in any organization, group or association that espouses violence or any illegal or criminal activity;*
- *possessing or using, without school authority, any type of fireworks or pyrotechnic device;*
- *selling, possessing, or being under the influence of any illegal or controlled drugs or substances or possessing paraphernalia in connection with the use thereof;*
- *tampering of a fire extinguisher, fire alarm and other emergency devices;*
- *committing, for the sixth time, an act or a combination of acts enumerated as a Level II offense; and*
- *any other circumstances of a similar nature and analogous to those mentioned above.*

5.3.3 Disciplinary actions for Level III offenses require the approval of the Management Committee before implementation. The sanctions that may be applied, whether simultaneously or alternatively, are the following:

- a.) reparation or restitution whenever applicable to the offence committed;
- b.) suspension of privileges commensurate to the offense committed, such as but not limited to: usage of ICT resources; borrowing of book/s for home use; issuance of leave pass in the case of dormers; assuming positions in organizations or school representation; and
- c.) suspension from classes, not exceeding ten (10) school days.

- 5.3.4 A character mark of **“Needs Improvement”** shall be given for one or a combination of any of the following areas for the quarter the offense was committed:
- a) Integrity;
 - b) Observance of School Rules and Regulations; and
 - c) Respect for others and others’ property.
- 5.3.5 Additional actions may be implemented for Level III offenses in the form of any one or combination of the stated interventions in Section 5.1.3, and/or disciplinary actions stated in 5.2.3 of this Code.
- 5.3.6 The sixth time that a Level III offense is committed, whether it be the same act or it be a series of acts all covered by Section 5.3.2, shall be treated as a Level IV offense.
- 5.3.7 Taking into account the gravity of the offense, and the presence of mitigating or aggravating circumstances, the Management Committee may modify the penalty to be imposed.

5.4 Level IV Offenses

- 5.4.1 A Level IV offense is the willful commission of a crime which endangers life or results to considerable damage to property.
- 5.4.2 Disciplinary actions for Level IV Offenses require the approval of the PSHS Board of Trustees before implementation. They may be in the form of any of the following sanctions:
- a.) Termination of Scholarship;
 - b.) Expulsion; and
 - c.) Non-graduation.
- 5.4.3 Taking into account the gravity of the offense, and the presence of mitigating or aggravating circumstances, the BOT may modify the penalty to be imposed.
- 5.4.4 A character mark of **“Needs Improvement”** shall be given for one or a combination of any of the following areas for the quarter the offense was committed:
- a.) Integrity;
 - b.) Observance of School rules and regulations; and
 - c.) Respect for Others and Others’ Property.
- 5.4.5 Additional sanctions may be implemented for Level IV offenses in the form of any one or combination of the stated interventions in Section 5.1.3, and/or disciplinary actions stated in 5.2.3 of this Code.

PART VI PROCEDURES

The PSHS, in accordance with its vision and mission, establishes disciplinary procedures that ensure the protection of the scholar's right to due process. Interventions and disciplinary actions are given after an evaluation not only of the nature, gravity and scope of the offense committed, but also of the circumstances surrounding the scholar and the incident. Accordingly, mitigating and aggravating circumstances are duly considered in giving out sanctions to erring scholar.

Disciplinary proceedings are not criminal proceedings and are not subject to the rules of court.

The right to appeal decisions made in the course of disciplinary proceedings is available to the aggrieved party, the scholar under investigation, as well as school personnel other than the investigating authority.

6.1 The Discipline Officer

The Discipline Officer (DO) is a faculty member designated by the Campus Director to carry out programs for maintaining discipline in the campus. The DO reports directly to the Campus Director.

6.2 The Discipline Committee

The Discipline Committee (DC) is composed of a Chairperson and a pool of members, drawn from the faculty. The composition of the DC is constituted by the Campus Director at the beginning of the school year.

The Chairperson and two members of the committee shall be designated to handle each case elevated to the Committee.

6.3 Situational Assessment

Situational assessment is done by any school personnel who discovers, witnesses, or is informed of a possible offense.

6.3.1 If a Level I offense is determined, appropriate intervention(s) should be implemented immediately.

6.3.2 If a higher-level (II, III or IV) offense is determined, the incident is referred to the Discipline Officer for proper action.

6.3.3 If the possible offense cannot be classified immediately, the case is referred to the Discipline Officer for proper action.

6.4 Filing of an Anecdotal Report

An anecdotal report is a narrative account of the incident, detailing the date, time, place, persons involved, and interventions or actions done, if any, by the one filing the report.

6.4.1 Any member of the school community who witnesses, discovers, or learns of the occurrence of a possible violation of the PSHS Scholar's Code of Conduct may file the report. The person filing the report must affix his/her signature on the report.

- 6.4.2 The anecdotal report should be submitted to the Discipline Office within three (3) school days from the commission or discovery of the incident.
- 6.4.3 If an intervention is done, as in the case of Level I offenses, details of the intervention(s) should be indicated in the anecdotal report. The report is signed by the school authority who implemented the intervention(s) and is filed with the Discipline Office.

6.5 Anecdotal Report Evaluation

The Discipline Officer reviews the anecdotal report and determines the nature of the offense.

- 6.5.1 If there is no indication of a violation of the Code of Conduct, the Discipline Officer disregards the report and submits his/her findings to the Campus Director.
- 6.5.2 If there is indication of a Level I violation of the Code of Conduct, the Discipline Officer shall make the necessary intervention(s), unless such intervention has already been imposed pursuant to Sections 6.3.1 and 6.4.2 of the Code of Conduct.
- 6.5.3 If there is indication of a Level II, III or IV violation of the Code of Conduct, the Discipline Officer shall conduct a preliminary inquiry.

6.6 Conduct of Preliminary Inquiry

A preliminary inquiry is a fact-finding exercise where the Discipline Officer gathers information relevant to the case.

- 6.6.1 All scholars involved in a case, through their parent(s)/guardians, shall be notified in writing of the details of the incident and the schedule of inquiry. The written notice may also be given to the scholar, and the scholar shall require his/her parent(s)/guardian to sign the same. Should the parent(s)/guardian fail to respond within five (5) school days after the notice is sent with reasonable efforts exhausted, the notice of the preliminary inquiry shall be sent to the surviving grandparent, oldest brother or sister over twenty-one (21) years of age, or if it should be impossible to serve notice to the foregoing, any adult identified by the scholar.
- 6.6.2 Any preliminary inquiry where a scholar is involved must be conducted in the presence of an adult (i.e. parent/guardian/designated representative by the parent/s) and counsel (as an observer), if desired. During the inquiry, a scholar accused of a misconduct shall be given the opportunity to defend himself/herself by presenting written and/or oral evidence. Witnesses may also be called to provide more details on the case.
- 6.6.3 The inquiry should be conducted within ten (10) school days from the receipt of the anecdotal report, but in no case earlier than five (5) school days from receipt by the scholar/s involved of the notice of such preliminary inquiry. The proceedings shall be adequately documented and/or recorded, and such records shall be in the custody of the Disciplinary Committee.
- 6.6.4 After ascertaining the facts of the case, the Discipline Officer determines the level of the offense.
- 6.6.5 If there is admission of a Level II, III or IV offense, the Discipline Officer shall elevate the case to the Discipline Committee to determine or recommend the appropriate sanction. Otherwise, if there is no admission, the Discipline Officer will elevate the case to the Discipline Committee for formal inquiry within three (3) school days from the conclusion preliminary inquiry.

- 6.6.6 After the preliminary inquiry, the Discipline Officer informs in writing, all scholars involved in a case, through their parents/guardians on the results of the preliminary inquiry.

6.7 Conduct of Formal Inquiry

A formal inquiry is further investigation to determine and/or ascertain the facts of a discipline case. It is conducted by the Discipline Committee if more information is needed.

- 6.7.1 The process of inquiry must commence within five (5) school days upon receipt of the report from the Discipline Officer, but in no case earlier than three (3) school days from receipt by the scholar/s involved of the notice of such formal inquiry.
- 6.7.2 A formal inquiry where a scholar is involved must be conducted in the presence of an adult and counsel (as observer), if desired.
- 6.7.3 A representative of the Student Body shall also sit and observe during formal inquiry, but without any right to vote thereat.
- a.) A formal notice of inquiry shall be served to the parent(s) or guardian. The written notice may also be given to the student, and the student shall require his/her parent(s)/guardian to sign the same.
- b.) Should the parent(s)/guardian fail to respond within ten (10) school days after the notice is sent with reasonable efforts exhausted, the notice of the formal inquiry shall be sent to the surviving grandparent, oldest brother or sister over twenty-one (21) years of age, or if it should be impossible to serve notice to the foregoing, any adult identified by the scholar. The proceedings shall commence no less than five (5) school days from receipt of notice of such adult.
- 6.7.4 The proceedings shall be adequately documented and/or recorded, and such records shall be in the custody of the Disciplinary Committee.
- 6.7.5 After the Formal Inquiry:
- 6.7.5.1 For Level II offenses, the Discipline Committee shall submit its report and decision within three (3) school days from the conclusion of the formal inquiry to the Discipline Officer for implementation.
- 6.7.5.2 For Level III and IV offenses, the Discipline Committee shall submit its report and recommendations to the Management Committee within three (3) school days from the conclusion of the formal inquiry. A copy of the report shall be furnished to the Discipline Officer.
- 6.7.5.3 If the Discipline Committee determines that the act(s) complained of is a Level I offense, it shall refer the same back to the Discipline Officer within three (3) school days from the conclusion of the formal inquiry for imposition of the appropriate intervention.
- 6.7.5.4 The findings of the formal inquiry shall be given to the scholar through the parent/s.

