



**South Learners Creative School, Inc.**

Las Piñas City

*"better beginnings, better futures"*

## **STUDENT PRIMER**

### **Policies and Guidelines**

#### **for SLCS Students**

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

School Year: \_\_\_\_\_

*Dear SLCS Students and Parents,*

*Please be guided by the reminders and other information that are included in this SLCS guide. Additional information is also found at the first part of your SLCS student handbook. Let us work together to make each school year a memorable, significant and happy experience.*

### **SLCS Vision- Mission Key Words**

#### **SLCS Vision**

##### **"Better Beginnings, Better Futures"**

- ⇒ A healthy learning community
- ⇒ Fostering holistic development of learners in their multiple intelligences
- ⇒ Active learners with intrinsic love for life long learning

#### **SLCS Mission**

- ✓ Commits itself to quality learning
- ✓ Fostering of ACTIVE LEARNERS with intrinsic love for life-long learning
- ✓ Holistic, meaning-centered instruction
- ✓ High motivation and interest for young learners
- ✓ Recognizing your child's own uniqueness
- ✓ Family involvement and empowerment

*\*a complete copy of SLCS Vision, Mission, School Philosophy, Goals and Institutional Chart is found in the SLCS Handbook*

#### **Entering the Campus**

- ✓ Parents/Guardians are NOT allowed to go beyond the brown door UNLESS with appointment or office transaction
- ✓ Visitors are encouraged NOT to stay BEYOND the purpose of their visit
- ✓ Visitors should refrain from going inside any room of the school (inc. the school canteen or restroom) UNLESS with a VISITOR's ID (**pls. surrender an ID before a visitor's pass is issued, log your name and sign the visitors' logbook**)

### **School Office Hours:**

**8:00 AM-4:00 PM**

**Lunch break: 12:00-1:00 PM**

### **Proper Dress Code**

Pls. observe proper dress code: **PLS. do not wear** sando, tank top, pajamas, backless tops, provocative attire (plunging, very short shorts), house clothes and rubber slippers when entering the school premises, including waiting areas.

### **For Lunch**

Lunch/snacks must be left in the assigned area (in front of the school). Pls. advise your children to get them afterwards. To avoid switching, kindly LABEL YOUR CHILD'S LUNCH BAG WITH COMPLETE NAME, LEVEL AND SECTION.

### **Things to Bring**

Teachers will advise students about items that need to be brought at least 3 DAYS BEFORE the day of the activity. Thus, bringing all the things needed for the day is a must. Calling the parents/driver/yaya/guardian to bring to school the things left at home is **not allowed**.

### **Regarding BIRTHDAY CELEBRATIONS**

Only cake blowing and picture taking are allowed. This will be done during designated break periods. Parents must **FIRST** secure an **APPROVED ACTIVITY REQUEST FORM** from the office. Birthday celebrations are not allowed during examination, special school activities and the like.

### **Suspension of Classes**

*Department of Education Order No.22 (Revised Guidelines on Class and Work Suspension in Schools During Disasters and Emergencies)*

**Typhoon**: Classes are canceled for PRE SCHOOL in areas with TCSW (Tropical Cyclone Wind Signal Warning) 1 and above.

Classes are cancelled for GRADES 1 TO 8 in TCSW (Tropical Cyclone Wind Signal Warning) 2 and above, as issued by Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)

### **HEAVY RAINFALL WARNINGS**

**YELLOW**: Local Government Unit (LGU) of Las Pinas, will coordinate with the SDS (Schools Division Superintendent-Dep Ed-Las Pinas). The LCE (Local Chief Executive- MAYOR) will decide on the cancellation of classes.

**ORANGE AND RED**: Classes are automatically cancelled in schools situated in areas issued with Orange and Red Rainfall warning

- In cases where the Rainfall Warning is raised when classes have already begun, the school shall immediately suspend the classes, and send students home.

