



DL SU

INTEGRATED SCHOOL

Student Handbook AY 2018-2021

ALMA MATER HYMN

HAIL, HAIL, ALMA MATER!
HAIL TO DE LA SALLE!
WE'LL HOLD YOUR BANNER
HIGH AND BRIGHT
A SHIELD OF GREEN AND WHITE
WE'LL FIGHT TO KEEP
YOUR GLORY BRIGHT
AND NEVER SHALL WE FAIL
HAIL TO THEE, OUR ALMA MATER
HAIL! HAIL! HAIL!



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STUDENT HANDBOOK

The Integrated School of De La Salle University is a Catholic institution for boys and girls. Its mission is the formation of Christian men and women who live the Gospel and are well-grounded in the mathematics and sciences.

This Student Handbook serves as a reference and guide for all Integrated School students. All enrolled students should therefore respond by following the policies and guidelines set forth in this handbook/diary to ensure order and harmony among all sectors of the school community, thereby becoming true members of the Lasallian community.



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ST. JOHN BAPTIST DE LA SALLE (APRIL 30, 1651-APRIL 7, 1719)

St. John Baptist de La Salle, the founder of the Institute of the Brothers of the Christian Schools, an educational innovator and catechist was born of an aristocratic family in Rheims, France on April 30, 1651. He was a man of rare vision and faith who could say from his heart, “I adore God as He guides me in all the events of my life.”

Moved by the plight of the poor who seemed so “far from salvation”, either in this world or the next, he determined to put his own talents and advanced education at the service of the children who are “often left to themselves and badly brought up.” To be more effective, he abandoned his family home and established common quarters for him and the other teachers, renounce his personal wealth and position as Canon, and formed the community that became the Brothers of the Christian Schools.

His enterprise met opposition from ecclesiastical authorities who resisted the creation of a new form of religious life, a community of consecrated laymen who would conduct gratuitous schools “together and by association”. The educational establishments, in the same way, resented his innovative methods and his insistence on free education for all, regardless of whether they could afford to pay or not.

De La Salle pioneered programs for training lay teachers; Sunday courses for working young men; and established one of the first institutions in France for the care of delinquents. Worn out by austerities and exhausting labors, he died in Saint Yon near Rouen on April 7, 1719, almost on Good Friday, weeks before his 68th birthday. He was canonized as a saint in 1900 and declared Patron of all Teachers in 1950. His feast day is celebrated on May 15.

MESSAGE FROM THE PRINCIPAL

Dear Integrated School Students,

Greetings in St. La Salle!

Whenever you travel, it is always a good idea to have essential information about your destination and to have essential things that you will need such as water, snacks, medicine and emergency supplies. When you are prepared for the trip, then you can enjoy the adventure that lies ahead and you can avoid any problem that will prevent you from reaching your goal or destination.

Your journey as a Lasallian student is an exciting one, full of amazing possibilities. You can excel in academics, join contests, enjoy sports, meet friends, lead people and serve the community.

To help you reach your goal and hone your potential, we have written down essential information that will guide you along your path. We hope that the guidelines written in this Student Handbook will serve as your guideposts, each one leading you to the right direction until you reach your full potential. To our old students, we welcome you to a new academic year. To our new students, we welcome you to your new school and we hope that you will feel right at home. We wish all of you happiness and success in your Lasallian journey.

Animo La Salle!

In St. La Salle,

MS. ROMINA GRACE C. CORTEZ
Integrated School Principal





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MILESTONES

1911

The first La Salle School in the Philippines opened to 100 students on Calle Nozaleda in Paco, Manila.

The school transferred to its present site on Taft Avenue.

1921

The idea of having another La Salle School, this time in the Laguna area, was conceptualized. This was when Architect Lindy Locsin, then a member of the DLSU Board of Trustees, offered to donate several hectares of his family's land to La Salle.

1977

Talks of the donation continued with Br. Rafael S. Donato FSC as then President of DLSU System.

The Locsin family donated 35 hectares of land and an additional 15 hectares was purchased at a preferential rate.

1997

Br. Andrew Gonzalez FSC was appointed as Secretary of Department of Education.

Canlubang campus broke ground under the presidency of Br. Rolando R. Dizon FSC.

A large donation was made by the family of Ambassador Ramon del Rosario, Sr., paving the way for the construction of the now Milagros del Rosario Building.

1998

A committee was formed to handle preparatory work on the Canlubang campus later handed to Dr. Estrella Castañeda AFSC assisted by Mrs. Lilia G. Vengco for Basic Education.

2016

DLSU Integrated School opened its doors to Senior High School students, both at the Laguna Campus and at the Manila Campus of De La Salle University in Taft Avenue, Manila.

On May 14, the soft blessing of the new Integrated School building was held.

Today, De La Salle University Integrated School has grown to be one of the most progressive schools in the south with a population of more than 1,000 students from Nursery to Grade 12 geared towards producing life-long learners with the spirit of Faith, Service, and Communion and equipped to meet the challenges of the new millennium.

2013

In September, DLSC has merged with De La Salle University, making it as the Science and Technology Complex of the University.

The University took under its care the Integrated School, officially naming the institution the DLSU Integrated School.

2012

DLSC had its first batch of high school and college graduates.

2006

Launching of the Lasallian Instructional Gift to Adopted Pupils (LINGAP) Scholarship Program.

2005

On May 15, the soft blessing of Milagros del Rosario Building coincided with the appointment of Br. Rolando R. Dizon FSC as CHED Chairman. The soft blessing was attended by then President Gloria Macapagal-Arroyo and Former President Corazon Aquino.

2003

On June 23, the Integrated School opened its doors to 240 students from pre-school to Grade 4 and Grade 8 (first year high school).





1.2 SCHOOL EMBLEM



The logo of De La Salle University has the following parts:

- The five-pointed star at the center is the Signum Fidei star. It is a sign of faith and is the symbol of the La Salle Brothers (Fraternum Scholarum Christianarum). The star also means hope. The five points, bisected into green and white areas, represent benevolence, civility, humanitarianism, service-oriented goals, and scientific pursuit.
- The two laurel fronds represent glory and honor.
- The motto “Religio, Mores, Cultura” in Futura Bold typeface surmounts the star and the laurel leaving, forming an arch.
- The name “De La Salle University” in Futura Bold typeface serves as a border around the upper portion of the seal.
- The word “Manila” in white Futura Bold typeface is carried at the bottom of the seal.

1.3 LASALLIAN PHILOSOPHY OF EDUCATION

As Filipino Lasallian educators, we believe:

- in providing a Catholic Christian education to our stakeholders.
- in having the students receive a broad and well-balanced education.
- in developing the whole person thru integrating spiritual development with striving for academic success and instilling love for sports, arts and culture.
- in preparing well-rounded, scientifically-inclined students.
- in establishing a climate whereby students are encouraged to strive for increasing levels of self-discipline and responsibility; and where students, faculty and parents experience cooperation and mutual support.

1.4 VISION

De La Salle University Integrated School is a member-institution of the De La Salle Philippines and the worldwide system of Catholic institutions inspired by the charism of its founder, St. John Baptist de La Salle. De La Salle University Integrated School envisions itself to be:

A leading Science and Technology school dedicated to the transformation of young men and women to become globally competitive 21st century learners imbued with the spirit of Faith, Service, and Communion in Mission

MISSION

The DLSU Integrated School seeks to develop a culture of excellence through a learner-centered environment integrating Science, Technology, and Research for the service of society especially the poor.

1.5 LASALLIAN CORE VALUES

The Lasallian Core Values are:

FAITH (Religio) DLSU is committed to nurturing a community of distinguished and morally upright scholars that harmonizes faith and life with contemporary knowledge in order to generate and propagate new knowledge for human development and social transformation.

SERVICE (Mores) DLSU is committed to being a resource for Church and Nation and being socially responsible in building a just, peaceful, stable and progressive Filipino nation.

COMMUNION (Cultura) DLSU is committed to building a community of leaders, competent professionals, scholars, researchers and entrepreneurs, who will participate actively in improving the quality of life in the Philippine society within the perspective of Christian ideals and values.

1.6 PILLARS OF STRENGTH

Guided by the Gospel, the charism of St. John Baptist de La Salle and the Lasallian core values of Faith, Service, and Communion in Mission, De La Salle University Integrated School will pursue its vision-mission by building on its four pillars of strength:



1. Lasallian Educational Mission

- Be a high impact educational institution that provides targeted services to the marginalized and under-served youth.
- Pursue an environment of meaningful and engaged learning, rigorous academic pursuits, and creative discoveries that is in harmony with one's belief in a loving and caring God.
- Build an academic community that is highly committed, competent, and generous in sharing their God-given gifts especially toward the poor.

2. Science and Technology

- Pursue an integrated science-based curriculum infused with values education at all levels of the educational spectrum.
- Develop a community of scientific inquiry and research that improves the quality of life.
- Engage in creative and innovative science and technology activities in the service of life.

3. Partnership with Industry

- Engage the services of professionals in order to enrich the educational experiences of learners.
- Establish joint ventures with the industry players in the technology corridor of the South towards sustainable educational programs aimed at improving the quality of life.
- Collaborate with local industries in research and development so as to benefit the community and society at large.

4. Care for the Environment

- Put Science and Technology to good use in harnessing the full potential of Mother Earth in the design of environmentally-safe and eco-friendly projects.
- Draw on the benefits of Science and Technology in empowering people to be environmentally aware and more sensitive to the fragile ecosystems of the modern times.
- Rally the community to preserve and nurture the environment as God's gift to both the present and future generations.

1.7 EXPECTED LASALLIAN GRADUATE ATTRIBUTES

The Expected Lasallian Graduate Attributes focus on knowledge, skills, and attributes that graduates should acquire and demonstrate as evidence of accomplishing the school's vision-mission. These ELGAs also reflects the graduate's capacity for lifelong learning and transfer of knowledge in the workplace and the community that they belong to.

Expected Lasallian Graduate Attributes (ELGAs)	Desired Learning Results That Demonstrates Higher Order Thinking Skills A Lasallian who:
Critical and Creative Thinker	<ul style="list-style-type: none"> • Generates ideas, designs systems or information with resourcefulness, imagination, insight, originality, aesthetic judgement, enterprise and a risk-taking approach to meet current and emerging needs of society • Responds to multiple experiences and ideas about the world and communicates personal and religious meaning through various modes and media • Uses innovative methods and technologies to solve problems, make decisions, and envisage hopeful futures • Constructs and applies knowledge, concepts, theories to make meaning and communicate clear and coherent ideas and concepts aligned with Christian principles
Effective Communicator	<ul style="list-style-type: none"> • Communicates effectively and confidently in a range of contexts and for many different audiences • Listens actively to the intent and spirit of others' words and respond appropriately both verbally and non-verbally • Composes and comprehends a range of written, spoken and visual text to convey information that is meaningful to society and the Church • Explores ideas critically and expresses them clearly for a variety of purposes • Uses individual and group performances to explore and express ideas, thoughts, feelings, values and understandings



<p>Reflective Lifelong Learner</p>	<ul style="list-style-type: none">• Critically reflects on problems and issues to shape ideas and solutions that contribute to a better understanding of the wider world of the Church• Critically evaluates and reflects on their assumptions and values• Plans, organizes, manages, and evaluates own thinking, performance, behavior and well-being• Reflects on the significance of God and/or religious experience for themselves and others• Develops awareness of the spiritual nature and religious significance of life• Engages in the quest for self-improvement and excellence in view of responding to the needs of others, especially the poor• Shows courage and persistence in seeing changes and innovations through constant study
<p>Service-Driven Citizen</p>	<ul style="list-style-type: none">• Creates products and performances that achieve their purpose and are appropriate for their intended audience• Develops and incorporates Christian leadership skills to contribute positively to the accomplishment of team goals through collaborative processes• Develops and practices effective interpersonal skills in order to relate to others in peaceful, tolerant, compassionate, and non-discriminatory ways• Nourishes relationships with God, self, others and the environment with compassion, sensitivity, respect, integrity, and empathy• Evaluates their moral sensitivities and sense of responsibility through participation in a range of learning contexts
<p>Environmental Steward</p>	<ul style="list-style-type: none">• Enables communities and peoples to improve the quality of life without compromising that of future generations• Sees the interconnectedness of all life• Adopts a system-thinking approach• Recognizes the finiteness of resources



INTEGRATED SCHOOL

Registration and Admission



De La Salle University Integrated School consists of:

- Preschool - Nursery & Kinder
- Grade School - Grades 1 – 6
- Junior High School - Grades 7 – 10
- Senior High School – Grades 11-12

2.1 ADMISSION REQUIREMENTS

1. Duly Accomplished Application Form*
2. Two (2) Recommendation Forms*
3. Guidance Transition Certificate*
4. Birth Certificate (original and NSO-issued)
5. Report Cards (past and current grade / year levels)
6. Three (3) Passport size photos
7. Testing Fee

**Forms are downloadable from the school website.*

Additional Requirements

For Foreign Applicants:

1. Special Study Permit for applicants below 17 years old and below
2. Alien Certificate of Registration (photocopy)
3. Affidavit of Dual Citizenship (if applicable)

Note: Other documents or requirements may be requested from applicants as needed

Age Requirement by August

Nursery applicants must be at least 4.0 years old
Kinder applicants must be at least 5.0 years old
Grade 1 applicants must be at least 6.0 years old

Grade Requirement

General Average of 85 with no grade below 80 in any subject and in Conduct/Department

2.2 ENROLLMENT PROCEDURES

1. Fill out your contact information and sign Agreement Forms
2. New and Returning Students to present the following:
 - a. Final Report Card signed by the School Principal
 - b. Official Receipt for paid Confirmation Fee
 - c. Student Inventory Record
3. Secure the Enrollment Assessment Form (EAF)
4. Pay the Assessed Fee
5. Accomplish the ID picture taking
6. Order/Purchase books and uniforms

2.3 FEES, PAYMENTS AND DISCOUNTS FEES

1. Tuition and other fees are posted on bulletin boards prior to and during the enrollment period.
2. The following discounts are applied to the tuition fee:

Loyalty Discount - a discount is given to all old students

Cash Discount - a discount is given to those who will be paying in full upon enrollment

Semi-annual Discount - a discount is given to those who will be paying semi-annually

Sibling Discount - a discount is given to the enrolled 3rd up to the 6th sibling

3. The schedule of enrollment will be announced before the end of the academic year. Payment of the tuition and other fees are done during the enrollment period.
4. A Late Penalty Fee of P100.00/week shall be charged to those who will enroll after the enrollment period.
5. All fees must be settled prior to the end of the school year otherwise the report card and other pertinent academic records of the student shall be withheld.



PAYMENTS

1. Parents may choose to pay in FULL or in INSTALLMENT basis.
 2. Parents who opt to pay in installment basis will be sent a Statement of Account (SOA) through the child's Homeroom Adviser.
 3. The SOA must be presented to the Cashier when making payments.
 4. The installment payment options and due months are as follows:
 - SEMI-ANNUAL: due in May and October
 - QUARTERLY: due in May, August, October, and January
 - MONTHLY: due in May and every month thereafter until February
 5. Late payment penalty fee shall apply for overdue accounts
 6. Check payments must follow these guidelines:
 - a. Checks must be dated.
 - b. Checks must be made payable to DE LA SALLE UNIVERSITY, INC.
 - c. The following information shall be written correctly at the back of the check:
 - Student's name
 - Grade and section
 - Address
 - Contact number
 7. Returned check payments must follow these guidelines:
 - a. Dishonored checks shall immediately be paid in cash.
 - b. A Php300.00 penalty fee shall be imposed to those with dishonored checks who paid within the enrollment period.
 - c. The late payment fee of Php100.00/week shall be imposed if the returned check will be replaced after the enrollment period.
 - d. Those whose checks have been dishonored will no longer be allowed to make subsequent check payments.
 8. All payments may be done only through the Cashier of the Accounting Office during official working hours.

CASHIERING HOURS:

Monday to Friday	8:00 A.M. to 12:00 NN
	1:30 P.M. to 4:00 P.M. (OASIS Hub)
	1:30 P.M. to 5:00 P.M. (MRR Bldg)
Saturdays	8:00 A.M. to 12:00 NN
 9. All honored payments are acknowledged with an official receipt (OR). The OR serves as your proof of enrollment.
-

2.4 STUDENT WITHDRAWAL OR TRANSFER

The following are circumstances for transfer or withdrawing from school:

1. Student withdrawing at the request of the parents or legal guardian
2. Ineligibility due to unfulfilled Agreement Contracts

PROCEDURE FOR FILING FOR WITHDRAWAL/TRANSFER:

1. Get a Withdrawal Form from the Office of the Registrar
2. Secure clearances from concerned offices as indicated in the form
3. Submit the Withdrawal Form to the Office of the Registrar
4. Computation of refunds are in accordance with the following stipulation in Section 66 of the Manual of Regulations for

Private Schools (MRPS):

“A student who transfers or otherwise withdraws in writing, within two weeks after the beginning of classes, and who has already paid the pertinent tuition and other school fees in full or for any length longer than one month may be charged 10% of the total amount due for the term if he withdraws within the first week of classes, or 20% if within the second week of classes, regardless of whether or not he has actually attended classes. The student may be charged all the school fees in full if he withdraws anytime after the second week of classes.”

Refund checks will be made payable to the parent or legal guardian on record.

Release of refund checks are available ten (10) working days from the date stamped RECEIVED on the Withdrawal Form.

5. Request for necessary documents for transfer from the Office of the Registrar. These are made available for pick up in seven (7) working days.



2.5 SCHOLARSHIP

The DLSU Integrated School offers the following Scholarship Programs:

1. Entrance Scholarship

An Entrance Scholarship is given to a pre-qualified student shortlisted among the list of student-applicants in Grade 7. A onetime discount of 50% on tuition fee will be granted for the coming year.

QUALIFICATIONS:

- a. Must have obtained Above Average scores in the IS Entrance Exams
- b. Must have obtained a GPA of 97 and no grade below 93 from the previous school
- c. Must be recommended by the Admissions Committee

2. Academic Merit Scholarship

An Academic Merit Scholar is granted to an old student from each level who meets the required qualification. A corresponding discount on tuition fees for the following school year will apply.

- Top 1 - 100%
- Top 2 - 75%
- Top 3 - 50%

QUALIFICATIONS:

- a. Must be the Top Three of the Gold Medal Awardees of the level at the end of the school year.
- b. Must be consistently a gold awardee of the level for three trimesters.

3. Lasallian Institutional Gift to Adopted Pupils (LINGAP) The LINGAP is a scholarship program of the Laguna campus awarded to deserving incoming Grade 7 pupils from select public schools. The grantee must have passed the pre- and postscreening requirements by the LINGAP Screening Committee. This scholarship is carried on until Grade 12 provided that the set criteria and qualifications are continually met.

4. Sports Scholarship

This scholarship is a privilege offered to qualified Lasallian studentathletes who are part of a varsity team under the sports program of De La Salle University – Integrated School Office of Sports Development. The recipient is identified based on his/her displayed playing ability through the recommendation of the head coach, endorsed by the program manager subject to the final approval of the Sports Director. The recipient is expected to meet the academic requirements and standards of the institution as prescribed in the scholarship guidelines

The logo for DLSU (De La Salle University) is prominently displayed in the center. It consists of the letters 'DL' stacked above 'SU' in a large, white, serif font. The background of the entire page is a repeating pattern of the DLSU seal, which is a circular emblem containing a five-pointed star and the university's name in a circular border.

INTEGRATED SCHOOL

Instructional Program



3.1 IS Curriculum

3.1.1 Overview

The De La Salle University Integrated School curriculum guided by the Lasallian Core values aims to provide instructional programs that will transform young men and women to become globally competitive 21st century learners. As the school envisions of becoming the premier Science School in the South of Metro Manila, the curriculum is designed to reinforce the development of scientific thinking skills amongst its students with Christian values so that they will become conscientious citizens of this world. Social responsibility and awareness is a strong value being emphasized in each area of learning through each practical and real world application of skills and understanding. The curriculum is geared towards forming the students to become key people of the future who are equipped with scientific literacy and critical thinking abilities necessary to respond to the globalizing trend of continued development and innovations in the field of science and technology with strong foundations of Christian Faith, Service, and Communion in Lasallian Mission.

However, while the focus is on Science and Christian Living, other disciplines such as Mathematics, Languages, Social Science, Humanities – Arts, Music, and other skills-based courses like P.E., TLE and Computer are also given ample

importance to achieve a holistic and well-rounded formation of the students. The school also provides co- and extra-curricular activities to develop the physical, social, and artistic interest of the students. In terms of instruction and evaluation, all teachers are enjoined to employ learner-centered approaches to maximize the

potentials of every student. The Understanding by Design framework allows the teachers to create a discovery learning environment that would further mold student inquisitiveness and creativity. All learning processes shall accord prime focus to having the students learn and inspiring them to hunger for learning even outside the classroom. Making use of the rich natural environment of the DLSU-STC campus as one big laboratory and the various evaluation approaches that are not only confined to writing, the teachers shall have the students engage in authentic assessment processes to aptly gauge progress and development – making the entire learning process truly relevant to and reflective of the students' capabilities, interests, and needs as young people.

3.1.2 K to 12 Program

Starting academic year 2012 - 2013, the Integrated School has adapted the K to 12 educational reform of the Department of Education. De La Salle

University Integrated School shares the vision of having Preschool (Nursery and Kinder), 6 years of Elementary, 4 years of Junior High School, and 2 years of Senior High School to further enhance the quality of learning in the Philippine educational system and achieve the global standard that a high school graduate needs in order for him or her to be more competitive in the international market.

3.1.3 Special Curricular Offerings

3.1.3.1 Foreign Language Program

The Foreign Language Program was conceptualized and is being implemented to prepare our students for the growing needs and demands of globalization. Language has always been a very powerful tool in achieving success and learning a second or third language will truly enhance one's opportunity. Thus, by offering foreign language, DLSU-IS aims to enable our students to use the language that they have learned with full comprehension and understanding. The Foreign Language class is scheduled one hour each week.

3.1.3.2 Science, Technology, Engineering, and Mathematics Elective

The Science, Technology, Engineering, and Mathematics (STEM) Electives for Grades 7 to 10 are designed to provide students with more experiential and reinforcement learning activities that will increase their understanding on topics taught in Science and Math 7to10.

3.1.3.3 Robotics Program

The Robotics Program of DLSU IS is intended to develop the basic, intermediate and advance skills of students from Grade 1 to 6 in building and programming EV3 Robots and VEX-IQ Robots for Grade 7 to 10 that will solve various robotics challenge problems. It emphasizes the importance of robotic technology in the real world and how it actually helps people



in addressing various situations. The program is integrated with the Science subject and forms 10% of the actual Science grade.

3.1.4 Schedule of Classes

All classes from Grades 1-6 will start at 8:00 a.m., while Gr. 7-10 will start at 7:30 a.m. The dismissal time varies according to grade levels and on certain days.

3.1.5 Guidelines on the Suspension of Classes

3.1.5.1 General Guidelines

- a. The decision to suspend classes follows the principle of the well - being and safety of the school children.
- b. The decision to suspend classes will be based on reports from DepEd, the City of Binan or the Office of the Governor of Laguna. There is no guarantee that the situation will remain constant even after a decision has been made.
- c. The coverage of a suspension order may be city - wide or localized. This means that the order may cover the whole of Laguna or it may apply only to a specific place or a specific school as the case may be.

3.1.5.2 Specific Criteria

Classes are automatically suspended, without need for any announcement from the University under the following conditions:

- a. All Levels
 - During regular holidays or when declared as a special non-working holiday by the Office of the President of the Philippines or, in case of local holidays declared by the local government of the province/city/municipality having political jurisdiction over the campus;
 - When specifically declared as “all levels” and for private schools by the national government agencies, such as the Office of the President or the National Disaster Risk Reduction and Management Council (NDRRMC); or
 - When specifically declared “all levels” and for private schools by the local government for classes held in campuses covered by its jurisdiction

- b. Grade School and High School levels
 - When declared by the Department of Education for “elementary (grade school) and high school levels in private schools; or
 - When Typhoon Signal No. 2 or above is raised

- c. Preschool levels
 - When declared by the Department of Education for “preschool levels” in private schools; or
 - When Typhoon Signal No. 1 or above is raised

The Vice-Chancellor for DLSU-Laguna and/or the Vice-Chancellor for Administration of DLSU makes the decision for the suspension of classes under the following conditions:

- a. In cases when the decision on the suspension of classes, for whatever reason, is left by the government to the discretion of the school;
- b. In all other cases when the school, on its own, intends to suspend classes

In cases when an announcement of suspension of classes by the government is made when classes for the day have already begun, the Vice-Chancellor for DLSU-Laguna and/or the Vice-Chancellor for Administration of DLSU shall, only for the purposes of standardizing the cut-off time for the suspension of classes, determine the effectivity time of the suspension. A text message will be sent through our messaging facility. Students in the Integrated School must be fetched within one (1) hour after the announced cut-off or dismissal time.