6.8 Determination of Sanctions

- 6.8.1 The determination of appropriate interventions and/or sanctions shall depend on the level of the offense committed.

6.8.1.1 Interventions for Level I offenses are determined by a teacher, school personnel, or the Discipline Officer.

6.8.1.2 Sanctions for Level II offenses are determined by the Discipline Committee.

6.8.1.3 Sanctions for Level III offenses are determined by the Discipline Committee and are submitted to the Management Committee for review and approval. If after review, the Management Committee finds that the offense is either a Level I or Level II offense, it shall refer the implementation of the intervention to the Discipline Officer/Discipline Committee.

6.8.1.4 Sanctions for Level IV offenses are determined by the Discipline Committee, and submitted to the Management Committee for review and recommendation. This is elevated to the Board of Trustees, through the Executive Committee, for final approval. If after review, the Board of Trustees finds that the offense is either a Level I, Level II or Level III offense, it shall refer the implementation of the intervention to the Management Committee, Discipline Committee or Discipline Officer, as the case may be.

6.8.2 In the determination of sanctions, mitigating and aggravating factors may be considered.

6.9 Implementation of Interventions

6.9.1 Any teacher or school personnel may implement interventions of a Level I offense only within five (5) school days from the commission. However, maintenance and security personnel shall not implement interventions; the Discipline Officer shall carry out the appropriate interventions on their behalf within five (5) school days from the filing date.

6.9.2 An anecdotal report on the intervention undertaken should be furnished to the Discipline Officer immediately.

6.10 Implementation of Disciplinary Actions

6.10.1 The Discipline Officer carries out the sanctions for Levels II and III.

6.10.2 In case of termination of scholarship or expulsion, the decision of the Board of Trustees shall be carried out by the Campus Director.

6.10.3 One count of a Level III offense will automatically place a student on probationary status for the succeeding school year.

6.10.4 Two counts of a Level III offense within a school year shall be a ground for termination of scholarship.

6.10.5 In the case of a graduating scholar involved in a Level III or IV case:

6.10.5.1 If suspension is no longer possible, a sanction of rendition of special tasks shall be imposed.

6.10.5.2 All efforts shall be exerted in resolving pending cases of graduating scholar before graduation without compromising the substantive and procedural aspects of due process.

6.11 Appeal Procedures

- 6.11.1 A party who wishes to appeal a decision rendered pursuant to this Code of Conduct shall signify his/her intent to do so by simply filing a written notice of appeal to the authority which rendered such decision within five (5) days from receipt thereof.
- 6.11.2 It shall be the responsibility of the authority which rendered the decision to forward the records of the case to the reviewing authority within five (5) days from receipt of the written notice of appeal.
- 6.11.3 Decisions of the Discipline Officer shall be appealable to the Discipline Committee.
- 6.11.4 Decisions of the Discipline Committee, whether or not rendered at the first instance or on appeal, shall be appealable to the Management Committee.
- 6.11.5 Decisions of the Management Committee, whether or not rendered at the first instance or on appeal, shall be appealable to the Board of Trustees.
- 6.11.5 Decisions of the Board of Trustees shall be final, unless the party aggrieved by such decision wishes to appeal the same to the proper authority, in accordance with law.

PART VII
ICT NETWORK USAGE AND SECURITY POLICY
Adapted from DOST ICT Rules

- A. All Information and Communications Technology (ICT) facilities and resources of the school are valuable assets and must only be used to perform school-related duties or officially authorized activities.
- B. The authority and responsibility to install, upgrade, or modify any hardware or software rests solely on the MIS Unit; unless otherwise authorized for a specific class activity, it will be considered as vandalism.
- C. Inserting foreign objects into any equipment in the laboratory shall be considered vandalism in accordance with the PSHS Code of Conduct. Defacing laboratory equipment or furniture shall likewise be considered as vandalism.
- D. Copying a computer file that contains another person's work and submitting it for one's own credit or using it as a model for one's work, and/or submitting the shared file, or a modification thereof as one's individual work, when the work is a collaborative work or part of a larger project is considered cheating.
- E. Use of ICT resources for any activity unrelated or inappropriate to the duties and responsibilities of the scholar shall be prohibited at all times, e.g. playing games, watching videos, or browsing social media.
- F. Accessing, downloading, producing, disseminating, or displaying material that could be considered offensive, pornographic, racially abusive, culturally insensitive or libelous in nature are prohibited.
- G. Students shall be given a login account to access their files on the servers. They are responsible for the password, making sure it is kept secret, and for all the files found in their folder. The MIS or authorized personnel may delete files or software that are unauthorized or inappropriate. The student is responsible for keeping the size of their folder within the prescribed limit set by the MIS.
- H. There is no assumption of privacy in the student's files stored within the school's infrastructure. The school reserves the right to examine any and all files stored within the system.
- I. The student is also expected to follow other rules and regulations in addition to these guidelines as set by the DOST, PSHS, and other units within the campus specific to their jurisdiction.

White list –The school observes a white list during school hours. Only sites included in the list are allowed. Access to sites not in the list via other gateways or proxies is prohibited. Should a student require a site to be included in the list for academic purposes, they should ask the teacher to make a request to the MIS office.

STUDENT SERVICES

A. REGISTRAR'S OFFICE

The Registrar's office is in-charge of enrollment, dissemination of general information regarding entrance tests and the release of results, recording and ranking of grades, preparation of stipends payroll, issuance of student I.D., report cards and transcript of records at the end of the school year. It is open from 8:00 A.M. to 5:00 P.M. Mondays to Fridays.

1. Attendance

Attendance monitoring is a system being used to record students' punctuality and actual presence in class. The Registrar's Office provides attendance monitoring sheets to the Homeroom Coordinator who will distribute these to the different Homeroom Adviser. (PSHSS SSM 3.9 April 17, 2017)

The Attendance Monitoring Folder must be presented to the subject teacher at the start of the class period so she/he could indicate the names of the students who are late or absent in class. The subject teacher must sign in the appropriate space to indicate his/her actual presence in the classroom.

At the end of the month, the Batch Coordinator counterchecks the summary of attendance submitted by the Homeroom Advisers before submitting to the Homeroom coordinator. Parents are notified thru the attendance report reflected in the Report Card. Queries on tardiness, cutting classes and absences may be addressed during card giving day with the class adviser. Parents may also inquire from the Registrar's Office.

2. Request for Certification and Other School Records

All requests for certification and school records must be submitted to the Registrar at least five (5) days before the actual date of need. This is to give the staff and the Registrar reasonable time to prepare said request without affecting the workflow or load of the office. All fees required must be paid to the school cashier.

Clearance Process

A. Grade 12: Individual Clearance Forms

1. Academic
2. Administrative

Note: For graduating students, forms are available at the Registrar's Office.

B. Grades 7-11: One-stop clearance steps

1. Academic – completion/submission of all academic requirements to subject teachers.
2. Administrative – returning of books/settlement of financial and property accountability with the Property Office, Library, Residence Halls, Registrar, Health Services Unit, Accounting, Cashier, PSHS IRC Cooperative, Homeroom Adviser, Batch Adviser, ALA/SCALE Adviser, and YSO Adviser.

3. Submission of list of students with accountabilities by teachers, sections, and clubs to the CID Chief,; Registrar, Health Services, Library, Guidance and Residence Hall units to the SSD Chief; and Accounting, Cashier, Property and PSHS IRC Cooperative to the FAD Chief.
4. Posting of names of list of students with accountabilities at the respective offices (CID, SSD or FAD Office).
5. All students must secure clearance Form A from the Registrar's Office.
6. Students with standing accountabilities must then settle such accountabilities and obtain clearance from the teacher/s or administrative head who will initial their names on Form A to attest that this student has been finally cleared. The student will return clearance Form A to the Registrar's Office to verify their new status and if so cleared, will be stamped **CLEARED**.
7. Present your clearance Form A marked **CLEARED** to claim your Report Card during the card-giving.

3. *The Batch/Class Directory*

All students are required to fill up an information sheet that the office compiles into a class directory. Only faculty members and authorized staff are allowed to use the directory. The information contained therein is treated with utmost confidentiality. Information about a student or family may only be secured with the permission of the registrar.