- *Local Chief Executive shall decide on the cancellation or suspension of classes in cases where there are Yellow Rainfall Warning, or where there are torrential rains in areas of the LGU but is NOT issued a Rainfall Warning*

**Power Interruptions/Brownouts**: Classes are NOT cancelled in schools where there are power interruptions. HOWEVER, if power interruptions result in poor learning environment, the school officials can suspend at their own discretion

***At the end of the day, the most overwhelming key to a child's success is the positive involvement of the parents.***

***-Jane Hull***

### **SLCS PARENTS' CHECKLIST**

- ✓ **READ AND SIGN** the handbook, letters in the clearbook, test results (confirmation slip), etc.
- ✓ Confirm acceptance of PCA (Projected Classroom Activities)(soft copy) for grade school and JHS and (LOM) Letter of the Month for pre-school
- ✓ Follow up the given learning activities
- ✓ Attend the PTC (Parent Teacher Conference)
- ✓ Attend different school activities (pls. see school calendar, which is given during parent orientation)
- ✓ Prepare the things of the children (things to bring, proper book and notebook labels, etc).  
  
(Please see the class schedule attached in the handbook for the schedule of your child's recess)
- ✓ Fetch your child promptly (ON TIME)

### **Health and Medication**

- ✓ If your child has **persistent** coughs, colds **and/or** fever, pls. **DO NOT SEND YOUR CHILD TO SCHOOL**. For coughs and colds of more than 1 week, seek consult with your pediatrician to rule out conditions like bronchitis, and other contagious diseases. This is to ensure the safety of your child and his/her classmate.
- ✓ If your child has communicable diseases like sore eyes, mumps, chicken pox, measles, etc., and other viral infections, **PLEASE DO NOT SEND YOUR CHILD TO SCHOOL**. Please secure a **MEDICAL CERTIFICATE** upon returning to school (specifying that the child is NOT contagious and is fit to GO BACK to school). A clearance from the doctor will be checked by the school nurse before letting your child join his/her class. This will be submitted to the school nurse.

### **Authorized Adult Companion**

***For the safety of the students, please advise the regular Adult Companion to bring his/her FETCHER's PASS.***

***What if my child will go home early or another fetcher will bring him/her home?***

1. Present an authorization letter with the name of the new companion (ask the companion to bring an ID), or the reason for going home early
2. FOR STUDENTS GOING HOME BEFORE DISMISSAL: Secure a GATE PASS which will be issued by the office. **Your child will not be allowed to leave without a gate pass.**
3. **STUDENTS ARE NOT ALLOWED TO GO OUTSIDE THE SCHOOL PREMISES during LUNCH TIME.**

Note:

- ✓ Other family members (not in the list) or parents of classmates are NOT ALLOWED to fetch any student UNLESS they are the official guardian or with an authorization letter
- ✓ **STUDENTS ARE NOT ALLOWED TO GO OUTSIDE THE SCHOOL PREMISES during BREAK/LUNCH TIME.**
- ✓ **FOR JUNIOR HIGH SCHOOL STUDENTS: Those who will commute going home must first submit a signed (1) Parent Consent Form, and after approval, can secure a (2) Permanent Gate Pass**

**Tardiness and Absence**

All classes will begin on time. (please see your class schedule, attached in the handbook) Students who come to class beyond that time is CONSIDERED LATE. Students who come late should secure a Tardiness Slip from the office and hand it over to the class adviser. **Tardiness and absences will also be reflected in the report card and Transcript of Records.**

Consistent tardiness and absence constitutes a Misbehavior Level 1, and will have consequences based on the frequency of infraction.

**Other policies regarding Class Attendance are found in the SLCS Student Handbook, pp 14-15.**

***“Train up a child in the way he should go, and when he is old he will not depart from it..”***

**Lockers**

All grade school students have individual lockers to store their things and their self care kits. Please take care of lockers. **Putting stickers, vandalizing and breaking lockers are not allowed.** (MISBEHAVIOR LEVEL 2, SLCS STUDENTS' BEHAVIOR MANAGEMENT PLAN/ Code of Discipline).