The official announcement of suspension of classes will also be made through the official Facebook page of De La Salle University Integrated School

<https://www.facebook.com/DLSUIntegratedSchool>

3.1.5.3 Rescheduling of Assessment/s

On the event that classes will be suspended, summative assessments and performance tasks may be given the following meeting or rescheduled by the subject teacher accordingly, observing the following conditions:



- a. No more than two (2) written summative assessments in a day for grades 1 to 2
- b. No more than three (3) written summative assessments in a day for grades 3 to 10

For Trimestral Examinations, the order of succession of the released schedule will still be followed accordingly upon resumption of classes (e.g. Cancelled Day 1 Exam will be given upon resumption of classes).

3.2 Grading System

3.2.1 The K - 12 Grading System

The grades of all levels under the K-12 Program will be based on transmuted raw scores of summative assessments. The minimum grade needed to pass a summative assessment is 65% of the total raw score, which is transmuted to a grade of 75. The lowest mark that can appear on the report card is 65 for trimestral and final grades.

Learners from Grade 1 to Grade 10 are graded on Written Work (WW), Performance Tasks (PT), and Trimestral Examination (TE) every trimester. These three are given specific percentage weights that vary according to the nature of the learning area.

3.2.1.1 Types of Assessment

As enumerated in DepEd Order No. 8, s. 2015, there are two types of assessment, namely, formative and summative.

- a. **Formative assessment** may be seen as assessment for learning and assessment as learning. As assessment for learning, teachers may analyze the results to make adjustments in their instructions. As assessment as learning, students will be given immediate feedback on their learning progress.
- b. **Summative assessment** may be seen as assessment of learning which is usually given at the end of a particular unit. Summative assessment measures whether learners have achieved the desired learning outcomes for a particular learning area.

The nature of questions for the formative and summative assessments may include Knowledge, Process and Understanding.

3.2.1.2 Summative Assessment Components

The components of the summative assessments are classified into three, namely, Written Work (WW), Performance Tasks (PT), and Trimestral Examination (TE). These three components may be defined as to the nature of the different learning areas.

- Written Works (WW) are assessments that measure the students' skills and grasp of concepts in written form. This may include quizzes, long test, written reports, and other graded written outputs.
- Performance Tasks are assessments that measure the students' ability to show what they know and accomplish it in diverse ways. This may include skills demonstration, group presentations, oral work, multimedia presentations, and research projects.
- Trimestral Examination measures students learning at the end of the trimester.

3.2.1.3 Weight of the Components

For Grades 1 to 10, the percent composition of the components of the summative assessments for each learning area shall be as follows:

	Science	Math	English	Filipino	Mother Tongue	Araling Panlipunan	MAPEH	TLE	Christian Living and Values	Computer
Written Work	40%	50%	40%	40%	40%	40%	10%	20%	40%	20%
Performance task	40%	30%	40%	40%	40%	40%	60%	50%	40%	50%
Trimestral Exam	20%	20%	20%	20%	20%	20%	30%	30%	20%	30%

For Science, the grade in Robotics will comprise 10% of the final grade.



3.2.1.4 Levels of Proficiency

A standard numerical grade equivalent is given to all academic subjects at the end of each trimester, whereas, a Pass or Fail is given for Foreign Language class and CAT.

The performance of the student in Homeroom and Department shall be described in the report card based on the following grading scale, with its corresponding descriptors:

Letter Grades and their Descriptions		
Letter Grade	Description	% Equivalent
O	Outstanding	95.00-100
V	Very Good	90.00-94.99
G	Good	85.00-89.99
S	Satisfactory	80.00-84.99
N	Needs Improvement	75.00-79.99
D	Did not Meet Expectations	65.00-74.99

3.2.1.5 Final Grade

The final grade for each of the subject at the end of the academic year shall be the average of the trimestral ratings as expressed in terms of the levels of proficiency. The final numerical grade reference will be rounded off up to the nearest hundredths and shall likewise be reflected in the report card.

3.2.2 General Average

The computation of the General Average are as follows:

Grades 1-6. The General Average is computed by averaging the grades of the academic subjects: Filipino, Mother Tongue, English, Mathematics, Science, Social Science (Araling Panlipunan), and Christian Living/Values, as well as the practical and performing arts: TLE, Computer, and MAPEH.

Grades 7-10. The General Average is computed by multiplying the subject grade (Filipino; English; Mathematics; Science; Social Science (Araling Panlipunan); Christian Living/Values Education; TLE and Computer; and MAPEH) to its corresponding number of units then average the product of each subject by the total number of units. The units for the different subject areas are shown below:

Subject	Unit
Filipino	1.2
English	1.5
Mathematics	1.5
Science	1.5
Social Science	0.9
CL/VE	0.9
TLE	0.6
Computer	0.6
MAPEH	1.2
1. Music	0.3
2. Arts	0.3
3. PE and Health	0.6

In determining honors and awards, all trimester grades will be computed up to the nearest hundredths and minimum grade requirement of 85 for homeroom, department, and elective subject and a passing mark for Foreign Language must be met.



3.2.3 Learner Promotion and Retention

The school expects the students to meet the minimum academic grade requirement in all subject areas in order to be promoted to the next level. The following guidelines have been set by DepEd Order No. 8, s 2015:

	Requirements	Decision
For Grades 1-3 Learners	1. Final Grade of at least 75 in all learning areas	Promoted to the next grade level
	2. Did Not Meet Expectations in not more than two learning areas	Must pass remedial classes for learning areas with failing mark to be promoted to the next grade level. Otherwise, the learner is retained in the same grade level
	3. Did Not Meet Expectations in three or more learning areas	Retained in the same grade level
For Grades 4-10 Learners	1. Final Grade of at least 75 in all learning areas	Promoted to the next grade level
	2. Did Not Meet Expectations in not more than two learning areas	Must pass remedial classes for learning areas with failing mark to be promoted to the next grade level. Otherwise, the learner is retained in the same grade level.
	3. Did Not Meet Expectations in three or more learning areas	Retained in the same grade level
	4. Must pass all learning areas in the Elementary	1. Earn the Elementary Certificate 2. Promoted to Junior High School
	5. Must pass all learning areas in the Junior High School	1. Earn the Junior High School Certificate 2. Promoted to Senior High School

3.2.4 Remedial Classes

As per DepEd Order No. 8, s. 2015, students who acquired a failing grade in any subject in any term must undergo remediation to help the student cope up with the deficiency. DLSU IS responds to this recommendation by providing Required Remedial Classes to those students who do not meet the passing grade of 75 in any subject at the end of the term.

Furthermore, Recommended Remedial Classes are also offered in both Grade School and Junior High School to assist students who did not fail but have gained a rating of below 80 in any subject.

At the end of the academic year, students of Grade 1 to Grade 10 who have attained a failing final grade in at most two learning areas must take and pass the Summer Remedial Class for each of the failed subjects. The summer remedial grade will be averaged with the final failing grade to get the recomputed final grade. The student must gain a mark of 75 or higher in the recomputed final grade to be promoted to the next grade level.

3.2.5 Guidelines on Assessments, Homework and Performance Task

- a. Make-up summative assessments may be given upon submission of an approved excuse letter and shall be taken by the student within 1 week upon return to school. Schedule of summative assessments shall be coordinated with the class adviser/subject teacher.
- b. No make-up summative assessments shall be given for unexcused absence.
- c. Appropriate homework can be assigned to all students from Monday to Thursday. No homework is to be given during Fridays in subjects conducted on a daily basis or at least 3 or 4 times a week. However, for subjects held twice or once a week, Friday homework is allowed and acceptable.
- d. No written assessments should be given every Monday except for subjects held twice or once a week.
- e. A student who fails to take the scheduled trimester examinations may be given a special exam upon presentation of his parent's/ guardian's excuse letter. If the said absence is due to illness, a medical certificate must be attached to the letter of excuse. The special exam will only be given after the scheduled trimestral examination. No advance examination will be given to the student.



- f. Examination starts from the moment the test paper is handed over to the student up to the moment the same test paper is taken back. Late examinees shall be allowed to take the exam but shall never be given time extension.
- g. Students are expected to observe all examination rules and procedures that are enforced by the Proctor.
- h. Performance Tasks must be completed at the prescribed period and must be done in school.
- i. A student who has committed a Major Offense on Cheating will automatically receive a grade of 65% on that particular assessment.

3.2.6 Extra/Co-Curricular Grade

The Extra/Co-curricular grade or ECC is the major criteria in determining the Br. Ceci Hojilla, FSC Award at the end of the school year. Specific guidelines on the computation of the ECC grade are as follows:

Towards the end of the academic year, all qualified students from each level may apply for the Br. Ceci Hojilla award by filling out the Extra/Co-Curricular (ECC) Monitoring Sheet which lists all relevant activities, competitions, clubs/organizations, leadership positions that the qualified student joined for the period covered.

The over-all ECC rating will be based on a rubric with the following criteria:

Academic Contest/Competition	30%
Non-Academic Contest/Competition	20%
School Organizations	20%
Student Leadership	15%
Participation or Attendance in trainings, seminars, special classes and programs	15%
TOTAL:	100%

Academic/Non-academic Contest should be approved and/or sanctioned by the school head and/or by a DepEd Order or Memorandum. The student must be a recognized representative of De La Salle University Integrated School and not of any other organization or entity, nor as a personal representation. Ideally, trainings and preparation should be done with official trainers and/or coaches duly assigned and/or recognized by the school.

Contest or Activity Involvement done in school must not be part of a grade component for any subject or an activity where attendance is required. Activity Involvement may include school-recognized trainings and seminars, special classes, sports clinic, exchange programs, and the like.

Participation, Involvement, Affiliations/Membership in outside organizations/activities/seminars/trainings should be recognized and/or sanctioned by the school head and/or by a DepEd Order or Memorandum. In order to be considered, officers in outside organizations shall present an accomplishment report verified through certifications by proper authorities.

For outside school involvements, copies of all documentary and evidentiary requirements such as proof of participation/distinction/membership, certification, letter of commendation/invitation from the recognized organization must be submitted subject to evaluation by the ranking committee. Other means of confirming participation and/or distinction aside from those mentioned above may be undertaken by the said committee as needed.

3.2.7 Attendance in Physical Education

All students are expected to participate in P.E. classes and are required to be in their prescribed P.E. uniform during this time. Students who need to be excused from P.E. must bring a written note from the parents accompanied by a medical certificate to be submitted to the Principal's Office for approval. An alternative activity will be given to students with such special conditions.

Student-Athletes included in the official list recognized by the Office of Sports Development are exempted from P.E. classes. The official lists of Student-Athletes are updated on a per term basis. The P.E. grades of student-athletes are given by their respective coaches following a set criterion.

3.2.8 Attendance in Citizen Advancement Training

Under DepEd Order 50, s. 2005, the Citizen Advancement Training (CAT) is a course given as part of the Grade 10 curriculum for both boys and girls. It aims to enhance student commitment to social responsibility in the development of their community and upholding law and order. The CAT components include Military Orientation, Community Service and Public Safety and Law Enforcement Service.



As with any course, the students receive marks for their performance which shall be reflected in the report card at the end of the academic year as either passed or failed.

Those with visible physical disabilities and those recommended by medical doctors as unfit for the training for health reasons are exempted from the physical training, but not from the course. They can be assigned alternative tasks to perform, i.e. checking of attendance, medic platoon, etc., in lieu of the regular CAT activities.

The following are the only students exempted from CAT:

- a. Foreigners and members of the diplomatic corps shall be exempted from CAT
- b. Students with active membership in the Boy Scouts and Girl Scouts of the Philippines as stipulated in DECS Order No. 106, s. 1998 and DECS Order No. 30, s. 1999

3.2.9 Participation in Christian Living and Values Education Classes and Activities

As a Catholic institution, the school requires all students of any religious affiliation to attend and participate in Christian Living and Values Education Classes. Non-Catholic students should observe and respect Catholic religious activities and practices by being present in the venue together with the class.

3.2.10 Extended School Absence and Special Study Program

An Integrated School student is eligible to apply (or be recommended) for an Extended School Absence as deemed necessary by the following conditions of which attending school on a daily basis will be a significant challenge for the student.

These meritorious reasons only include:

- Medical illness (physical and psychological) where a recommendation for an extended absence is sought and prescribed by a specialist;
- Safety concerns and other life threatening issues;
- Required Rehabilitation Services to augment the needed interventions for a particular issue, and;
- Special engagement in school sanctioned and approved national and international competitions

The duration of Extended School Absence may be for a period between two (2) weeks to one (1) trimester. The application is filed at the Office of the Principal signifying the intention to avail this provision and stating the meritorious reason(s). The application is then forwarded to the Office of Academic Services for Integrated School once duly signed and approved by the IS Principal. The notice on the duration of the leave as it takes effect will be communicated to the student's Homeroom Adviser, the Associate Principal, and other offices concerned. During the student's extended absence from school, he/she should not enroll in other school or take formalized alternative classes to compensate his/her required academic compliance.

A Special Study Program is provided for students with approved extended school absence. He/she is required to work with an outside tutorial provider to help him/her cope with the academic requirements. Grade School and Junior High School student who has been approved of the extended absences is required to coordinate with the Associate Principal through the Homeroom Adviser and comply with the necessary requirements during the approved absence.

The corresponding documentations and clearances must be submitted to the appropriate offices/units prior to readmission. These documents will be endorsed for validation and final approval to the Associate Principal by the merit of fulfilled academic requirements and/or prescribed clearance.

3.3 Progress Report

3.3.1 Student Diary (N1)

For Grades 1 to 10, the Student Diary links the school with the home through entries about the student's class performance that may be exemplary or needing attention. The Student Diary will be labeled as Notebook 1 (N1). It serves as an assignment notebook and a venue to facilitate communication between parents and teachers. It contains information that will assist in the follow-up of the child's progress both in academics and behavior. Parents could write down their queries in the N1 which the adviser will take note of and disseminate to the teacher concerned accordingly for response and action. The teachers, in turn, could also send reminders and follow ups through the N1.



3.3.2 Student Performance Report

This report is done in the middle of each trimester to update parents of their children's performance in class. A specific schedule is set by the school where parents can meet with the homeroom advisers and subject teachers to discuss their children's academic and behavioral progress. This will ensure that corresponding follow-up will be made at home to support the student's development in school.

3.3.3 Summative Assessment Monitoring Sheet (SAMS)

For Grades 1 to 10 academic subjects, a Summative Assessment Monitoring Sheet will include the raw scores obtained from each summative assessment given within the trimester. A transmutation table will appear at the back of the SAMS. This shall be updated regularly to be signed by the subject teacher(s) concerned.

Once received, the parent/guardian must sign the SAMS and return it to the subject teacher within three days. Two instances of unsigned SAMS is considered a minor offense.

3.3.4. Academic Slip

The Academic Slip (AS) is issued to a student who has missed certain requirements in a particular subject area. It serves as a prompt to parents as to what has been missed and the schedule of completion. The reminder is given to ensure the timely accomplishment of the missed requirements. The parent/guardian must sign the slip and return it to the subject teacher within three days upon receipt. Non-return of two AS is considered a minor offense.

3.3.5 Online Progress Report Card (F138)

The Online Progress Report Card is ready for viewing four weeks after the Trimestral Examinations. Parents and authorized guardians are given access to www.isgrades.dlsu.edu.ph through an official username and password. Parents and authorized guardians can only get the username and password to view the Online Progress Report Card upon registering an active e-mail at the OASIS.

The Online Progress Report Card is printable but cannot be used as an official school document. A request to the OASIS must be done in order to get an official and signed Progress Report Card.

The Statement of Account from the Accounting office is given to the students and parents / guardians ahead of the scheduled Trimestral Examination and must therefore be settled on or before the examination day. All accounts should be settled prior the online viewing of the 3rd Trimester Progress Report Card.

3.3.6. Parent-Teacher Conference

The Parent-Teacher Conference is scheduled by the school after the online viewing of the Progress Report Card. Parents can meet the teachers on the specified day for their academic concerns and issues regarding their child's performance in specific subjects. Likewise, a teacher may call on a parent for a conference if the teacher recognizes that the student needs further assistance and intervention.

Parents may opt not to come to the scheduled Parent-Teacher Conference if they believe that there are no other concerns regarding the grades of their child after viewing the online report card.

3.4 Academic Probation Scheme

3.4.1 Academic Probation (AP)

An old student who incurs one or two failing final grade in any subject is placed on Academic Probation the following year. Furthermore, an old student who fails three subjects at the end of the year, regardless of the general average, shall repeat the grade level and will be placed under Academic Probation. Likewise, a new student, upon evaluation of requirements and approval of the Principal, may also be placed under Academic Probation.

All students under Academic Probation will be re - evaluated at the end of the academic year. New students under academic probation are expected to have no final grade below 80 at the end of the year in any academic subject. If a student did not meet the set criteria, he / she will be asked to withdraw enrolment from De La Salle University Integrated School.

3.4.2 Strict Academic Probation (SAP)

A student is placed on Strict Academic Probation if he / she is an old student who was placed in Academic Probation the previous school



year and has incurred a final grade below 75 in any subject at the end of the current school year.

If a student under SAP did not meet the set criteria, he / she will be asked to withdraw enrolment from De La Salle University Integrated School.

3.4.3 Lifting of Academic Probation

An academic probation status is lifted at the end of the school year if a new student does not incur any final grade below 80.00 in any subject at the end of the given academic year. For old students under Academic Probation, the probation status is lifted upon meeting the passing grade for all the subjects. The Strict Academic Probation status is lifted upon passing all the subjects at the end of the academic year.

3.5 Honors & Awards

3.5.1 Honors and Awards Committee

The Honors and Awards Committee is composed of the Registrar, Associate Principals, a Subject Coordinator, and a faculty representative as designated by the Faculty Association. The selection process and decision of the Awards Committee is recommendatory and subject for approval by the Principal.

3.5.2 Grade 6 Recognition Rites

3.5.2.1 General Excellence Award

These awards are given to the top performing students of the Grade 6 class who have met the criteria stated below.

Awards to be given are as follows:

Gold Medal Award: GWA of 97.00 - 100
Silver Medal Award: GWA of 95.00 - 96.99
Bronze Medal Award: GWA of 93.00 - 94.99

Criteria:

- a. No grade below 85.00 in all subjects in all trimesters of the current academic year.
- b. The Homeroom and Department grades should not be lower than 85 in all trimesters of the current academic year.

3.5.2.2 Subject Awards

A Medal of Excellence is awarded to the top student with the highest final grade in the different subject areas.

Criteria:

- a. A grade of 90.00 or higher in the subject/s concerned in all trimesters of the current Academic Year.
- b. A Homeroom and Department grade of 85 or higher in all trimesters of the current Academic Year.

3.5.2.3. Exemplary Conduct Award

A certificate is given at the end of the school year to students who are consistent recipient of the Exemplary Conduct Award from Grades 4 to 6.

3.5.2.4. Perfect Attendance Award

A certificate is given to a student who has not incurred any absence or tardiness during the school year.

3.5.2.5. Special Awards

Young Outstanding Leader Award

This is awarded to a Grade 6 student who has shown the ability to be of positive and effective influence in the school community and has earned the respect of the student body in the pursuit of various student-related activities.

Criteria:

- a. A weighted average of 85.00 or higher with no grade below 80.00 in all trimesters from Grades 4 to 6
- b. A grade of 85 or higher in Department in all trimesters from Grades 4 to 6.

Young Outstanding Athlete Award

This award is given to a male &/or female Grade 6 student who has distinguished himself/herself in any sport within Grades 4 to 6; or whose outstanding accomplishment or performance in his/her sport has brought him/her and the school recognition.



Criteria:

- a. No grade below 80.00 in all subjects in all trimesters of the current Academic Year.
- b. A Homeroom and Department grade of 85 or higher in all trimesters of the current Academic Year.

Young Outstanding Artist Award

This is awarded to grade 6 students who have excelled in the field of Music, Dance, Theatre, Literary, Communication Arts, Visual, Multimedia, and whose outstanding accomplishments in Grades 4-6 have brought him/ her and the school recognition.

Criteria:

- a. No grade below 80.00 in all subjects in all trimesters of the current Academic Year.
- b. A Homeroom and Department grade of 85 or higher in all trimesters of the current Academic Year.

Br. Ceci Hojilla FSC Award

This recognition is given to Grade 6 students who have excelled in extra/co-curricular activities, and whose involvement in various student development programs in and out of the school has exemplified a total and holistic formation reflective of a true Lasallian student.

Criteria:

- a. An ECC grade of 87.00 and above at the end of the school year.
- b. No grade below 85.00 in all subjects in all trimesters current Academic Year.
- c. A Homeroom and Department grade of 85 or higher in all trimesters current Academic Year.

3.5.3. Honors and Awards for Junior High School (Gr. 10)

3.5.3.1 General Excellence Award

These awards are given to the top performing students of the Grade 10 class who have met the criteria stated below.

Awards to be given are as follows:

Gold Medal Award:	GWA of 97.00 - 100
Silver Medal Award:	GWA of 95.00 - 96.99
Bronze Medal Award:	GWA of 93.00 - 94.99

Criteria:

- a. No grade below 85.00 in all subjects in all trimesters including STEM Electives of the current Academic Year.
- b. The Homeroom and Department grades should not be lower than 85 in all trimesters of the current academic year.

3.5.3.2. Subject Awards

A Medal of Excellence is awarded to the top student with the highest final grade in the different subject areas.

Criteria:

- a. A grade of 90.00 or higher in the subject/s concerned in all trimesters of the current Academic Year.
- b. A Homeroom and Department grade of 85 or higher in all trimesters of the current Academic Year.

3.5.3.3 Exemplary Conduct Award

A certificate is given at the end of the school year to students who are consistent recipient of the Exemplary Conduct Award from Grades 9 to 10.

3.5.3.4. Perfect Attendance Award

A certificate is given to a student who has not incurred any absence or tardiness during the school year.

3.5.3.5. Special Awards

Junior High School Outstanding Leader Award

This is awarded to a Grade10 student who has shown the ability to be of positive and effective influence in the school community and has earned the respect of the student body in the pursuit of various student-related activities.

Criteria:

1. A weighted average of 85.00 or higher with no grade below 80.00 in all trimesters from Grades 9 to 10
2. A grade of 85 or higher in Department in all trimesters from Grades 9 to 10.



Junior High School Outstanding Athlete Award

This award is given to a male &/or female Junior High School student who has distinguished himself/herself in any sport within Grades 9 to 10; or whose outstanding accomplishment or performance in his/her sport has brought him/her and the school recognition.

Criteria:

1. No grade below 80.00 in all subjects in all trimesters of the current Academic Year.
2. A Homeroom and Department Grade of 85 or higher in all trimesters of the current Academic Year.

Junior High School Outstanding Artist Award

This award is given to Grade 10 students who have excelled in the field of Music, Dance, Theatre, Literary, Communication Arts, Visual, Multimedia, and whose outstanding accomplishments within Grades 9 to 10, and whose outstanding accomplishments have brought him or her and the school recognition.

Criteria:

1. No grade below 80.00 in all subjects in all trimesters of the current Academic Year.
2. A Homeroom and Department Grade of 85 or higher in all trimesters of the current Academic Year.

Br. Ceci Hojilla FSC Award

This recognition is given to Grade 10 students who have excelled in extra/co-curricular activities, and whose involvement in various student development programs in and out of the school has exemplified a total and holistic formation reflective of a true Lasallian student.

Criteria:

1. An ECC grade of 87.00 and above at the end of the school year.
2. No grade below 85.00 in all subjects in all trimesters of the current Academic Year.
3. A Homeroom and Department grade of 85 or higher in all trimesters of the current Academic Year.