B. Center for Youth and Wellness Development

The Guidance Center follows a developmental approach in its program where a counselor would ideally be in-charge of one batch from Grade 7 until they graduate. The counselors act as agents of change through innovative approaches to the education of gifted students. The guidance counselor is able to bridge the various components involved in the gifted program. Among these components are identification, planning intervention, in-service education, program coordination, counseling and consultation.

1. Core Services

a. Counseling Service

This is the heart of the guidance program. It is a unique face to face relationship between a counselee and a counselor. The counseling process will provide the counselee the opportunity to learn, feel, think and understand himself to make decisions, solve his own problems and develop self-direction.

Counseling Approaches:

- Counseling for Call-ins
- Counseling for Referrals
- Counseling for Walk-ins
- Exit Counseling
- Routine Interview which includes release and discussion of Psychological Test Results

b. Individual Inventory Service

This service is designed to gather data about the individual student pertinent to the guidance and counseling services.

Strategies in Gathering Data about the Students:

- Student and Parents Pre-enrolment Interview for Incoming Grade 7 and Lateral Enrollees
- Filling-up of Student Information Update Sheet
- Survey of Needs
- Routine Interview
- Intake Interview
- Interview with Parents and Teachers

c. Information Service

It involves dissemination of information relevant to student's life, personality development, college preparation and general information.

Activities related to Information Service:

- Orientation Program for new students
- Re-orientation Program for old students
- Seminars, Lectures, Workshops
- Needs-Based Psychoeducational Group Processes
- Bulletin Boards Displays

d. Testing Service

Testing is an appraisal service given to obtain a measure of the student's ability, achievement and other characteristics. These data are used to predict future performances, diagnose student problems and learning difficulties and evaluate instructional methods and programs. It seeks to address the need for assessment of a student's strengths and weaknesses.

e. Career Guidance and Placement Service

It is designed to assist students in making career decisions and in choosing activities that is apt to their needs, personality, ability, interests and values.

Activities related to Career Guidance

- Career Exposure Program
 - a. Career Talks / Orientation
 - a.1. Alumni
 - a.2. Rotary
 - b. University / College Campaign and Orientation
 - b.1. Ateneo de Manila University
 - b.2. De La Salle University
 - b.3. University of the Philippines
 - c. Career Seminar
- Placement
 - a. University / College Admission Assistance
 - a.1. ACET
 - a.2. DLSU
 - a.3. UPCAT
 - b. Scholarship Assistance
 - b.1. DOST-SEI

f. Homeroom Guidance

Designed to enhance the year-level thrust and culture through topics range from study skills, valuing and developing self-esteem to self-awareness and appreciation and class unity. This is effectively carried out with the help of the Homeroom Advisers as they use different modules.

2. Guidance Programs

For Students:

- Academic Probationary Follow-up Program
- Freshmen Initiation or Acquaintance Party
- Socialization or Group Dynamics
- Leadership Training Seminar
- Team Building Seminar
- Research and Evaluation Service
- Guardianship Program

For Faculty and Staff:

- Program Referral Service
- Consultation Service
- Faculty and Staff Assistance

For Parents:

- Consultation Service
- Parenting Program

C. Library

The school library is located on the 2nd floor of the Administrative Building. The library is open Mondays through Fridays from 7:30 AM to 5:00PM.

Students are not allowed to bring bags, trappers, and big folders inside the library. Leave your things at the baggage counter. However, you are encouraged to bring your valuables like you such as your laptop, wallet, and phone.

Students can create their own library account by getting their username and password from the librarian.

Privileges in the Library

- Circulation of Books** – Students need only present their current validated PSHS IRC ID in order to borrow circulation books for three (3) days and fiction books for one (1) week. Up to five (5) books may be borrowed. However, fiction books are limited to two (2) at a time only.
- Renewal** – Books may be renewed if no other student has reserved the same book. Renewal may be done by the borrower online within the school premises.
- Computer services** – Students can use the computers for encoding term papers and research papers. Students can use the Internet for free but for research purposes only. Chatting and playing computer games are strictly prohibited. Students who may want to print materials from the computer are required to inform the librarian in-charge and indicate in the logbook the number of pages they printed. The printing service is free.
- Online Public Access Catalog (OPAC)** – The library subscribes to the Follett Destiny Library Software for the online access of library materials. Students may access it by clicking the Destiny Cataloging from the school's website (<http://irc.pshs.edu.ph>) and the page will be directed to the OPAC of the library.

Library Services

1. *Administrative Services* – Administer and supervise the Library. Provides consultation and guidance on the library services
2. *Reader's Services*
 - a. *Periodicals* – these are Local and Foreign Journals, Magazine, Newspapers, Pamphlets, School and Association Publications, Information File (Clippings). These sources are for library use only, however these may be taken out of the library only for special purposes and with the Librarian's permission.

- b. *General References* – contains basic reference sources (e.g. dictionaries, encyclopedias, almanacs, atlases, etc.). These sources are for library use only, however these may be taken out of the library only for special purposes and with the Librarian's permission.
 - c. *Online Electronic References* – includes existing subscriptions on online reference materials like worldbook online.
3. *Technical Services* – these includes Selection, Acquisition, Cataloguing and Classification of library materials as well as other technical library activities.
4. *Computer Services* – Students can use the computers for encoding term papers and research papers. Students can use the internet for free but for research purposes only. Chatting and playing computer games are strictly prohibited. Students who may want to print materials from the computer are required to pay the following fees:

P 2.00 per page/ toner ink
P 5.00 per page/ half page picture
P 10.00 per page/ whole page picture

The Use of Library Resources

1. *Library Card*

- a. The student Identification Card (I.D.) issued by the Registrar's Office shall be used as the library card of the scholar.

2. *Borrowing and Renewing Privileges*

- a. Scholars are responsible for every book they borrow from the library. Books must be properly kept at all times.
- b. Scholars may borrow one book at a time for overnight use. However, this may be issued for 2–3 days, provided the book is not in demand and the borrower agrees to **bring the book to the library for daily renewal**.
- c. Scholars may borrow book/s only at **4:30 P.M.** for overnight use which should be returned at 8:00 AM the following day.
- d. Books must be returned personally by the borrower. Borrowing period ends one week before the final examination.
- e. Administrators, Faculty and Staff may borrow a maximum of 2 books at a time for 3-7 days depending on the demand of the book.
- f. Special materials which include general references such as Encyclopedias, Dictionaries, Almanacs, Atlases, Directories, Annual Reports; Periodicals; Information Files; Cassette Tapes; CD-ROMs and other electronic media materials are for Library use only. However, these may be taken out of the library only for special purposes and with the Librarian's permission.
REMEMBER: THE PRIVILEGE OF BORROWING IS PERSONAL AND NON-TRANSFERABLE.

3. *Lost and Damaged Books*

- a. The loss of a book while on loan must be reported immediately to the librarian and settled within a week after its reported loss.
- b. The value of a lost book is determined by the librarian. Lost books are replaced with a book of the same title.

- c. Missing pages must be reported by the borrower to the librarian before this is borrowed.

4. *Control*

- a. The scholar is required to sign the logbook and to present his/her library card upon entering the library.
- b. All items should be deposited at the bag counter upon entering the library. Only writing materials and valuable items (CP, purses & such) should be carried inside the library.
- c. All materials taken from the library must be presented to the librarian for inspection and documentation.

5. *Discipline*

- a. Scholars must be in their official School Uniforms when using the library.
- b. Outsiders who wish to use the library should have written permission from the Campus Director.
- c. Courtesy must be practice in the library at all times.
- d. Eating, Sleeping and Loitering in the library are strictly prohibited.
- e. SILENCE should be strictly observed by everybody.

6. *Disciplinary Action*

- a. A fine of P10 pesos per day will be incurred for an overdue book.
- b. The scholar is not allowed to borrow materials until he/she has settled all his/her accounts with the librarian.
- c. Scholars caught tampering with or mutilating library materials are valid reasons for suspending a borrower's library privileges. Until such suspension is lifted, a student may not be allowed inside the library. The librarian has prerogative over the duration of suspension period.
- d. Habitual violators of library rules shall be deprived of their library privileges for two weeks.

D. Health Services Unit

The unit is responsible for safeguarding the health of the scholars and school personnel on campus. The clinic staff is composed of a physician, a nurse, and a dentist.

At the start of the school year, incoming Grade 7 scholars undergo baseline physical and dental examination upon enrollment while upper level scholars undergo their annual check-up before the end of each school year. This annual medical-dental examination is a student clearance requirement.

The following basic services are available: health information, first aid treatment, medical and dental consultation.

In emergency cases, the scholars are accommodated at the nearest hospital or medical clinic.

E. Residence Halls

There are two (2) residence halls in the campus: one for boys, one for girls. New students from the far areas of the region are given first priority in dormitory accommodations.

Residents pay a minimal monthly fee for board and lodging which are deducted from the scholars' stipend and living allowance. They are required to bring their own bedding, study table and chair, and other personal necessities. Dormitory fees for board and lodging are deducted from the scholar's stipend and living allowance.