## **Students' Uniform and Grooming**

- a. Students are expected to wear the prescribed SLCS uniform
- b. Students may wear bangs but should not be long as cover their eyes and hence, distract them for learning
- c. Boys are NOT allowed to wear earrings, chokers or anklets
- d. Girls are NOT allowed to wear multiple earrings or big hoops
- e. Students are NOT allowed to wear HEAVY make up, bright nail polish or distracting accessories
- f. Tattoo on any visible part of the body is not allowed

## **SLCS Students' Code of Discipline**

***(a soft copy of the Code of Discipline will also be sent by the advisers)***

### **SLCS Core Beliefs and Principles**

1. All individuals in school will treat others with respect, concern, caring and fairness
2. All individuals in the school will display good citizenship and acknowledge responsibility for their behavior

3. The school has the **right and duty** to model and teach the principles of discipline and responsibility for one's action
4. The school will establish and use behavioral consequences in an educational manner, helping students to appreciate the purpose of rules, the importance of discipline and taking responsibility for improving one's behavior
5. Students have the responsibility to be aware of and abide by school rules, regulations and procedures

### **References:**

- SLCS Behavioral Management Plan
- RA 10627 -Anti Bullying Act of 2013
- Department of Education Order # 40, s 2012- Child Protection Policy
- RA 7610- "Änti Child Abuse Law"
- Dep Ed Order No. 6 s 2026

### **SLCS Prevention and Intervention Programs**

- School wide prevention programs
  - *Positive school climate and environment conducive to a disciplined learning environment*
  - *Periodic assessment and monitoring of students' and stakeholders' performance*
  - *SLCS Anti-Bullying/Discipline forums for students and parents*

- Classroom level initiatives
  - *School wide rules pertaining to proper discipline and conduct*
  - *Building positive sense of self and interpersonal relationships on students*
  - *Discussion of pertinent issues in discipline and means to address these*
  - *Providing an inclusive and caring learning environment for students*
- Involving parents in discipline programs and bullying prevention activities
- Monitoring students who are vulnerable to committing aggressive acts, or who are possible victims, for the purpose of early intervention. This activity shall be conducted with confidentiality and respect for all parties concerned
- Intervention programs
  - *Activities that will address concerns/issues on discipline and bullying*
  - *Emphasis on formative and corrective measures*
  - *Conformity to the principles of Child Protection Policy and Non Violent Discipline*
  - *Opportunities to practice discipline and pro-social behavior*

## **SLCS Due Process/Disciplinary Procedure**

### **1. Immediate Response**

- Calling the attention of the school personnel
- Intervention of the school personnel

### **2. Reporting of the Incident**

- Student/s concerned, class adviser, coordinators, other witness/es to the incident

### **3. Fact Finding/ Documentation**

- Interview/ Fact finding/ SLCS INCIDENT REPORT TEMPLATE
- Determining the level of misbehavior and development of intervention strategies
- Informing the parents/guardians **(in phone and writing)**
- Making appropriate recommendations to the Child Protection Committee

### **4. Intervention**

- This includes referral to other professionals (as needed)

### **5. Disciplinary Measures**

- Sanctions are based in the type and gravity of offense
- Written reprimand, community service, suspension, expulsion (among others) , in accordance with the existing rules and regulations of the school, provided that the requirements of the due process are complied with

### **6. Due Process**

- a. The student and parents/guardians shall be informed in writing**
- b. The student shall be given the opportunity to answer any complaint in writing, with the assistance of the parents/guardians**
- c. The decision of the Child Protection Committee shall be in writing, stating the facts and reasons for the decision**
- d. In case of appeal, the Child Protection Committee will deliberate the merits of the case. The school head will meet with the parents concerned to inform them of the results of the appeal.**

## **7. False Accusations**

If the student, after an investigation, is found to have knowingly made false accusations, the said student shall be subjected to disciplinary actions or appropriate actions in accordance with the existing rules and regulations of the school

## **8. Confidentiality**

Any information relating to the incident shall be treated with utmost confidentiality. Any school personnel who commits a breach of confidentiality shall be subjected to appropriate disciplinary action in accordance with the existing rules and regulations of the school

## **SLCS Child Protection Committee (CPC)**

The CPC, as established by DepEd Order No. 40, s 2012, shall be the committee that will handle discipline cases in schools.

