

## Education Contract

I \_\_\_\_\_, in my capacity as parent/guardian of,  
and in behalf of my minor child \_\_\_\_\_ years old who is enrolled at  
Maryknoll College of Panabo, Inc. Grade \_\_\_\_\_ Section  
\_\_\_\_\_

School Year \_\_\_\_\_ to \_\_\_\_\_, bind myself to abide by the institutional  
policies and regulations which I fully understand.

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(Parent/Guardian Name and Signature)

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Student Name and Signature

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School President

## FOREWORD

The Maryknoll College of Panabo, Inc. is committed to providing curricular and co-curricular programs and activities that foster the holistic development of students. To ensure their optimum growth and overall formation, the school formulates provisions for the effective implementation of its developmental programs.

This student handbook serves as a comprehensive guide for students to understand the operational procedures of the school.

It includes the history of the school, its vision, mission, core values, objectives, goals, and essential policies, as well as rules and regulations. Therefore, it is imperative for students to read, understand, accept, and adhere to the school's guidelines.

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## THE SCHOOL SEAL



### Symbols

Crown - Diocese of Tagum (Christ the King) and Sto. Niño (Sto. Niño parish)  
laurel leaves - special achievement / knowledge  
Chi Rho - Christ / Christian  
Marian Symbol - Maryknoll / marian  
book and quill pen - knowledge  
roman post – College

- Laurel symbolizes MCPI as a place for victory, success, and triumph for both the institution and
- the students
- Christ depicts as the center of the life of the institution and students
- Marian symbol shows the special devotion to the Blessed Virgin Mary
- The Host, Chalice and the Bird signify our commitment to the Eucharistic celebration through the guidance of the Holy Spirit
- The Book denotes learnings, knowledge and the adaptation of new filed of studies and
- technological changes
- The Banana represents the main livelihood of people living in the area where the institution
- founded
- Historic year encrypted in the seal-1960 which indicates the year when MCPI was founded and
- launched
- White and Blue stand for the spirituality, peace, integrity, commitment, social responsibility and its school core values which anchored on the guidance of our Patron saint, St. John Vianney and intercession of Mama Mary.
- Motto: “Ad Iesum Per Mariam Matrem De Perpetuo Succursu” (“To Jesus through Mary, Mother of Perpetual help)

The official seal depicts Maryknoll College of Panabo, Inc., as a Diocesan Catholic Institution wherein Christ is the center of the life of the whole school community as shown with the “Chi Rho” symbol (PX) in the middle. The school’s motto is inscribed in Latin words. “Ad Iesum Per Mariam Matrem De Perpetuo Succursu” (To Jesus through Mary, Mother of Perpetual Help) adheres for an intervention from the Blessed Mother Mary. A Marian symbol in the upper right of the seal shows the school’s special devotion to her. The upper left displays the Host, Chalice and Dove which signify 5 commitment to the Holy Eucharist through the guidance of the Holy Spirit. The lower portion of the seal presents a Book which denotes knowledge, wisdom and adaptation of the new field of studies and technological advancements. Likewise, the Banana plant and Rice panicles represent the prevailing agricultural livelihood of the people on this side of the province. The Laurel leaves spreading at the base is an affirmation of MCP1 being a triumphant institution that brings out success.

## Brief History of the School

### THE BEGINNING

It was in the summer of 1960 that Panaboans saw the rise of the first and only Catholic school in the town. The idea of putting up a Catholic school came upon the prodding of some citizens. Fr. Leo McCarthy M.M, a Maryknoll father and the parish priest then, took the actualization of the matter into his hands with the support of his Congregation and the townspeople. The Maryknoll missionary sisters were invited to run the school as they had been administering Maryknoll College (now Miriam College) in Quezon City.

Founded in February 1960 and granted government recognition on August 3, 1964, the school was named St. Mary’s High School with Sr. Mary Rhoda as its first principal. Along with Sr. Corde Maria, she launched the school to a remarkable start even with just a plain two-storey building. The original structure of the school housed two classrooms provided for the first batch of first-year students, a little office for the principal, a small library and the Sisters’ Convent on the second floor.

On April 3, 1965 the school was renamed Maryknoll High School of Panabo, in honor of its founding Maryknoll sisters, allowed under the provisions of the Corporation Code, Republic Act 1454. Sr. Corde Maria became the second principal.

### **1970s**

After a decade of service to the Panabo community, the Maryknoll sisters began to evaluate their apostolate and decided to focus their mission on social work. They saw the capability of the Filipino laity to continue the educational mission which they had started. In 1971, the management of the school was turned over to a lay administrator.

Mr. Pio Galagala was appointed as the first and only lay principal of the school. He continued the Improvement of the school's facilities considering the enormous increase of the school population in his time. His laid-back but charismatic leadership strengthened the school's reputation as a leading educational institution in the locality.

The school was handed back to a religious order, the Daughter of the Assumption with Sr. Ma. Aurelia Bardenas, FMA, as principal in 1978. In her time, an annexed five-classroom building was constructed. A new canteen was also built connecting the main building. The science laboratory was renovated and additional library references were purchased.

In 1980 the reign of the school was turned over to the Dominican sisters of the Most Holy Rosary with Sr. Ma. Virgilia Rivero, OP, as principal. She initiated the renovation of the old building, library, faculty room and classrooms. A mini-auditorium and faculty dormitory were constructed. Kindergarten classes were opened as an initial step towards the opening of the Elementary Department. The kindergarten program was granted government recognition on June 17, 1985.

Sr. Mary Laurencia Camayudo, OP, took charge of the school in 1985. A fifteen-room building was constructed to formally open a complete Elementary Department which was granted government recognition on March 15, 1989. This expansion gave impetus to the re-organization of the management set-up.

Another principal in the person of Sr. Ma. Teofila Frondoza, OP was assigned to take care of the Elementary Department. To cope with the increase in enrollment the following school years, a two-storey building was built in 1990 for the high school department with eleven classrooms, school offices, a bigger faculty room and a new library.

In 1989, Sr. Laurencia was appointed as the school director. Sr. Teofila remained the elementary school principal while Sr. Amata was designated as the high school principal in the school organization.

### **1990s**

In 1992, Sr. Ma. Lolita Llaso, OP was appointed as principal. She started an overall face-lifting of the school, literally painting the entire school campus with green; repairing the dilapidated building and classrooms; constructing drainage at the back and front of the elementary building; improving water facilities and comfort rooms and putting up spacious canteen and Home Economics building. The following year, the school population increased to 2,418 students and pupils, constructed thus housing another thirteen two-storey building was classrooms with the second-floor convertible into a mini auditorium. The science laboratory, school clinic and other offices were also improved. To keep abreast with modern technology, Sr. Lolit started a computer literacy program by initially purchasing twenty-five units of computer and another twenty-six units the next school year to ensure one student-one keyboard training. All of these units were linked in a network system. Overhead projector, photocopier and printer machine were also purchased. Sr. Ma. Juanita Veniola, OP, acted as principal after the term of Sr Lolit in 1999.

### **2000s**

The next school head, Sr. Ma. Melodina Dabuco, OP, held the fort of the school from 2001 to 2009. She continued the school's computer literacy program by upgrading the computers and installing new programs. Moreover, CD ROM lessons were integrated in English, Science and Math in elementary. In her time fifty brand-new computers with colored monitors were acquired, totally replacing old units. These new computers were installed with upgraded Windows and Linux programs modifying the school's computer curriculum. New campus pathways were also constructed outside the school gate.



Sr. Ma. Melodina was able to propel the school to an unprecedented height in this school year. The three-storey commercial and high school building was built in front of 8 the school campus. The structure consists of eight classrooms, nine commercial rooms, five offices, new computer laboratory room, new faculty room and comfort room on each level. Old school buildings were also renovated to make it at par with the new building. To keep up with today's state-of-the-art facilities, the new computer laboratory was equipped with 72-inch colored television and computers were all hooked on the internet for a more challenging and skillful in-demand computer training. Speech laboratory was wholly renovated, totally replacing old facilities into a state-of-the-art technology equipped with video cameras and television sets to effect modern and technologically advanced education. Moreover, the school created a computer-assisted Instruction room with internet- ready computer units. Additional computers were installed in the library and other offices were constructed with a purpose of improving the quality of instruction.