The Residence Hall Heads and Attendants look after the physical upkeep of the dormitory

facilities and maintain order, discipline and security. They are also responsible for providing a wholesome life for the interns.

For security purposes, the residence halls maintain a curfew for the residents. Scholars are expected to be inside the residence halls on or before 7:00 PM. A head count shall be conducted by the dormitory personnel-on-duty. The main doors of the residence halls shall be closed at 7:15 AM and shall only be open to accept dormers in at 3:30 PM. **Dormers are not allowed to go back to the residence halls any time during class hours for any purposes except for life-threatening emergencies.**

Parents, guardians, and other visitors are not allowed to loiter inside the residence halls for any purpose from 7:15 AM to 3:30 PM from Mondays to Fridays. Any personal belongings, packages, etc. brought by parents, guardians, and visitors shall be left with the security guard on duty. The said packages shall be claimed by the scholars or be delivered to the respective Residence Halls.

For more information on rules and regulations of the Residence Halls, you may refer to the **Residence Hall Handbook** issued to all Residence Hall Residents.

VIII. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

While its emphasis is on academic excellence, the school realizes that the scholar's overall development must be its ultimate concern. Thus, it encourages the scholar to engage in as many and as varied co-curricular and extra-curricular activities as time, interests, and abilities would allow. However, the scholar must keep in mind that academics must always take priority over extra-curricular activities.

The Curriculum Instruction Division (CID) Chief, as the designated chief of the Division of Student Affairs (DSA), coordinates and monitors both co-curricular and extra-curricular activities. The CID shall evaluate and recommend the approval of all co-curricular activities while the DSA shall evaluate and recommend the approval of all extra-curricular activities. The Campus Director shall approve all co-curricular and extra-curricular activities.

A. Co-curricular Activities

Co-curricular activities are offshoots of academic programs sponsored and/or participated in by the Academic Units. These activities aim to support instruction and academic activities.

The various academic units sponsor co-curricular activities wherein scholars are required to participate. These need prior endorsement from the CID. These activities include:

1. Humanities & Intramurals – Humanities/PEHM unit
2. SMT Celebration – Sciences/Mathematics/AdTech Unit
3. NSTW Celebration - Sciences/Mathematics/AdTech Unit
4. Foundation Day Celebration – Humanities/SMT/SSD/ FAD/OCD

Regular classes during these special weeks may be selectively suspended by the Director to enable the scholars to participate in the activities in which their attendance is required.

No other major student activity shall be allowed unless approved in the planning of the yearly program of activities.

B. Extra-Curricular Activities

Extra-curricular activities refer to competitions, exhibits, training, outreach activities, and other similar activities where the presence and/or participation of students, under the supervision of a school employee, are required to represent the school in any forum that involves representatives from

other institution(s), whether organized by the school or by outside institutions.

Extra-curricular activities are further defined as activities that are neither required by the course in the curriculum of the PSHS System nor have any bearing whatsoever on the grades of students in these courses. These are sponsored by clubs and other interest groups. These activities aim to develop students' leadership, talents, and other special abilities.

In student extra-curricular activities, the role of a school employee (referred to as a coach hereon) can be as a coach, facilitator, chaperon, organizer, resource person, and any other functions that is/are essential to the accomplishment of the aims of the activity.

The participation of the student in the extra-curricular activity must be approved by the Campus Director before the said event through a request by the coach. The request must be duly recommended by the Chief of the involved division, and in the case of the Curriculum and Instruction Division (CID), an accompanying recommendation by the Academic Unit Head will be necessary.

Scholars may organize their own extra-curricular activities such as assemblies, leadership training, and socialization activities with the approval of the school authorities. The organizers of said activities should see to it that there are teachers/advisers present to supervise the activities.

C. Student Organizations and Alternative Learning Activities

Organization activities are conducted by the Club Adviser and Club Officers and supervised by the ALA Coordinator from the planning stage to the implementation of the activity. The ALA Coordinator shall evaluate the different activities of the club and give feedback to them for consideration and improvement.

There are several student organizations and interest groups officially recognized by the school:

1. Young Scientists Organization (YSO)/Student Alliance (SA)
2. Naruay (PEHM)
3. Math Club
4. Robotics Club
5. Royal Knights of Pisay
6. Imperial Club (Social Science)
7. Kasali (Physics)
8. Bayosphere (Biology)
9. Kimika (Chemistry)
10. Debate League
11. Northern Iskolar (Journalism)

Membership in these organizations is encouraged. However, only scholars in good standing may be elected as officers in a y school organization.

Organizations not listed above are not recognized by the school. Scholars who affiliate with unrecognized organizations shall be meted the appropriate sanctions. However, a student group seeking recognition must submit the following to the SSD office through the ALA Coordinator:

1. Application letter of recognition addressed to the DSA Chief, containing the name and the nature of the group.
2. Constitution and by-laws, containing the philosophy, objectives, governance, and membership requirements. There must be a provision that no hazing in any form is allowed in any initiation as a requirement to become a member in the organization.
3. Program/Calendar of Activities
4. A signed statement from the prospective adviser(s), who should be a teacher, that they are willing to assume supervision of the group.

5. List of officers and their latest student records; only students in good standing can be elected as officers in any school organization.
6. List of members; each student organization must have at least 15 members.

Grade 7-10 students shall be members of at least one but not more than three student organizations, depending on the student's capability or workload. On the other hand, Grade 11-12 students have the option to join student organizations.

All activities of student organizations/ALA shall be approved by the DSA Chief before implementation.

Before the end of the school year, student organizations are required to submit the following documents for clearance and re-accreditation:

1. Accomplishment Report
2. List of members and officers
3. Latest student record of elected officers
4. Financial report

D. Conduct of Co-curricular and Extra Curricular Activities

Co-curricular and extra-curricular activities should be in harmony with school objectives, policies, and student welfare. Activities shall not, as much as possible, affect classes.

The advisers shall supervise the activities from the planning stage to the implementation of the same.

Major activities should be included in the annual program of activities. Any exceptions shall be decided on a case-to-case basis.

The Activity Proposal Form shall be submitted for any proposed activity. It should be filed at least ten (10) calendar days before the activity. The activity proposal shall be evaluated on the following criteria:

1. Alignment of objectives with the school's mandate
2. Alignment with school calendar
3. Availability of venue
4. Availability of intended participants
5. Availability of funds

Facilities and equipment shall be made available through the Finance and Administrative Division (FAD) Chief after the activity has been approved. For various campus activities with budgetary requirements, the line-item budget should be included in the proposal.

If the activity requires collection of funds, it should be indicated in the proposal. The said collection of funds should be reflected in the year-end financial report of the organizers. For activities that require procurement of materials by the Property Office, the organizer shall comply with the guidelines set by the FAD.

E. Conduct of In-Campus Activities

The conduct of in-campus activities requires the filing of a Venue Reservation Form for the use of venue and facilities. It must be filed in the DSA Office at least five (5) working days before the activity.

The Security Guards shall be responsible for the security in the campus during the activity. The Homeroom Adviser, Club Adviser, Batch Adviser, Academic and SCALE Adviser, House Supervisor, or teacher-in-charge shall see to it that cleanliness, orderliness, and proper behavior are observed during the activities.

For in-campus activities organized outside regular school hours, parental consent shall be needed.

F. Conduct of Off-Campus Activities

The teacher-in-charge/teacher-chaperon/coach (Homeroom Adviser, Batch Adviser, Club Adviser, Academic and SCALE Adviser, House Supervisor) shall ensure that the students adhere to the Code of Conduct. See Guidelines for Participating in Activities Outside the School Premises.

There should be at least one teacher/staff assigned for every fifteen (15) students and parental consent is required.

A Special Order must be requested from the Office of the Campus Director.

For local travel, the students and teacher/chaperon/coach shall prepare the following documents:

1. Request for Travel Authority
2. Copy of invitation/prospectus/brochure
3. Notice of Acceptance, if applicable
4. Special Order

For international travel, the students and teacher/chaperon/coach shall prepare the following documents:

1. Request for Travel Authority
2. Notice of Acceptance
3. Copy of Invitation/prospectus/brochure
4. Certificate of Availability of Fund
5. Special Order
6. Line-item budget and IOT
7. Certification of Urgency
8. Travel Data Sheet
9. Certified Copy of Service Record
10. Statement of actual duties and responsibilities
11. Clearance from administrative charges
12. Other requirements as required by the law (e.g. DSWD Clearance) and the partner institution

G. Guidelines in the Conduct of Religious-Oriented Activities

1. Religious-oriented activities are activities organized and conducted by any recognized club in the school. The Parents' Council for Optional Religious Instruction (PCORI) may give logistical support to these activities.
2. Religious-oriented activities include but are not limited to worships, sacraments, fellowships, bible-study, lectures, counseling, and optional religious instruction.
3. An organizing group shall specify the religious denomination to which it is affiliated, i.e., Pentecostal, Iglesia ni Cristo, Evangelicals, etc.
4. Attendance of students to activities not sponsored by his/her religion shall be allowed only according to written instruction of parents. These written instructions are filed in the DSA Office.
5. The conduct of religious-oriented activities shall pass the usual flow of application for an activity permit and approval of the DSA, CID, FAD Chief, and the Director.