The CPC shall also perform the following tasks:

- Conduct awareness programs
- Monitor incidents related to student discipline
- Make necessary referrals (as needed)

## **Sanctions and Corrective Measures**

### **Level 1- Misbehaviors**

- Not following
- Mild horseplay between students
- Failure to do assigned work
- Minor inappropriate comments

- Sleeping in class/ Spitting
- Dress code violations, not following the school uniform
- Inappropriate hairstyle, wearing of make up and nail polish
- Eating during class hours, eating in areas designated as "non eating areas"(ex: laboratory, classroom, etc.)
- Barging in and going out without asking permission
- Littering
- Bringing of mobile phones and gadgets
- Tardiness and poor attendance
- Other such acts analogous to the aforementioned, which may be determined by the school authorities

### **1<sup>st</sup> Infraction (Classroom Level Discipline)**

- a. Verbal warning
- b. Documentation
- c. Written agreement regarding expected behavior (ex. Lost of privileges)

### **2<sup>nd</sup> Infraction**

- a. 1<sup>st</sup> Written warning
- b. Students will fill up a "Think Sheet"
- c. Documentation
- d. Written agreement regarding expected behavior (ex. Lost of privileges)

### **3<sup>rd</sup> Infraction**

- a. 2<sup>nd</sup> Written warning
- b. Students will fill up a "Think Sheet"
- c. Documentation
- d. Written agreement regarding expected behavior (ex. Lost of privileges)
- e. Parents will be called to the office

## **Level 2- Misbehaviors**

- o Inappropriate language towards a student/teacher
- o Significant disrespect, inc. refusal to comply, or significant oppositional behavior
- o Physical contact against a student
- o Inappropriate physical contact
- o Using articles (not considered a weapon) to harm another person
- o Forging a signature
- o Destroying school property, inc. writing on school property (vandalism)
- o Cutting classes, leaving the school without permission
- o Uttering derogatory remarks
- o CHEATING, LYING
- o Pranking others
- o Posting inappropriate content
- o Cyber bullying
- o "Boyfriend-Girlfriend" relationship , PDAs
- o Other such acts analogous to the aforementioned, which may be determined by the school authorities

### 1st Infraction

- a. 1<sup>st</sup> Written warning
- b. Students will fill up a "Think Sheet"
- c. Documentation
- d. Written agreement regarding expected behavior (ex. Lost of privileges)

### 2<sup>nd</sup> Infraction

- a. 2<sup>nd</sup> Written warning
- b. Students will fill up a "Think Sheet"
- c. Documentation

- d. Written agreement regarding expected behavior (ex. Lost of privileges)
- e. Deduction of points in GMRC
- f. Parents will be called to the office

**Note: 2 Infractions of Level 2 Misbehavior will disqualify any student from any star award, regardless of his/her final cumulative average**

### 3<sup>rd</sup> Infraction

- a. 3<sup>rd</sup> Written warning
- b. Students will fill up a "Think Sheet"
- c. Documentation
- d. Written agreement regarding expected behavior
- e. Parents will be called to the office
- f. **Below satisfactory grade in GMRC**
- g. **Student will be put in DISCIPLINARY PROBATION**  
**OTHER CONSEQUENCES- FOR STUDENTS IN DISCIPLINARY PROBATION**
  1. **NON RE ADMISSION NEXT SCHOOL YEAR**
  2. **EXCLUSION IN STAR AWARDS (DESPITE APPROPRIATE AVERAGE)**
  3. **NON ISSUANCE OF CERTIFICATE OF GOOD MORAL**
  4. **SUSPENSION**