## **2010s**

Remarkable changes and school improvements marked the stewardship of Sr. Ma. Edna A. Billones, OP, from 2009 to 2019.

Under her administration the school adopted the online student information system (OLSIS) in data management in the registrar's and cashier's offices.

Construction of the school gym was completed in her second year in office and the building of a three-storey edifice in 2014 paved for an independent campus for the elementary.

Placing a high premium on computer-aided instruction and computer-related lessons, the principal reconstructed all the school laboratories.

In partnership with TESDA the TechVoc department opened in 2015 with five qualification offerings: Bartending NC II, FBS NC II, Housekeeping NC II, Cookery NC II and SMAW NC I and II. and became also the On November 21, 2017, the institution reached one

important milestone in its quest for excellence as its Basic Education Program was granted PAASCU Level I accreditation for 3 years until November 2020.

Coinciding with this development was the opening of the senior high school program in the SY 2016-2017 in with the academic (ABM, GAS, HUMSS and STEM) and TechVoc (Automotive, Home Economics, CSS and SMAW) programs.

The last infrastructure project seen in the administration of the last Dominican to run the school is 9 the 6-storey building. Its first phase houses the senior high school; the second phase awaits occupancy pending upon completion of safety requirements.

The arrival of Bishop Medil S. Aseo, D.D, as the new Bishop of Tagum in June 2018 ushered in a new chapter for the school as the Diocesan clergy took over the full administration of the school starting School Year 2019-2020.

Fr. Allan O. Alindajao, JCL, was appointed as the first school president of MCPI under the new administration. With him at the helm was Fr. Tomas P. Avila, DCT as vice president

In October 2019, Fr. Emerson B. Delos Reyes, Ed.D. succeeded Fr. Allan in the school presidency upon the appointment of the latter to vice presidency and installation as parish priest of San Pedro Quasi-Parish.

Fr. Florendo M. Cimafranca, a 1967 alumnus of the school and the parish priest of the Sto Niño Parish, was appointed as chief finance officer.

The college status of the school also became official this year with the opening of its first offering– Bachelor of Technical-Vocational Teacher Education Program major in Food and Service Management.

Now in its 60th year and in the hands of the new Administration, MCPI stands stronger on the very grounds that witnessed its glorious birth in 1960.

## **THE PRESENT**

**(Fr. Richell Fuentes)**

## PHILOSOPHY OF EDUCATION

*“A true education aims at the formation of the human person with respect to his ultimate goal and simultaneously with respect to the good of those societies of which, as a man, he is a member. and whose responsibilities, as an adult he will share. ”*

*Declaration of Christian Education, Vatican II)*

In line with the above declaration, our statement of Philosophy of Education follows:

Maryknoll College of Panabo Inc. is an educational institution dedicated to the preparation of the whole person for a life here and hereafter. It is committed to developing boys and girls who think, judge, and act in accord with the teachings of Jesus Christ.

Through love and understanding of the unique individual, the School guides each child toward a positive self-concept in the development of his spiritual, intellectual, emotional, social, cultural, and physical being.

We, at Maryknoll College of Panabo Inc. are privileged to participate with the parents in the education of their children. In order to accomplish the function of our school, students, teachers and parents must work together in support of our common goals.

### VISION

Dynamic community of holistically competent individuals imbued with Christian values serving with compassion, dignity and integrity

### MISSION

**We commit to:**

- Provide individuals quality instruction anchored on Christian values for the acquisition of multiple competencies, adequate knowledge and appropriate technical and vocational skills

- Offer varied formation programs and activities for the promotion of the culture of compassion, justice and service among persons
- Develop boys and girls who think, act and serve in accord with Christian ideals through innovative systems, programs, and facilities
- Implement diverse co- curricular programs that mold vibrant leaders who serve with love, humility, and respect for the dignity of others

## CORE VALUES

We Value:

1. Faith
  - have strong belief and trust in God
  - make important choices and decisions in life based on Christian principles
  - trust those in authorities especially those who have proven their character
2. Excellence
  - aim for the best without delay
  - do and go willingly beyond what is required complete on time all tasks assigned
3. Compassion
  - ready to extend help by comforting others regardless of gender, beliefs, age, race and nationality
  - ready to listen when somebody wants to talk
4. Humility
  - treat others the way we want to be treated by being a gentle loser
  - accept constructive criticisms for the purpose of improving oneself
  - take responsibility for all our actions
5. Justice

- promote equality and fairness among all by always exercising sound judgment
- we recognize that everyone deserves equal treatment by never being prejudice and bias ready to stand and speak for what is right and true

6. Service

- happy and willing to extend our time, presence and talents to others without expecting anything in return
- finding ways to help others especially the needy
- satisfy the needs of others by freely sharing what I have

### **Inclusivity and Diversity Statement**

Maryknoll College of Panabo, Inc. embraces diversity and inclusivity as core values. We are committed to fostering an environment where all students, regardless of gender, ethnicity, religion, or abilities, are supported and valued. Policies and programs are designed to ensure equitable access to opportunities, reflecting our dedication to justice and compassion.

## Goals and Objectives of the Diocesan Schools

Promotion of quality curricular and co-curricular formation programs

Objectives:

To align the curriculum being taught with DepEd, CHED, TESDA's requirements in terms of scope and sequences, contents, standards and competencies, skills and values.

Strategies:

- Curriculum mapping
- Preparation of syllabi in all subject areas to be used in all Diocesan School

### **Focused institutional leadership and management Objective:**

To properly identify priority programs and directions Strategies:

- Conduct strategic planning before the beginning of the school year
- Formulate a one-year operational plan
- Regular conduct of BOT meetings which shall be properly documented
- Adoption of a budgetary procedure and preparation of annual budget subjected to
- Hearing and approval of the Board of Trustees.

Consistency in the system of governance

To identify areas where faculty need to be developed for design of appropriate enhancement program and activities

Strategies:

- Conduct trainings for the application of varied and innovative teaching strategies, methodologies, approaches and techniques
- Regular visitation by the Superintendent
- Implementation of a well-structured supervisory program which include classroom visitation with pre/post-conference

- Close monitoring of learning plans
- Regular conduct of meetings by subject area

Continuous improvement of Facilities and Services Objective:

To increase effectiveness in the delivery of services Strategies:

- Tap community resources and establish linkages with partner agencies (make the school a done institution)
- Formulation of a development and acquisition plan

Establish a strong research program

Objective:

To strengthen teachers' capability in conducting action research

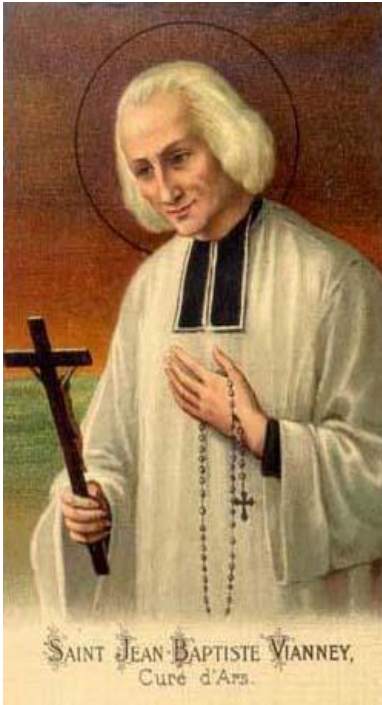
Strategies:

- Conduct a training in action research
- Schedule forum to defend research undertaken
- Publication of a journal containing all research conducted
- Conduct collaborative research among Diocesan schools



## THE SCHOOL PATRON SAINT

### St. John Vianney



Jean-Baptiste-Marie Vianney, known as *Jo1in* in English, was born May 8, 1786 in Dardilly, France and was baptized the same day. He was the fourth of six children born to Matthieu and Marie Vianney.