6. Optional religious instruction under the auspice of the PCORI may be conducted for students under the following conditions:
 - a. The option to request or to allow their children to attend religion classes should be expressed in writing by the parents.
 - b. The written request or permission to attend religion classes shall clearly indicate the faith or religion the student should receive instruction on.
 - c. Optional religious instruction shall be given within regular school hours only.
 - d. The teachers or instructors who shall teach religion shall be designated by their respective religious authorities and shall submit to the DSA their course outline.
 - e. Such religious instruction shall be without additional cost to the government.

H. Support Organizations

1. PSHS-IRC Parent-Teachers' Association (PTA) - The PSHS IRC – PTA is composed of the parents of all IRC scholars and the faculty members of the school. The Association is actively involved in helping the school find solutions to the problems of the scholars, as well as in aiding the development of the school.
2. PSHS National Alumni Association (PSHSNAA) - The PSHSNAA functions to serve the collective interests of the PSHS graduates, and to establish stronger bonds of cooperation between the PSHS Alumni and the PSHS administration and studentry.
3. PSHS IRC Consumers' Cooperative, Inc. (PSHSCCI) – This is owned, managed, controlled and patronized by its members (PSHS students, faculty and administrative staff). It operates the canteen and the mini-grocery for the school community.
4. Parents' council for Optional Religious Instruction (PCORI) - The PCORI is an independent entity that is committed to the task of institutionalizing optional religious instruction at the PSHS IRC. It continues to develop programs aimed at inculcating high ideals of spiritual and moral formation, among others.

I. Exchange Program

The program was established between the PSHS Ilocos Region Campus and schools inside and outside the Philippines with the following objectives:

1. to develop students into global citizens
2. to inculcate in students greater sensitivity and rootedness to their school/country
3. to further concrete ties among schools specializing in science and mathematics
4. to exchange best teaching practices among participating schools

J. Student Selection Process

The school reserves the right to screen and select the students who will officially represent it in extracurricular activities. It also reserves the right to choose the manner it sees best to screen and select its students through its official representatives. It also reserves the right to delegate these responsibilities to appointed school representatives.

Any student is eligible to be screened for any extracurricular activities except in the following instance where (a) the scholar will represent the school in any external activities or (b) the scholar will miss classes. In such cases, a student must NOT:

1. Have a GWA lower than 2.25 the preceding quarter;
2. have a grade of 2.75, 3.0, 4.0, or 5.0 in any subject in the preceding quarter of the academic year; or
3. have a probationary status from the preceding academic year.

Further, if a student has met the above criteria, but has a grade of 2.5 in any subject in the preceding quarter of the academic year, a letter of approval must be addressed to the Campus Director through proper channels. This must go through a conference with the parents, coach, Batch Adviser, and the concerned teacher(s).

The conference must achieve the following:

1. Inform the parents the consequences of the student's participation in the extracurricular activity on the student's academic performance;
2. Provide the parents with options for parental and school interventions to mitigate any impact on the academic performance; and
3. Resolve whether to allow the student to participate or not.

A student on probationary status may be considered to participate in enrichment activities. The teacher-in-charge shall arrange for make-up of missed requirements.

The student screening and selection shall be evaluated by one or more of the following criteria:

1. Academic standing
2. Attendance record
3. Student Behavior
4. Leadership Skills
5. Financial Capacity
6. Additional criteria set by the Screening/Selection Committee.

Adverse decisions may be appealed to the appropriate office.

On the day(s) the student will participate in the extracurricular activity that will require missing class(es), the student will be officially excused from attending classes. Students will be marked as indicated in the accompanying attachment (e.g. SO, TO, excuse letter, etc.) on the attendance rolls, and on the summary of attendance at the end of the month, the absence from class will not be counted on the summary. The rationale behind this is that the student was not absent from school but rather reported for school by officially representing the school in an activity.

In the event that the activity necessitates extra time for the student to prepare, a coach can request (in writing) to the CID Chief to allow the student to miss classes.

It is the responsibility of the student to accomplish the following tasks prior to missing classes due to participation in an extracurricular activity:

1. Accomplish and file the Student Representation Form at least three (3) days before the activity;
2. Inform the class monitor of the class day(s) that will be missed;

Upon return, the student shall secure an admission slip from the Registrars' Office. It is also the student's responsibility to follow up missed requirements with the teachers, all of which shall be accomplished within five (5) school days upon return to school.

K. Conduct of Fund-Raising and Solicitation

All fund-raising and solicitation activities of students shall be supported by a Report of Budgetary Requirements of student-organized activities.

All budgetary requirements shall be ascertained by the teacher-in-charge.

The DSA Chief shall be informed of the need for the conduct of the fund-raising and solicitation activities.

Students shall not use the logo and the name of the school in the conduct of the fund-raising

and solicitation activities. Students may only use their organization's name and approved logo in the conduct of these activities.

Students shall submit a financial report on the collection and expenditure of funds.

L. Publications

1. Northern Scholar
2. Igpaw

M. Guidelines for Parents

1. Parents/guardians should attend official events such as, but not limited to:
 - a. start of school-year orientation
 - b. card giving and PTC
 - c. Family Day
 - d. Parenting Seminars
 - e. Graduation Day
2. Parents/guardians may be required to attend special parent-teacher meetings/conferences as advised by the school.
3. Parents/guardians should schedule an appointment if they need to talk to a school employee. Parents/guardians are not allowed to enter beyond the front lobby without a school-issued ID and/or an appointment/official activity.
4. Parents/guardians should monitor activities of students and support their holistic development.
5. Parents/guardians should treat students in an age-appropriate manner. Treat children as children; treat adolescents as adolescents; treat young adults as young adults.
6. Parents/guardians should encourage friendships of students and discover their hobbies and interests.
7. Students should always have an adult parent/guardian at their residence. For example, if students do not live with their parents (e.g. condo or apartment), they need to have an adult supervising them.
8. The school does not endorse any overnights. Students and parents hosting overnights are liable for any untoward incidents.
9. Parents/guardians should maintain a consistent system of values and rules at home and in school.
10. Parents/guardians should focus more on students' achievements rather than their shortcomings.

IX. PROCEDURES DURING EMERGENCIES

A. In Case of Fire

1. All faculty members in their respective classrooms and/or class officers shall perform the following functions:
 - a. Switching off of electrical or gas appliances in use.
 - b. Directing their students to the nearest exit away from the fire to a safe place (open field, road system, etc.).
 - c. Conducting an orderly but fast movement of students out of the fire scene.
 - d. Advising their students to carry with them only their important belongings (if it is still possible).
 - e. Allaying the fear of students.
 - f. Attending to the safety of their students in general.
- 4 All employees shall observe safety procedures and shall perform emergency functions assigned to them such as switching off gas and electrical appliances.
- 5 The medical staff, with the assistance of trained volunteers, i.e., P.E. Unit, must attend to those who are injured or have suffered other health-related problems.

B. In Case of an Earthquake

1. Wherever you are, stay calm.
2. During the initial shock and tremors:
 - a. if you are inside the building, seek cover under heavy furniture such as tables, beds and couches (“DUCK, COVER AND HOLD”)
 - b. Stay away from the beams and glass panels such as windows, doors, etc.
3. After the initial shock and tremors:
 - a. Carefully get out of the place where you sought cover.
 - b. Switch off gas and electrical appliances.
 - c. Calmly but quickly get out of the building and go to an open space where you can keep a distance of about half the height of the tallest building.
 - d. Wait for further instruction from the School Emergency Response Team.
4. If you are in an alley or street or between tall structures and walls:
 - a. Seek cover inside strong structures.
 - b. Be aware of falling electric posts and wires, falling glass and debris from building and sign boards.
 - c. Stay away from hanging objects that may fall.
 - d. After the initial shock or tremors immediately go to open spaces where you can be at a distance of about half the height of the tallest building.
5. All faculty members, laboratory assistants, and student officers shall perform their assigned functions such as:
 - a. Attend to the safety of students.
 - b. Direct the students to seek cover during the initial tremors.
 - c. After the initial shock and tremors, switch off gas and electrical appliances.
 - d. Direct students to the nearest exit.
 - e. Attend to a fast and orderly evacuation of the building to a place of refuge (open ground, etc.)
 - f. Account for their students.

C. The School Emergency Response Team

To ensure preparedness and capability of the school community to respond to any emergency and/or disaster, the PSHS has created the School Emergency Response Team with five (5) sub-teams to:

- a. devise emergency plans;
- b. conduct drills for emergency and disaster preparedness; and

- c. organize and mobilize emergency control action for rescue, evacuation and relief during emergency situations or disasters.