3.5.4. Honors and Awards for Grades 1-5 and 7-9

3.5.4.1. General Excellence Award

These awards are given to the top performing students of the level who have met the criteria stated below.

Awards to be given are as follows:

Gold Medal Award: GWA of 97.00 - 100

Silver Medal Award: GWA of 95.00 - 96.99

Bronze Medal Award: GWA of 93.00 - 94.99

Criteria:

- a. No grade below 85.00 in all subjects in all trimesters of the current Academic Year.
- b. The Homeroom and Department grades should not be lower than 85 in all trimesters of the current academic year.

3.5.4.2. Subject Awards

A Medal of Excellence is awarded to the top student with the highest final grade in the different subject areas for each level.

Criteria:

- a. A grade of 90.00 or higher in the subject/s concerned in all trimesters of the current Academic Year.
- b. A Homeroom and Department grade of 85 or higher in all trimesters of the current Academic Year.

3.5.4.3 Exemplary Conduct Award

A certificate of merit is given to a student who is a consistent recipient of the Exemplary Conduct Award from 1st to 3rd trimester.

3.5.4.4. Perfect Attendance Award

A certificate of merit is awarded to a student who has not incurred any absence or tardiness during the school year.

3.5.4.5. Extra/Co-Curricular Award

This certificate of recognition is given to students who have excelled in extra/co-curricular activities, and whose involvement in various student development programs in and out of the school has exemplified a total and holistic formation reflective of a true



Lasallian student.

Criteria:

1. An ECC grade of 87.00 and above at the end of the school year.
2. No grade below 85.00 in all subjects in all trimesters of the current Academic Year.
3. A Homeroom and Department grade of 85 or higher in all trimesters of the current Academic Year.

3.5.5. Trimester Incentives for Student Achievers

3.5.5.1 Principal's Honors Board

A certificate of recognition is rendered to the students who have met the grade criteria as stated below:

Gold Award: GWA of 97.00 - 100

Grades in all subjects including Electives, Homeroom and Department should not be lower than 85.

3.5.5.2. Class Academic Excellence Award

A certificate of recognition is rendered to the students who have met the grade criteria as stated below:

Gold Award: GWA of 97.00 - 100

Silver Award: GWA of 95.00 - 96.99

Bronze Award: GWA of 93.00 - 94.99

Criteria:

1. No grade below 85.00 in all subjects
2. An Elective, Homeroom and Department grade of 85 or higher

3.5.5.3. Exemplary Conduct Certificate

A certificate of merit is given every trimester to a student who has a grade of 95 or higher in Homeroom and Department and has no record of any Minor Offense that merits a written warning.

3.6 Special Academic Services/Programs

3.6.1 Tutoring

The objectives of the tutorial service are to assist students who have difficulty meeting the school's academic requirements and to offer assistance to a student who have missed or will miss their classes for a considerable period of time. Tutorials operate on the following guidelines:

1. Students with grades 79.00 or below in any academic subject are recommended for tutoring.
2. Before tutoring is recommended, a conference is held between the subject teacher, the Subject Coordinator and the parent/guardian of the student concerned.
3. A letter of request for tutorial must be submitted to the Associate Principal for Academics before the issuance of the Tutorial Agreement Form where further details of the program are indicated.
4. Tutoring is done in school. If an official school function coincides with tutoring, the tutee stays with another tutor, otherwise, a make-up session is arranged between the tutor and the tutee.
5. A student cannot be tutored by his own teacher or any teacher in his grade level.
6. The tutoring fee is paid in advance through the Accounting Office. Service starts only upon presentation of the receipt of payment.
7. Finalization of the tutorial service is subject to the availability of teachers. If no teacher is available upon submission of the request letter, the parent / guardian shall be informed accordingly.
8. Single tutorial contracts must not be more than 3 months. Contracts may be renewed for another 3 months provided that the grade of the student is still 79.00 or below in any academic subject.

Note: Tutoring is a remedial assistance offered by the school. It is not a guarantee for attaining passing marks, but rather an aid to study and better work. The student still bears the responsibility for his academic achievements.



3.6.2 Remedial Classes

These are offered to students who have academic difficulties in the different subject areas. The subject teacher for the level identifies the students to be included in the remedial sessions based on their academic performance in his / her class. A letter would then be sent to the parent / guardian regarding the recommendation for remedial classes.

These are held for 3 hours a week for 6 consecutive weeks.

3.6.3 Special Filipino Program

The Special Filipino Class (SFC) is a modularized program designed to help non-Filipino speaking students of De La Salle University Integrated School develop the basic communication skill for the Filipino language. The program offers small-group sessions on reading, writing, speaking and listening skills as a support to their regular Filipino classes. Students engage in an assessment to help the Filipino teacher and the Filipino Subject Coordinator identify the module that would be assigned to them accordingly. The Special Filipino Modules are as follows:

- Module 1 is the Beginner's Program which deals with the basics of the Filipino language. The acquired grade of the student in this module will be his / her Filipino grade.
- Module 2 is the Reinforcement Program which works in collaboration with the current lessons in the regular Filipino class. The acquired grade of the student in this module will be his / her Filipino grade.

All students taking this program, regardless of the module, will still be required to attend the regular Filipino class for exposure purposes. The Special Filipino sessions are held after school hours on scheduled days.

3.6.4 Advanced Math and Advanced Science Program

This special program is an adjunct to the regular Science and Math classes which aims to further develop the student's abilities and skills in analyzing and solving Mathematical problems and Scientific inquiries. A set of students for every level shall be selected through an elimination process at the beginning of the academic year and shall be trained in advanced content and methodology in preparation for interschool and international competitions. The Advanced Math and Advanced Science classes shall be held 1 to 2 hours a week after class hours.

3.6.5 Special Social Science Program

The Special Social Science Class that offers AP1- Philippine History, is a 1-year program designed to help foreign and new Filipino students of De La Salle University Integrated School, who took the Social Science class abroad, learn about the Philippine History, understand the significant events that shaped the Filipino, and appreciate the Philippines' cultural heritage. The program will also help them develop their critical analysis on the issues and serious problems that confront the Philippines.

The schedule for the Special Social Science classes will be given accordingly together with the Special Social Science Agreement Form.

3.7 Extra/Co-curricular Programs/Activities

3.7.1 Introduction

De La Salle University Integrated School aims to develop individuals with a holistic and well-rounded personality as manifested by students who are physically active, confident, value-laden and is able to socialize and relate well with others. Thus, its curriculum offers different activities that would complement classroom instruction by translating into actual life experiences the principles, truths, and values acquired in class.

3.7.2 Extra/Co-curricular Activities in School

Spiritual Programs:	First Friday Masses
Retreats/Recollections	
First Holy Communion	Confession
Confirmation	Community Masses
Living Rosary	Prayer Service
Academic Enhancement:	Educational Trips
	Buwan ng Wika
	Sci-Math Week
	Symposia/Convocations
	International Exchange Program
	Career Guidance Program
	Achievement/Diagnostic Tests
Values/Skills Formation:	Leadership Training
	Lasallian Mission Week



University Vision-Mission Week
Career/College Orientation
Guidance and Discipline Activities

Social Development:	Acquaintance Party	JS Promenade
	Family Day	Date with Mom and Dad
	Sports Fest	Father & Son Camp
	Batch Fest	Mother & Daughter Camp Area Meet

3.7.3 Activity Clubs

Students are required to join clubs subject to the following guidelines:

1. Student club activities should not interfere with studies and should instead contribute to the well-balanced formation of the students.
2. All students are required to belong to at least one club of his/her choice.
3. Student organizations should follow regular channels of communication with authorities namely: Organization/Club Moderator, Student Activities Coordinator, Associate Principal for Student Affairs, and the Principal.
4. Student activities and meetings are held once a week, as scheduled. Extra-ordinary sessions which necessitate calling students from classes or extending time in school must have the explicit permission of the Associate Principal for Student Affairs subject for approval by the Principal.
5. Every trimester, members and officers of each club are evaluated on their performance, level of engagement, behavior, preparation, and attendance.
6. Homeroom grade will comprise of 20% club grade which will be based on a prescribed rubric as evaluated by the organization/club moderator.

A. Grades 1-6

1. Likhain

Likhain was formed primarily to bring out the creativity, imagination and artistic potentials of the students to its fullest. Display and enhancement of cutting skills, creative drawing, painting and coloring will be the foundations of the club. It

also aims to create a sense of appreciation and enjoyment of one's artwork.

2. Green Thumb Society

This club aims to realize and put into practice one of DLSU-STC's four pillars of strength – Care for the Environment. The members of this club rally the community to preserve and nurture the environment through projects and activities that promote environmental stewardship and harnessing the potential of Mother Earth.

3. Young Journalist Club

The Young Journalist Club welcomes students who are inclined into creative and journalistic writing. The members of this club are helped into developing their writing skills.

4. Young Scientist Club

This new club offers exciting scientific adventures for young, creative, and enthusiastic minds. This offering shall allow the students who are interested in exploring the world thru the eyes of a true scientist to experience the wonders of research, experimentation and discovery of new technologies as they emerge.

5. Young Dance Club

The club shall provide the venue for students who have talents in dancing to develop their artistry and enhance their performance level on stage.

6. Scouting Club

The Scouting club is a member of the National Boy and Girl Scouts of the Philippines which comprises of more than half a million members all over the country. Through activities such as investitures, camping, social games, and training advancement, the program aims to further develop the students' love of country and environment, and inculcate in them a sense of national pride.

7. Book Lovers Club

The Book Lovers Club serves as a venue for developing the students' love for books and reading. It hopes to strengthen the students' ability to communicate effectively by enhancing their vocabulary, comprehension and expressing one's idea clearly through oral and written format.



8. Crafts and DIY Club

This club seeks to provide a wide range of opportunities for students to further develop their ingenuity and resourcefulness as they create decorative and functional products. The club also makes use of hands on activities that will help the students realize that they can do extraordinary things out of common household items, scrap or recyclable materials. This club intends to instill in the students the values of patience, optimism, prudence, pride in one's work, and selfdiscipline in every given task.

9. Drum and Lyre Club

Drum & Lyre Club is a representation of varied artistry of sound, music, and entertainment. This club aims to develop student's talents and skills in playing drum and lyre instruments and love for music. It also helps them develop a keen sense in term of musicality, tone and timbre which can be of great help in dealing with similar classroom activities. The DLC was created to give an avenue for the members to actively take part during school and community activities.

10. Little Angels and Soldiers of Mary

This club is a religious group open for Grades 1-4 students who would like to know and deepen their relationship with our Blessed Mother Mary. The club gives venue for the students to encounter Her through prayerful experiences, celebrations of feasts days, and different Marian practices. As a Marian group, the members also strive to imitate Mary's virtue of simplicity and purity.

11. Instrumentalist (Wind Ensemble/Drumbeaters/DLSU-IS Band)

This club seeks to develop the musical inclination o students in playing different musical instruments. Its members are given the opportunity to share and showcase their talents in activities and programs in and out of the school.

12. Sports Club/s

The Sports Club is formed to develop the student's motor skills and to advance their knowledge in various individual and team sports. Sporting games are not only considered as leisure but are also treated as a science where discipline, talent, and eagerness to learn are deemed vital in the learning process. The sports club offerings are the following: Soccer, Basketball, Taekwondo, and Badminton among others.

B. Grades 7-10

1. Speech and Debate Club

This club aims to develop skills in public speaking and debate. It also gives potential students an opportunity to develop their talent in rhetoric and their sense of leadership. It sponsors activities such as lectures, miniworkshops, and seminars for actual practice of learned skills.

2. Science and Inventors Society

This club offers aspiring members an opportunity to develop their skills and knowledge in science concepts, logical thinking, problem solving and creativity through scientific innovations which will enhance the human way of living. Enjoyable learning is achieved in the activities using techniques required in the field of Genetics and Environmental Science.

3. Film Critique/Cinema Guild

This club allows its members to explore different worlds and cultures through exposure to various films of different genres. It involves the study, analysis, critiquing, and creation of film media. Members will likewise learn the basics of film making to be able to produce their own video production.

4. Photography Club

This club offers opportunities to all interested students to explore and/or expand their skills in photography by enhancing their creativity, skills, and imagination.

5. Homemaker's Club

This is a club that seeks to develop interest and love of students for home making. Activities which include baking, cooking, sewing, horticulture, gardening, carpentry, and the likes are undertaken in this club.

6. Likhain

This club aims to bring out the creativity, imagination, and artistic potentials of the students to its fullest. It is for those who have great interest and desire to support the arts. It aims to enhance the skills of its members in creative drawing, cutting, painting, coloring, as well as multi-media designs in a personalized, open, and exploratory manner.

7. Chamber Orchestra

This club aims to develop musicians to have great interest



in quality music performance, particularly in orchestral instruments. It strives to cultivate a passion for the arts, honing individual and communal skills, as well as give the musicians a creative outlet through music making. It aspires to have a culture of musicians that values the arts.

8. YES Club

The Department of Education in partnership with the Department of Environment and Natural Resources establishes the Youth for Environment in Schools Organization (YES-O) as the only recognized cocurricular club or organization in the schools which consolidates all environmental and/or ecology initiatives in school with main and primary programs or projects for the environment or ecology.

9. Astronomy Club

The Astronomy Club aims to conduct researches and initiate activities concerning astronomy in order to become an instrument in promoting interest in the study of the solar system and beyond.

10. Young Lasallian Animators

This group offers members the opportunity to take active roles in Eucharistic Celebrations by becoming altar servers, lectors, commentators, and animators. As a ministry, which means service, members are expected to perform their duties with humility, commitment and love for the liturgy.

11. Basketball

This club introduces the basic techniques, rules and regulations of the game. It will expose these enthusiasts to the game to be able to learn the different functions of each player which makes up the whole team. Various exercises and tournaments will be held to develop their skill as well as foster camaraderie and sportsmanship.

12. Soccer/Futsal

The club provides venue for kinesthetic students to develop skills in playing the game. Members will be trained on the basic rules and techniques of this sport while at the same time, learning the value of sportsmanship, camaraderie, and discipline.

13. Badminton

The club will introduce the six components of fitness, basic

skills, rules and regulation, teamwork, and game situations in badminton. Materials will also be presented in different ways including hands-on opportunities to practice their skills at any level.

14. Volleyball

This club is formed to enhance the skills of the students in playing the game. Members will be exposed to physical exercises and trainings that will develop their expertise in this sport. The value of discipline and camaraderie are also enhanced in this club.

15. Table Tennis

This club is designed for high school students to provide members the necessary training to enhance their skills in playing the game. It also provides students an avenue to develop sportsmanship, camaraderie and self-discipline.

16. Baseball/Softball

This club introduces the basic skills and techniques of the game. The goal is to expose the students to the game, focusing on the different skills needed to play the sport. It also provides students an avenue to develop sportsmanship, camaraderie and self-discipline.

17. Chess

The Chess Club is a club that develops the basic fundamentals of chess and teaches strategies. Members of the chess club will benefit from the strategic thinking, logic, learning to read an opponent and development of mental stamina and patience.

18. Frisbee

Frisbee is a game played on a rectangular field between two seven-player teams in which a plastic disc is advanced by being thrown from player to player and in which a team scores by catching a throw in the opponent's endzone. It is a non-physical contact sport that develops sportsmanship, camaraderie, and the expectation of fair play and teamwork.



3.7.4 Student Organization

3.7.4.1 Student Council

The IS Student Council is the highest governing student body. It acts as a liaison between the student body and the administration/faculty. It is the official representative of the students on matters which need the attention of the administration.

Likewise, it seeks to represent the student body where its interests and rights are concerned, to uphold the students' rights and responsibilities and to promote the students' welfare.

Any bonafide student of the Integrated School is qualified for candidacy in any Student Council position, provided he meets the requirements set forth by the organization.

3.7.4.2 Club of Peer Empowerment (COPE)

This organization which is directly supervised by the Guidance Office is open to students who have the potential or the ability to engage in the experience of "genuine human interaction". The members are trained to develop skills in listening, counseling, problem solving and decision making.

3.7.4.3 Junior Paragons (Student Prefect)

This organization which is directly supervised by the Student Discipline and Formation Office is a selection of class leaders appointed by the level prefect to assist the teacher in supervising, maintaining order and discipline in class, and making sure that school rules and regulations are continuously implemented and followed.

3.7.4.4 La Nouvelle

La Nouvelle is the official newspaper of the Integrated School. Students who are interested in becoming regular staffers are trained in newspaper writing which also includes editing and lay outing of the publication. Members of this organization are given the chance to participate in writing competitions inside and outside the school.

3.7.4.5 Knights of the Altar/Servants of the Altar

This group which is under the Campus Ministry Office offers members the opportunity to take active roles in Eucharistic celebrations by becoming altar servers, lectors, commentators, and animators. As a ministry, which means service, members are expected to perform their duties with humility, commitment and love for the liturgy.

3.7.4.6 Kabataang Koro/KoroLasalyano

This group is created to hone the skills and talents of musically inclined students. It also aims to develop generosity among members in rendering their talent and time in any activity they will be needed such as liturgical masses in and out of the school.

3.7.4.7 Indak Lasalyano

This organization shall provide the venue for the students to develop further their terpsichorean skills. They will be engaged to both modern and cultural dances, music, and movements.

3.7.4.8 Teatro Lasalyano

This club showcases the talents of the students in the field of dramatics and theater. It aims to harness the acting abilities of the inclined students as well as increase their knowledge in play production and directing. Members of this club are trained to overcome shyness, and enhance self-confidence and stage presence.

3.7.4.9 DLSU-IS Pep Squad

This group is established to build up the Lasallian animo spirit by developing a sense of pride and honor amongst the students. Members are trained in the different physical and motor skills, and are likewise taught the value of discipline, self-confidence and responsibility. The

squad is tapped to represent the school in different athletic competitions in and out of the campus.

3.7.4.10 Coastal Scouts Auxiliary Organization

The Coastal Scouts Auxiliary (CSA) Organization is envisioned to complement the on-site De La Salle University Sea Scouts Program that was started in 2008 by the DLSU-Shields Marine Station. It aims to

educate the youth of non-coastal communities in the importance of coastal and marine environment and how they can become auxiliary stewards of the sea. In particular, CSA members will be taught on the:

- Interconnectedness of the land and sea;
- The uniqueness of the coastal and marine environment;
- The different coastal habitats; and
- Role of CSAs in the protection, conservation, and rehabilitation of the coastal ecosystem



The CSA will work in partnership with the nearest coastal community sea scouts in coastal resource and management particularly in the:

- Promotion of practices that will help protect, conserve, and rehabilitate our coastal and marine ecosystem;
- Participation in coastal resource management initiatives; and
- Support researches and development that will improve the condition of coastal and marine environment.

CSA is school-based and all activities will be formally sanctioned by participating academic institutions. The first CSA Organization was formed at DLSU-IS in March 2013.

3.7.5 Activity Ban

The school observes a one-week moratorium on co-curricular and extra-curricular activities before the start of the trimestral examination until the last examination day. Exemption to the ban shall not be readily granted and is subject to the approval by the Principal. Regular club meetings are not covered by this provision.



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INTEGRATED SCHOOL

School Discipline



The DLSU-IS promulgates a discipline program constituting a clear set of rules and regulations to institute order and to develop the sense of obedience, responsibility, and commitment amongst the students. This program is geared towards making every student participate meaningfully in the community. The chief goals of which are: education of values, promotion of self-awareness and self-understanding, and development of moral courage and imagination.

As students discover their membership in a wider community, it is hoped that they will grow in respect and concern for others; appreciation for the role of authority; understanding the true spirit of the regulations; and charity and consideration in their actions towards others.

The regulations prescribed in this handbook applies to students during the entire duration of their residency in the Integrated School including vacations/breaks, or any period of intermission regardless of one's registration status.

4.1 Persons in Authority

The administrators, faculty members, and authorized school personnel including non-teaching staff, maintenance and security personnel are recognized persons in authority and are duty-bound to enforce the school's policies and rules of discipline. When authorized, these personnel may direct and supervise the good order of student activities. They shall have the right to apprehend and/or refer any violation of school rules and regulations to proper school authority for appropriate action.

4.2 General Norms of Conduct

4.2.1 Behavioral Expectations from Students

All students are expected to manifest the traits and values of Lasallians exude the Expected Lasallian Graduate Attributes which flow from the Lasallian Core Values of Faith, Service, and Communion in Mission.

4.2.2 Behavior On and Off Campus

4.2.2.1 On Campus

1. Wear the school uniform and ID properly at all times.
2. Greet or acknowledge school authorities, teachers and personnel as well as guests and fellow students.
3. Dispose trash in the garbage cans. Take the initiative to pick up litter and dispose them properly.
4. Bring your valuables wherever you go. Bags and other school things must not be left unattended.

4.2.2.2 Gatherings and Assembly

A. Morning Assembly

1. When the bell rings, go to your designated place for line formation.
2. Observe silence in the line formation; avoid talking or roaming around.
3. Everyone is required to participate actively in the prayer and the singing of National Anthem and Alma Mater Hymn.
4. Show respect to the speaker in front by carefully to everything that is being said.

B. Five Minutes of Silence

During the five minutes of silence, all students should line up outside the classroom and participate accordingly in the Morning Prayer.

C. Programs and other Activities

During programs, students should always stay with the teacher in charge. As an educated member of the audience, show appreciation by applauding at appropriate times and by giving attention to the presentation. N.B. Non-Catholic or foreign students are required to attend the flag ceremony/ general assembly/ religious activities and other similar gatherings.

4.2.2.3 In the Classroom

- a. Observe silence.
- b. Stand up to show respect towards the teacher when he/she enters and leaves the classroom.
- c. Occupy the seat assigned to you by your teacher. If for any valid reason, you need to change seats, ask permission from your teacher or homeroom adviser.
- d. You are required to attend classes with complete school materials.
- e. Refrain from leaving the classroom during class hours. Ask permission from the teacher before leaving the classroom.
- f. Eating is prohibited.
- g. When questioned during class discussion, rise promptly and answer audibly. If you do not know the answer, tell the teacher politely.



- h. When admonished, keep calm, and humbly accept what you are told. If you think you are right, approach your teacher and with respect, talk it over with him/her privately.
- i. Keep your classroom clean and orderly at all times.
- j. You are not allowed to write on the blackboard except when requested by the teacher.
- k. Turn off all lights, fans and air conditioner when leaving the room.
- l. Take care of equipment, furniture and other school properties.

4.2.2.4 In the Canteen and Bookstore

- a. Line up and observe the “First come, first served” rule in buying food.
- b. Be courteous in dealing with canteen/bookstore personnel
- c. Observe “Clean as you go (CLAYGO)”

4.2.2.5 In the Corridor / Ramps / Staircases / Elevator / Restrooms

- a. No running/playing at the elevator, corridor, ramps, and staircases
- b. Observe Elevator Etiquette
- c. Observe Restroom Etiquette
- d. Sitting on railings, tables, lockers and furniture other than chairs is prohibited
- e. Avoid loitering along the corridors and making noise during class hours and in-between periods
- f. Observe the Keep Right Policy.

4.2.2.6 In the Prayer Room/ Chapel

- a. Observe Silence
- b. Keep the Prayer room / Chapel clean
- c. Return manuals, articles or other scriptures after use.

4.2.2.7 In the Library

- a. Handle equipment with care
- b. Refrain from hiding, damaging and intentionally misshelving the books
- c. Return chairs back to their proper places after use
- d. Maintain conversations at a minimum level
- e. Dispose of garbage properly
- f. Respect other users (and behave properly inside the library)

- g. Avoid damaging of shelves, tables and chairs
- h. Return books on time
- i. Place books back in the book carts provided

4.2.2.8 In the Laboratories

- a. Wear the appropriate laboratory attire at all times. Tie up long hair or use hair nets.
- b. Follow all written and verbal instructions of the teacher before proceeding with any activity.
- c. Handle materials and equipment with care
- d. Work areas should be kept clean and tidy
- e. Follow proper disposal procedures
- f. Laboratory materials (including chemicals and reagents) are not to be brought outside the laboratory for safety purposes
- g. In the event of any accident, immediately inform the teacher or the laboratory technician.

4.2.2.9 In other Offices

- 1. Observe office notices.
- 2. Respect the personnel.
- 3. Show self-control and self-respect.
- 4. Always say “thank you” and “please”.