John was raised in a Catholic home and the family often helped the poor and housed St. Benedict Joseph Labre when he made his pilgrimage to Rome.

A man with vision overcomes obstacles and performs deeds that seem impossible. John Vianney was a man with vision: He wanted to become a priest. But he had to overcome his meager formal schooling, which inadequately prepared him for seminary studies.

His failure to comprehend Latin lectures forced him to discontinue. But his vision of being a priest urged him to seek private tutoring. After a lengthy battle with the books, John was ordained.

Situations calling for “impossible” deeds followed him everywhere. As pastor of the parish at Ars, John encountered people who were indifferent and quite comfortable with their style of living. His vision led him through severe fasts and short nights of sleep.

With Catherine Lassagne and Benedicta Lardet, he established La Providence, a home for girls. Only a man of vision could have such trust that God would provide for the spiritual and material needs of all those who came to make La Providence their home.

His work as a confessor is John Vianney's most remarkable accomplishment. In the winter months he was to spend 11 to 12 hours daily reconciling people with God. In the summer months this time was increased to 16 hours. Unless a man was dedicated to his vision of a priestly vocation, he could not have endured this giving of self-day after day.

Many people look forward to retirement and taking it easy, doing the things they always wanted to do but never had the time. But John Vianney had no thoughts of retirement. As his fame spread, more hours were consumed in serving God's people. Even the few hours he would allow himself for sleep were disturbed frequently by the devil.

Who, but a man with vision, could keep going with ever-increasing strength? In 1929, Pope Pius XI named him the patron of parish priests worldwide.

[\(https://www.franciscanmedia.org/saint-of-the-day/saint-john-vianney/\)](https://www.franciscanmedia.org/saint-of-the-day/saint-john-vianney/)

## ADMISSION POLICIES

The school follows a systematic procedure in the admission of students. Incoming students are required to undergo initial screening, qualifying test and interview. The school reserves the right to refuse admission to any student.

### *Section 1. Admission Requirements*

- A. Nursery
  1. Age — 4 years old (as per DepEd Guidelines)
  2. PSA-issued Birth Certificate (Colored Photocopy A4 size bond paper)
- B. Kindergarten
  1. Age — 5 years old (as per DepEd Guidelines)
  2. PSA-issued Birth Certificate (Colored Photocopy A4 size bond paper)
  - 3.
- C. Old Students
  1. SF9/Report Card (Original)
- D. Transferees
  1. SF9/Report Card (original)
  2. PSA Birth Certificate (A4 colored photocopy) 2 copies
  3. Certificate of Good Moral
  4. Recommendation Letter from previous school for late enrollees
  5. Certificate of Completion (Grade 11 only)
  6. Checklist (Kinder to Grade 1 only)
  7. ESC certificate (Grade 8 to 11 from ESC participating school)
  8. Voucher Certificate (Grade 12 only)
  9. Entrance Exam Result
- E. Educational Assistance Program / Late Afternoon
  - Junior High School
    1. Report Card with no less than 80% grade in all subjects
    2. Certificate of Low Income

3. Barangay Certificate
4. Recommendation from Barangay
5. Certificate of good moral Character with Honorable Dismissal
6. Copy of Authenticated PSA Birth Certificate

#### Senior High School

1. Report Card
2. 2x2 ID picture (for voucher recipient)
3. Local Birth attachment (for unreadable PSA)
4. Certificate of Low Income issued by the barangay
5. Certificate of Good Moral with Honorable Dismissal
6. Recommendation Letter from the employer (if Working Student)
7. Authenticated PSA Birth Certificate (Colored Photocopy A4 size bond paper) 2 copies
8. Application Letter to avail the program
9. Grade 10 Completer from a public school

#### F. Students Not Eligible for Admission

1. Transferees with disciplinary problems
2. Students who leave records of grave misconduct
3. Students who have been convicted with a criminal case.

## II. FINANCIAL POLICIES

### Section 1. Mode of Payment

1. For pupils/students, a minimum of P4,000.00 will be collected upon registration which will be deducted to the whole year school fees.
2. Tuition fee may be paid in full upon registration.
3. Monthly tuition fees must be paid a week before the scheduled examination.
4. For pupils/students, a minimum of (P1,000.00) will be collected upon enrolment as initial payment for textbooks.

5. The remaining balance will be paid on installment basis until December of the current year.
6. By the end of the school year, all accounts shall have already been paid in full.

## Section 2. Enrolment, Withdrawal of Enrolment and Refund

1. A student who officially withdraws in less than a week of enrolment will be charged of the registration fee.
2. A student who officially withdraws after a week of enrolment/classes will be charged 10% of the total paid.
3. All fees will be charged in full if the student withdraws after two (2) weeks of classes regardless of when the enrollment is done.
4. If a student transfers or withdraws after two weeks, even with a justifiable reason, they will still be charged the total amount paid upon enrollment, miscellaneous and other fees, including tuition fee for the number of months they were enrolled.
5. Students who enroll after one month/onwards from the start of classes, will incur fee adjustment based on the remaining duration of the academic year.

## Section 3. Promissory Note

Promissory note will be entertained three (3) days before the scheduled exam.

1. The statement of account is needed if requesting a promissory note.
2. Only parents/authorized guardians are allowed to request a promissory note.
3. Strictly no request for promissory note will be entertained during the day of examination.
4. Request for promissory note will no longer be entertained 3 months before end of the school year. (Nursery to Grade 12).

## Section 4. Scholarships and Grant

### A. Academic Scholarship

1. Full tuition fee scholarship is awarded to pupils graduating with highest honors in Elementary schools on top of the government subsidy.
  2. The student/pupil with highest honors in each grade level will receive a full tuition scholarship for the following year.
  3. A student can only avail with **one** scholarship grant.
- B. Privilege Scholarship
1. Discount granted to brothers and sisters only (natural child of the same parents).
    - a. 20% - tuition discount is granted to the 3<sup>rd</sup> child
    - b. 30% - tuition discount is granted to the 4<sup>th</sup> child
    - c. 40% - tuition discount is granted to the 5<sup>th</sup> child
    - d. 50% - tuition discount is granted to the 6<sup>th</sup> child
  2. For regular employees, one hundred percent (100%) discount on tuition fee, miscellaneous fee and other fee and 50% discount for book fee is granted to all children and siblings.
  3. For probationary employees, seventy-five percent (75%) discount on tuition fee is granted to the first child/siblings; fifty percent (50%) to the second child/siblings; and twenty-five percent (25%) to the third child/siblings and so on.
- C. Educational Service Contracting (ESC) Grant is a government subsidy given to deserving incoming Grade 7 students.
- D. Senior High School Voucher Program is a government subsidy given to deserving incoming Grade 11 students.
- E. Students who pay their full tuition during the enrollment period will receive a **10% discount** on their total tuition fees.
- F. Educational Assistance Program (EAP)
- a. The Educational Assistance Program shall be accessible to qualified students belonging to underprivileged sectors or low-income families who are willing to take late afternoon classes with minimal school fees. This is intended for a Junior High School student who is an incoming Grade 7 student and/or a Junior High School transferee student who was an ESC grantee from the previous private school.

- i. An incoming Grade 7 student or a Junior High School transferee student who is an ESC Grantee from a private school.
- ii. Combined annual income of parent/s, guardian which does not exceed Three Hundred Thousand Pesos (PHP 300, 000.00).

### III. ACADEMIC POLICIES

#### Integrated Basic Education Department

The school has a well-planned curriculum to academically equip students with the required competencies, skills and attitude for higher forms of learning.

#### Section 1. Curricular Offerings

##### Nursery

- a. Math
- b. Science
- c. Reading
- d. Language
- e. Filipino
- f. Christian Living Values Education/GMRC
- g.

##### Kindergarten

- a. Makabansa
- b. Math
- c. Science
- d. Reading
- e. Language
- f. Christian Living Values Education/GMRC
- g.