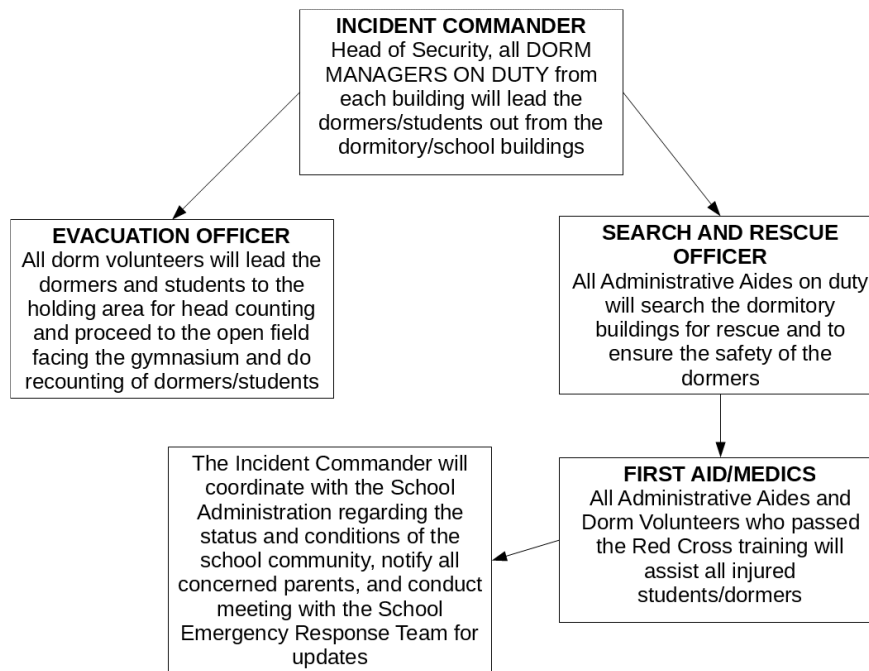
The 5 sub-teams pertain to First Aid, Evacuation, Fire and Site Security/Search and Rescue, Communications and Maintenance.

Note: *Announced fire and earthquake drills shall be conducted twice during the school year. Unannounced drills shall also be conducted anytime.*

D. Point Persons Responsible for 7 Earthquake Scenarios

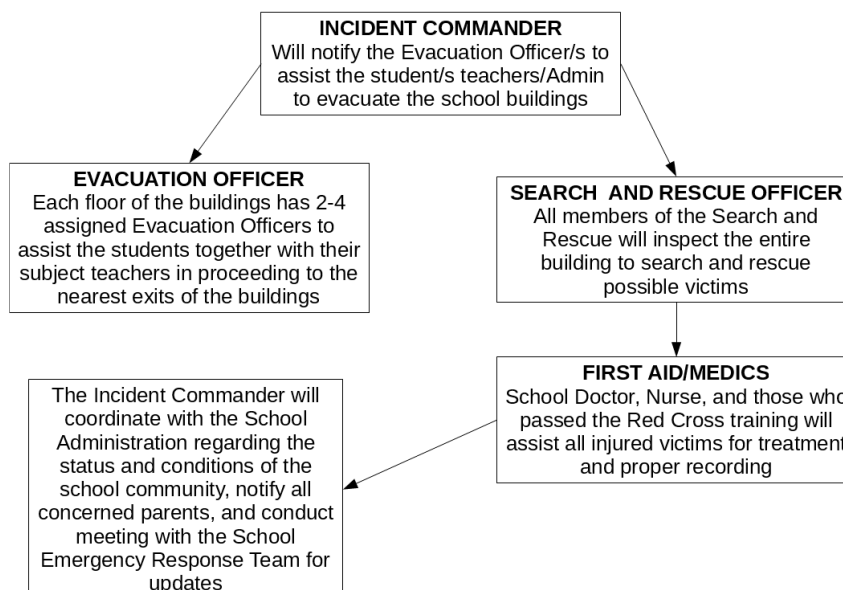
a. During School Entry (Arrival of students)

- Security personnel, dorm managers/staff and volunteers on duty and parent volunteers who live near the school

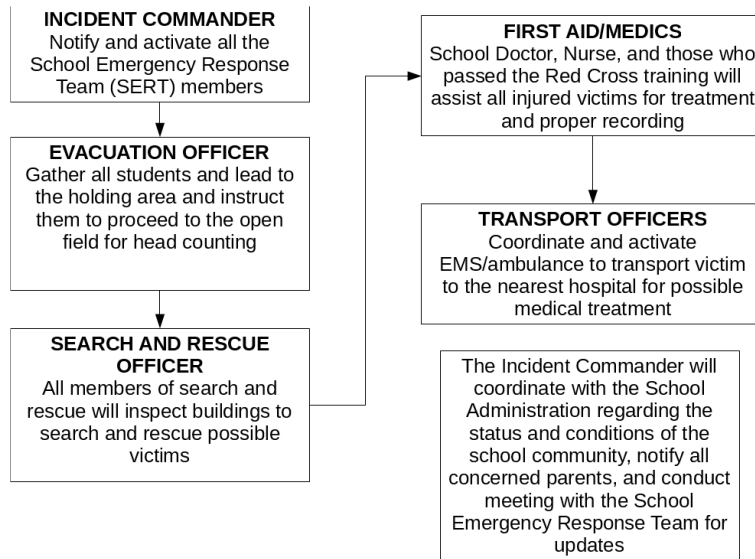


b. During class hours

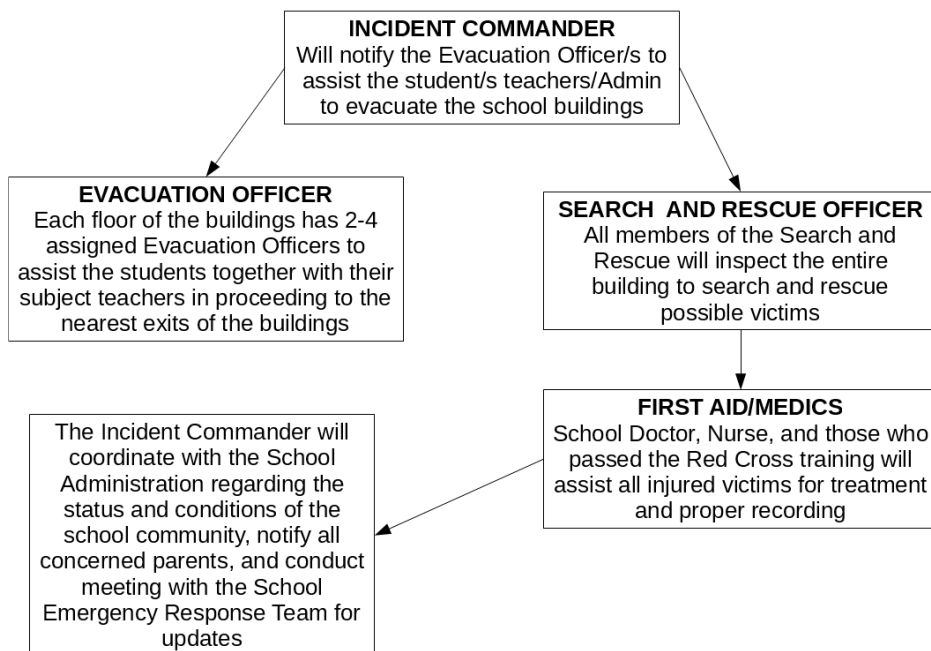
- Subject teachers and SERT members



c. During break time
 - Subject teachers and SERT members

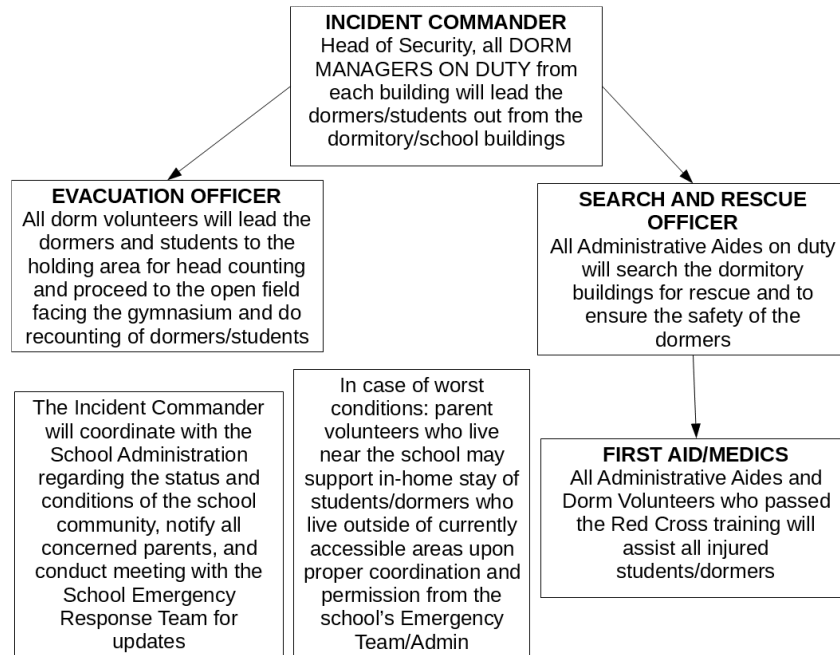


d. During dismissal
 - Subject teachers, SERT members (if still within the school premises)