4.2.2.10 In School Buses

- 1. Occupy your seat properly.
- 2. Show respect for other people’s time by coming on time.
- 3. Follow school bus rules and regulations.
- 4. Be courteous at all times.
- 5. Take good care of your property. Respect the right and property of others.
- 6. Avoid fighting and playing rough games.

4.2.2.11 Outside the Campus

All students are expected to conduct themselves appropriately as they carry with them the name of the school at all times. Henceforth, Students should always be courteous when in public places, retreat houses, outreach and research sites, fieldtrip destinations, buildings, parks, resort, and other places.



4.2.3 Rules and Regulations

4.2.3.1 Attendance & Punctuality

Regular attendance and diligence in studies are vital for success. Therefore, students are expected to attend classes regularly and to be punctual at all times. Parents and/or guardians are expected to work hand in hand with the school in making sure that these rules are well understood and religiously followed by their children.

4.2.3.1.1 Absences

Regular and punctual attendance of classes and assemblies are required of all students. A student who has been absent must abide by the following procedure upon return to school:

- a. Present to the Homeroom adviser a letter of excuse written and signed by a parent or guardian. This must contain the inclusive date(s) of and reason(s) for the absence. A phone call is not a substitute for an excuse letter.
- b. For planned absence/s, the letter of request must be submitted five (5) days before the date of absence.

For absence/s due to illness, an excuse letter must be presented immediately upon return to school.

Absence/s may be excused following the matrix below provided that an excuse letter is submitted within the prescribed period.

- c. When the absence prolongs for three (3) consecutive days or more, a family representative should inform the homeroom adviser of the cause of said absences.
- d. Students who missed a total of one (1) hour per day is considered half day absent, while students who missed an accumulated total of four (4) hours per day is considered one (1) day absent.
- e. As per DepEd policy, if a student has incurred accumulated absences equivalent to 20% or more of the total number of school days for the year, he/she is automatically dropped from the official register.
- f. Saturday classes are considered regular days, and as such will be given equal value.

Reason for absence(s)	APPROVED may take missed assessment and will be given 100% of the student's raw score	APPROVED may take missed assessment but will be given 90% of the student's raw score	DISAPPROVED will get a raw score of zero in assessment performance tasks
Sickness, medical check-up	Sickness, medical, dental check-up with letter of request for excused absence(s) and medical certificate from public private hospital or DLSUHSU	Sickness, medical, dental check-up with letter of request for excused absence(s) but without medical certificate or clearance from the clinic	Sickness, medical, dental check-up without letter of request for excused absence(s)
Competitions/ events	Competitions events endorsed by DLSU-IS	Competitions events related to the curriculum but not endorsed by DLSU-IS with letter of request for excused absence(s), invitation from duly recognized organizer and or proof of participation	Individual endeavors or initiatives not endorsed by DLSUIS
Personal/ family emergencies	With letter of request and relevant supporting documents	With letter of request but without relevant supporting documents	No letter of request
Personal/ family endeavors	One (1) day absence with letter of request and relevant supporting documents	Two (2) days absence with letter of request and with relevant supporting documents	Three (3) or more days absence
Appointment for legal documents	With letter of request and proof of schedule of appointment for legal documents	With letter of request but without proof of schedule of appointment	No letter of request
Demise of a relative	Demise of relative up to the 2nd degree of consanguinity with letter of request for excused absence(s)	Demise of relative at the 3rd degree of consanguinity with letter of request for excused absence(s)	Demise of relative at the 4th degree and above of consanguinity
Planned vacation			Planned vacation trips



4.2.3.1.2 Tardiness

A student who comes after 8:00 am for Gr 1-6 and 7:30am for Gr. 7-10 is considered late. The student must secure a late pass from the building entrance or the discipline office. A student who is late for an hour (1) but less than 4 hours is considered half-day absent while a student who is late for four (4) hours or more is considered whole day absent. They must, therefore, present an excuse letter to the level prefect prior to admission to class.

In the same way, students who come to class after 5 minutes of the official class schedule are considered late and are required to get a late pass before entering the classroom.

In the same way, students who come to class after 20 minutes of one hour classes and 30 minutes for more than one hour classes are considered cutting class. Disciplinary Probation on Tardiness (DPT) -- A student is placed on DPT if he has accumulated fifteen (15) tardiness in a trimester. Disciplinary Probation on Tardiness is imposed on a student for three consecutive trimesters.

DPT is lifted if the student has incurred less than twelve (12) incidents of tardiness during the probation period.

Strict Disciplinary Probation on Tardiness (SDPT) -- If a student on DPT incurs nine (9) or more incidents of tardiness during the probation period, he is put on SDPT. During SDPT, he must not incur nine (9) or more occurrences of tardiness, otherwise, he is asked to withdraw from school. Strict Disciplinary Probation on Tardiness is imposed on a student for three consecutive trimesters.

The SDPT is lifted if the student has not incurred nine (9) or more incidents of tardiness during the probation period.

A student who incurred thirty (30) tardiness in an academic year is considered a major offense.

4.2.3.1.3 Pulling Out from Class

Parents and authorized guardians may only request to pull out their children from class for valid reasons. A letter of request to leave the school before the usual dismissal time must be submitted to the level prefects subject for approval by the SDFO Coordinator. An offcampus pass must be obtained from the same office before a student is permitted to leave the campus. No student is permitted to leave, either by himself or with someone not known to him. Students pulled-out from class may

only be picked up from the Prefect's Office. Students on off campus or was pulled out from class in excess of one (1) hour is considered half-day absent. An excess of four (4) hours is considered whole day absent.

Withdrawal from class due to sickness is permitted only upon the advice of the school physician or nurse. A clinic pass is issued for this purpose; however, the student must first secure an off-campus pass from the SDFO before he is permitted to leave the campus. A student who is discharged due to sickness will only be allowed to leave the school premises if accompanied by a parent/guardian. After a student is withdrawn from the school, said student becomes the parent's/guardian's responsibility.

Custody arrangements must be declared and made known to the school officials upon enrolment.

4.2.3.2 General Appearance and Grooming

For Boys :

- Haircut/Hairstyle Regulation -- 2 inches by 3 inches haircut (barber's cut); no skinheads, faddish haircut, spikes, undercut, and hair color
- Must be clean-shaven
- Nails must be trimmed short
- No earrings, accessories, and adornments in the wrist, nose, lip, and ankle

For Girls:

- Hairstyle Regulation -- no faddish haircut, undercut, hair color and faddish hair ornaments
- No make-up e.g. lipstick, eye shadow, eye liner, foundation, etc.

- Nails must be trimmed short; no nail polish allowed
- No dangling earrings; excessive jewelry; accessories, and adornments in the wrist, nose, lip, and ankle

Inspection on proper compliance to prescribed appearance and grooming is conducted every first Monday of the month.

On Tattoo

Students should develop proper care and hygiene of physical self. Thus, tattoo and/or intentional mutilation such as getting henna tattoo, putting stickers, or any drawing on skin is prohibited. The school reserves the right to cause the removal or erasure of the tattoo as a condition for his/her continued stay in school.



4.2.3.3 Uniform Regulations

Identification Cards (I.D.)

The I.D. is part of the school uniform and should be worn at all times while inside the school premises and during official activities outside the campus. Nonwearing of the I.D. is considered an offense. Likewise, I.D.s should be kept free from trimmings, stickers or any other marks.

As part of the School Disaster Management initiatives, all students are likewise required to properly fill-out an emergency information card which must be attached together with the school I.D.

A temporary ID Pass will be issued to those who do not have their ID. Failure to return within the day will merit a corresponding sanction.

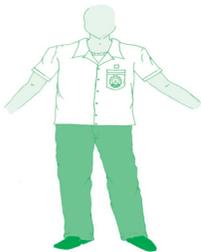
Lost ID may only be replaced upon submission of an Affidavit of Loss and a corresponding written request from the parent/guardian duly noted by the homeroom adviser, and approved by the level prefect.

A corresponding payment must be paid at the Cashier prior to the issuance of the new ID.

School Uniform

Grades 1-6 Uniform :

For Boys



- ▶ Long Khaki Pants
- ▶ Untucked straight-cut white polo shirt with school logo on the left pocket, name patch and grade level
- ▶ Plain, white, tucked shirts
- ▶ Plain, white, ankle socks
- ▶ Plain, black, low-cut leather shoes

For Girls



- ▶ Green checkered jumper and skirt with hemlines that are mid-calf in length
- ▶ White Blouse with school logo on the left collar; name patch and grade level at the upper left side
- ▶ Green, checkered ribbon
- ▶ Plain, white chemise and shorts
- ▶ Plain, white, ankle socks
- ▶ Closed, black, flat, leather shoes

Grades 7-10 Uniform :

For Boys



- ▶ Long, Plain Black Slacks (Denim and Corduroy materials are not allowed)
- ▶ Untucked straight-cut white polo shirt with school logo on the left pocket, name patch and grade level
- ▶ Plain, white, tucked undershirt (muscle tshirt)
- ▶ Plain, black, ankle socks
- ▶ Plain, black, low-cut leather shoes

For Girls



- ▶ Green Checkered skirt with hemlines that are mid-calf in length
- ▶ White Blouse with school logo on the left collar; name patch and grade level at the upper left side
- ▶ Green, checkered ribbon
- ▶ Plain white or skin-toned undergarments, sando and pantyilet / boyleg
- ▶ Plain white, ankle socks
- ▶ Closed, black, flat, leather shoes

P. E. Uniform: **For Boys and Girls**



- ▶ Green jogging pants with logo and without cuffs
- ▶ P.E. t-shirt with school logo
- ▶ Plain white or skin-toned undergarments, sando and pantyilet / boyleg
- ▶ Plain white, ankle socks
- ▶ Rubber shoes (slip-ons/sneakers not allowed)

Note: Only P.E. t-shirts will be allowed as an extra shirt. Folding of sleeves and jogging pants are prohibited.

Dress Code

DLSU-IS is committed to providing a safe and friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school, and community. Students are required to wear appropriate, comfortable, and safe clothing that is neat, clean, and in good taste. No article of clothing shall be worn that distracts the



educational process. DLSU-IS views the Dress Code as a serious issue and expects parents to promote the observance of this policy. Following are guidelines for students:

1. Students are reminded to wear decent and modest attire while inside the school premises. They should refrain from wearing mini-skirts, sleeveless, spaghetti straps, see-through, and plunging necklines especially during co-curricular activities.
2. Vulgar, illegal (including alcohol, drugs, tobacco) and/or sexually oriented statements or suggestions on clothing are not permitted. Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing, or discriminatory environment is prohibited.
3. Hats (or other head coverings) and sunglasses are not permitted to be worn inside the school building unless approved by the Principal, a physician and/or the school nurse.
4. Chains and/or studded accessories are prohibited. Accessories that increase the student's risk for accidents are not permitted.
5. All hemlines of skirts and dresses, as well as slits must be at most an inch above the knee cap.
6. Shirts and tops will be no lower than one inch below the collarbone, must have sleeves and must be long enough to be tucked in.
7. See-through clothing, tattered jeans, and clothing that has rips, tears or holes is not permitted.
8. Oversized clothing, which compromises the safety of students, is not permitted.
9. Appropriate shoes or sandals should be worn at all times. Open-toe footwear should have either a back strap or a sling- back or a heel of at least 1 inch.
10. Clothing shall be worn with appropriate undergarments. Undershirts customarily worn as undergarments may not be worn without shirts or blouses. Tank tops, sheer blouses, or shirts that cause undue attention are prohibited. Muscle shirts are prohibited.
11. Shorts must have a hemline of at most one inch above the knee cap. Sports, beach, board, and athletic shorts are not allowed.

The school reserves the right to call the attention of the students who dress inappropriately. "No Compliance, No Entry" policy will be enforced for students who are not compliant with the dress code policy.

4.2.3.4 Public Display of Physical Intimacy

Healthy interaction among the students is encouraged by the University. However, acts or gestures that tend to offend other members of the community, including public display of physical intimacy, are not tolerated. Public Display of Physical Intimacy (PDPI) in the form of but not limited to the following: holding hands, lying or sitting on the lap, leaning on the shoulders, resting the head on the breast, putting one's arm over the shoulders of another, kissing, intimate or prolonged embraces

4.2.3.5 Cellular Phones, gadgets, and other materials

As per DepEd policy, bringing of cellular phones and other communication gadgets are highly discouraged. It should not be used, visible, and must be turned off during school hours. Students are likewise, not allowed to bring any other gadgets not needed in school.

Stuffed toys, Swiss knives, pillows, magazines, skateboards, any kind of playing cards and other materials not necessary for school work should also not be brought.

An Equipment Slip must be secured from the Discipline Office if there is a need to bring an equipment/gadget required by the teacher. Violation of these guidelines is subject to disciplinary actions. The school will not be held liable for any damage or loss of phones or any gadgets brought to school.

4.2.2.12 Admit Pass and other Forms

The student must secure the appropriate form/admission slip in order to enter the class coming in late.

4.3. Other Directives/Miscellany

4.3.1. Circulars/Letters

The school communicates pertinent information to parents through circulars and letters via print or online. Parents / guardians are held accountable for any information contained herein. The student must submit the reply slip duly signed by his parent / guardian on or before the specified time of submission. Failure to submit this slip promptly warrants disciplinary action.



4.3.2. Delivery of Articles

The school wishes to develop in every student the sense of responsibility and independence. This includes the acquisition of the habit of taking care of his personal needs in school.

Thus, the school does not allow delivery of articles such as project materials, notebooks, equipment or any other such similar article/s to students. These should be brought with them when they come to school. Only during extreme cases are such requests granted.

Food delivery from outside source will only be granted during after school hours, official school event or a school- related activity. Birthday Parties are only allowed for preschool students.

4.3.3. Lost and Found

The school stresses the development of honesty as a worthy value among the students. As such, they are encouraged to turn over any lost item found.

All personal belongings should be labeled properly for easy identification of items found. Lost items should be turned over immediately to the Prefects' office. A notice concerning lost and found articles is posted on the Bulletin Board of each Learning Community.

Found items may also be claimed from the same office. The owner is asked to identify the item before it is released. All unclaimed items will be turned over to the Lasallian Missions Office (LMO) for donation a month from publication of their retrieval/finding per trimester. The school does not assume responsibility for the loss of personal belongings left unattended within the school premises.

A Good Deed Merit will be posted on the bulletin board to affirm the honesty of the students who returned any lost valuable item.

4.3.4 Security and Traffic

4.3.4.1 Fetcher's ID

The Fetcher's I.D. is part of the security measures taken by the school to ensure the safety and orderly exit of students from school to home. It is issued only to authorized fetchers of students who are officially endorsed by the legal parents/guardians.

For class suspensions due to emergency cases, special fetching arrangements are verified through the student's Emergency Information Card or a phone call to the parents/ authorized guardian.

4.3.4.2 School Bus Riders

A list of school bus riders and their fetching schedule will be provided by the school bus operators at the start of the academic year, to be updated every trimester thereafter.

Students should religiously observe the agreed fetching time to avoid delay for the remaining bus riders.

A letter of consent from the parent/guardian must be submitted duly noted by the level prefect if student riders will not be riding during their designated fetching schedule. Appropriate school rules and regulations apply in the school bus.

4.3.4.3 Commuters

Any student who wishes to commute must submit two (2) copies of a letter of consent duly signed by the parents/guardian to the level prefect, stating the reason why he/she will commute. Only then will he/she be granted a departure slip by the Level Prefect.

Regular commuters must submit 2 copies of a letter of consent by the parents/guardian (1 copy for the Homeroom Adviser and 1 copy for the Level Prefect). An agreement form must be accomplished upon approval of the request to commute. Only those who are identified as official commuters will be allowed by the Guard on Duty to leave the campus without a departure slip.

4.3.4.4 Driving

All traffic regulations set forth by the school will be observed. No student will be allowed to drive a vehicle within the school premises without the corresponding written consent from the parents and upon presentation of a valid non-professional driver's license to be submitted to the SDFO. Carpooling is strictly prohibited for student drivers. Likewise, school grounds should never be used for practice driving and drag racing. Offenders will be subject for strict disciplinary action.

Update the school of your child's fetching arrangement, as needed.

4.3.5. Off-Limits Regulations

All students should remain within the areas designated for them. Non-observance of off limits area is subject for disciplinary action. The following are the areas off limits to students unless otherwise permitted by the school authorities:



- ▶ Administration Offices and adjoining corridors
- ▶ Faculty lounges and work area
- ▶ Dormitory
- ▶ Construction sites
- ▶ Auditorium
- ▶ Classrooms (after dismissal)
- ▶ Deserted corridors, stairs and hallways
- ▶ Rooftop and Fire Exits
- ▶ Kalye Berde
- ▶ Track Oval
- ▶ College Buildings

Note: Classroom Doors will only be open thirty (30) minutes before the start of their regular class schedule. Students are not allowed to stay in the classrooms beyond 30 minutes after dismissal. Official curfew time is until 8:00 pm. All students waiting for their fetchers are requested to stay at the designated waiting/holding area for a more efficient and faster fetching process.

4.3.6. Use of Elevator

Elevator services are accessible to all students with special priorities on the following:

- ▶ Students who are asthmatic, physically disabled, or injured, and with other special health conditions as endorsed by the Clinic.
- ▶ Students carrying big bags, heavy materials / equipment
- ▶ Students occupying the 5th floor
- ▶ Faculty and Staff

Proper conduct on the use of the elevator must strictly be observed. Violation of Elevator policy is subject for disciplinary action.

4.3.7. Guidelines for Parents

4.3.7.1. Parent – Teacher Conference

The school believes in working hand in hand with the parents through close coordination to give the utmost assistance to the students. Parents / guardians are expected to maintain communication with the school throughout the school year. They are expected to consult with teachers of their children, especially during Student Performance Report and the scheduled Parent – Teacher Conference.

4.3.7.2. Appointment

As we observe order and proper decorum, parent/guardians who wish to confer with teachers, administrators, guidance counselors, and/or level prefect may do so by setting an appointment with them through the office secretary or clerk. The appointment must be made at least three working days before the conference.

Visitors Pass and Slip shall be issued to parents/guardians/ visitors by the guard-on-duty before entering the building.

Everybody is likewise enjoined to wear appropriate attire while inside the school premises (Refer to Dress Code policy).

4.3.7.3. Accompanying Children to School

Parents and guardians of Grades 1 and 2 students and new parents are allowed to accompany their children to the classroom only on the first day of school. They should leave immediately after settling them in the room.

Everybody is likewise enjoined to wear appropriate attire while inside the school premises (Refer to Dress Code policy).

4.3.7.4. Off-limits for Parents

- ▶ Faculty Rooms
- ▶ Classrooms and Hallways
- ▶ Canteen (during regular class hours)

Parents, guardians, and nannie are allowed only on designated waiting areas on campus.

Note: Violation of these guidelines may merit corresponding consequences.

4.3.8. Child Protection Policy

The De La Salle University Integrated School Child Protection Policy and outline of Procedures was created in response to Department of Education Order No. 40, Series 2012. This manuscript is a legal organization-level document that enforces the most effective way of responding and preventing act of violence against children committed both inside and outside the school community. The creation of the policy also bears the statement of care that is written in the form of a Preamble which goes as expressed:



The De La Salle University Integrated School is an institution of learning that ensures to offer safe environment for the learners and promotes sound well-being among its students. This is realized as we strive to be true to our mission in promoting the Lasallian identity of ***spirit of faith, zeal for service, and communion in mission***. Stemming from this thrust, all school personnel are vested with the responsibility of becoming agents of care. We safeguard children-in-school from any form of act of violence whether committed incampus or the transgression was committed outside while its effects are clearly reflecting in his well-being as a student. It is thus our pious duty to know and understand the school's Child Protection Policy and Procedure and exercise our willful duty to adhere and promote its contents and undertakings.

4.3.9. Dangerous Drugs Policy

In compliance with DepEd Order No. 40, s. 2017, the school, with the assistance of the Local Government Units (LGUs) and other agencies where the school is located, has the obligation to employ every reasonable means to provide a healthy, drugfree environment for its purpose. Thus, as a means of intervention and prevention, the school may organize symposia on potential harm of smoking, alcohol, and the use of illegal drugs. A random drug testing may also be done, as deemed necessary by the school administration.

4.4 Disciplinary Probation Scheme

4.4.1. Disciplinary Probation (DP)

Disciplinary Probation (DP) is a restraining measure imposed for three consecutive trimesters on a student who has been found guilty of consistent misbehavior. It is primarily meant to help the student develop self-discipline and improve conduct.

Disciplinary Probation shall be imposed on a student who commits two (2) violation reports due to minor offenses, or two (2) major offenses under Category one (1), or on a student who commits a major offense under category two (2).

4.4.2. Strict Disciplinary Probation (SDP)

A Strict Disciplinary Probation shall be imposed for three (3) consecutive trimesters on a student who is currently on DP status and has incurred a major offense during the probation period.

A student on SDP will be dismissed if he/she commits a major offense throughout the probation period.

4.4.3 Lifting of Disciplinary Probation

A Disciplinary Probation status (DP or SDP) is lifted if the student does not commit any major offense during the probation period. Parents will be notified once the probation status is lifted.

4.5. Administrative Interventions

To maintain discipline, the school may impose disciplinary sanctions on an erring student which is commensurate with the nature and gravity of the violation of the school rules and regulations. They are as follows:

4.5.1. Reminder Slip

A Reminder Slip is given to a student as a form of reminder to conduct themselves better in the future and in order to create a positive learning environment for them and their fellow students. RS issued must be signed by the parents and/or guardian, and returned immediately to the Level Prefect.

4.5.2. Warning Slip

A Warning Slip is given to a student who goes against prescribed rules and regulations set forth by the school as stated in the Student Handbook.

WS issued must be signed by the parents and/or guardian, and returned immediately to the Level Prefect.

4.5.3 Violation Report

A Violation Report (VR) is issued for major offenses or series of minor offenses. A VR must be signed by the parents and/or guardian, and returned immediately to the Level Prefect. All issued VRs are deemed final and immediately executory unless an appeal is filed within the prescribed period.

4.5.4. Suspension

4.5.4.1 Ordinary Suspension

An Ordinary Suspension is given to students who violated accumulated Major offense Category 1 or a Major offense Category 2. The student is prohibited from attending regular classes and reports instead to the Prefect of Discipline who will assign him/her tasks as a form of community service. The student must observe the community service guidelines.



4.5.4.2 Preventive Suspension

Preventive Suspension is given to students who violated any Major Offense Category 2 that endangers any member of the community. This is an action taken by the school that involves denial to accept the suspended student to attend classes for a period not exceeding 20% of the prescribed days for the school year for Grades 1 to 10. It is meant to assist students to come to a clearer understanding of their goals; recognize the blocks that hinder them from realizing their goals; and resolve to better themselves.

A suspended student is disallowed to enter the school premises and/or is prohibited from attending any school-related activities and functions.

Note: A student under suspension is marked absent and not allowed to attend regular classes. He/she will be held responsible for lessons missed during exclusion from classes. Students are given a maximum of two (2) days to comply with missed assessments otherwise a 65% mark will be given. The discipline office recommends the length of the disciplinary sanction depending on the gravity of the offense. Any violation on suspension guidelines will warrant stiffer sanction. Suspension/s follows immediately after the receipt of the Violation Report.

4.5.6. Dismissal or Withdrawal from School

This is an action taken by the school where students are dropped from the school because of gross violation of the rules and regulations.

A student is likewise advised to withdraw from school for any of the following reasons:

- He is on Strict Disciplinary Probation and has committed a major offense during the SDP period
- He has committed any gross misconduct which endangers the good name of the school and the safety of its members

4.5.7. Expulsion

Expulsion is an extreme penalty given to an erring student. This consists of exclusion to any public or private school in the Philippines as provided in Sec. 136 of the 2010 Revised Manual for Private Schools in Basic Education.