##### Grade School

- a. Christian Living Values Education
- b. English
- c. Mathematics
- d. Filipino
- e. Science

- f. Araling Panlipunan/Makabansa
- g. TLE/Computer/Robotics
- h. MAPEH
- i. Reading

#### Junior High School

- a. Christian Living/Values Education
- b. English/Speech Class
- c. Mathematics
- d. Filipino
- e. Science
- f. Araling Panlipunan/Makabansa
- g. TLE/Computer
- h. MAPEH
- i. Robotics

#### 1.1 Bridging

The Bridging program assists students to meet prerequisite requirements in core subjects. In order to address the learning gaps of students in the integrated basic education curriculum, the school develops a range of supplementary bridging programs to equip incoming students with necessary skills in reading, writing and solving.

#### 1.2. Formation

This program intends to focus on the emotional and spiritual aspect formation. This covers *Revitalized Homeroom Guidance Program* which seeks to develop students' personality in order to prepare them for his/her role in the family, the world of work, and the community. Also, part of the students' formation is the *Lectio Divina* per class which is facilitated by the class adviser.

#### 1.3. Health and Wellness

This activity is rooted from the teachers' assessment during the agility test in the first month of the start of the school year. This aims to engage students to be physically fit by involving them in varied activities



in sports and dancing. During their scheduled HW Days, students are following the designed program curated by the MAPEH teachers.

#### 1.4. Literacy and Numeracy Upgrading Classes

The program is initiated to address the need of students in Math and English subjects. These are the two subjects which are assessed in the Global Resources for Assessment Curriculum and Evaluation, Inc.

### Section 2. Grading System

1. The grading system is averaging.
2. There are four grading periods (IBED), two semesters and two grading periods in each semester (SHS and Kindergarten) in a year.
3. The final mark in each subject at the end of the year is the average of the four grading periods. The final mark in each subject by strand at the end of the semester is the average of the two grading periods.
4. The general average is the weighted mean of the final marks in all subjects.

The school has adopted the grading system and awards and recognition (DepEd Order No. 8, series of 2015 and DEpEd Order No. 36, series of 2016)

#### Step 1

Grades from all student work are added up.

This results in the total score for each component, namely Written Work, Performance Tasks, and Quarterly Assessment. For SHS, each component bears a different percentage depending on the track being selected in the e-class record: Core Subject (All Tracks), Academic Track (Except Immersion), Work Immersion/ Culminating Activity, and TVL/ Sports/ Arts & Design (for Academic Track) Raw scores from each component have to be converted to a Percentage Score.

#### Step 2.

The sum for each component is converted to the Percentage Score. To compute the Percentage Score (PS), divide the raw score by the highest possible score then multiply the quotient by 100%.

Table 1. Weight of the Components for Grades 1-10

	Components	Languages	AP	CLVEd	Science	Math	MAPEH	EPP/TLE
1 to 10	Written Work				40%			
	Performance Task	50%					60%	
	Quarterly Assessment	20%						

Step 3.

Percentage Scores are then converted to Weighted Scores to show the importance of each component in promoting learning in the different subjects.

To do this, the Percentage Score is multiplied by the weight of the component found in Table 1 for Grades 1 to 10 and Table 2 for Senior High School. The product is known as the Weighted Score (WS).

The program aims to enhance the mathematical abilities, science skills and English proficiency of the learners. What makes the curriculum different from the regular class is the added elective subjects like Earth and Environmental Science, Geometry, Elementary Statistic, Basic Physics, Advanced Physics, Advanced Statistics, Calculus and Science Investigatory Project.

1. To maintain for the Modified Science Curriculum Class, a student must maintain his/her final ratings of not less than 85% in all subject areas and a general average for the final grade of not less than 90%.

2. If the student will not be qualified to the Modified Science Curriculum Class by next school year he/she will be automatically transferred to star section.
3. Vacant slots for the Modified Science Curriculum Class will be filled in the grade 8 level only and aspiring students must follow the guidelines for admission.
4. Filling in for the vacant slots in the Modified Science Curriculum Class is not applicable for grade 9 and grade 10 levels.
5. Vacant slots in the Modified Science Curriculum Class must be filled in by the top honor students from Secondary Basic Education Curriculum class.
6. In case there is a tie on the 45th slot, students who are tied will take another set of exams to break the tie.
7. If the student from Modified Science Curriculum Class wishes to transfer to another school for the next school year, a vacant slot will be given to the top honors from SBEC.
8. In case there is a tie on the 45th slot, students who are tied will take another set of exams to break the tie.
9. If the student from Grade 7 Modified Science Curriculum Class wishes to transfer to another school for the next school year, a vacant slot will be given to the top honors from SBEC.
10. Admission to the (MSC) is determined based on a comprehensive evaluation, which includes an interview, entrance examination, and academic performance in the previous school year.
11. Students who have committed any misdemeanors of conduct subjected to disciplinary proceedings (cheating, bullying) shall be transferred to other sections for the next academic year.

## Guidelines for Star Section

In order to qualify for the exam, a pupil/student must have a General Average of 90% or higher with no grade below 85% in all subject areas in their final rating. However, all With Highest and with High Honor pupils and students of this institution from the previous year are automatically qualified for Star Section.

50% of the General Average and 50% of the Equivalent Grade of the Examination are the bases of determining the top ranking qualifiers.

### Section 4. Honors and Awards

#### Periodic Award

1. Academic recognition is awarded to the students/pupils in each grade level per grading period (IBED) and Grade 11 students every semester.
2. The Grade 12 academic awardees are acknowledged in the first semester. However, honor students for the graduation ceremony will be chosen based on their overall grade point average (GPA) from both the first and second semesters. The average of each semester doesn't necessarily meet the grade of 90%, but when added up, it should total an average of 90% and above.
3. To qualify for the award, the student/pupil must not have a grade below 85% in all subjects including conduct.
4. Must not have committed any misdemeanors of conduct subjected to disciplinary proceedings.

Table 2. Shows the specific Academic Excellence Award given to learners who meet the followings cut-off grades **(missing table 2)**

## Annual Academic Excellence Award

I. General academic excellence award is given to the students/pupils at the end of every school year/semester.

To qualify for this award, a learner must:

- A. Must have no grade lower than 85% in their final rating of any of the learning areas.
- B. Must not have committed any misdemeanors of conduct subjected to disciplinary proceedings.
- C. For SHS, students must not have been suspended for the current semester.

Table 3: Annual Academic Excellence Award

Academic Excellence Award	General Average
1. With Highest Honors	98-100
2. With High Honors	95-97
3. With Honors	90-94

### Award for Outstanding Performance in Specific Discipline

These awards are given to recognize learners who have exhibited exemplary skills and achievement in specific disciplines. The disciplines are English, Math, Science, CLVED, Filipino, Araling Panlipunan, MAPEH, and Technical-Vocational Education. These awards also value the learner's achievement in a specific discipline that has contributed to the school and/or community.

The awardees must not have been subjected to any disciplinary action and signed Term of Agreement.

**Table 3. Criteria for awards for outstanding performance in specific discipline**

Name of Student	Academic Final Rating (50%)		Skills in discipline-(50%)		Resu
STUDENT 1			<i>Final Rating (WW+PT) 25%</i>		<i>In campus or off campus events (25%)</i>  <i>(See Rubrics for the point system)</i>

Criteria	National Level	Regional Level	Division Level	School Level
<i>In campus or off campus events (25%)</i>	1 <sup>st</sup> Place- 100 (25) 2 <sup>nd</sup> Place- 99 (24.75) 3 <sup>rd</sup> Place- 98 (24.5) 4 <sup>th</sup> Place- 97 (24.25) 5 <sup>th</sup> Place- 96 (24) Non-placer- 95 (23.75)	1 <sup>st</sup> Place- 95 (23.75) 2 <sup>nd</sup> Place- 94 (23.5) 3 <sup>rd</sup> Place- 93 (23.25) 4 <sup>th</sup> Place- 92 (23) 5 <sup>th</sup> Place- 91 (22.75) Non-placer- 90 (22.5)	1 <sup>st</sup> Place- 90 (22.5) 2 <sup>nd</sup> Place- 89 (22.25) 3 <sup>rd</sup> Place- 88 (22) 4 <sup>th</sup> Place- 87(21.75) 5 <sup>th</sup> Place- 86 (21.5) Non-placer- 85 (21.25)	1 <sup>st</sup> Place- 85 (21.25) 2 <sup>nd</sup> Place- 84 (21) 3 <sup>rd</sup> Place- 83 (20.75) 4 <sup>th</sup> Place- 82 (20.5) 5 <sup>th</sup> Place- 81 (20.25) Non-placer- 80 (20)

## Senior High School



## V. CLUBS AND ORGANIZATIONS

The school has established different clubs and organizations to support the academic program, further develop skills and enhance the latent potentials of the students.