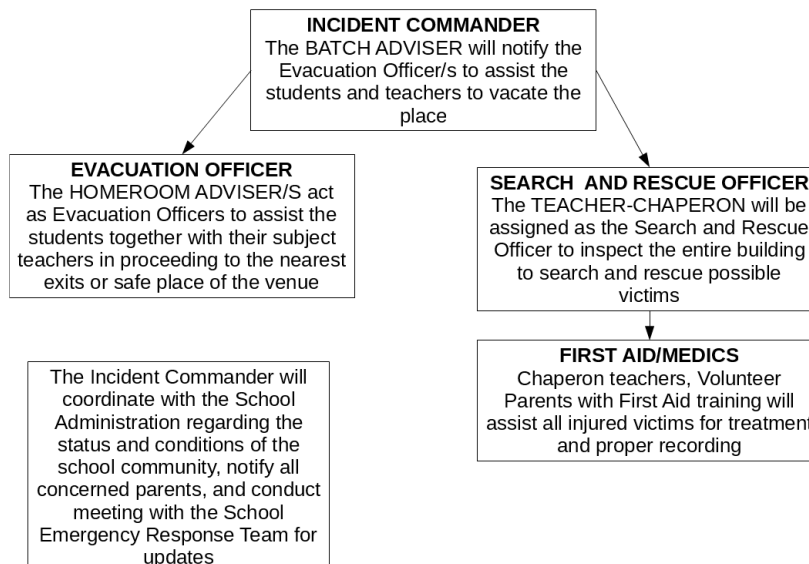
e. During night time

- Security personnel on duty, dorm managers/staff and volunteers on duty, parent volunteers who live near the school

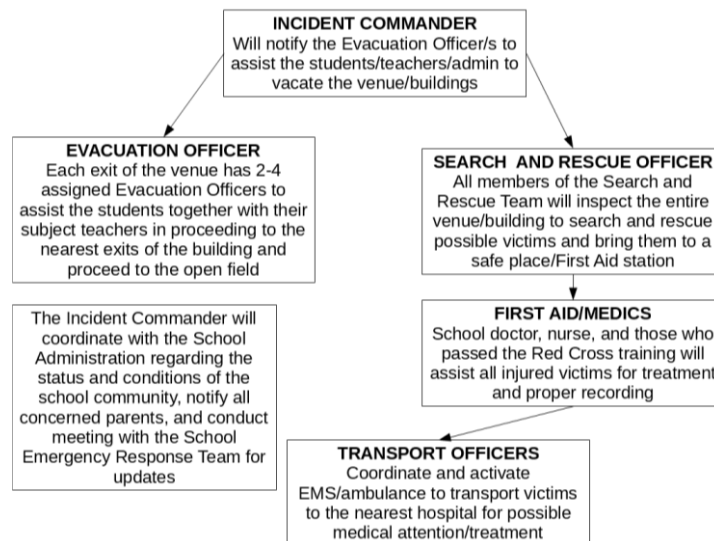


f. During field trips

- Chaperons, batch advisers, HR advisers, parent volunteers



- g. During official school gatherings
- SERT members, security personnel, and event organizers



E. Detailed Instructions During the Evacuation Drills

An evacuation drill is an opportunity to test knowledge on how to exit from the building during an emergency.

1. Upon hearing the alarm, stop whatever you're doing. Do not panic, remain calm. Follow the instructions of your teacher. Observe silence to enable you to hear the instructions from the public announcement (PA) system.
2. Take only what you need - eyeglasses, keys, cell phone, medication and wallet. Do not take your school bag, books or other school materials.
3. Proceed to the nearest stairs and exit area inside the building in an orderly manner and in single or double file lines. Stay to the right and do not run. When using the stairs, take one step at a time. Overtaking of other classes or individuals is not allowed. You should not push your way out an exit.
4. Proceed to predetermined assembly area and be counted.
5. If you are not in class when the alarm sounds, proceed immediately to the assembly area and join your class.
6. Do not return to the building until an "all clear signal" is given.
7. Do not stay near the buildings.
8. Strictly follow the PSHS Ilocos Region Campus Evacuation Plan during emergencies.

F. One Point Lesson (OPL)

The conduct of an earthquake drill is different from that of a fire drill.

Fire drill – the sound of a siren/bell means that a fire is ongoing and all occupants of the building are to immediately evacuate to ensure their safety.

Earthquake drill – The sound of a siren/bell indicates that a strong shaking is ongoing and the level of ground shaking prevents people to stand and move around.

Participants during the 1-minute siren/bell should perform the DUCK, COVER, AND HOLD response.

After the 1-minute siren/bell, participants quietly go out of the room and proceed to their designated evacuation area.

G. The Earthquake Survival Kit and First Aid Kit

Each student shall keep and maintain an Earthquake Survival Kit bag consisting of the following items: a small battery-operated radio, flashlight, bottled water, ready to eat food (candies and biscuits), dust mask, and a First Aid kit.

The First Aid kit shall consist of alcohol, burn ointment, plaster, band-aid, cotton balls, paracetamol, loperamide, antacid, etc.

X. THE SCHOOL CAFETERIA

The PSHS IRC Consumer's Cooperative Inc. operates the cafeteria. Scholars and school personnel may apply for a voluntary membership to the PSHS IRC Consumer's Cooperative. The cafeteria is a self-service facility that includes a mini-grocery section.

The cafeteria offers reasonable prices that are comparatively low and regularly caters to school activities, faculty an administrative needs, and other activities that require catering services. The cooperative has a policy that encourages the cooperative members to patronize the school cafeteria. It provides annual rebates and dividend earnings.

A. Membership in the Cooperative

Membership in the cooperative shall be open to all and membership shall fall under the following categories:

1. Regular Members

- a. Employees, faculty and staff of the PSHS IRC who reside or work within the cooperative's area of operation
- b. Employees of the PSHS IRC Consumer's Cooperative and are working in the area of operation.
- c. PSHS IRC alumni and the alumni foundation who still do business within the PSHS IRC.

2. Associate Members

- a. PSHS IRC students

B. Benefits

The cooperative provides:

1. Group insurance to all its members.
2. Interest on share capital and patronage refund based on one's purchases.

C. Facilities

The cafeteria operates from Monday to Sunday from 6:00am to 7:00pm. However, during the summer, it is only open during weekdays from 8:00m to 5:00pm.

1. Main Dining Area

The cafeteria has a spacious area where adequate tables and chairs are arranged to provide convenience and satisfaction to students, faculty, staff, parents, and visitors who wish to eat breakfast, lunch, snacks, and supper at the cafeteria.

2. Mini-grocery

The mini-grocery caters to the school as well as to the household needs of both the dormers and the externs. School supplies, toiletries, and additional food items are found in the mini-grocery and are sold at reasonable prices.

D. Food Services

The cafeteria offers two (2) types of food service: credit line and a la carte.

1. The Credit Line

The credit line usually serves the interns/dormers/ The dormers, upon verification of their identity, can eat their meals even without cash on hand. The bill is deducted from their monthly stipends. In case the bill exceeds their stipend, the balance may be paid in cash directly to the cashier of the cafeteria.

2. The a la carte service

The a la carte service caters to the general public which includes the externs, faculty and staff, parents, and visitors. The customer can select from among the displayed menu and may place their order at the counter. The bill is paid at the cashier at the end of the counter.

Dormers may opt for the a la carte service and pay as they order.
 At the a la carte food service, the students are expected to:

- a. Fall in line and wait for their turn to be served
- b. Place own order
- c. Pay the bill and receive meal.

XI. ECONOMY AND SECURITY MEASURES

A. Economy Measures

1. Water

- a. Close faucets tightly when not in use.
- b. Check and report leaking pipes, water tanks, faucets and other water outlets.
 Schedule of closing and opening of gate valves are as follows:

Area	Closing	Opening
Dormitories	10:00pm	4:30am
School buildings	6:00pm	6:00am
Administration	6:00pm	6:00am
Canteen	8:00pm	5:00am

- c. Check and report private persons using faucets in washing cars/vehicles.
- d. Flush the toilets properly. Use the garbage bin to dispose of tissues and residual materials.