4.6. Procedures for handling a case

- The SDFO shall act upon reported disciplinary infraction.
- The SDFO will inform the parents/ guardian through written notice about he charges against their child
- The SDFO shall call upon all involved parties to shed light on the incident being reported by writing an incident report in the presence of the parents/ guardian
- If probable cause has been established and sufficient evidence has been presented to prove the offense, the SDFO shall apply the corresponding interventions and shall inform the parents of the erring student through a conference.
- The SDFO shall have jurisdiction over all minor offenses involving students under these rules. The respondent is required to see the Director of SDFO who investigates and decides on the case.
- The SDFO shall also have jurisdiction over all major offenses involving students should there be complete admission on the part of the respondent.
- The Discipline Board shall have jurisdiction over all major offenses involving students should there be incomplete or qualified admission or denial on the part of the respondent. The IS-SDFO shall be the complainant before the IS-SDFB and the faculty, student, or any other person who initiated the complaint shall serve as University witnesses.
- The Discipline Board is composed of the Associate Principal for Student Affairs as the Chair, three other members and their respective alternates representing the Administration, Faculty, and Parent. The University Legal Counsel may be invited as needed.
- The Office of the Principal renders its decision within five (5) days from the date the Discipline Board submits its recommendation. A copy of the decision will be given to the aggrieved party as well as the respondent and his/ her parents or guardian. A copy of the decision with the complaint is filed at the SDFO and forms part of the respondent's record or folio.
- A party not satisfied with the decision may appeal in writing to the Office of the Vice Chancellor for Laguna Campus within 5 working days from receipt of the decision, stating the grounds for the appeal. If an appeal is not availed of the party, or is turned down, or if appeal is taken, the decision will be final and immediately executory unless the imposition of penalty is deferred for meritorious reasons.
- Counseling for involved students are conducted as needed.

Note: In the philosophy of a formative approach to discipline, cases involving Grades 1-3 students will not warrant immediate sanction. Formative interventions would include Parent Conferences, and close collaboration with Homeroom Advisers, Subject Teachers, and the



Counselor to address student’s needs. However, an accumulation of reported and validated discipline cases shall be forwarded to the Discipline Board for corresponding action as guided by the Classification of Offenses and Sanctions.

4.7. Classification of Offenses and Sanctions

4.7.1. MINOR OFFENSE

It is the homeroom adviser, subject teacher or level prefect’s responsibility to impose the sanctions on any student who has committed an offense under this category. Repeated commission of these offenses will merit a more serious sanction.

	Grade School	Junior High School
1 st Offense	a. Reminder Slip	a. Reminder Slip
2 nd Offense	a. Reminder Slip b. Conference with student	a. Warning Slip 1 b. Conference with student
3 rd Offense	a. Warning Slip 1 b. Conference with student c. Conference with parents	a. Warning Slip 2 b. Conference with student c. Conference with parents
4 th Offense	a. Warning Slip 2 b. Conference with student c. Conference with parents	a. Violation Report with 79 (F) in conduct b. Conference with student c. Conference with parents
5 th Offense	a. Violation Report with 79 (F) in conduct b. Conference with student c. Conference with parents	a. Violation Report and Disciplinary Probation with 74 (NI) in conduct b. Conference with student c. Conference with parents

Further Minor Offenses shall warrant stiffer penalties as stated in Major Offense Category 1.

The following are categorized as minor offense:

1. Visibility of cellular phones and/or other unauthorized gadgets during school hours including recess and/or lunch breaks
2. Uttering profane or indecent language
3. Teasing, name-calling, taunting, ridiculing, picking on someone's physical appearance, religion, or beliefs; purposely excluding someone from activities or group work; or any other similar acts of the same level.
4. Two (2) instances of non-submission of reply slips, contracts, and other official school documents and correspondence
5. Two (2) instances of unsigned SAMS
6. Non-submission of excuse letter/s for absences upon return to school
7. Minor forms of disrespect such as but not limited to making faces, unnecessary noise or actions
8. Two (2) instances of incomplete or improper use of school uniform
9. Two (2) instances of non-wearing or misuse of school ID/lanyard
10. Unauthorized playing of electronic, board and card games
11. Eating and drinking other than water, in areas designated as a non-eating place such as auditoriums, seminar rooms, classrooms (except light snacks such as biscuits and candies), laboratories, libraries, chapels, and study areas inside the buildings
12. Violation of guidelines on general appearance and grooming.
13. Littering inside the campus and its immediate premises
14. Shouting/howling/causing minor interruption of proceedings/activities in the classroom, along corridors, auditorium, chapel, activity rooms, meeting/s or before homeroom period, during recess, lunch and/or during any other official activity
15. Non-observance of the off-limits area
16. Unauthorized classroom entry
17. Non-observance of the Elevator policy/guidelines
18. Violation of the library and laboratory rule
19. Minor offenses under the Ipad Policy
20. Playing rough games (e.g. wrestling, horse playing, etc which may or may not result in physical injury or destruction of properties)
21. Eating during class hours or inside prohibited areas such as the classroom, AVR, library, auditorium, etc.
22. Minor quarrels among students
23. Every three (3) incidents of tardiness in a trimester
24. Every three (3) incidents of unexcused absences in a trimester
25. Dress code violation
26. Non-securing of permits, slips and non-compliance to prescribed policies and guidelines (e.g. , Off-campus slip, equipment slip, etc)
27. Unauthorized bringing-in of cutters, pointed objects, hazardous



chemicals

- 28. Violation of the DLSU policy and guidelines on use of trademarks
- 29. Proselytizing, defined as an attempt to convert another to one’s faith by attacking or denigrating other person’s practices and beliefs, or by offering special inducements.
- 30. Bringing of soft drinks and other carbonated drinks
- 31. Acting as accomplice for an offense committed on Major offense category 1.
- 32. Any offense analogous to any of the aforementioned offenses

4.7.2 MAJOR OFFENSE (Category 1)

Any major offense incurred will affect the department grade of the student. Likewise, the student will be automatically disqualified from the department award for the remaining trimesters of the said academic year.

	Grade School	Junior High School
1 st Offense	<ul style="list-style-type: none"> a. Warning Slip b. Conference with student c. Conference with parents 	<ul style="list-style-type: none"> a. Violation Report with 79(F) in department b. Conference with student c. Conference with parents
2 nd Offense	<ul style="list-style-type: none"> a. Violation Report with 79 in department b. Conference with student c. Conference with parents 	<ul style="list-style-type: none"> a. Violation Report and Disciplinary Probation with 74(NI) in department b. Conference with student c. Conference with parents d. 8-16 hours of Suspension
3 rd Offense	<ul style="list-style-type: none"> a. Violation Report and Disciplinary Probation with 74(NI) in department b. Conference with student c. Conference with parents d. 8-16 hours of Suspension 	<ul style="list-style-type: none"> a. Violation Report and Strict Disciplinary Probation with 70 in department b. Conference with student c. Conference with parents d. 24-32 hours Suspension
4 th Offense	<ul style="list-style-type: none"> a. Violation Report and Strict Disciplinary Probation with 70 in department b. Conference with student c. Conference with parents d. 24-32 hours Suspension 	<ul style="list-style-type: none"> a. Violation Report with 69 in department b. Conference with student c. Conference with parents d. Dismissal or withdrawal from school

The student is referred to the guidance counselor for restorative interventions, as needed.

The following are categorized as major offense (Category 1):

1. Use of cellular phones and/or other unauthorized gadgets/ equipment during school hours including recess and/or lunch breaks
2. Gross disrespect for ceremonies/ religious rites and/or prayers
3. Vandalism; tearing-off pages or defacing any library books, magazines, and periodicals; or any other willful destruction of school property and/or removal of official notices, posters and other similar announcements (immediate replacement or repair is part of the penalty)
4. Cases of cutting classes/Truancy:
 - a. Non-attendance of classes and other activities during official school hours, loitering during class hours.
 - b. Leaving the class or school activities without permission from the school authorities.
 - c. Leaving the campus during school hours without the Off-campus or Permit to Leave signed by the Level Prefect.
 - d. Missing 20 minutes of one hour classes/activities
 - e. and 30 minutes for more than one hour classes/activities.
5. Inflicting harm on any person, or doing mischief which may or may not result in physical injury
6. Provoking that may or may not lead to a misbehavior of any member of the community
7. Illustration of pornographic images/ possession/ distribution/ borrowing/lending/selling/trading of pornographic magazines, indecent pictures or materials, pornographic images and visiting pornographic websites
8. Disrespect or insubordination in words and in deeds against any school authority, instigating others to insubordination, propagating false orders/acts of defiance against teachers, school authorities and rules
9. Using profane or indecent language or defamation committed against any student or school personnel
10. Commission of vulgar gestures causing harm to other members of the community or disruption of classes or any school activities
11. Bullying that includes repeated teasing, name-calling, taunting, ridiculing, or any other forms of verbal abuse; vandalizing or hiding belongings; spreading rumors; repeated picking on someone's physical appearance, religion, or beliefs; purposely excluding



- someone from activities or group work; or any other similar acts of the same level, threatening, intimidating, provoking or coercing any member of the school community (Violating any provisions of the RA 10627 – Anti-Bullying Act)
12. Acting as accomplice for an offense committed on Major offense category 2.
 13. Misbehaving in public places or entertainment centers while in school uniform or any clothing associated with the school
 14. Disruption of classes; preventing students or faculty members and school authorities from discharging their duties or from attending classes or entering the school premises
 15. Fighting/instigating a fight in or out of the school during official school activity
 16. Petty theft, stealing of ballpens, pencils and other small items
 17. Selling any goods, collecting or soliciting contributions without the written permission of the Principal
 18. Petty forms of cyber-bullying
 19. Public Display of Physical Intimacy
 20. Any form of dishonesty
 21. Invading one's property without permission
 22. Withholding information during official/formal investigation
 23. Commission of similar/different minor offenses:
 - a. Grade School – Fifth (5th) per trimester
 - b. Junior High School – Fourth (4th) per trimester
 - c. Accumulation of Minor Offenses per Academic Year
 - i. Grade School – Eighth (8th)
 - ii. Junior High School – Seventh (7th)
 24. Any offense analogous to any of the aforementioned offenses.

4.7.3. MAJOR OFFENSE (Category 2)

	Grade School	Junior High School
1 st Offense	<ul style="list-style-type: none"> a. Violation Report with 79 (F) in conduct b. Conference with student c. Conference with parents 	<ul style="list-style-type: none"> a. Violation Report and Disciplinary Probation with 74(NI) in conduct b. Conference with student c. Conference with parents d. 8-16 hours of Suspension
2 nd Offense	<ul style="list-style-type: none"> a. Violation Report and Disciplinary Probation (DP) with 74(NI) in conduct b. Conference with student c. Conference with parents d. 8-16 hours of Suspension 	<ul style="list-style-type: none"> ta. Violation Report and Strict Disciplinary Probation with 70 (NI) in conduct b. Conference with student c. Conference with parents d. 24-32 hours of Suspension
3 rd Offense	<ul style="list-style-type: none"> a. Violation Report and Strict Disciplinary Probation (SDP) with 70 (NI) in conduct b. Conference with student c. Conference with parents d. 24-32 hours of Suspension 	<ul style="list-style-type: none"> a. Violation Report with 69 (P) in conduct b. Conference with student c. Conference with parents d. Dismissal or withdrawal from school
4th Offense	<ul style="list-style-type: none"> a. Violation Report with 69 (P) in conduct b. Conference with student c. Conference with parents d. Dismissal or withdrawal from school 	

The following are categorized as major offense (Category 2):

1. Gross disrespect, disobedience, defiance, assault, or abusive behavior towards school authorities.
2. Stealing in and out of the school of properties or items that are worth more than the limit for petty theft.
3. Act of coercion in exchange of money, property, service etc.
4. Involvement/Participation in any form of harassment as defined in DepEd Order No.40 S 2012 known as The DepEd Child Protection Policy excluding acts that are sexual in nature.
5. Cheating
 - a. copying another classmate's test answers
 - b. possession of cheat sheets during testing
 - c. passing of answer/s during or after testing



- d. any form of dishonesty related to homework, activity sheets, seatwork, projects, etc
- e. tampering of scores in assignments, seatwork, exercises, quizzes, long tests or trimester examinations
- f. Direct or indirect involvement in examination leakages
- g. Use of Cellular Phone or any Gadgets (e.g. Smart watches, Ipad etc.) during assessments are automatically considered as a form of cheating unless authorized by the teacher or proctor
6. Violation of DLSU Policy on Academic Honesty (see Appendix)
7. Willful destruction of any school property (immediate replacement or repair is part of the penalty)
8. Misappropriation of funds or other collections authorized by the school
9. Acts of lewdness or commission of any act of immorality such as but not limited to the following: being inside a cubicle of a comfort room with another person regardless of gender or sex; necking or petting or any other acts of sexual intimacy
10. Possession or distribution of indecent publications or questionable literature contrary to the faith or the good of the school or country
11. Falsification or tampering of academic/official records or documents of any kind
12. Possession of alcoholic beverages, cigarettes (including ecigarettes), or smoking on campus, in the school bus, within the school premises or in any public place while in school uniform
13. Gambling in campus or in any school-related activity outside the campus
14. Unauthorized driving inside the campus
15. Sharing or posting of obscene/pornographic/unauthorized video/pictures on the net.
16. Desecration of religious images and places
17. Computer misconduct (hacking, fraud, privacy breaches, etc.) /Gross form of cyber bullying
18. Forgery of any form
19. Involvement in a serious fight in or out of school which may result in physical injury.
20. Acting as accomplice for an offense committed on category 3.
21. Violation of guidelines given during suspension
22. Any offense analogous to any of the aforementioned offenses

4.7.4. MAJOR OFFENSE (Category 3)

The following offenses when proven will warrant an immediate dismissal on the first offense.

- a. Conference with parents
- b. Dismissal/Expulsion

The following are categorized as major offense Category 3:

1. Slanderous actions/remarks to fellow students or teachers and staff via print and broadcast media, internet and other medium of communication.
2. Rebellious actions or remarks against the school.
3. Threatening fellow students or teachers or staff using deadly weapons.
4. Possession, sale or use of deadly weapons such as guns, explosives, knife/knives, including firecrackers or pillboxes or poisonous chemicals which may endanger the lives of any member of the school community
5. Use, sale of intoxicating drinks such as beer liquor, wine or any alcoholic beverages within the school premises or in its immediate vicinity.
6. Entering the school premises or participating in any recognized school activity while under the influence of liquor or any alcoholic beverages
7. Possession, use or sale of prohibited or regulated drugs (including marijuana)
8. Entering the school premises or participating in any recognized school activity while under the influence of prohibited drugs including marijuana and other illegal substances.
9. Any act of sexual harassment as defined in DepEd Order No.40 S 2012 known as The DepEd Child Protection Policy
10. Membership in student organizations or fraternities (in and out of the school) not officially approved by the school which disturb the peace and order of the school or community
11. Forming of or affiliating to any organization whose objectives or activities are contrary to the school's philosophy, objectives, policies or rules
12. Hazing, in any form, whether within or outside the school premises
13. Gross misconduct
14. Eliciting sexual advances or insinuations to a school personnel
15. Inflicting serious physical injury on any DLSU-IS student or any member of the school community
16. Commission of a crime inside or outside of the school
17. Any offense analogous to any of the aforementioned offenses



Note: The list/ classification of offenses appearing herein are not allinclusive. Therefore, students may be meted disciplinary action for offenses other than those listed herein. Likewise, the school reserves the right to impose lighter or stiffer penalties for offense committed depending on the attending circumstances of the case. In cases where two or more offenses carrying different penalties are committed under one given situation or instance, the heaviest penalty imposable shall be considered or applied.

A student who is dismissed due to disciplinary problems will not be accepted to any further extent in DLSU-IS.

4.8 Policies on Year-end Activities (For Gr.6, Gr. 10 and Gr.12)

4.8.1 On Graduation / Moving Up Ceremony Practices

The following offenses when committed after the 3rd Trimestral Exams for Gr.6, Gr.10, or Gr.12 during practices for graduation, moving up ceremony, and baccalaureate mass shall deprive the student from joining the rites:

1. Committing any offense sanctioned by community service or suspension
2. Committing any major offense under Category 2-3
3. Having a failing final grade in Department and/or Homeroom/Values
4. Committing two (2) consecutive absences or three (3) accumulated absences without valid reason/s
5. Violation of special guidelines on graduation, moving up ceremony, and baccalaureate mass practices

4.8.2 During Graduation/Baccalaureate Mass/Moving Up Ceremony

Students who misbehave during graduation rites, baccalaureate mass or moving up ceremony will do community service for 40 hours.

The School diploma and Certificate of Good Moral Character will only be issued after the necessary clearance has been fulfilled.

4.8.3 Summer Community Service

A student who incurred a failing final grade in Department and/or Homeroom/Values shall serve 40 hours of community service during summer. Community Service shall be imposed immediately after the online release of grades for the 3rd Trimester.



DL
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INTEGRATED SCHOOL

Student Services



5.1. Lasallian Mission Office (LMO)

Lasallian Mission offices work towards synergizing its efforts to realize the University’s vision-mission of bridging faith and scholarship in the service of society, especially the poor and marginalized.

The Lasallian Mission Office (LMO) is responsible for the formulation of holistic and spiritual formation programs that respond to the needs of students, administrators, faculty, and co-academic personnel of the Lasallian community. It is also structured to complement the academic potentials of the students by promoting integrity and creating synergy in its programs and activities. It is the prime mover, caretaker and catalyst of change entrusted in leading the community to reach their full potentials and living fully the Lasallian core values of Faith, Zeal for Service, and Communion in Mission.



FAITH FORMATION

- Programs and activities that allow us to delve deeper into our faith and reflect on our role as Lasallians in the context of Philippine society.
- Can be expressed through scholarship/ pursuit of knowledge

Discovering how each field of knowledge responds and contributes to the broadening of one’s understanding of the Gospel

COMMUNITY ENGAGEMENT

- A concrete response to the call of our faith.
- Driving social transformation through active participation in sustainable development.

COMMUNITY BUILDING

- Everything we do is for the Lasallian community and those whom we are called to serve.
- Despite the fact that we belong to different offices with different sets of expertise, we are part of one Lasallian family pursuing one mission.
- Our works in faith formation and community engagement should seek to enhance our communities.
-

5.1.1. Offices

5.1.1.1. Lasallian Pastoral Office (LSPO)

The Lasallian Pastoral Office contributes to the realization of DLSU's vision by providing opportunities for faith and spiritual development and by creating venues where the life and charism of St. John Baptist de La Salle are promoted in order to continuously inspire the members of the academic community to be achievers for God and Country.

All students in the University go through the retreats and recollections offered by LSPO. Faculty members, non-teaching staff, maintenance and security personnel and other members of the DLSU community are also given the opportunity to develop and sustain their faith-life through relevant formation programs and meaningful liturgical celebrations.

The Different Ministries

Worship and Animation Ministry: Provides the members of the Lasallian Community with opportunities for spiritual nourishment and growth through the various liturgical and para-liturgical celebrations. It ensures active participation of the community in the mass by training and forming pool of Liturgical Ministers such as Liturgical Choirs, Lectors and Commentators, Ministers of the Special Eucharist and Altar Servers.

Retreat & Recollection Ministry: Takes charge of students' retreat and recollection activities. It also designs and develops retreats and recollections module for student organizations and other sectors of the community.

Pastoral Formation and Action Ministry: The Formation and action Ministry program hopes to effect genuine Lasallian formation to the adult members of the Lasallian community through a process of communal accompaniment and the provision of opportunities for volunteerism and involvement. It provides programs and activities which aim to



help the members of the Lasallian community in DLSU to deepen their understanding of what it means to be a Lasallian and to better appreciate its rich heritage.

5.1.1.2 Center for Social Concern and Action (COSCA)

COSCA is the social development arm of DLSU. It is the primary unit responsible for promoting the Lasallian Social Development principles and ensuring that the Lasallian community is aware of and animates these principles. COSCA also engages the university to actualize faith in action through service to and solidarity with the poor.

A forefront of social formation and engagement, dedicated to the integral development of Lasallians and Partner Communities through responsible citizenship and empowerment of marginalized sectors towards a just and humane society.

It organizes and supervises the Reach – In and Reach – Out activities that contribute to the development of social involvement and creates and maintains a support system for community engagement particularly the poor areas surrounding the institution by fostering the spirit of service and of volunteerism among the members of the institution. The said office, likewise, acts as the overall in – charge for the implementation and management of the LINGAP Program, the College’s National Service Training Program (NSTP), and other community engagement activities.

Meditation 160 on the Feast of St. Louis by St. John Baptist de La Salle

“In your work you ought to unite zeal for the good of the Church with zeal for the good of the nation of which your disciples are beginning to be and one day ought to be perfect members. You will procure the good of the Church by making them true Christians, docile to the truths of faith and to the maxims of the holy Gospel. You will procure the good of the nation by teaching them how to read and write and everything else that pertains to your ministry with regard to exterior things. But piety must be joined to exterior things; otherwise, your work would be of little use.”

5.2 Libraries

The De La Salle University Laguna Campus has a total of four (4) satellite libraries to serve as knowledge centers for the Preschool (PS), Integrated School (IS), and College levels, respectively. The Libraries offer academic library resources and services to support the community’s instructional, curricular, research, and extension programs. The Libraries strive to provide an adequate and stimulating learning environment through

organized, relevant and fast delivery of information services and excellent facilities.

The Laguna Campus satellite libraries are run by a professional team of librarians: a Library Coordinator who oversees the overall service and program operations of the 4 libraries, and 3 Readers’ Services Librarians who are responsible for the libraries’ collection development and service-program implementation. Six (6) staff members holding regular positions assist the librarians in the effective and efficient delivery of information services.

Location and Collections

The Preschool Library is located at the ground floor of Learning Center 1 Annex, while the Integrated School Library is located at the second floor, west wing of the Integrated School Complex (Learning Center 2). The College Library is at the third floor, west wing of the Milagros Del Rosario Building while the College Library Annex is located at the second floor of the same building.

These libraries house various collections, such as the Filipiniana, general reference and circulation books, teachers’ references, textbooks, and instructional media materials. Reading areas, workstations, viewing rooms, discussion rooms, faculty lounge and the digital area for Internet access are also made available to patrons. A fully integrated library system is in place for fast delivery of service and information access.

Library Hours

Libraries	Schedule of Service Hours	
	Monday to Friday	Saturday
Integrated School (IS)	7:00AM - 5:00PM	Closed
Preschool (PS)	7:00AM - 5:00PM	Closed
College Library	7:00AM - 7:00PM	8:00AM - 12:00NN
College Library Annex	7:00AM - 7:00PM	8:00AM - 12:00NN



General Rules

A. Book Loan

- The school ID is required for all transactions in the library.
- Students and faculty members are required to create a MyLibrary account (i.e., virtual library card) for library transactions, such as keeping track of borrowing history, renewals, online reservation of books out on loan, access to online databases and other services. All students will be assisted by the library staff in doing these transactions.
- Borrowing Limits
 - 5 circulation books for 8 days for Grades 1-3 students
 - 15 circulation books for 8 days for Grades 4-10 students
 - 15 circulation books for 2 weeks for Senior High School students
 - 30 books for 100 days for Faculty members
 - 30 books for 14 days for non-teaching staff (CAP and APSP)
 - 1 reserve book for 2 hours that may be borrowed for overnight use from 4:00PM onwards (inclusive of the 15 book-limit for the IS students)
 - For multimedia equipment units, borrowing limit is dependent on the requirement of the activity/event. Equipment units may be borrowed for 1 day for on-campus use only.
- A borrowed book must be returned to the library on the specified due date stamped at the book return slip, found at the back of the book.
- A borrowed book may be renewed by the same borrower if it is not requested by another user, and can only be renewed twice online (i.e., using the MyLibrary account), while the third renewal can be done over the counter.

B. Fines and Penalties

- Fines

Computation of overdue fines is inclusive of Saturdays, Sundays and Holidays. Materials returned late are assessed as follows:

- General Circulation Books
 - Students – Php 10.00 per book per day
 - Faculty members and staff – Php 20.00 per book per day
- Reserve Books – Php 2.00 per hour per book per day
- Media Materials and Equipment – Php 5.00 per item per hour or Php 20.00 per item per day

- Penalties
 - 1..1 Borrowers with overdue books or with standing obligations to the library will not be eligible for online enrollment and grades cannot be viewed online (at the end of the school year). Reminder notices will be sent to the student 3 days before the book is due. Overdue notices shall be sent to the student and will be sent repeatedly until the book/s is/are returned. Notices will be attached in the students' N1 or assignment notebook (Kinder, Nursery, Grades 1-6).
 - 1..2 Borrowing privileges of students who incur overdue accounts will be reduced to 20% of current allowable number of books to be borrowed.
 - 1..3 Library privileges shall be suspended for one month for students who have been found violating library policies on three (3) consecutive occasions within a given term.
 - 1..4 Users caught bringing out library materials that are not properly checked out shall be dealt with appropriate action, as stipulated in the Students' handbook.
 - 1..5 Disciplinary actions for theft, defacement, mutilation or destruction of library property is covered by the De La Salle University Integrated School Student Handbook.

