



Part 2C:

Good Manners and Right Conduct:

1. There are five basic expectations:

- OBEY: All pupils and students must obey class and school rules and regulations.
- BE KIND: Pupils and students will demonstrate honesty, courtesy, respect and sensitivity towards all members of the campus community and environment. They must not only be kind to others, but they must also be kind to themselves and to the world they live in.
- RESPECT PROPERTY: Respecting property means valuing the things that have been entrusted to your care. This entails that you return things where they belong. This entails that you keep your belongings inside your bag. This entails that you do not touch others' belongings. This entails that students are to dispose of their trash in the proper containers. Students are to keep their surroundings clean, neat and orderly. Lastly, this entails that vandalism of any kind is not allowed and will result in serious disciplinary action.
- BE ON TIME. Always be on time in coming to school and in all your classes.
- BE PREPARED. All materials needed for class must be ready. These include your books, notebooks and other materials requested by the teacher. Being prepared also means that your assignments and projects are complete and ready to be submitted on time.

2. Expectations in the classroom:

- Students are to observe the rules set by the teacher in the classroom.
- Students are to listen attentively and participate actively in class discussions.
- Pupils are to raise their hand when they want to speak.
- Pupils are to sit properly to maintain good posture. Pupils must remain seated as the teacher discusses the lesson.
- Eating and drinking during class hours are not allowed. There is a time for eating and drinking.
- Pupils should enter and leave the room in an orderly manner.
- Pupils should maintain cleanliness inside the room. Desk area should always be neat. Garbage should be disposed of properly.
- Work must be completed neatly and correctly for each day.

3. Consequences for disobedience:

- In general, as a Christian school, we believe that we need to position ourselves as God's instruments of change. It is a call to reject our culture that looks into misbehavior as a part of changing culture and negative environment but instead looks at misbehavior for what it is. SIN. Children need to realize that they are sinners just like everyone else.
- The school age years are times when we shepherd the hearts of our children. These are the years of daily ministry and of great opportunity to prepare them for a productive, God honoring life as an adult.
- Ultimately, there is a higher agenda and a higher purpose as we direct our children toward God, His existence, His character, His will. In every situation, the higher purpose is the will of God and the higher agenda is that we live to please Him.

4. Types of Misconduct

The table attempts to show the types of misconduct which may occur. Consequences will depend on the misconduct committed.

- This will serve as the student's record for any offense/s committed to be filled in with the date and signature of the adviser and student.

Misconduct/Misdemeanor/ Disobedience/Sin	1st offense	2nd offense	3rd offense	4th offense	5th offense
1. Inappropriate attire					
2. Tardiness/absenteeism/ cutting class					
3. Late/nonsubmission of assignments					
4. Class disruption (noisy, inattentive, repeatedly Leaving the classroom, sleeping, chatting with seatmates w/o respect to teachers and other students)					

5. Cheating/lying, tampering or forgery of documents, falsification of documents					
6. Plagiarism					
7. Bullying (physical/verbal/emotional abuse or manipulation) cyberbullying					
8. Stealing					
9. Vandalism					
10. Possession of cigarettes, smoking paraphernalia, alcoholic beverage or drugs					
11. Any conduct which endangers the good name of the school					

5. Our process in dealing with misbehavior are the following:

- With teacher or with the principal:
 1. Meet with the student and parent concerned,
 2. Use God's Word to inform them that their actions are not pleasing to God,
 3. Pray to God for forgiveness and change in their attitudes and behaviors,
 4. Give consequence for their misbehavior,
 5. Create a resolution and contract of agreement, and
 6. Inform the parents regarding the incident via Messenger or email.

6. Consequences:

1st offense: Meeting with principal and adviser/notice of offense sent home to be signed by the parent.

2nd offense: Meeting with principal, adviser, and parents/notice of offense signed by the student and parent

Note: When the misconduct is cheating, the student automatically gets a 65% on the assignment, activity or test. If caught for the second time, and the student is an honor student, the student's conduct grade falls below a B and the privilege of being an honor student is lost for that quarter and for the whole year. Being an honor student not only looks into the grades but also in the manner he/she conducts her life with honesty and integrity.

3rd offense: Meeting with principal, adviser, and parents/notice of offense signed by the student and parent/Conduct grade equivalent to Poor. For students who are achievers/honor students, this necessitates that the student will no longer be considered as an honor student for the quarter and for the whole school year. Counseling hours must be served and errands at home must be completed.

4th offense: Meeting with principal, adviser, and parents/notice of offense signed by the student and parent. Counseling hours must be served and errands at home must be completed.

5th offense: Meeting with principal, adviser, and parents/notice of offense signed by the student and parent/After school detention and counseling session with the principal for 5 days.

6th offense: Meeting with principal, adviser, and parents/notice of offense signed by the student and parent to discuss the next plan of action for the student

7. Parental Conference

1. Parents/guardians are encouraged to confer with the principal and class adviser regarding their child's performance regularly or at least once every grading period.
2. The school schedules a parent-teacher conference at the end of every quarter to discuss student progress and answer questions you may have about your child's progress.
3. Appointments with the principal and school administrator may also be made after class hours only. Please refrain from contacting the teacher during class time. The parent may leave a message and the adviser or the principal will contact you for a meeting.