## **Level 3- Misbehaviors**

- o Fighting
- o Gross disrespect (profanity, inappropriate gestures, cursing)
- o Possession of deadly weapons and prohibited items (cigarettes, alcohol, etc)
- o Theft
- o Harassment

- Bringing of pornographic materials, sexual offenses
- Other such acts analogous to the aforementioned, which may be determined by the school authorities

### 1st Infraction

- Serious Warning/Parent Notification
- Students will fill up a "Think Sheet"
- Documentation
- Written agreement regarding expected behavior (ex. Lost of privileges)
- Parents will be called to the office
- Below satisfactory grade in GMRC**
- Student will be put in DISCIPLINARY PROBATION**

### 2nd Infraction

- 2nd Written warning
- Students will fill up a "Think Sheet"
- Documentation
- Written agreement regarding expected behavior
- Parents will be called to the office
- Below satisfactory grade in GMRC**
- Student will be put in DISCIPLINARY PROBATION**

#### **OTHER CONSEQUENCES- FOR STUDENTS IN DISCIPLINARY PROBATION**

- NON RE ADMISSION NEXT SCHOOL YEAR
- EXCLUSION IN STAR AWARDS (DESPITE APPROPRIATE AVERAGE)
- NON ISSUANCE OF CERTIFICATE OF GOOD MORAL
- SUSPENSION

**Note: 2 Infractions of Level 3 Misbehavior will disqualify any student from any star award, regardless of his/her final cumulative average**

### 3rd Infraction

- Students will fill up a "Think Sheet"
- Documentation
- Written agreement regarding expected behavior
- Parents will be called to the office
- Below satisfactory grade in GMRC**
- Student will be put in DISCIPLINARY PROBATION**

#### **OTHER CONSEQUENCES- FOR STUDENTS IN DISCIPLINARY PROBATION**

- NON RE ADMISSION NEXT SCHOOL YEAR
- EXCLUSION IN STAR AWARDS (DESPITE APPROPRIATE AVERAGE)
- NON ISSUANCE OF CERTIFICATE OF GOOD MORAL
- SUSPENSION
- EXPULSION

### **SLCS Due Process/Disciplinary Procedure**

**Immediate Response**



**Reporting of the Incident**



**Fact Finding/ Documentation**



**Intervention**  
↓  
**Disciplinary Measures**

**DUE PROCESS**

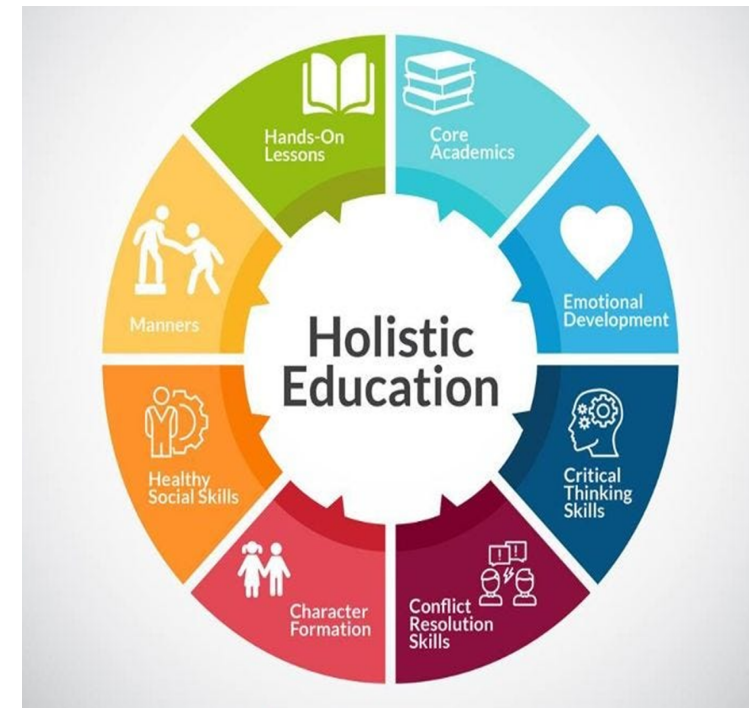
- a. The student and parents/guardians shall be informed in writing**
- b. The student shall be given the opportunity to answer any complaint in writing, with the assistance of the parents/guardians**
- c. The decision of the Child Protection Committee shall be in writing, stating the facts and reasons for the decision**
- d. In case of appeal, the Child Protection Committee will deliberate the merits of the case. The school head will meet with the parents concerned to inform them of the results of the appeal.**