C. Lost Books

- A lost book while out on loan must be reported immediately to the library to avoid incurring overdue fines.
- A lost book must be paid for according to the value determined by the library plus additional processing cost. It must be paid one week after it was reported lost.
- A lost book that is retrieved or recovered within one month from the time it was paid for is subject to a 50% refund. After the one month period, no refund will be given.

D. Damaged Materials

- Missing pages or damaged pages noted in any borrowed library material must be reported immediately to the library.
- The policy for lost books shall be applied for damaged books that are beyond repair.



E. Interlibrary Loan (ILL)

ILL is a service whereby a library borrows materials from other libraries in behalf of its patrons. Only books that are not in the DLSU library collection may be borrowed from another library.

Procedures for borrowing:

1. Library patron submits request to the library staff for evaluation and processing.
2. Library staff requests the material from another library through ILL. A library staff picks up the material from the lending library.
3. Library staff notifies the requesting library patron when the material becomes available for pick up.
4. The requesting library patron checks out the material at the 3/F Milagros Del Rosario Bldg or at the 2/F Learning Center 2 service counter. He/She must present his/her valid identification card upon pick up. A transaction receipt will be issued to the patron for his/her record. The due date should be noted by the patron (Loan period and other restrictions are subject to the policies and procedures set by the lending library).

Procedures for returning ILL materials:

1. Requesting library patron returns the material borrowed on ILL on or before the due date.
2. Library staff checks-in the material/s and issues a transaction receipt.
3. For items on overdue:
 - Library staff issues a Payment Slip to the library patron
 - Library patron settles the overdue fines at the Accounting Office and brings yellow copy of the receipt back to the library.
 - Library staff clears the patron's account.

F. Reference Services

- **LORA (Library Online Reference Assistant)** Provides accurate and instant answers to reference questions through chat, e-mail, social media (i.e., Facebook and Twitter), short messaging system (SMS), and Skype (Voice over IP). The following LORA services are available to all patrons:
 - Email LORA - Send your questions via email at library@dlsu.edu.ph. Expect a response within 24 hours, excluding Sundays and holidays.

- Chat with LORA - Real-time online help from LORA available during library hours.
 - Text LORA - Available during library hours, you can text LORA from any cellphone that supports text messaging. Message and data rates may apply. Text received outside library opening hours (including Sundays and holidays) will be answered the following business day.
 - Call LORA - Call us during library hours via these numbers: (049) 554-8900 local 152 (IS Library) ; 166 (PS Library)
 - Skype LORA - Get help via Skype. You can place a video or voice call and chat via instant message. Available during library hours.
- **Face-to-face with RIA (Roving Information Assistant)**

Similar with the concept of book-a-librarian, Face-to-Face with RIA is a one-on-one consultation with a librarian on any of the services or resources available in the library. Duration of a session runs for 30 to 60 minutes and available from Monday to Friday, 2:30 pm to 5:00 pm. An activated MyLibrary account is required for booking an appointment.

Guidelines:

- This service is limited to helping patrons find answers to research questions, bibliographic and technology instruction, and reader's advisory. As such, it will not cover the following: (a) computer configuration, maintenance, and troubleshooting; (b) provision of investment, legal, or medical advice; (c) tutoring or homework help; and, (d) job interview preparation.
- Booking should be made at least three (3) working days before the intended date of consultation.
- Patrons are entitled to avail of a maximum of two appointments per month.
- The Libraries reserves the right to cancel an appointment made by a patron who fails to show up within the first 15 minutes of the scheduled consultation session.

To book a session, do the following:

- Goto <http://www.dlsu.edu.ph/library/facetoface.asp#> and click on "Make an appointment with RIA".
- Click on the time slot corresponding to the desired date and time of consultation.
- Fill out the form and click on "Confirm Appointment" to finalize the appointment.



Note: The notice of approval will be sent to the patron's MLS email account after a short while.

- **League of Information Assistants (LIA)**

LIA are virtual subject librarians of different satellite libraries or sections of the Learning Commons. Library patrons may connect with LIA for real time online help for discipline- and course-specific research assistance during library hours. Through the chat reference facility, LIA answers ready-reference and research questions and provides online bibliographic and technology instruction only. The guidelines for Face-to-Face with RIA also apply to LIA.

For the Integrated School, the virtual subject assistant is **KIRA** (**K**ids **R**eference **A**ssistant). **KIRA** handles queries related to the K-12 community and is available from Mondays to Fridays, 8AM to 5PM.

To chat with **KIRA**:

- a. Go to www.dlsu.edu.ph/library
- b. Click "AskLORA"
- c. Then, click "Connect with Your Subject Librarian"
- d. Select **KIRA** .

G. Discussion Rooms

The IS Library has two (2) discussion rooms located at the 2/F of the Learning Center 2. These rooms serve as venues for researchers to discuss and work together.

The following are the guidelines on the use of discussion rooms at the Libraries:

- a. The discussion rooms are available for use of all bona fide students, faculty, and staff of the University.
- b. Use of the room is limited to a minimum of 3 persons.
- c. The maximum number of users should not exceed the room's capacity (which is 4 or 6 or 8, depending on which room is being reserved).
- d. Use of the rooms is on a first come first served basis. Those who would want to be assured of a room, however, may make prior reservations:
 - Reservation can be made up to one day before the intended date of use through the online booking system.

- The group should choose among themselves a representative who will make the reservation.
 - The group's representative is allowed to book only one discussion room per day.
 - An activated MyLibrary account is required in booking for the rooms.
 - Only groups with a minimum of 3 members physically present at the specified reservation time shall be allowed to enter the room.
 - Library reserves the right to cancel reservation of groups who fail to show up within the first 15 minutes of the scheduled reservation.
- e. To claim for the key, the remote control (for the airconditioning unit), and the white board eraser, the group's representative should present his/her DLSU ID card. [Note: inclusive of LAN cable].
- f. Use of the room is limited to a maximum of 2 hours. Extension of use may be considered subject to the room's availability.
- g. Users of the room shall be held liable for damages and/or losses caused by negligent use of the facility.
- h. The following are prohibited inside the discussion rooms:
- Eating
 - Playing cards/board games/musical instruments
 - Gambling
 - Leaving personal belongings unattended
 - Bringing in of additional chairs and other pieces of furniture.
- i. The Learning Commons reserves the right to approve/disapprove use of the discussion rooms.

H. Instructional Media Services (IMS)

The Instructional Media Services (IMS) houses and circulates multimedia and audiovisual equipment and materials. It also assists in the production of instructional materials and provides training in the effective use of multimedia and audiovisual equipment and materials.

The objective of the IMS is to provide to the academic community multimedia and audiovisual resources and services in support of the community's instructional and research needs.



IMS	Schedule of Service Hours	
	Monday to Friday	Saturday
Learning Center 2 (IS Complex)	7:00AM - 5:00PM	Closed
Milagros del Rosario Bldg.	7:00AM - 5:00PM	08:00 - 12:00

Policies and Procedures:

Loan Policies

- Bona fide students, faculty, administrators and regular employees of DLSU may borrow IMS materials.
- IS students may borrow a maximum of 10 units of IMS materials and equipment units for a maximum of four (4) hours (over and above the number of borrowed books).
- A valid ID is required when borrowing IMS materials
- Checking-Out/In of IMS materials
 - Faculty members and students whose class schedules are way past the library service hours are requested to return borrowed materials to the Security Office at the basement of the Learning Center 1 (near the Kiddie Computer Laboratories). The IMS personnel takes charge of picking up and transporting borrowed materials from the latter to the IMS office the following morning. Borrowers are encouraged to call the IMS office (Milagros Del Rosario Bldg - local 129; Learning Center 2 – local 135/152) the following morning to check and confirm if the returned materials have already been picked up. A check-in receipt shall be issued to the borrower from the IMS desk counter to serve as proof that the materials have already been checked-in/returned.
 - Upon check out of any material or equipment unit, the requester is issued a printed receipt. Both the checked-out materials and the printed receipts are presented to the control guard for verification before leaving the library premises.
 - A check-in receipt is also issued to the requester upon return of borrowed items.
 - Borrowed items should be properly acknowledged, examined and scanned by the IMS personnel upon its return.

- Renewal of borrowed IMS materials is allowed if there are no prior requests for the particular material/s.
- Reservations/Booking
 - Fill out reservation/loan resources online form accessible through the library website at least a day before use of IMS resources.
 - Equipment
 - Reservation of all multimedia and AV materials and equipment should be done at least a day before intended date of use.
 - Reservation for IMS materials and equipment may be done at any of the IMS reservation counters (2/F Milagros Del Rosario Bldg and 2/F Learning Center 2)
 - Requesters may ask for a demonstration on the proper use and operation of multimedia resources.
- Viewing Rooms
 - Reservation of viewing rooms may be done at any of the IMS reservation counters (2/F Learning Center 2).
 - Reservation of viewing rooms should be made at least a day before the schedule activity. Only classes that will require the use of PowerPoint presentation are allowed to reserve and use the viewing rooms. This policy does not apply to the IVR (Individual Viewing Room).
 - A technician will be stationed inside the viewing rooms whenever these are in use. The technician assigned is directly responsible for the technical operation and management of the viewing rooms.
 - No class will be allowed to use the viewing rooms in the absence of the instructor or a substitute.
 - The “No Eating and Drinking” policy shall be strictly enforced inside the viewing rooms.
 - The IMS reserves the right to cancel reservation/use of the viewing rooms upon violation of any of the abovementioned policies.

Fines/Penalties/Sanctions

- Overdue Fines
 - Media materials/equipment returned late is subject to a fine of P5.00 per item per hour or P20.00 per item per day
 - Borrowers with overdue books or with standing obligations to the library will not be allowed to borrow



- any IMS media resources unless the library accounts are settled.
- Overdue fines should not exceed the value of the borrowed material.

- Lost/Damaged Materials/Equipment
 - Lost Material/Equipment
 - IMS media materials/equipment units lost while out on loan must be reported immediately to the library.
 - Lost IMS media materials/equipment must be replaced or paid for a week after it was reported lost. Should the borrower fail to settle, computation of fine will start after the one-week grace period and will only end after the lost media material/equipment is settled.
 - Lost IMS media materials must be paid according to the value determined by the IMS or replaced with the same title with additional payment for the processing cost.

 - Damaged Materials/Equipment
 - Any damaged (including malfunctions) of materials and equipment should be reported immediately to the IMS.
 - IMS media equipment returned damaged beyond repair shall be subject to assessment based on depreciated cost determined by the Accounting Office. Applicable charges should be paid.

Other Services:

NOTE: Please refer to the policies on Reservations/Booking to avail of these services.

- Audio Recording
 - Requests for live audio recording of events and audio reproduction (e.g. file transfer on the same media) are accommodated for free provided the requester provides for the supplies needed (e.g. blank DVD)
- Videography
 - Requests for event coverage and classroom activities are accommodated for a minimum fee of Php 500.00 per hour. The fee is inclusive of file transfer from mini DV to DVD or VCD format; a copy of which shall be provided to the requester.

- Video Transfer
 - Transfer of analog to digital format (V8 to DVD/VCD format) and digital to digital (Mini DV/DVD/VCD to DVD/VCD) is also accommodated for a fee of Php120.00 per hour. DVD/VCD production is limited to digitizing existing analog format materials and reproduction of digital to digital materials (not copyrighted materials). A minimal fee is charged to cover expenses for the supplies.
- Technical Assistance
 - The IMS, upon written request, handles the set-up of mobile PA/sound system and multimedia equipment in other venues inside the campus. The policies and procedures for requesting use of IMS equipment and materials will apply to this service.

I. Current Awareness Services

- Bulletin Boards – Posted on the Pre-School and Integrated School libraries.
- New Acquisitions – Disseminated through e-mail and through the Library Newsette (<http://librarynewsette.lasalle.ph/>). New books are also promoted through library displays in both the Pre- School and Integrated School libraries.

5.3 Office of Guidance and Counseling

The Office of Guidance and Counseling (OGC) is the Integrated School's arm in providing evidence- based Counseling Service to all students. It also offers well-crafted developmentally appropriate school Guidance Program that is functional in bringing out the students' life success and better career choices. These services and programs are delivered with steadfast commitment in nurturing Lasallian achievers for God and country.

In realizing the above perspective the Integrated School students may avail and experience the following:

1. Counseling Service – This is provided for the students who are in need professional help as life circumstances made it difficult for them to thrive and thereby affecting their psychological wellbeing. The process itself is given in skillfully as ethical practice in counseling is ensured while effective interventions and helping techniques are given as supported by documented studies. Students in need of counseling service may voluntarily visit OGC for intake assessment while other cases may be referred by concerned significant others in the student's life.



2. Career Development and Placement – This is designed for all Integrated School students from Kindergarten to Grade 12. This aims to provide them with carefully crafted career exploration activities that will help them clarify thoughts and feelings about doing career choices. Customary assistance given to students includes but not limited to career assessment, career symposia and exhibits, career counseling, assistance to school/university admission, and small group learning sessions on career-life development.
3. Program Development – This activity is provided for students in response to the emergent collective needs and issues experienced due to complexity of living. It aims to target the specific population or group of students that may need extensive assistance. Theory based structured learning experience (SLE) or simple psychoeducation sessions are designed to support their means towards well-being.
4. Research Engagement – This is considered as an indirect service that affects students’ life and career success. But research engagement of the OGC staffs will contribute largely in the continuous development of the “culture of care” of the unit and the Integrated School as a whole. Common activities that are clustered within this service include student population profiling, cumulative inventory analysis, needs assessment surveying, and conceptualization of research agenda.
5. Psychological Testing Service – This is guided by the current OGC Testing Program that includes achievement testing and career assessment. Testing materials are purposely selected according to the needs of the

institution and the necessary feedback on individual school progress needed by students and parents. Exclusive or isolated need for other psychological testing (i.e. mental ability assessment and personality testing) may be arranged and coordinated through this service as need arises.

6. Counselors Professional Development and Ethical Practice – This is considered as an indirect service that affects students’ well-being. As the School Counseling practice and Guidance Program management constantly improve the need for continuous professional development among Professional Counselor is necessary. Effective and efficient delivery of services and programs are ensured when providers are equipped with professional credibility and possess enhanced self-care practice.

5.4 Student Discipline and Formation Office

The Student Discipline and Formation Office (SDFO) is a unit in the Integrated School tasked to promote, supervise, and ensure the overall safety and discipline

of the students while on campus, and in special cases, outside the campus. It is headed by the Discipline Coordinator and assisted by Level Prefects and Discipline Officers that are assigned to specific grade levels.

The office envisions itself to be the leading unit assisting the student community in the exercise of self-control, discipline and good conduct while embodying the virtues of a true Lasallian. It offers the following programs and services:

a. Junior Paragon Program (Student Prefect)

This is the selection of a class leader who will assist the teacher in supervising, maintaining order and discipline in class, and making sure that school rules and regulations are continuously implemented and followed.

b. Orientation on School Rules and Regulation

An orientation for teachers, parents and students are conducted at the start of the school year. A re-orientation is likewise done in the middle of the school year for reinforcement and reminders. Classroom pop-in orientations are also done randomly.

c. Bus Driver and Bus Mother Seminar

This program is the initiative of the Guidance and Discipline offices in the effort of empowering the different members of the community who are directly linked to the welfare and security of the students. Its aim is to improve the quality of service that the Bus Drivers and Operators provide through empowerment, decision making, practice of discipline and etiquette, and the recognition of road safety procedures and guides.

d. Seminars and Trainings

Seminars for students, parents and faculty are being conducted to assist all stakeholders in proper handling of common discipline issues and concerns

e. Issuance of Good Moral Certificate

The office issues Certificate of Good Moral Character to students and graduates upon request for whatever legitimate reasons. The regular processing rate of CGMC for internal or external purposes is one hundred ten pesos (P110.00) and two hundred twenty pesos (P220.00) for the express processing

f. Brown Bag Discussion

This is a once a month per level informal meeting between the prefect and the class prefects/select students which takes place at the Prefect's Office/Conference Room during recess or lunch



breaks. Agenda for the sessions may include individual classroom concerns, issues and challenges, family and school matters, and other topics which may be of particular interest to the parties involved.

g. Information Dissemination

These are campaign materials that provide different kinds of information or tips that one can adopt to make them better Lasallians. Some of the leaflets disseminated were about bullying and digital citizenship.

5.5 Sports Office

The Sports Office is responsible for the development and implementation of the sports program of the Integrated School. It caters to official school teams (varsity teams), sports clubs, sports clinics, and sports camps.

The office is in charge on the recruitment of athletes, promotion, operations and organization of any sports related activities and events within the campus, as well as the participation to any tournaments and leagues involving the different groups under its program. The office, through its programs provides an opportunity to students to develop their skills geared towards the achievement of both personal and performance excellence.

Arrangements and coordination for the use of different sports facilities and their rental by outside groups and outside games of official school teams or training teams are coursed through the Campus Services as well.

5.6 Health Services Unit

The DLSU-STC Health Services Unit (HSU) primarily plans and implements all activities and procedure designed to improve the current health status of student and employees. This covers appraisal on student's health, prevention and control of diseases, prevention and correction of physical defect through referrals, health guidance as well as supervision and semergency care. Since health education gives more emphasis on student's development to be active and alert in mind and body, the clinic insures maximum safety on our field of endeavor. We tackle all of these integrating learning from different areas concerning health. The clinic serves as the instrument edifices being built to maintain health and safety among student

HEALTH SERVICES UNIT

The HSU is responsible for safeguarding the health of students and school personnel on campus. Visitors may avail of the clinic services in case of emergency.

5.5.1 Medical Clinic Services

- a. Medical attendance is limited to students who suffer minor ailments or are suddenly taken ill or suffer any kind of injury resulting from accidents occurring within the premises of the school.
- b. Medical attendance provided is in the nature of first aid. Emergency and life threatening cases are immediately referred to the nearest hospital or to any hospital of the patient's choice. The necessary remedies and treatments are given to enable the student to reach the nearest hospital under proper care.
- c. Medicines are dispensed for symptomatic relief of headaches, cough, colds, abdominal pain, allergy and diarrhea unless otherwise noted in writing by the student's parents or the student himself if he has any history of allergy to certain drugs.
- d. The HSU keeps the Students Health and Wellness Record (SHWR)
 - s. The SHWR helps the HSU staff give better medical services and attention to the students especially in emergencies when vital medical information is needed.
- e. The School Physician conducts complete annual physical examination on the students and makes necessary recommendations which includes breast and testicular examination, particularly for 12 years old and above. This is done for the early detection of Breast and Testicular Cancer.
- f. Vaccinations against certain diseases like influenza, hepatitis, typhoid fever and chicken pox must be updated by the parent at the start of the year.

I. Locations of the HSU

The DLSU STC Health Services HSU are located at the following areas:

1. Room E009 East wing, Lower Ground floor of the Milagros R. del Rosario Building (SHS & College Clinic)
2. Basement, East Wing, LC1 Building (Main Integrated School Clinic)
3. Ground Floor, LC2 Lobby (Beside OASIS), LC2 Building (Satellite Clinic for Junior High School)

The high risk areas (THM classroom, laboratories, and gym) all have first aid kits on stand by for emergency cases.



II. Schedule of Clinic Hours

MRR CLINIC	–	7:00 AM to 5:30 PM*
LC1 CLINIC	Mon –Thurs	7:00 AM to 8:00 PM
	Friday	7:00 AM to 7:00 PM
LC2 CLINIC		7:00AM to 5:00 PM

- Subject to changes depending on the schedule of the Senior High School and College

III. Student Health and Wellness Record

Starting this July 2018, each student will receive a Student Health and Wellness Record Booklet (SHWR) to be filled up and updated by their Parents every start of the school year. Parents are encouraged to update their contact numbers including alternative numbers in case the other number cannot be contacted. This will serve as our database in case of emergencies.

Parents are also encouraged to update the Immunizations of their child or children. If there are special medications or special health-related problems or instructions that you want us to know regarding your child's medical condition, you may write it on the Parent-Clinic Communication Page provided for in the SHWR.

Parents will receive this SHWR in a brown envelope and must be returned sealed to the HSU through the child's Class Adviser.

IV. Health Services Unit Procedures

1. Accept students with Clinic Pass or N1 from teacher-incharge.
2. Record the name of student on Medical Database System.
3. LISTEN to the child's complaint.
4. Check the Student Health and Wellness Record (SHWR) Booklet to determine any special health related problems or special instructions.
5. Assess situation and give care accordingly.
6. Contact parent or consult administration (as necessary).
 - During School Hours:
 - All health-related cases and injuries must be referred to the HSU.
 - Beyond School Hours:
 - Parents are encouraged to fetch their kids as much as possible during their dismissal time in order to prevent any untoward injury or accidents.
 - All injuries must be referred to the HSU within their duty

- hours.
 - If beyond the duty hours of the HSU personnel, all cases must be referred to the Security Personnel.
7. Release child from the HSU:
 - To return to class
 - To parent/ guardian
 8. Complete daily log with requested information.

V. Medication Dispensing Or Administration

1. No antibiotic is dispensed in the HSU.
2. Students who need to take their regular antibiotics and/or special medications in school are requested to bring the medicine directly to the HSU with a legibly written letter of request to administer the medicine to the child from the Parent/Guardian or their Family Physician or Pediatrician.

This should include:

Name, Grade Year Level-Section of the child

Condition/Illness requiring the medication

Name of medication

Dose

Time to be given

Start date and End date

Prescribing Doctor's Name and Contact Number

Parent/Guardian's signature over printed name and date

3. Medication must be properly labeled and in their original packaging and be brought directly to the HSU by parent/student. Unused medication will be disposed of unless picked up by parent within one (1) week after medication is discontinued.
4. Only initial dose of the prescribed medicine will be given at the HSU.
5. Asthmatic patients who need regular nebulization are advised to bring their own nebulizers and nebulization kits with the letter of request from the parent/guardian and replenish the supply if the HSU provided them.
6. No medicine is dispensed in the absence of the patient.
7. Prescriptions for the students must only be obtained from their Family Physicians or Pediatricians

VI. REQUESTS FOR FIRST AID KITS

Request for First Aid Kits may be obtained from the LC1 Clinic for certain activities within or outside the school by filling up the Google Sheet Form for First Aid Kits (FAK) using this link: <http://gg.gg/FirstAidKitRequestForm>

A total of 15 First Aid Kits are available for borrowing on a first come first



served basis. All requests must be made at least one (1) week before the scheduled event or activity. Medicines and / or supplies dispensed from the FAK must be recorded in the log sheet provided for with the FAK. The requesting unit will be held responsible for the medicines / supplies lost or unaccounted for.

All FAKs requested may be picked up and returned to the LC1 Clinic only. In case of loss, the requesting unit must replace the exact contents and bag within 2 weeks.

VII. PROTOCOL FOR COMMUNICABLE DISEASES

A child who has contracted an infectious disease usually shows general signs of illness before development of a rash or other typical symptoms. Thus, the child may complain of shivering attacks or feeling cold, headache, vomiting, sore throat or just vaguely feeling unwell. Such symptoms, when a particular infectious disease is prevalent, should make the NOD suspicious

In these circumstances, parents should be contacted so that they can collect the child with a view to consulting their Family Physician. In the meantime, the child should be kept separate in the isolation room, warm and comfortable.

Any child coming back to school from a communicable disease should be readmitted through the HSU. A medical certificate from his/her family doctor should be submitted to the HSU.

The HSU then issues a Fit-to-go-back to class once cleared.

VIII. SPORTS CLEARANCE

All varsity players must be subjected to an Annual Medical Fitness to ensure that they are medically fit before they engage in various strenuous exercises, sports and tournaments whether it be within or outside the school campus.

Parents are required to fill up completely the AMFFA (Annual Medical Fitness Form) and confer with their Pediatricians or Pediatric Cardiologists. Chest x-ray and 15LElectrocardiogram (ECG) will be required annually. If both examinations are within normal limits, they may obtain their medical clearance from their respective Pediatricians. However, if there will be abnormal findings, the player must be cleared by a Pediatric Cardiologists

before he or she can be allowed to play.