### **Section 1. Recognized Clubs and Organizations**

#### *Academic Clubs*

Support the curricular programs by providing opportunities for pupils and students to develop their talents, skills and leadership in the different subject areas, while at the same time stimulate their initiative, creativity, and responsibility. cooperation and social awareness.

#### **1. Math Wizards Club**

Encourages students to facilitate and participate on discussions and activities that enhance and update knowledge related to Mathematics.

#### **2. Acres Scholar Club**

Enhances and reinforces knowledge of students on the updates in the world of Science and Technology for maximum awareness of all the things and their specific use and purpose to man.

#### **3. League of English Mavens Club**

Broadens and heightens the pupils'/students' interest and potential in communication arts. It allows pupils/students acquire knowledge and skills in creative expression.

#### **4. Bagani Club/CLVED Club**

Conduct activities and programs which encourage pupils/students to be nationalistic. other- person oriented, environment-friendly and God-centered individuals.

#### **5. TLE Club**

Provides opportunities for members to develop practical skills related to livelihood such as table skirting, bracelet making, and cooking.

#### **6. Kinaadman Club**

Promotes patriotism by giving emphasis is to the language and literature, culture and tradition of the Filipinos in designing programs and activities.

## Service Clubs

Contribute to the pupils'/students' holistic development and formation by providing opportunities for learning through community service activities and the like. Supreme Student Government Cultivates pupils/students to become good Christian Leaders. The club also allows the pupils/students to exercise the right to determine resolutions and programs regarding pupils'/student's activities.

### **1. Red Cross Youth Club**

Promotes spirit of humanitarian and develops the members holistically with the framework of the organization as an instrument, promoting harmonious relationship among school personnel, students and teachers.

### **2. Boy Scout of the Philippines (BSP)**

Provides progressive outdoor-based non-formal education to develop morally straight, discipline, concerned, self-reliant citizens in the tradition of World Scouting.

### **3. Girl Scout of the Philippines (GSP)**

Helps girls and young women realize the ideals of womanhood and prepare themselves for the responsibilities in the home, the nation and the world community.

### **4. Supreme Student Government**

In our commitment to fostering an effective student governance system, the students of Maryknoll College of Panabo, Inc. have crafted a comprehensive Constitution and By-Laws for the Supreme Student Government (SSG). This foundational document serves as a clear framework that outlines our mission to promote freedom, equality, justice, service, and democracy within our student body.

To enhance the student experience, we emphasize the Duties and Obligations of Students, encouraging active participation and responsibility among all members. The procedures for SPG/SSG Elections and Campaign Rules and Regulations ensure fair and transparent selection processes for our leaders.

## **5. Supreme Pupil Government**

In our commitment to fostering an effective student governance system, the students of Maryknoll College of Panabo, Inc. have crafted a comprehensive Constitution and By-Laws for the Supreme Pupil Government (SPG). This foundational document serves as a clear framework that outlines our mission to promote freedom, equality, justice, service, and democracy within our student body.

To enhance the student experience, we emphasize the Duties and Obligations of Students, encouraging active participation and responsibility among all members. The procedures for SPG/SSG Elections and Campaign Rules and Regulations ensure fair and transparent selection processes for our leaders.

### **Interest Clubs**

Support the school's developmental programs by encouraging the expression of the pupils'/students' special talents in the arts, dance, music, athletics, journalism and other fields of interest.

#### **1. Guhit Kamay Young Artist Club**

Provides avenues for young artists to employ their talents and art skills productively and creatively.

#### **2. MCPI Dance Troupe Club**

Provides opportunities for the pupils/students to showcase their talents in dancing and performing.

#### **3. Campus Choir Club**

Develops one's God-given talent and ability in singing to render service and active participation to school activities and Christian community.

#### **4. The Knollege Club**

Promotes the development and growth of pupils/students by undertaking programs and projects which are aimed at improving the journalistic skills of students for responsible and free journalism.

#### **5. Sports Club**

Undertakes various sports events and programs to develop sportsmanship and camaraderie among students and members of the school community.

## **6. Drum and Lyre Corps Club**

Develop the skills in playing or performing with the use of brass, instruments, flags and batons, to showcase the talents through representing the school in different activities inside and outside the school.

## **7. Book Lovers Club**

The Book Lovers Club is a vibrant community at MCPI dedicated to fostering a love for reading and enhancing literary skills among students. The club aims to help members showcase their talents through engaging activities that cultivate a supportive environment, celebrating the joy of reading and promoting personal growth. The Book Lovers Club engages everyone to join us to explore new genres, participate in exciting discussions, and develop skills in literacy and communication!

## **8. Tech-iGen Club**

The Tech-iGen Club is a dynamic group of MCPI students who is passionate in capturing and preserving the memories of our school community. Our mission is to document school events, activities, and milestones through high-quality photos and videos that tell the story of our school.

As members of Tech-iGen, students gain hands-on experience in photography, videography and editing, learning essential techniques for capturing moments that matter. From school assemblies and sports games to performances and special events, the club provides opportunities to improve technical skills, explore creative expression, and enhance storytelling abilities.

## **Section 2. Guidelines for Membership and Officership**

### **A. Membership**

1. Each student must be a member of One academic and one non-academic clubs.

2. Attendance and active participation in club activities is one of the bases for rating co-curricular activities.

**B. Officer ship**

1. Club and class officers shall be elected.
2. A student can simultaneously hold only one major and one minor position in either the academic club or non-academic club.
3. Officers are expected to perform their duties and responsibilities as stipulated in their Constitution and By-Laws.

**C. Elected Club and Class Officers**

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Auditor
6. Business Manager (2)
7. P.I.O. (1)
8. Peace Officers (2)
9. Graphic Designers (3)
10. Grade Level/Cluster Representatives (for Club Officers Only)

**D. Elected Supreme Student Government and Supreme Pupil Government**

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Auditor
6. Business Manager (1)
7. P.I.O. (1)
8. Peace Officers (2)
9. Graphic Designers (3)
10. Grade Level/Cluster Representatives

**Leadership Excellence Award**

Leadership Excellence Award is the highest award a student/pupil receives. This award is given to a student who has exhibited a notable and dynamic leadership as attested by his/her performance in curricular and co-curricular activities serving as either participant or organizer and who has demonstrated exemplary skills in motivating others. He/she must exemplify the ideals of the school exhibiting balance between academic and co-curricular performance.