**SLCS BEHAVIORAL INCENTIVES**

**Students at South Learners Creative School are continually recognized for making good choices.**

The following are some of the mechanisms that the school will employ to recognize the students' positive behaviors:

- a. Faculty will provide verbal praise and other positive reinforcements to children when they make good choices
- b. School – wide monthly rewards will be provided, such will be announced during the assembly
- c. Children are given the opportunity to participate in special activities when they are making an extra effort to do well
- d. A special certificate or note and/or a phone call to the parents



## **SLCS Behavior Management**

### **CORE PRINCIPLES**

1. Child-Centered Education
2. Positive Discipline
3. Inclusivity and Equity
4. Learner Well-Being
5. Shared Responsibility
6. Safe Physical and Digital Spaces

7.

### **Cellphone Policy**

DepEd Order No. 6 , s 2024 emphasizes prohibition of cellphone and portable electronic device use by learners during instructional time.

### **Cellphones, Gadgets, Jewelry, etc.**

Cellphones, gadgets, expensive jewelry (and the like), or a big amount of money is NOT ALLOWED.

Meanwhile, gadgets will be confiscated. The school will not be responsible for any losses that might happen.

## **SLCS Student Bag Inspection Protocol (as per Dep Ed Order No. 6, s 2026)**

### **Purpose**

To ensure the safety, security, and well-being of all students, staff, and visitors by preventing prohibited, dangerous, or inappropriate items from being brought onto school premises while respecting students' rights, dignity, and privacy.

(a separate hardcopy of the protocol is distributed)

*An investment in knowledge pays the best interest.*

*--Benjamin Franklin*

### **Financial Information**

- ✓ Payments every 5<sup>th</sup> of the month
- ✓ DepEd Order 28, s 2010, Sections 127 and 128: payments for that month must be made so the needed documents will be released (ex: test results)
- ✓ A written statement of account will be given before the billing period; text message reminder may also be sent
- ✓ For delayed payments (more than a month ONLY): an additional 3% surcharge will be charged for every delayed month of payment

- ✓ Other information (ex: payment schedule, withdrawals and refund) are available in the SLCS Handbook, pp 12-13

**Selection of Awardees, Admission and Promotion**

*Please see SLCS Handbook, pp 10-11*

*(Dep Ed Order 8, s 2015)*

**School Programs That Support ESMLE**

- ✓ Behavior Management and EQ Development Programs
  - ✓ Values Formation Activities
- ✓ Student Leadership Programs
  - ✓ Wellness Programs
- ✓ Child Protection Programs

**REPLY SLIP**

**PARENT CONFIRMATION:**

*I have read and understood the contents of 'POLICIES AND GUIDELINES FOR SLSCS STUDENTS'. Expect my family's full cooperation and participation in the different activities of South Learners Creative School.*

Name of Parent: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**Child Protection Policy**

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

**The Child Protection Policy aims to:**

- ✓ Protect children from abuse
- ✓ Protect children from violence
- ✓ Protect children from exploitation
- ✓ Protect children from discrimination
- ✓ Ensure every learner's dignity and rights are respected

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*"Together, let us inspire every child to learn with purpose, grow with character, lead with responsibility, and build meaningful relationships—because when home and school work as one, every child can succeed."*

*Welcome to another year of partnership, growth, and excellence!*