No player must be allowed to participate in strenuous training, sports or tournaments if there is no medical clearance.

IX. ABSENCES

Excuse slips are required for absences due to medical conditions. Letters of excuse from parent/guardian need to be certified by the school physician upon immediate return..

A student who was absent even for 1 day only, must pass through the HSU to obtain a clearance to go back to class. This clearance must then be submitted to the SFDO.

An employee/student who incurred more than three (3) days of absences needs to present a medical certificate to the HSU upon return. Parents / guardians of students has to secure a Medical Clearance from their Pediatrician or Family Physician which will be presented to the LC1 Clinic prior to sending their children back to class.

The School Physician will then re-evaluate the student / employee and issue a Clearance Form or Fit-to-go-back to class or work once cleared.

All MEDICAL CERTIFICATES must be submitted to the HSU only.

X. RETURN TO WORK/CLASS

The school physician examines students / employees upon immediate return to school and recommends if they are fit to go back to work/class. The same procedure will be followed as in Section VIII Absences.

XI. SENT HOME

Students who consulted at the HSU and were found sick (fever, persistent vomiting, persistent severe headache and dizziness, rashes suspected to be secondary to viral exanthems, red eyes) and other conditions that the school physician upon observation and evaluation deemed necessary to send the patient home for further evaluation and management by their Pediatrician or other specialized fields in medicine.

The Parent or Guardian will be informed through text message and call from our HSU Staff . The school Physician or Dentist will also issue a Clinic Slip with their Assessment of their child's condition. This Clinic Slip



will be placed in the Parent-Clinic Communication envelope at the back of the N1 notebook.

Please make sure that your contact numbers are always updated in the Student Health and Wellness Record Booklet.

XII. SENT TO HOSPITAL

In cases of accidents or injuries or any condition that the School Physician upon observation and evaluation deemed necessary to be brought to the nearby hospital, the Parent or Guardian of the student or the Relative of the employee will be informed through text message and call.

The student or employee will either be brought to the hospital (The Medical City South Luzon or Sta. Rosa Medical Center) via Ambulance Conduction accompanied by the School Nurse and Ambulance Driver and / or Adviser/Coach/SFDO/Security (if no relative present can accompany the patient in the ambulance or hospital) or via private conduction (Parents/Guardian/Relative).

Parents/Guardian/Relative will be instructed to meet the team at the preferred hospital as soon as they reach there, in case they cannot accompany the student/employee in the ambulance.

If private conduction is preferred, the Parent /Guardian/Relative will be given a Letter of Authority (LOA) to the preferred hospital (TMC South Luzon or Sta. Rosa Medical Center). The School Nurse will also endorse the patient to the hospital through call.

The Incident Report must be made by the Adviser/Coach/SFDO/Teacher-in-Charge and submitted to the School Nurse in charge along with the xerox copy of the school ID.

The Student or Employee must also bring their school ID along with the LOA.

XIII. SICK LEAVE FORM

All sick leave forms are to be signed by the school physician before the employee reports back to work.

XIV. MEDICAL REIMBURSEMENT

All enrolled students and employees are entitled to Accident Insurance in cases of school related accidents and animal bite incidents.

A. In case parents brought the student to their hospital of choice

these are the following documents to be submitted to the school clinic for medical reimbursement.

1. Medical Certificate
2. Incident Report
3. Police Report (if applicable)
4. Original copy of Official Receipts of Medicines/Supplies/Hospital Bills/Professional Fees
5. Medical Abstract (if admitted)
6. Operating Room Record (if operation done)
7. Photocopy of Laboratory Results & Diagnostic Procedures.
8. Photocopy of School ID.

Once accomplished, School Nurse will forward & submit the documents to the Accounting Office. Parents will follow up the said reimbursement at the Accounting Office.

- B. In case the student/employee is brought to affiliated hospitals such as The Medical City South Luzon and Sta. Rosa Hospital & Medical Center, the school will automatically shoulder the medical expenses based on the coverage written in the medical insurance policy. In this case, the documents needed are Incident Report and photocopy of ID of the student or employee.

5.5.2 Dental Clinic Services

1. Students needing immediate relief in such cases as toothaches, swollen gums and other similar ailments may avail of general dental consultation.
2. Annual dental examination to students with recommendations on dental follow ups such as filling up of cavities, tooth extraction and other dental procedures.
3. Extraction of loose deciduous and permanent teeth, but with proper consent and authorizations.

Non-invasive dental procedure will be the first treatment of choice. Procedures for dental patients:

Upon the information given by the school nurses of the dental condition of the patient student or employee the following is the dental protocol:

1. To consider tooth extraction, loose tooth for lower grade students must be classified to severely mobile. The student



must be the first to agree to the tooth extraction and the consent of the student parents or guardians must be formally established. A letter from the parents or guardians will be ideal, or the class adviser can confirm to the permission of the parents or guardians. The authorization must be noted on the HSU log book, and attached to student medical/dental file. The dental extraction must not involve injected anesthesia. Less invasive procedure is advised. Control of bleeding must be establish before patient is dismissed from the dental clinic, cold compress or gargling cold water can control oral soft tissue bleeding.

2. Tooth extraction for permanent teeth on students is generally not allowed in the university premises. It must be in the presence of the parents or guardians or with a written permission of the parents or guardians for the students, and the authorization of the administrators of the Campus Service Office. For employees, dental procedure will be according to the dental service contract of the School dentist.
3. As a general rule non-invasive dental procedure is the first treatment of choice.
4. Dispensing prescription is limited only to employees. Medicines for student must be cleared of allergic reactions or contra-indications from the information at the medical file of the student, this information can be asked from the school nurse, or with authorization of parents or guardians before dispensing.
5. Sore throat can be tasked to the dentist. Mouth wash is the treatment of choice. Referral to the school physician is needed if necessary.
6. Mouth sores in or within the oral region is for the dentist to diagnose. Mouth sores (singaw) in the surface of the oral cavity can be treated with the available medicine at the clinic such as Pyralvex, Daktarin, and Dequadin paint. Referral to the school physician is needed if necessary.
7. Tooth ache must be diagnosed first before dispensing pain reliever. Dental cavities (hole on the tooth) with pain must be without food debris before giving pain reliever. Proper tooth brushing on the involved tooth to remove food debris on the cavity should be inspected before giving pain reliever, and must be advised that food intake or liquid with sugar must be followed with another tooth brushing during school hours. If the student has no tooth brush, several brisk gargling of water may be sufficient to clean the tooth cavity of food debris, and then pain reliever can be given. Food and sweet liquid intake must be controlled at the student to avoid the student from another

tooth ache. And must be advised to bring tooth brush in school for the following school days. Recommendation letter of the student dental condition must be given before dismissing the patient from the dental office.

8. Other tooth ache conditions other than obvious dental caries and cavities such as third molar impactions, initial manifestation of newly installed orthodontic braces, obscure or hidden pain due to carries (e.g. secondary caries underneath tooth restorations) must be diagnosed properly and a letter of recommendation must be given to the patient after pain reliever medicine was dispensed.
9. If necessary, other dental related concerns such as failure of orthodontic braces, broken dentures and uncomfortable oral appliances will be treated symptomatically.

A letter of recommendation to their personal dentist to follow up on the dental condition must be given.

If the condition requires cutting and/or adjusting the said oral appliance to alleviate student from its discomfort, a letter of permission from parents or guardians prior to the treatment is required. And that this also needs the approval of the administrator of the Campus Services Office.



The logo for DL SU (Dhulikhel Suburban University) is prominently displayed in the center. It consists of the letters 'DL' stacked above 'SU' in a large, white, bold, sans-serif font. The background of the entire page is a repeating pattern of circular motifs in various shades of green. Each motif contains a five-pointed star in the center, surrounded by concentric circles and dotted patterns, creating a textured, grid-like effect.

INTEGRATED SCHOOL

School Facilities



6.1 St. John Baptist De La Salle Chapel and Prayer Room

The St. John Baptist De La Salle Chapel and the Prayer room are two venues where we can hold religious fellowship, prayer, worship and spiritual formation activities. St. John Baptist De La Salle chapel is located at the Learning Community 1 (LC1) building and can house a maximum of 80 persons while the prayer room is situated at the basement of Milagros del Rosario (MRR) building and can house up to 60 persons.

6.2 Learning Resource Centers

The Learning Resource Center provides different location for the conduct of symposia and convocations, film viewing, and audio-visual presentations. The Media Laboratory and Discussion Rooms located at the LC2 Learning Center and the MRR buildings are ideal venues for different learning activities.

The Auditorium which can house a maximum of 250 persons has been witness to big assemblies and conferences. It is located at the basement of the LC2 building.

6.3 Science Laboratories

Scientific researches and experiments are done at the different Science Laboratories located at the LC2 building. The Biology/Chemistry Lab, and the Physics Lab are equipped with updated laboratory apparatus for science experiments. It has a seating capacity of up to 50 persons with 7 units of laboratory table complete with emergency shower and eyewash, fire extinguisher, water sprinkler and smoke detector.

The Robotics Laboratory is used for the design of micro-robots and robotic intelligence. It is located at the east wing of the LC2 building.

6.4 Computer Laboratories

This is a facility designed for research and technology-based activities. It is a venue where students can access virtual compact disc like IT explorer, Jump Start, as well as MS Office programs, Print Master, and Open Office. Web design and development using Macro Media Flash, and object oriented programs like C++ and Java are also available for the Upper Grade Levels.

The Kiddie Lab is located at the LC1 building while there are two (2) computer labs serving the students from Gr. 6-10.

6.5 Technology and Home Management Laboratory

It is a facility fully equipped with kitchen appliances, utensils and cook wares, ideal for food preparation and cooking. It is found at the basement level of the LC2 building.

6.6 Covered Court

This is a multi-purpose covered area which is a good venue for institutional and co-curricular activities of the school. It is also composed of two (2) indoor basketball courts for sports activities. Shower Rooms are also available at the side of the covered court.

6.7 Other Athletic Facilities

This facility gives attention to the physical development of students by providing venues for the exercise of different sports activities.

- Baseball Field
- Artificial Turf Football Field
- Track Oval
- Natural Turf Football Field and Locker Rooms
- Volleyball Court
- Dance Room
- Pergola (Basketball, Volleyball, and Badminton)

Reservation of these facilities and other sports equipment is done through the Campus Services Office.

6.8 Sunken Quadrangle

Just at the south of the MRR building is the Sunken Quadrangle which is a study and play area in a garden setting with six kiosks. It is also ideal for group study and meetings.

6.9 Botanical Garden

It is an outdoor science laboratory for biological sciences and is a breeding haven for butterflies. Horticulture and gardening activities are also undertaken in this area located at the back of LC2 building.



6.10 Ecology Campsite

This ecology campsite was created for the purpose of enhancing students' awareness of nature and its elements. The environment in the area shows grand biodiversity which could facilitate children's learning about the fundamentals of the earth and the various relationships and interactions manifested by its inhabitants.

6.11 Bookstore

The bookstore serves the needs of the students, faculty, and administration for office and school supplies. It is located at the LC2 Building.

6.12 Canteen

The canteen serves meals and sit-down snacks in a well-lit and wellventilated dining area. Hot food is served at the counter area on a selfservice basis. The LC2 and MRR buildings are equipped with this facility.

6.13 Pergola

This facility located at the LC1 building is a multi-purpose covered area which is used as a venue for institutional and co-curricular programs of the school. It may also be utilized as a sports facility for different sports.



INTEGRATED SCHOOL

Appendices



Appendix 1

CHILD PROTECTION POLICY

De La Salle University Integrated School

INTRODUCTION

Policy Statement

The De La Salle University Integrated School Child Protection Policy and outline of Procedures was created in response to Department of Education Order No. 40, Series 2012. This manuscript is a legal organization-level document that enforces the most effective way of responding and preventing act of violence against children committed both inside and outside the school community.

Preamble

The De La Salle University Integrated School is an institution of learning that ensures to offer safe environment for the learners and promotes sound well-being among its students. This is realized as we strive to be true to our mission in promoting the Lasallian identity of ***spirit of faith, zeal for service, and communion in mission***. Stemming from this thrust all school personnel are vested with the responsibility of becoming ***agents of care***. We safeguard children-in-school from any form of act of violence whether committed in-campus or the transgression was committed outside while its effects are clearly reflecting in his well-being as a student. It is thus our pious duty to know and understand the school's Child Protection Policy and Procedure and exercise our willful duty to adhere and promote its contents and undertakings.

Child-Rights Based Foundation

In the formulation of this school-wide Child Protection Policy and Procedure it is not only the intention of De La Salle University Integrated School to adhere with the order mandated by the governing body of Philippine Education. Rather it is her ardent intention to defend, care, cultivate understanding, and ensure that children under its supervision receive benevolent treatment and lawful protection against the danger of abuse and neglect. Therefore the endorsement of this policy is fundamentally rooted and guided by the following:

Declaration of the Rights of the Child. This official written statement is shared by members of the United Nations declaring the acceptance of the 10 principles pertaining to the rights of a child. These rights emanate from ensuring care and nourishment, protection against neglect and abuse, national identity, and societal acceptance.

Family Code of the Philippines. This legal manuscript of the Republic of the Philippines embodies the definition and defining principles in the exercise of rights and privileges of individual as a member of the family. This text guides the wisdom of the Child Protection Committee of De La Salle University Integrated School in their decision making and recognition of the kind of protection to be exercised and its limits. These are specifically expressed in the following articles: The Family as an Institution (Article 149-150), Support (Article 194-208), Parental Authority (Article 209-215), Substitute and Special Parental Authority (Article 216-219), and Authority upon the Persons of the Children (Article 220-224).

Anti-Bullying Act of 2013. This document was enacted by the Philippine Government to enforce the formulation in every educational institution an anti-bullying policy and procedure in handling cases of bullying and preventing retaliation against the informants.

Other Legal Documents. These are documents that may be useful for the Committee in understanding the nature of case presented. These documents include but are not limited to: The Child and Youth Welfare Code, Code of Ethics for Professional Teachers, Anti-Violence against Women and Children Act of 2014.

GLOSSARY OF TERMS

Ad Hoc Representative. This is a type of membership in the Child Protection Committee which member's involvement is only defined for a specific purpose.

Child (or children). Lifting the definition from the Department of Education Order No. 40 (s. 2012) child refers to any individual below the age of 18 or someone at the age of 18 but cannot take care of their self nor protect their self from abuse, harm, and neglect because of psychological and physical incapacity. The term also covers any person 18 years of age and older but are still in school completing a Basic Education degree.

Child Protection. These are set of policies, guidelines, procedures, structures, and standards that aim to safeguard children who have experienced violence and harm from others.

Confidentiality. This is a procedure that keeps sensitive information private. It also delimits the range of sharing of information. Confidentiality is an accountability of all involved in the Child Protection case hearing.



Ethical Decision Making. Is the process of choosing the best alternative(s) that doesn't violate the ethical principle both in the context of universality or as bounded by the practice of a specific profession.

Perpetrator. He or she is the person who harms, abuse, and threaten the student debilitating safety and security. His or her presence causes psychological disturbance to the student deterring his ability to live a normal and safe life.

Retaliation. Denotes any act of counterattack performed by the aggrieved party against a school official. This happens as a consequence of the informant's rightful adherence to his duty to report suspected violent act against any child in school.

COMPOSITION OF CHILD PROTECTION COMMITTEE

This section describes the positions in the Child Protection Committee. It includes the Role, Function, and Duties of each position and Standard of Selection in appointment and filing of the position. Ultimately it is the general duty of all members of the Child Protection Committee to **exercise ethical decision making, adherence to strict confidentiality, and bearing an unbiased judgment and stance** at all times.

Chair

The Chair of the Child Protection Committee is always the presiding Principal of the Integrated School. He exercises the full authority to select and identify qualified person to sit and fill the other positions in the Committee. He has the power to reduce or augment positions in the Committee as prescribed by the need of the case to be deliberated. He has the responsibility to ensure that the Committee fulfills its purpose and function according to the nature of case being deliberated and managed. He monitors the progress of investigation, reviews decisions and courses of action, and enforces decision based on his careful examination and sound judgment. It is also the Chair who represents the Committee in legal hearings should it be necessitated by the case decided upon.

Vice Chair

The Vice Chair of the Child Protection Committee is filled by the current Guidance and Counseling Coordinator. He works hand-in-hand with the Committee Chair and in the absence of the Chair he will hold the same power and authority. He oversees the Committee meeting and facilitates the discussion of arguments. He evaluates evidence, information, and data and makes a sound judgment upon them. He has the responsibility to forward the final courses of action agreed by the Committee pertaining to the case being deliberated. It is the Vice Chair who liaises with the external affairs of the Child Protection Committee.

Faculty Representative

The Faculty Representative is represented by the President of the Faculty Association or any of its officers. He can also be anyone appointed by the Officer of the Faculty Association should it be dictated by the nature of the case being deliberated. He has voting power, participate in investigation and validation of evidence and information, and be allowed to propose courses of action and decisions that will be deliberated by the Committee.

Parent Representative

The Parent Representative is represented by the President of the Parents Association or any of its officers. He can also be anyone appointed by the Officer of the Parents Association should it be dictated by the nature of the case being deliberated. He may participate in the investigation and validation of evidence and information. He can act as a consultant but primarily he represents the parents to oversee that there is a meaningful and unbiased procedures during investigation and deliberation.

Other Representatives (Ad Hoc Representative)

This membership in the Committee is filled as deemed necessary for the case being investigated and deliberated. Their participation maybe transitory or permanent and the extent of their participation are merited by their significance to contribute to the progress of the case. The Representative may be invited as a consultant or as an expert witness, they may be as follows:

- A. Representative from Office of Personnel Management
More often filled by the OPM Integrated School Faculty Coordinator or the Senior Officer of the Unit who oversees the human resources operation of the school
- B. Representative from the Student
This position is represented by the President of the DLSU Integrated School Student Council Officer.
- C. Representative from the Community
This position is filled by non-DLSU personnel invited to attend all procedures relevant to deliberation of the committee on the case being attended. The invitation is often sent to the Barangay Captain of the community where DLSU Integrated School is situated.
- D. Representative from Security Office
- E. Representative from Campus Services Office



MARGIN OF INVOLVEMENT AND COLOR CODING

The margin of involvement of the school sets the boundaries of participation of the school and its personnel in the investigation, gathering of evidence, and decision making pertaining to a specific case of child abuse. The coding system is devised to identify the extent to which this Child Protection Policy will be applied. It is one of the primary roles of the Child Protection Committee is to competently assess the presented case and decide on which *color code* it must assigned. The system also determines the within school procedures that will be operational in handling a reported case of child abuse. The colors White, Green, and Red are used operationally for the purpose of coding.

COLOR CODE	PROPERTY	EXTENT OF INTERVENTION
WHITE	<p>The act of violence happens in school and involves student-to-student offenses or aggression. De La Salle University Integrated School has an existing policy and procedures stipulated in the Student Handbook on how to handle the aggression.</p> <p>All cases evaluated and coded with WHITE will be endorsed to Student Discipline and Formation Office. The said office will process the case until a final decision is arrived.</p>	<ul style="list-style-type: none"> Following of the existing policy and procedures as stipulated in the Student Handbook Dispute management between parent-to-parent
GRAY	<p>Another category of offensive/aggressive act that is covered by the existing Student Handbook of the Integrated School is an act of violence committed by a DLSU Integrated School student against other youth (minor) of the outside community. Grieved party maybe a student of other school, non-school youth, and any other individual whose connection with the</p> <p>Integrated School is not established. In the event that such violence takes place the Child Protection Committee may use the CODE GRAY and endorses the case to the Student Discipline and Formation Office.</p>	
GREEN	<p>The act of violence happens in and outside school and involves DLSU adult-to-student offenses or aggression. The corresponding DLSU Manual contains detailed policy and procedures in managing this type of aggressive act.</p>	<ul style="list-style-type: none"> Forming of the Child Protection Committee Immediate endorsement of the case to the Office of Personnel Management Immediate action of communicating with parents and distress tolerance
RED	<p>The act of violence towards the student happens inside and outside school and involves parent-to-child (DLSU-IS student) or adult person other than parents.</p>	<ul style="list-style-type: none"> Forming of the Child Protection Committee Immediate action of communicating with the non-perpetrator parent, or parent (in case perpetrator is not the parent) Immediate endorsement to police officer. Distress tolerance

CLASSIFICATION OF VIOLENCE AGAINST CHILDREN

The contents of this section are primarily lifted from the Department of Education Order No. 40, Series 2012, Article I, Section 3 Definition of Terms. The list is arranged alphabetically.

TYPE	DESCRIPTION	COLOR CODE
Bullying or "Peer Abuse"	Refer to the existing Anti-Bullying Policy of the school.	WHITE GRAY
Child Abuse	<p>Refers to all forms of harm, cruelty, and injurious acts towards a child, regardless of frequency or occurrence and can be characterize as follows:</p> <ul style="list-style-type: none"> • physical assault, psychological infliction, sexual abuse, neglect and maltreatment, and emotional harm • verbal insults that demean, humiliate, and strip the child's self-worth and dignity as a human being • unreasonable and/or intentional deprivation of child for sustenance of his basic needs and survival • "failure to immediately give medical treatment to an injured child resulting in serious impairment of his or her growth and development or in the child's permanent incapacity or death (RA 7610, Section 3[b])" 	GREEN RED
Child Exploitation	<p>Described as any activity that uses children to serve the other person's advantage, to meet personal gratifications or organizational power, and to gain profits causing unreasonable harm and cruelty against children. These activities impair the child's normal functioning, rights for education, and endangering his emotional and social well-being. It may be in a form of manipulation, abuse, victimization, and oppression. Child exploitation can be categorized between sexual exploitation and economic exploitation.</p> <ul style="list-style-type: none"> • Economic exploitation is the use of a child for work and labor and other activities that engages a child in exchange of a specific gain or profit. • Sexual exploitation is the taking advantage of the child's vulnerability, difference in power, misuse of trust for the purpose of sexual gratification. It is presented in a form of child prostitution, production of pornographic materials with child as a subject and all other forms that explicitly or implicitly exploit the child's morality and reasoning and impair his healthy sexual orientation. 	GREEN RED



<p>Corporal Punishment</p>	<p>Denotes acts which are intended to train, discipline, or control children for an alleged or actual offense. This is exercise to punish or penalize offense and is carried by school personnel, adults in the school, or other children who has assumed authority or responsibility to discipline others. It can take the form but not limited to hitting, kicking, blows, slapping (with or without instrument), striking the child in the “no contact zone” pulling of hair, twisting joints or arms, pushing, dragging and throwing away a child, forcing the child to perform physically painful actions (e.i. holding weights or squatting), tying up child, confinement and deprivation of liberty, forcing a child to wear signs, acts that will humiliate the child in front of others, permanent confiscation of personal property, and any other similar acts.</p>	<p>WHITE GREEN</p>
<p>Discrimination against Children</p>	<p>Denotes any intentional act and attitudes that excludes children from groups, labels children with distinct remarks, restricts children’s participation due to specific grounds (e.g. ethnicity, sexual orientation, gender identity, religious affiliation, political opinion, social status, health condition (e.i. HIV-AIDS), disability) for the purpose of nullifying, impairing, or barring recognition, enjoyment, or participation to activities exercise by all persons, “on an equal footing, of all rights and freedoms.”</p>	<p>GREEN</p>
<p>Other Forms of Student-to- Student (Peer) Violence</p>	<p>Refer to the existing Student Handbook.</p>	<p>WHITE GRAY</p>
<p>Violence against Children Committed in School</p>	<p>Refers to any intrusive act committed by any of the school personnel towards the student enrolled in school. Act of commission is performed either as a single episode or in a series and the oppression resulted to physical, sexual, emotional, and psychological suffering. This violence maybe in the form of abuse, threats, assault and coercion, harassment or arbitrary deprivation of liberty. Specific example may include but not limited to:</p> <ul style="list-style-type: none"> ● Physical violence includes actions that inflict bodily harm or suffering and may include assigning children to work on hazardous task and threaten physical well-being. ● Inappropriate use of social media including posting of the child’s photos showing activities, location, routines and statements that exclude, express favoritism, humiliate in different social connectivity platforms. ● Sexual violence are actions that is sexual in nature and maybe exhibited in the following forms but not limited to rape, acts of lasciviousness, sending sexually suggestive cues (verbal and non-verbal), sexual harassment (e.i. brushing, touching of private parts of the body), intentional and forcing the child to watch obscene videos or film clips, publication of indecent materials, indecent proposals, forcing the child to engage in any sexual activity via threat or use of power, use of gifts in exchange for a favor and inducement. ● Psychological violence is act committed against the child that causes emotional and psychological harm. This is exhibited in various forms but not limited to stalking, intimidation (e.g. black mailing, public ridicule and humiliation, deduction or threat for a reduction of grade and other forms of merits, repetitive verbal abuse, and verbal threats). 	<p>GREEN</p>

INDICATORS OF ABUSE

Majority of information contained in this section is adopted from the Mayo Foundation for Medical Education and Research (MFMER). These details will guide all concerned in spotting possible victims of abuse and harm, providing immediate

assistance to suspected victims of abuse and harm, and help Committee in identifying the best possible courses of action to address the immediate concern.