B. Security Measures

Rule 1. Entry to the School Premises

a. Employees/Students

- 1. The school shall employ a “No ID, No Entry” policy.
- 2. Employees and students should always wear their ID’s while within the school premises.
- 3. Employees and students with vehicles shall secure car stickers for easy identification of vehicles entering the school premises. “No Car Sticker, No Entry” policy shall be implemented.
- 4. Employees with vehicles shall park at the front parking area and at the side of the basketball court only. Employees/service providers with motorcycles and/or bicycles shall park at the designated parking area located beside the area for the official/school vehicles.
- 5. Employees reporting to school on weekends should secure permit to enter from their immediate supervisors.
- 6. Students reporting to school on weekends should secure permit to enter the campus from the Student Services Division and with consent from their parents.
- 7. “Park at your own Risk” policy shall be adopted and implemented. All personal and valuable belongings should be secured by the owner of the vehicle.

b. Visitors/Parents

1. Entry of parents/visitors is strictly for official business only. Staying inside the campus is strictly prohibited.
2. Support organizations conducting activities/meetings on weekends should secure an activity permit duly approved by CID/SSD and Campus Director.
3. Visitors shall be required to deposit ID with the guards on duty , who shall issue the corresponding Visitor’s ID Pass, which must be worn visibly while inside the campus.
4. Visitors shall also be required to log in the visitors’ logbook and secure a visitor’s entry permit before they are allowed to enter the school premises.
5. All incoming vehicles shall be subject to inspection by the Security Personnel.
6. Parking inside the campus is limited to school officials only.
7. Employees must inform the guard on duty of their expected visitors.
8. Visitors of dormitory residents during regular school days are only allowed after class hours (5:00 P.M.—7:00 P.M., 3:30 P.M.—7:00 P.M. on Fridays). They are required to register at the guard on duty at the entrance gate or exhibit area.
9. Vehicles dropping off and picking up students shall observe the following schedule:

Drop off	Schedule	Area
Externs	Monday-Friday (5:00 AM – 7:00 AM) <ul style="list-style-type: none"> • with car sticker • commuters 	Front Lobby
Dormers	Sunday 2:00-8:00 PM Monday 5:00-6:30 AM <ul style="list-style-type: none"> • All cars should be out of the dorm area before 7:00 AM 	Residence Halls

10. Walk-in vendors shall not be allowed to enter the Campus without the proper approval by the Management. Promotional materials, product endorsements and samples shall be scrutinized properly by the school authorities.

Rule II. Leaving the School Premises

Students

1. Interns leaving the school must surrender their approved leave pass and present their IDs to the guard on duty. The drivers of vehicles with the interns as passengers must stop and surrender to the guard on duty the leave passes of these students.
2. Externs riding in the shuttle bus must show their ID upon boarding the bus and log-in at the driver’s logbook.
2. Students’ vehicles shall be subject to inspection before leaving the school premises.

Visitors/Parents

1. Visitors shall log-out at the visitor’s logbook and return the visitor’s ID pass and form to the guard on duty before leaving the school premises.
2. All vehicles shall be subject to inspection before leaving the school premises.

Rule III. Inspection of Vehicles/Bags/Baggage

Visitors/Parents

1. All bags/ baggages and incoming vehicles shall be subject to inspection by the guard on duty.
2. All equipment/materials to be brought into the campus shall be registered upon entry with the guard on duty which shall serve as basis for the guards when it will be brought out of the premises.

Employees/Students

1. All equipment/materials to be brought into the campus shall be registered upon entry with the guard on duty which shall serve as basis for the guards when it will be brought out of the premises. If the equipment/materials will be left in the campus for more than one day, it shall be registered at the Property Office and an authority to bring out the equipment shall be secured when it will be brought out of the premises.
2. Bags/baggage and vehicles of the students and visitors/parents shall be subject for inspection by the guard on duty upon leaving the campus.

Rule IV. Buildings

1. For security reasons, the academic buildings will be closed at 6:00pm every day. No activities will be authorized unless with approval from the proper authorities.
2. Entering the school premises during weekends are strictly prohibited without authority.
3. Use of school facilities by outsiders in May to July requires approval of the Director. Approved requests shall be guided by the existing guidelines on the use of PSHS IRC facilities.

Rule VI. Implementation by PSHS Security Force

1. The campus security force is authorized to implement the guidelines to ensure the safety of our entire community.
2. If you have comments, questions, complaints or suggestions, please address them in writing to the Office of the Campus Director, PSHS Ilocos Region Campus, Poblacion East, San Ildefonso, Ilocos Sur 2728; or you may drop your comments at the suggestion box located at the Exhibit Area of the Administration Building.

NOTE:

- Bringing of firearms, dangerous drugs, and unauthorized chemicals into the school premises is strictly prohibited.
- The PSHS Ilocos Region Campus is a non-smoking, non-drinking (alcohol), and non-gambling area.
- School facilities are for the exclusive use of the school.

XII. PROTOCOL IN THE SCIENCE LABORATORY

Safety Measures in the Laboratory

- ❖ Familiarize yourself with the laboratory.
 - gas and water outlets
 - fire exit
 - first aid kit/cabinet
 - safety shower
- ❖ Gowns are pre-requisite in the laboratory. Use protective glasses or goggles when needed. Open sandals or bare feet are not allowed in the laboratory.
- ❖ You must have a neat appearance. Ladies should tie loose hair to reduce hazard.
- ❖ The lab is a place of earnest work. Exactness, neatness and cleanliness are essential to good work and good results. Do not work in messy surroundings.
- ❖ Eating, drinking and smoking are strictly forbidden in the laboratory.
- ❖ Loitering and playing inside the Science Laboratory are strictly prohibited
- ❖ After the experiment, make sure that all borrowed materials and apparatuses/equipment are properly cleaned before returning them to the stockroom.
- ❖ Before leaving the laboratory, clean and wipe dry your table, arrange the stools properly and check the gas and water outlets.
- ❖ Fire is a special hazard in the lab, because of the many flammable materials present. Know the location of the:
 - fire extinguisher,
 - fire blankets and
 - first aid cabinet.

Learn how to use the fire extinguisher.

- ❖ Exercise caution when working with electrical equipment. **Use extreme CAUTION when working with hot plates or other heating devices.**
- ❖ All set ups requiring attention (e.g. extraction, distillation, digestion, centrifugation, media preparation and others involving heat/flaming) **should never be left unattended.** It is the responsibility of the student to check said set up from time to time until the activity/experiment is finished.
- ❖ All microbiological culture media to be discarded should be sterilized in the autoclave and wrapped in paper before throwing into the designated waste can.
- ❖ All experimental set ups in the Science Laboratory including culture media, chemicals, cultures and solvent extracts placed in the refrigerator or incubator should be labeled with the following information:
 - Name of Researcher / Head (Group Experiments)
 - Content
 - Date
 - Warning Note (if any)
- ❖ All solid wastes should be placed into the designated trash cans. All liquid wastes and dilute acids except concentrated acids or bases should be flushed with tap water into the laboratory sink. Concentrated acids and bases that are to be disposed should be placed in separate disposal containers provided for in the Science Laboratory.
- ❖ Follow safety guides posted in the Science Laboratory in handling chemicals and equipment, etc.
- ❖ Use wet towels, beaker or flask for small fires. If these fail, use the fire extinguisher.
- ❖ If your clothes catch fire. **DO NOT RUN.** Cover yourself with a wet blanket or roll on the floor or shower with water. Sand may also be used to smother a fire.
- ❖ If the building is on fire. **KEEP CALM.** Do not panic instead run to the nearest fire exit.
- ❖ If medical attention is needed, a doctor or an ambulance must be summoned at once.
- ❖ Consider the safety and welfare of others as well as yourself. Operations involving undesirable fumes must be carried out through the hood.

XIII. THE RIGHT TO DIALOGUE

A. Complaints against Teachers/School Personnel

The student is encouraged to approach his teachers or homeroom adviser to discuss problems that he may have. Differences and conflicts should be settled privately and informally among the concerned parties without the intervention of higher authorities. However, if such a procedure does not yield satisfactory results, the scholar may seek redress through the following processes:

1. The Scholar may address a formal written complaint against the teacher/school personnel to the immediate supervisor.
2. The immediate supervisor notifies the teacher/ school personnel that a formal complaint has been filed against him and allows the latter to make a formal written reply within five (5) days from receipt of the complaint.
3. Upon receipt of the reply of the teacher/ school personnel concerned, the immediate supervisor arranges for a meeting with the scholar and the teacher/ school personnel. After having heard both parties, the immediate supervisor will resolve the case.
4. If the teacher/school personnel does not reply, the immediate supervisor shall nonetheless render a decision.
5. Appeals may be elevated to the Director and finally to the Board of Trustees.

B. Request for Dialogue with Teacher/School Personnel

Classes/ Student groups wishing to dialogue with a particular teacher/ school personnel should address a formal written request signed by the majority of the class or group (50% + 1) to the immediate supervisor. He may arrange for a dialogue if he decides that is necessary.

If a dialogue cannot be arranged, the scholars may submit a formal written complaint (with the same number of signatories) against the teacher/school personnel. The procedure described in Section A is then followed.

C. Petition on Policies and Issues of School-Wide Significance

Petitions related to school policies or issues of school-wide significance should be written formally addressed to the Director, and signed by a majority of the student population (50% + 1) to merit the Director's serious consideration and formal response.

The Director's response to student petitions will depend on the nature of the policies and issues involved. If within a period of fifteen (15) days there is no response, the scholars may raise their petition to the Board of Trustees for final decision.