Criteria	Weight	
	Advisers	Peers
<b>1. Motivational Skills (40%)</b> <ul style="list-style-type: none"> <li>a. Communicate Effectively</li> <li>b. Shows initiative and responsibility</li> <li>c. Engages group and/or club mates to participate actively</li> <li>d. Establishes collaborative relationships</li> <li>e. Resolves Conflicts</li> </ul>	24%	16%
<b>2. Planning and Organizational Skills (40%)</b> <ul style="list-style-type: none"> <li>a. Plans and designs relevant activities for the class, club and/or school anchored on MCPI VMC.</li> <li>b. Implement and planned activities effectively and efficiently.</li> <li>c. Monitors implementation of plans and tasks.</li> <li>d. Manages and/or uses resources wisely.</li> </ul>	24%	16%
<b>3. Contribution to the school and/or community (20%)</b> <ul style="list-style-type: none"> <li>a. Renders service and/or implements activities relevant to the school population and/or community</li> </ul>	12%	8%
<b>TOTAL</b>	<b>60%</b>	<b>40%</b>

### Award for Club or Organization Achievement

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

**Table 8. Criteria and Weights for Award for Club or Organization Achievement.**

Criteria	Weight
<b>1. Club/Organization Performance</b> <ul style="list-style-type: none"> <li>a. Plans and develops club/organization’s objectives, projects, and activities.</li> <li>b. Implements projects and activities, and delivers services based on the club/organization’s objectives and plans.</li> <li>c. Manages and/or uses resources wisely</li> <li>d. Shows teamwork and collaboration among its members.</li> </ul>	50%
<b>2. Exemplary Output</b> <ul style="list-style-type: none"> <li>a. Delivers a concrete output related to the objectives and purpose of the club/organization and the school.</li> </ul>	30%
<b>3. Contribution to the School or Community</b> <ul style="list-style-type: none"> <li>a. Benefits the members of the club/organization and the greater majority of the school population and/or organization.</li> </ul>	20%
<b>TOTAL</b>	<b>100%</b>

**Loyalty Award**

The Loyalty Award is given to a student who has continuously studied at Maryknoll College of Panabo, Inc. from kindergarten to Grade 12.



## Special Recognition

This award is given to a learner who has represented and/or won in competitions at the district, division, regional and national levels, and who has demonstrated exemplary performance in academic, athletics/sports, and arts, and/or represented the school in DepEd-recognized activities.

## Service Award

Is given to a student who has rendered exemplary acts of generosity and dedication to serve in class, school and outside activities.

**Table 10. Criteria for Service Award**

<b>Criteria</b>	<b>Weight</b>
<b>1. Spirit of Volunteerism</b> a. Performs tasks without being told/supervised	25%
<b>2. Commitment and Dedication</b> a. Willing to do tasks and other responsibilities with less supervision and without complaining.	25%
<b>3. Involvement in inside school activities</b> a. Actively assists in the conduct of in-campus activities and programs	25%
<b>4. Involvement in off-campus school activities</b> a. Actively supports the conduct of outside school programs and activities serving as either participant or facilitator	20%
<b>TOTAL</b>	<b>100%</b>

## Athlete of the Year Award

Athlete of the Year Award is given to an athlete who has displayed discipline, teamwork, sportsmanship and excellence in playing the sports where he/she excels. There will be one male and one female awardees.

## **Criteria:**

### **Athleticism (25%)**

He/she must have shown exceptional athletic capability in his/her field of sports.

### **Participation and Dedication (25%)**

He/she must be faithful in attending regular practices.

He/she should bring honor by winning in competitions.

### **Conduct and Personal Discipline (25%)**

He/she must not have been subjected to any disciplinary action.

### **Academic and Non-academic Involvement (25%)**

He/she must show balance between academics and sports. No failing marks in all subjects in any grading period.

## **Technology and Digital Safety**

Recognizing the importance of technology in education, Maryknoll College of Panabo, Inc. has implemented the following measures:

**Online Systems:** Utilize platforms such as Learning Management System, Enterprise Resource Planning and Manage Information System for efficient data management and interactive learning.

**Digital Safety:** Students and parents are encouraged to follow best practices in online safety, including:

- Protecting personal information.
- Reporting cyberbullying or suspicious activities.
- Adhering to the school's acceptable use policy for digital tools.

## Personnel student-services and Facilities

The conduct of development programs and activities is enhanced by providing support services and facilities.

### **Section 1. Services**

#### **Guidance Services**

Renders guidance and counseling services to the students of the Institution to assist them in their holistic development.

#### **Library Services**

Primarily responsible for cataloging, maintenance, and safekeeping of library materials and related learning resources. It also provides assistance to the library users in terms of locating relevant reference materials and assists in the determination of learning resource materials to be acquired by the Institution. The library is open from Monday to Friday.

#### **Health Services**

There is a provision of medical services in support to the implementation of the Integrated healthcare programs of the institution for its pupils/students and employees. A medical-dental examination is given to students once a year.

### **Section 2. Facilities**

#### **Science Laboratory**

The Laboratory has a provision for the following equipment, tools, and consumables such as fume hoods, showers, eyewash, first aid kits and charts.

#### **Audio-Visual Room**

The Audio-Visual Room has a provision for a 50- seat capacity and is equipped with an overhead projector, multimedia, television set, VHS, CD/DVD, sound system and internet access. Such equipment is employed to support learning activities.

## **Computer Laboratory**

The computer laboratories are fully air conditioned and each is equipped with 47 computer units connected to the internet.

## **Speech Laboratory**

The speech laboratory can house a maximum of 50 students with provision for air-conditioning units and state-of-the-art sound system contributing to the achievement of optimum learning among the students.

## **Canteen**

The Canteen is under the Student Services Area that takes charge of food service or menu items that are varied, nutritionally balanced, appetizing and responsive.

## **Bookstore**

The bookstore is primarily responsible for the deliveries of uniforms, school supplies, and related items; direct selling of stocks and merchandise items.

## **Gymnasium/ Covered Court/ Quadrangle**

This is made available for the conduct of outdoor instructional activities.

## **Section 3. Other Services**

### **Office of the Student Affairs**

Primarily responsible for the planning and implementation of student welfare laid co-curricular activities.

### **Prefect of Student Formation Office**

Primarily responsible for the development and implementation of Institutional policies and procedures related to the maintenance of student discipline and decorum.

### **Socio-Pastoral Office/Campus Ministry Office**

Primarily responsible for managing and coordinating activities related to spiritual formation of students and other Institutional constituents as well as religious/spiritual activities undertaken in the academic and administrative departments. It also manages social action initiatives of the Institution directed towards external stakeholders and beneficiaries.

### **Information Technology Office**

Primarily responsible for providing tech support, network management, hardware and software maintenance, data backup and data security, as well as user training of School Enterprise resource planning (ERP) System.

### **Physical Plant Office**

Primarily responsible for the maintenance, upkeep, and improvement of the school's physical facilities, ensuring a safe, functional, and conducive environment for learning and work. It oversees the management of buildings, classrooms, offices, and other infrastructure, including utilities, landscaping, and equipment maintenance. The office also coordinates renovation and expansion projects to support the institution's growth and operational efficiency.

### **Campus Safety and Security Office**

Primarily responsible for ensuring the safety and security of students, faculty, staff, and visitors within the campus. It manages security personnel, monitors campus access points, and enforces safety protocols to maintain order and protect institutional assets. The office also develops and implements emergency preparedness plans, risk management strategies, and crime prevention initiatives to create a secure and disciplined learning environment.

### **Internal Quality Assurance**

The Internal Quality Assurance System (IQAS) at Maryknoll College of Panabo, Inc. functions as a mechanism for the ongoing monitoring of program and activity implementation, ensuring adherence to defined standards and criteria. It serves as a tangible approach to upholding and fostering quality standards across various aspects of school operations,

supervision, and administration. This program encompasses year-round activities dedicated to assessing, monitoring, ensuring, maintaining, and enhancing the quality of organizational structure, procedures, and policies.

During audit activities, best practices are validated, and areas requiring improvement are duly addressed. Results from quality assurance processes are systematically documented and utilized to enact corrective action plans.

In other words, the Internal Quality Assurance (IQA) Office plays a pivotal role in upholding and enhancing the quality across all facets of the institution. This office ensures that the school's operations align with the standards set by the Department of Education (DepEd), the Commission on Higher Education (CHED), and other accrediting bodies such as the Philippine Accrediting Association of Schools, Colleges, and Universities (PAASCU) and the Private Education Assistance Committee (PEAC).

In response to PAASCU's updated accreditation tools for the upcoming evaluation, the school has established the IQA Office. The creation of this office is expected to assist the school and its administrators in refining practices, addressing areas that require improvement, and developing processes and strategies aimed at elevating the school's overall quality. Thus, the IQA has been established to ensure quality, excellence, harmonious collaboration and smooth operations within our school.

## VII Discipline policies

It is the desire of the school to safeguard the rights and responsibilities of others, to establish and maintain peace and order, and to help promote the general welfare of the members of the school community. Provisions for good conduct are hereby promulgated and observed.

### Section 1. General Discipline

- a) Every student is expected to:
- b) observe school rules and regulations,
- c) exhibit desirable behavior inside and outside the school campus at all times,
- d) wear the prescribed uniform with honor and pride.
- e) punctually come to school and attend in-campus/off- campus activities,
- f) observe good manners and right conduct while classes and school activities are going on,
- g) show respect and courtesy to everyone, both young and old, regardless of gender, age, economic status and race,
- h) exercise proper use and care of school equipment and facilities,
- i) use decent language and gesture at all times; and
- j) Stay in the school premises during class hours unless
- k) allowed to leave the campus by the school authority for valid reasons.

### Section 2. Offenses and Sanctions

- A. **Major Offense** is sanctioned with suspension, exclusion or non-readmission.

The following are considered as major offenses:

1. gross misconduct/repeated minor offenses,
2. recruiting, membership, or conducting illegal activity/ies for unrecognized organizations, fraternities and sororities,
3. possession of pornographic literature (indecent pictures, videos, films, magazines, tapes, discs, and among others.),
4. Bringing, harboring and transmitting of deadly weapons such as but not limited to guns, knives, fan knives, spear, bolo, balisong, barong, kris, clubs, or any sharp pointed materials that can cause treat, harm and serious injury, improvised guns, improvised explosive devices, and unauthorized

- chemical compounds inside the school campus at any place where and officially approved students activity/ies is held.
5. Bringing and consuming alcoholic beverages such as but not limited to beer, vodka, wine, sojo, gin, tequila, rum, whisky, brandy, and coconut wine inside and outside the school campus or any place where an officially approved students activity/ies is held.
  6. Bringing, using, trafficking, harboring, marketing or as stated in Republic Act 9165 or also known as Comprehensive Dangerous Drug Act of 2002 inside the campus or any place where an officially approved student activity/ies is held
  7. leading or participating in concerted activities leading to disruption of classes,
  8. assaulting or posing serious threat against fellow students and school authorities,
  9. tampering or forging of school records, important documents, signature of a person in authority or of their parents in official communications.
  10. tearing off any page of the student handbook
  11. defacing or destroying school properties or the property of others,
  12. stealing school properties and personal belongings of others,
  13. cheating in all forms during evaluation and examinations and other forms of lying and dishonesty such as making signs, using body language or any gesture that may be interpreted as cheating, test leakage,
  14. gambling in any form,
  15. bringing, buying and using smoking materials such as but not limited to cegarettes, vape, and E-cegarettes inside and outside the school campus or any place where an officially approved student activity/ies is held.
  16. collecting contributions in and out of classes for any purpose whatsoever without the approval of the proper authorities,
  17. inappropriate display of affection
  18. using indecent language and displaying lascivious acts.
  19. insubordination and incorrigibility,



20. irresponsible use of social media like posting derogatory remarks against the members of the school community
21. plagiarism,
22. bullying

### Provisions for Bullying and Cyberbullying

Bullying and Cyberbullying interfere with Educational opportunities and can substantially disrupt the operations of the school. In pursuance to Child Protection and Republic Act No. 10627 also known as the Anti-Bullying Act of 2013, Maryknoll College of Panabo, Inc. has zero tolerance policy for bullying and is committed to provide a caring, friendly, safe, and healthy learning environment to any student. Bullying refers to willful aggressive behavior that is directed towards a particular victim who may be out-numbered, younger, weak, with disability, less confident, or otherwise vulnerable.

Bullying is committed when a student commits an act or a series of acts directed towards other students, or a series of single acts directed towards several students in a school setting or a place of learning, which results in physical and mental abuse, harassment, intimidation, or humiliation. Such acts may consist of any one or more of the following:

- a) threats to inflict a wrong upon the person, honor or property of the person or on his or her family: humiliation, intimidation; offensive joke; attack by rumor and gossip;
- b) stalking or constantly following or pursuing a person in his or her daily activities, with unwanted and obsessive attention;
- c) taking of property;
- d) public humiliation. or public and malicious imputation of a crime or of a vice or defect, whether real or imaginary, or any act. omission, condition, status, or circumstance tending to cause dishonor, discredit or expose a person to contempt;
- e) deliberate destruction or defacement of or damage to the child's property;
- f) physical violence committed upon a student, which may or may not result to harm or injury, with or without the aid of a weapon.

Such violence may be in the form of mauling, hitting punching, kicking, throwing things at the student, pinching, spanking, or other similar acts;

- g) demanding or requiring sexual or monetary favors, or extracting money or property, from a pupil or student;
- h) restraining the liberty and freedom of a pupil or student.

Cyber bullying — is any conduct defined in the preceding paragraph, as resulting in harassment, intimidation, or humiliation, through electronic means or other technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social networking websites or other platforms or formats.

The online presence of Maryknoll students, identified as such, participating on Facebook, Twitter, Instagram, and other social media sites; and other Blog or Vlog sites should always be exercised in keeping with the Core Values of the school.

In all online activities, it is necessary that students shall exhibit exemplary behavior and bring a positive image to the school. Students should avoid unnecessary or trivial identification with the school in their posts. The posting of materials or comments that might be offensive to others, such as sexual comments, insulting posts, gender sensitive posts, arrogant behavior, or posts that violate personal privacy or make fun of others, amount to cyber bullying and shall be cause for disciplinary action.

## SOCIAL MEDIA POLICIES

Internet Safety- as defined by Common Sense Education (2018), “Internet safety or e’safety includes knowing about one’s Internet privacy and how one’s behaviors can support a healthy interaction with the use of the internet”.

Students who demonstrate Internet Safety

- a) act responsibly and do not expose themselves or others to harm;
- b) are mindful and careful of online interactions;
- c) are aware of the permanent nature of online interactions;
- d) ensure interpersonal interactions in cyberspace mirror face-to-face interaction expectations
- e) keep personal information and intellectual property protected;
- f) protect against crime and do not put others to risk; and
- g) recognize warning signs of bullying

REPUBLIC ACT NO. 11313 ALSO KNOWN AS “SAFE SPACES ACT” Article 11 Section 12

### GENDER-BASED ONLINE SEXUAL HARASSMENT ACT

Gender-Based Sexual harassment includes acts that use Information and Communications Technology in terrorizing and intimidating victims through;

- a) physical, psychological and emotional threats, unwanted sexual misogynistic, transphobic, homophobic and sexist remarks and comments online whether publicly or through direct and private messages;
- b) invasion of the victims’ privacy through cyber stalking and
- c) incessant messaging;
- d) uploading and sharing without the consent of the victim anyform of media that contains photos, voice, or video with sexual content;

- e) any unauthorized recording and sharing of any of the victims
- f) photos, videos, or any information online; impersonating identities or victims online or posting lies about victims to harm their reputation; or
- g) filing false abuse reports to online platforms to silence victim

## B. Sanctions for Major Offenses.

After due process and serious deliberations, the discipline committee recommends any of the following sanctions depending on the gravity of the offense.

1. First Commission: 2 days of supervised suspension with counseling session
2. Second Commission: 3 days of suspension (with homework to do and submit to the Prefect of Student Formation when he/she comes back to school) with counseling session
3. Third Commission: Suspension of 5 days (with counseling session when he/she comes back to school)
4. The gravity of the circumstances may cause the imposition of higher penalties even for the first offense, such as:
  - a) prohibition from joining any curricular or co-curricular activities.
  - b) advise to transfer to other school or divert to Home Study Program with justifiable reason instead of expulsion
  - c) Exclusion from Recognition Programs, Moving-up Exercises or Graduation Rites
  - d) Execution of Deed of Formal Undertaking for the incoming school year
  - e) Immediate preventive suspension may also be imposed to preserve order

- C. **Minor Offense** is sanctioned with oral and written warnings with parents' conference. Three times commission of the same minor offense will be subjected to a major offense.

The following are co Borrowing or lending ID card, library card or gate pass

1. Posting, publishing or making announcements and/or erasing what is written on the bulletin boards without permission from the authorities
2. Intentional absences in general assemblies and activities held within the school campus
3. Habitual failure to give parents letters or notices coming from the school
4. Initiating unnecessary conversations during class hours and other activities
5. Going out of the classroom without permission from the teacher or visiting other classrooms during class hours
6. Creating unnecessary noise resulting to disturbance of classes
7. Tardiness or absences without valid reasons
8. Coming to school in unprescribed haircut and uniform
9. Cutting classes and frequent absences are considered as minor offenses:

D. Sanctions for Minor Offenses

1. First Commission: Student-teacher conference which ends with the signing of the Terms of Agreement
2. Second Commission: Conference of parent, teacher and student which ends with the signing of the Terms of Agreement
3. Third Commission: 2 days of supervised suspension with counseling session

E. Definition of Sanctions

1. Written Warnings. Terms of Agreement will serve as an official communication to the parents/authorized guardians of the offense committed by the student.
2. Supervised/In-school Suspension. The student receives an in-campus suspension which includes research and a performance of a community- service assignment. He/she is responsible for every lesson, homework, and class activity missed during the period of suspension.
3. Exclusion or Suspension from School. A student is suspended from school for a specified number of days. He / She is not allowed to be inside the campus and is prohibited from joining off-campus activities. He/She is held responsible of all class works and activities while completing the suspension period.
4. Home Study Program or Expulsion. Students under home study program shall not be allowed to re-enroll themselves for the next school year/semester. Please see the Guidance office for the provision of the home study program.
5. Expulsion is imposed to a student who has committed offenses of severe gravity as per deemed necessary and approved by the discipline committee and the School President.

### Section 3. The Discipline Committee

Major offenses are deliberated by the Discipline Committee composed of the following:

1. Prefect of Student Formation- chair
2. Class Adviser
3. Grade level Subject Teachers

## Section 4. Due Process

Due process is observed to decide the degree of the offense committed against existing school policies, rules and regulations. Appropriate sanctions are served only after thorough investigation and deliberation of the case. A formal complaint must be put into writing. The decision of the discipline committee is recommendatory.

- 1) A written complaint duly signed by the complainant will be submitted to the Prefect of Student Formation.
- 2) The Prefect of Student Formation informs in writing the pupil/student involved.
- 3) The offender and aggrieved party will be asked to present their statements and evidence to justify their claims.
- 4) The Discipline Committee will convene and conduct further investigation.
- 5) The Discipline Committee will decide on the case based on verified evidences and submit the recommendation to the School President for final disposition or approval.
- 6) All parties concerned will be informed in writing on the decision and sanctions.

## Section 5. Special Admission

- 1) Students under probation and deed of formal undertaking will be under the special program of the Guidance Office. (see attached probationary and deed of formal undertaking form)

## Section 6. Attendance

### A. Absences

1. When students are absent, they are asked to bring an excuse letter duly signed by their parents/authorized guardians, present it to the Prefect of Student Formation and claim admit to class slip.
2. Present admit to class slip to the first period teacher for proper recording.

## B. Tardiness

1. All students who will come to school late will get admit to class slip before entering the classroom.
2. Habitual tardiness has a corresponding sanction as specified in the discipline policies

## C. Curfew Time

1. All students except late afternoon classes may not stay in the campus beyond 6:00 in the evening.
2. Practices and other related school activities beyond curfew time shall only be allowed upon approval of the school principal.
3. Practices held outside the school campus are not authorized by the school

## Section 7. Mobile phone and Handled Portable Devices

1. Any personal portable electronic devices like mobile phones, iPod, smart watches, and the like except for assistive technology that supports medical conditions, may not be used during school hours unless required in the subject area with clearance from the principal.
2. Students with valid reasons for bringing mobile phone must submit a letter duly signed by their parents to their class advisers which shall be surrendered before class hours.
3. Using of phone is strictly for academic purpose only.
4. Taking of videos or any virtual live video of any online platform which is not related to any school activities or academic requirements without permission from the school authority is strictly prohibited.



## Section 8. Parent-Teacher Conference and Consultation

1. Parent-teacher conference is held during the distribution of report cards every grading period.
2. Parents are encouraged to confer with teachers on the
3. progress of their children after class hours. Prior
4. arrangement should be made through the school Principal for any consultation held.

### COMMON PRAYERS AND HYMNS

#### Prayer of St. John Vianney

I love You, O my God, and my only desire is to love You until the last breath of my life. I love You, O my infinitely lovable God, and I would rather die loving You, than live without loving You.

I love You Lord, and the only grace I ask is to love You eternally... My God, if my tongue cannot say in every moment that I love You, I want my heart to repeat it to You as often as I draw breath.

#### Prayer to the Holy Trinity

Glory be to the Father,

Who by His almighty power and love created me,  
making me in the image and likeness of

Glory be to the Son,

Who by His Precious Blood delivered me from hell and  
opened for me the gates of heaven.

Glory be to the Holy Spirit,

Who has sanctified me in the sacrament of Baptism, and  
continues to sanctify me by the graces I receive daily  
from His bounty.

Glory be to the Three adorable Persons of the Holy  
Trinity, now and forever. Amen

## The Morning Offering

O, my God in union with our Lord Jesus Christ  
Offering Himself to the Holy Mass And Through the  
Immaculate Heart of Mary

I offer you my Prayers, works, joys, and suffering of  
this day In reparation for the sins of the world

For my special intentions and for the Intentions of the  
Holy Father

I wish to gain all indulgences, attached to my prayers  
and good works of this day

O Mary by the Immaculate Conception, kept my body  
pure and my soul holy

O Almighty God, bless and protect the Philippines May  
it ever be a country of freedom and justice

Teach us to love you and to love our country Inspire  
and guide our rulers

May we always be united and loyal to thee May we  
always loyal to our country and to our flag Grants us  
through peace. Amen

## Angelus

L: The Angel of the Lord declared unto Mary

R: And she conceives of the Holy Spirit. (Hail Mary)L:  
Behold the handmaid of the Lord.

R: Be it done unto me according to your word. (Hail  
Mary) L: And the Word was made flesh

And Dwelt among us. (Hail Mary) Pray for us, O Holy  
Mother of God

R: That we may be made worthy of the promises of  
Christ.

Let us pray:

Pour forth we beseech you O Lord. your grace into  
your hearts. That we to whom the Incarnation of Christ  
your Son, was made known by the message of an angel,  
may be His Passion of the Cross. be brought to the  
glory of His Resurrection through the same Christ our  
Lord. Amen.

One our Father, One Hail Mary and One Glory Be

### **Alma Mater Hymn**

- I. Come along let us join in a song Hail to  
Maryknoll On the green lawn she stands with  
leer Welcoming hands As an Attr a Mater true.
- II. Far and wide she's Panabo's own pride Ever be  
loyal be So let's sing it out And will raise a sly  
out For our dear old Maryknoll

III. Then Hail, oh hail to Maryknoll Our Alina  
Mater true And we'll ever stand Every heart  
and hand For the honor of Maryknoll

## Terms of Agreement

I, the undersigned , voluntarily agree to abide by the policies , rules, and regulation of the institution to promote and maintain its programs of order, security , and discipline.

I, further agree to coordinate my activities and shall submit myself to the school through the office of the Prefect of student Formation Should there be cases of violation against policies ,rules and regulations of this institution. That my activities inside the institution as a student on probation shall be subjected to supervision and valid causes or justifiable reasons.

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Student's Name and Signature

Parent/Guardian's Name and Signature

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Prefect of student Formation

Approved by:

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School Principals