Children who experienced abused and suffer harm from the hands of significant others feel confused, guilty, and ashamed. He may have apprehension to tell anyone about the experience due to fear particularly if the abuser is a parent, a close relative, a dear person. The indicators below will help all concerned individual in determining a possible problem:

- Social withdrawal or isolation. Including noticeable decline to engage in usual activities.
- Sudden change in behavior with features of aggression, hostility, anger and at times hyperactivity. There could also be a marked decline in school performance.
- Signs of depression or depressive symptoms are present (in some cases there are children who may exhibit behavioral symptoms of PTSD.)
- Successive absences and refusal to go to school.
- Significant involvement to school activities as if the child does not want to go home.
- Strong desire to run away, rebellious behavior, and being defiant.
- Suicide ideations, attempts, (and cry for help)

Physical Abuse

- Presence of unexplained physical injury (e.g. bruises, fracture, and burns).
- Persistent untreated medical and dental problem.
- Poor consistency in the explanation of the child regarding the acquired injury.

Sexual Abuse

- Noticeable sexual behavior, attitude, and knowledge that is inappropriate for child's age.
- Statement expressed that she is sexually abused.
- Suspicious blood in the underwear, complaints of pain in the genital area, and trouble walking.



- Signs of pregnancy or symptoms of any sexually transmitted diseases.
- Shared story that she is sexually abused by another child.

Emotional Abuse

- Exaggerated behavior that seeks affection, decline in school performance, avoidance of certain situations, and complaint of physical pain that are not medically explained
- Expression of loss of interest or enthusiasm and features of social withdrawal and backward school performance
- Enactment of delayed or inappropriate emotional development
- Experience symptoms of depression and signs of impairment in self-confidence and self-esteem
- Extinction of previously acquired life skills

Signs of Neglect

- Noticeable decline in growth, gaining or loss of weight, and poor hygiene
- None compliance with appropriate dressing (or clothing) and poor school attendance
- Reports of stealing or taking others' money or food without asking permission
- Odd eating behavior including finishing the food in one sitting or saving some amount for later consumption
- Unattended health and dental problems
- Emotional and mood swings that are inappropriate and out of context
- Acts indifferently

Most of the described indicators are guide to prompt further assessment of cases presented for deliberation whether there is an occurrence of abuse or neglect. The Committee members must exhaust all means to validate indicators with evidence.

PROTOCOL AND NORMS

This section will delineate procedures of reporting, validating of incidence, and delimitation of communication channel when a case of abuse or any violent act against children is disclosed or suspected to have occurred. The following information will be used as guide in handling such cases:

1. All reports of abuse, neglect, or any form of violence against children must be documented in writing using the prescribed form and must be communicated to the Homeroom Adviser / Subject

Teachers / Prefect Discipline / School Counselor. Written report will be submitted to the Vice Chair of the Child Protection Committee.

2. In cases that an immediate need for first aid is required the child will be attended by experts in the Health Services Office. A detailed medical report will be forwarded to the School Counselor and this must be appended to the first document.
3. The Vice Chair will copy furnish the Chair of the Child Protection Committee within the day and both will decide if the presented case is categorized as WHITE, GREEN, or RED. Succeeding courses of action will be determined by the coding assigned to the case.

Code White and Gray

All forms of violence between one student and another in which the existing Student Handbook describes the nature of offense will be dealt according to the policy and procedure of the Student Discipline and Formation Office (SDFO). A copy of the official written report showing the final decision on the case together with the supporting documents will be furnished by the SDFO to the Child Protection Committee for record keeping.

Code Green

- A. The Child Protection Committee Chair will immediately call for the convening of the members and deliberate on the initial courses of action tailored for the presented case. The Representative from the Office of Personnel Management must be present to oversee all proceedings.
- B. The parents of the victim must be called for an initial case conference and the specifics of the preliminary deliberation of the case will be presented. A detailed plan of actions will be discussed and other issues will be settled (e.g. parents' outburst of anger).
- C. The School Counselor will conduct a clinical interview with the victim to gather detailed information focusing on the victim's cognitive, affective, and psychosocial domains. A confidential Intake Summary Report must be prepared after the assessment interview. The clinical interview is not primarily used to further investigate the incidence of violence but the content of the Intake Summary Report will help validate the disclosure of the violent action. An intake interview is always accompanied by the informed consent signed by the parent.
- D. In the case of physical abuse the School Physician can do a physical examination on the bruises and/or markings that are evident in the child's body. In the case of suspected sexual abuse the School Physician may assist in the referral of the child for Medico-Legal procedure. Any case of violence against a child must be documented properly in the school's Health Services Unit and a copy of the record must be forwarded to the Child Protection Committee.



- E. The Child Protection Committee will again convene for the second deliberation and for succeeding sessions (as the need arises) until a final decision is reached. In the second convening a decision may be made as to endorsing the case to the Office of Personnel Management in the exercise of their duty for sanctions and labor related proceeding.

Code Red

- A. The Child Protection Committee Chair will immediately call for the convening of the members and deliberate on the possible initial courses of action in response to the presented case.
- B. The parents of the victim must be called for an initial case conference and the specifics of the preliminary deliberation of the case will be presented. A detailed plan of actions will be discussed and other issues will be settled (e.g. parents' strong emotional reactions).
- C. The parent(s) has all the rights to act on their own decision and judgment. If they plan to seek for an immediate legal action and protection against the perpetrator. The school can supply a copy of the initial documents upon request and the signing of waiver of release. The case will be closed as the transfer of accountability will be signified by the parents.

Succeeding procedure may be used as guide if the parents seek further assistance from the school:

- D. The School Counselor will conduct a clinical interview with the victim to gather detailed information focusing on the victim's cognitive, affective, and psychosocial domains. A confidential Intake Summary Report must be prepared after the assessment interview. The clinical interview is not primarily used to further investigate the incidence of violence but the content of the Intake Summary Report will help validate the disclosure of the violent action. An intake interview is always accompanied by the informed consent.
- E. In the case of physical abuse the School Physician can do a physical examination on the bruises and/or markings that are evident in the child's body. In the case of sexual abuse with vaginal penetration the School Physician may assist in the referral of the child for Medico-Legal procedure. Any case of violence against a child must be documented properly in the school's Health Services Unit and a copy of the record must be forwarded to the Child Protection Committee.
- F. The final report will be prepared by the Committee Chair endorsing the case to the nearest Police or DSWD Desk. The final report described the procedures conducted and appended with supporting documents (Produced in Steps D and E). The case will be closed as transfer of accountability is received. A waiver of release must be signed by the parents as they receive a copy of the documents furnished by the Child Protection Committee.

PROTOCOL AND NORMS IN HANDLING LEGAL COMPLAINTS AGAINST OUR STUDENT

The Child Protection Committee of De La Salle University Integrated School recognizes the concept of “human frailty” in our students. There would be situations that some students of our school may be involved in behaviors and decisions that may go against the sanction of law while they are outside the school. Some situations that maybe descriptive of this premise include but not limited to when our student is involved in cyber bullying student of other school, complaint of malicious misconduct by the parents of the partner who are attending a different school, involvement in brawling incident with students of other school. In the event a legal complaint is raised against our student the following are suggested guidelines to handle the case:

- The Chair of the Child Protection Committee is the sole person who will accommodate the visiting complainant (e.i. the Principal of other school, complaining parents), local DSWD representative, or law enforcement representative. The Chair will take in the narration of incident, the details of the complaint, and other pertinent information that will be shared during the dialogue.
- The information will be endorsed to the Student Discipline and Formation Office for further investigation.
- The SDFO will inform the parents of the complained student regarding their child’s involvement in the incident. The details of succeeding procedures should be discussed including the possible courses of action and impending repercussions on the student’s involvement (if there is any).
- The SDFO will provide a recommendation to the Principal (Chair of the Child Protection Committee) regarding the case being handled.
- An active communication will be maintained with the complaining party and the school.

The following scenario must be handled with reservation, care, and resistance:

- Allowing the external party to conduct the investigation. Including setting up face-to-face encounter between the complainant and the student being complained.
- Concluding an agreement with the complainant without the knowledge of the parents of the student being complained.
- Providing and/or offering the personal information of the complained student and his parents to the complainant.
- Allowing the complaining party to access investigation reports without the signed approval of the parents of the complained student.



CAPACITY BUILDING INITIATIVES

The capacity building initiatives are activities and programs created and supervised by the Child Protection Committee Chair that aims to achieve the following:

- a. promote awareness among school stakeholders regarding the existing Child Protection Policy
- b. ensure that the existing policy is enforced and the procedures are observed
- c. communicate the message on importance of prevention over remediation

School Community Orientation

An annual orientation of the Child Protection Policy will be conducted especially for the faculty members who have not signed their intent of support in promulgating the existing Child Protection Policy of De La Salle University Integrated School. Faculty members who are renewing their Letter of Intent must also renew their Intent of Support and Oath of Undertaking pertaining to the Child Protection Policy. Regular orientation on the forms, updates, and changes will be implemented and provided with diligence.

Parents Orientation

A regular orientation program that will include the introduction of the existing Child Protection Policy will be conducted annually. A copy of this policy will be made available to parents upon request. Regular releasing of circular pertaining to different initiatives in the development and implementation of the Child Protection Policy will be practiced.

Advocacy Campaign on Denouncing Violence against Children

November 19 marks the World Day for the Prevention of Child Abuse according to American Psychological Association. De La Salle University Integrated School supports this declaration by ensuring that the 3rd week of November is dedicated in the observance of such celebration. Simple yet recognizable activities to highlight the intention of denouncing violence against children will be organized within the said week.

Faculty members, Student Council, and Parents Association are encouraged to support the event through the direction of the Chair of the Child Protection Committee. Information Dissemination

A copy of this policy will be made available within the Integrated School's

major offices. All occupants of the identified offices are required to make their selves oriented and aware of all aspects of the Child Protection Policy.
Faculty Mentoring Program

A faculty mentoring program will be created to help faculty members seek advice and support in times of distress. The mentoring program will also equip them with more skills to exercise their profession with strict adherence to the code of ethics. In most times, it is the immediate supervisor of the faculty/teacher who will include in his mentoring program a discussion/topic of this matter.

REMEDATION PLANS, POST-INTERVENTION CARE AND OTHER SUPPORT

Legal Counsel and Assistance for Retaliation. The school will provide legal counsel in the event of retaliation of the parent(s) against the school and its official especially for cases that are coded red. Legal Counsel is also available for the Committee to guide them with the appropriate legal actions for sensitive cases.

Counseling and Psychosocial Intervention. This post intervention care can be provided as standalone assistance when no outside expert is available to handle the case. However there are certain limitations that must be considered including the school being the setting, exposure of the Counselor to work on the case, and case load of the Counselor and his non-counseling related activities. In the event the child is working with external mental health expert, a good collaborative relationship must be established between the School Counselor and the outside mental health expert.

Accommodation for Academic Compliance and Reentry. In case the child filed for a medical leave and his absences are the only impediment for him to fulfill his academic requirements of the grade level the school may devise a certain mechanism so the child can still cope with the backlogs to prevent delays in his academic progress.



REFERENCES

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Mayo Clinic Child and Family Advocacy Center. (2017). Child abuse. Retrieved from <http://www.mayoclinic.org/diseases-conditions/child-abuse/basics/symptoms/con-20033789>

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APPENDIX II

POLICY STATEMENT ON ACADEMIC HONESTY

De La Salle University

Section 4.13 Student Handbook AY2015-2018

As a Catholic University that prepares its students to become professionals and be the resource for Church and nation, De La Salle University puts premium on academic honesty. A student's academic requirement, such as assignments, term papers, computer programs/ projects, and thesis papers, should be his/her own work. He/she must distinguish between his/her own ideas and those of other authors.

The student must cite references, direct quotes, and other sources (including data obtained from tables, illustrations, figures, pictures, images, and video) following the prescribed format of the discipline. Should a student intend to submit a similar previous work for credit, in different courses, written permission must first be obtained from the faculty members concerned. In addition, for works where he/she is only one of the authors, the following must be observed:

4.13.1 Provide a disclaimer stating that the work is not entirely his/hers;

4.13.2 The work cannot be published without the written consent of the group of authors;

4.13.3 If the work is separable (i.e., parts are clearly attributed to the individual authors), the student may use and must cite his/her own part only; otherwise, the student must seek the written consent of the group of authors.

4.13.4 Computer codes obtained from open source reference may be copied freely, but the source should be cited, provided further that the faculty member allows the use of open source reference in the course.



APPENDIX III

REITERATION TO DECS ORDERS NOS. 70 s. 1991 and 26, s 2000
DepEd Order No.83, s. 2003



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City



Tanggapan ng Kalihim
Office of the Secretary

Direct Line: 633-7208 / 7228
Fax: 636-4876
DETx: 0919-4560027
E-Mail Address: oseg@deped.gov.ph
Website: <http://www.deped.gov.ph>

NOV 20 2003

DepED ORDER
No. 83, s. 2003

REITERATION TO DECS ORDERS NOS. 70, S. 1999 AND 26, S. 2000
(Prohibiting Students of Elementary and Secondary Schools from Using Cellular Phones
and Pagers During Class Hours)

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. It has been noted that cell phones have been proliferated with lewd and obscene picture messages particularly those capable of Multi-Media Services (MMS). In view of this, the following policies regarding the prohibition on the use of cell phones are hereby reiterated:

- a. The Department of Education (DepED) strictly imposes a ban on the use of cellphones by the students during class hours; and
- b. Teachers and parents should devise ways to educate students on the responsible use of cell phones to prevent them from engaging in misguided and immoral activities.

2. Immediate dissemination of and compliance with this Order is hereby directed.


EDILBERTO C. DE JESUS
Secretary

References: DECS Orders: Nos. 26, s. 2000 and 70, s. 1999
Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index under the following subjects:

POLICY SCHOOLS TEACHERS

Made: c:ban cellphones
11-07-03

"Educating for a Strong Republic"

APPENDIX IV

**GUIDELINES FOR THE CONDUCT OF THE RANDOM DRUG TESTING
IN PUBLIC AND PRIVATE SECONDARY SCHOOL
DepEd Order No.40, s. 2017**



Republic of the Philippines
Department of Education

08 AUG 2017

DepEd ORDER
No. **40**, s. 2017

**GUIDELINES FOR THE CONDUCT OF RANDOM DRUG TESTING IN PUBLIC
AND PRIVATE SECONDARY SCHOOLS**

To: Undersecretaries
Assistant Secretaries
Regional Directors
Schools Division Superintendents
Division Chiefs
Public and Private Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Guidelines for the Conduct of Random Drug Testing in Public and Private Secondary Schools**. These guidelines govern the conduct of drug testing in public and private secondary schools in SY 2017-2018 and thereafter.
2. The Guidelines follow the parameters laid down by Republic Act No. 9165 and its Implementing Rules and Regulations, as well as the Dangerous Drugs Board Regulation No. 6, Series of 2003, as amended by Dangerous Drugs Board Regulation No. 3, Series of 2009.
3. All DepEd Orders and other related issuances, rules and regulations and provisions which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.
4. This policy shall take effect immediately upon its publication on www.deped.gov.ph.
5. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

DRUG EDUCATION
HEALTH EDUCATION

POLICY
SCHOOLS

SMMA/DO Guidelines for the Conduct of Random Drug Testing
0469/May 30, 2017



APPENDIX V

POLICY GUIDELINES ON AWARDS AND RECOGNITION FOR THE K TO 12 BASIC EDUCATION PROGRAM
DepEd Order No.36, s. 2016



Republic of the Philippines
Department of Education

07 JUN 2016

DepEd ORDER
No. **36**, s. 2016

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

To: Undersecretaries
Assistant Secretaries
Regional Secretary, ARMM
Regional Directors
Bureau and Service Directors
Schools Division Superintendents
Public and Private Elementary and Secondary Schools Heads
All Others Concerned

1. In line with the implementation of Republic Act No. 10533, otherwise known as *Enhanced Basic Education Act of 2013 (K to 12 Law)*, the Department of Education (DepEd) is adopting the enclosed **Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program**.

2. These awards have been designed to formally recognize the outstanding performance and achievement of learners in academics, leadership, and social responsibility, among other aspects of student progress and development. These awards are given to encourage learners to strive for excellence and to become proactive members of the school and community.

3. All learners, including transferees, who have met the standards, criteria, and guidelines set by this policy shall be recognized.

4. There can be two or more recipients of any award. However, should there be no qualified learner, the awards shall not be given.

5. For learners in the Special Education (SpEd) program who follow the K to 12 Curriculum, the same policy guidelines shall apply. Learners using a modified curriculum may receive recognition in the class based on their performance in meeting the standards of their curriculum.

6. Effective School Year 2016-2017, the Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program shall be implemented in public elementary and secondary schools, including Grade 6 classes under the old Basic Education Curriculum (BEC).

7. Private schools, higher education institutions (HEIs), technical-vocational institutions (TVIs), state universities and colleges (SUCs), and local universities and colleges (LUCs) offering basic education or any grade levels thereof, shall be responsible for promulgating their policy guidelines on awards and recognition for the K to 12 Basic Education Program, consistent with these policies and guidelines. Any modifications in the guidelines should be subject to the approval of the DepEd Regional Office.

8. These guidelines will remain in force and in effect for the duration of the program, unless sooner repealed, amended, or rescinded. All provisions in existing Orders and Memoranda which are inconsistent with this Order are rescinded.

9. Immediate dissemination of and strict compliance with this Order is directed.



BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:

As stated

References:

DepEd Order: Nos. 15, s. 2016; 8, s. 2015, and 74, s. 2012

To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT
ELEMENTARY EDUCATION
LEARNERS
POLICY
PRIZES OR AWARDS
PROGRAMS
SCHOOLS
SECONDARY EDUCATION
STRAND: Curriculum and Instruction
TEACHERS

SMA/Ne'/CAR, DO Policy Guidelines on Awards and Recognition for the K to 12 BE Program
0267-April 7/19, 2016/5-27/31-16



APPENDIX VI

REITERATING THE PROHIBITION OF THE PRACTICE OF HAZING AND THE OPERATION OF FRATERNITIES AND SORORITIES IN ELEMENTARY AND SECONDARY SCHOOLS
DepEd Order No.7, s. 2006



Republic of the Philippines
Department of Education



Tanggapan ng Kalihim
Office of the Secretary

JAN 31 2006

DepED O R D E R
No. 7, s. 2006

REITERATING THE PROHIBITION OF THE PRACTICE OF HAZING AND THE OPERATION OF FRATERNITIES AND SORORITIES IN ELEMENTARY AND SECONDARY SCHOOLS

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools

1. In the past years, the Department of Education has released issuances that provide measures for preventing the practice of hazing and prohibit fraternities and sororities in elementary and secondary schools. Department Order No. 6 s. of 1954 prohibits the practice of hazing in schools and imposed sanctions for violations. Department Order No. 20 s. 1991, meanwhile, prohibits the operation of fraternities and sororities in public and private elementary and secondary schools.
2. Furthermore, Republic Act No. 8049 (The Anti-Hazing Act) provides for strict penalties for the conduct of hazing and other initiation rites associated with fraternities, sororities and similar organizations.
3. In view of recent incidences of fraternity-related violence involving high school students and in view of the history of violence associated with these organizations, some of which have resulted to juvenile deaths, the Department of Education reiterates the abovementioned policies regarding fraternities and sororities and the use of hazing and other acts of violence in elementary and secondary schools.
4. School authorities are requested to take a more active role in the prevention of juvenile violence in their respective areas. They are further instructed to coordinate with local units of the Department of Interior and Local Government, the Department of Social Work and Development, and the Philippine National Police in order to monitor and control the proliferation of fraternities, sororities and similar organizations in elementary and secondary schools in their respective areas.
5. Moreover, school authorities are encouraged to promote co-curricular and extra-curricular organizations and activities that can serve as more wholesome and productive alternatives to fraternities, sororities and like organizations.

6. Wide dissemination of and strict compliance with this Order is enjoined.


FE A. HIDALGO
Undersecretary
Officer-in-Charge

Reference: DECS Order: (No. 20, s. 1991)

Allotment: 1- -(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

POLICY
PUPILS
SCHOOLS
STUDENTS

Reformatted by: Maricar/DO-Fraternities
01-30-06/computer: sheila



STUDENT'S AGREEMENT / PLEDGE OF COMMITMENT

Together with my parents, I have read and understood the contents of this Student Handbook. I promise to do my best to fulfill my obligations as a student and follow the prescribed policies, rules and regulations set forth herein.

Student's Full Name and Signature

Level & Section: _____ Date: _____

Noted by:

Adviser's Signature
Over Printed Name

Date

PARENT'S AGREEMENT / PLEDGE OF COMMITMENT

Together with our child, _____, we have carefully read and understood the contents of this Student Handbook and are willing to abide by it. We likewise promise to support our child and cooperate with the school administration in the pursuit of a true Lasallian education.

Father's Signature Over Printed Name

Date

Mother's Signature Over Printed Name

Date

(Student's Copy: Do not detach)



Authorized Signatures
(Please provide 3 specimens)

Father: 1. _____

2. _____

3. _____

Mother: 1. _____

2. _____

3. _____

Guardian(s) in the Absence of Parents
(You may provide as much as 3 guardians)

Name and Relationship	Signature
1.	
2.	
3.	

I hereby authorize the above guardians for my child in my absence.

Parent's Signature over Printed Name

Date Signed

Note: Signatures other than the above official signatures will not be accepted.

STUDENT'S AGREEMENT / PLEDGE OF COMMITMENT

Together with my parents, I have read and understood the contents of this Student Handbook. I promise to do my best to fulfill my obligations as a student and follow the prescribed policies, rules and regulations set forth herein.

Student's Full Name and Signature

Level & Section: _____ Date: _____

Noted by:

Adviser's Signature
Over Printed Name

Date

PARENT'S AGREEMENT / PLEDGE OF COMMITMENT

Together with our child, _____, we have carefully read and understood the contents of this Student Handbook and are willing to abide by it. We likewise promise to support our child and cooperate with the school administration in the pursuit of a true Lasallian education.

Father's Signature Over Printed Name

Date

Mother's Signature Over Printed Name

Date

(School's Copy)



PERSONAL DATA SHEET

<i>Full Name (Last Name, First Name, Middle Name):</i>	
<i>Nickname</i>	<i>Birthday</i>
<i>Address (No., Street, Village, Brgy., City):</i>	
<i>Home Number (Area Code+Number):</i>	<i>Mobile Number:</i>
<i>Name of Siblings</i>	<i>Age</i>
FATHER'S DATA	
<i>Full Name (Last Name, First Name, Middle Name):</i>	
<i>Occupation:</i>	<i>Company Name:</i>
<i>Company/Office Address:</i>	
<i>Contact Number (Area Code+Number):</i>	<i>Mobile Number:</i>
MOTHER'S DATA	
<i>Full Name (Last Name, First Name, Middle Name):</i>	
<i>Occupation:</i>	<i>Company Name:</i>
<i>Company/Office Address:</i>	
<i>Contact Number (Area Code+Number):</i>	<i>Mobile Number:</i>

IN CASE OF EMERGENCY, PLEASE INFORM:

<i>Name:</i>	<i>Relationship</i>
<i>Address (No., Street, Village, Brgy., City):</i>	
<i>Home Number (Area Code+Number):</i>	<i>Mobile Number:</i>

2018

JANUARY

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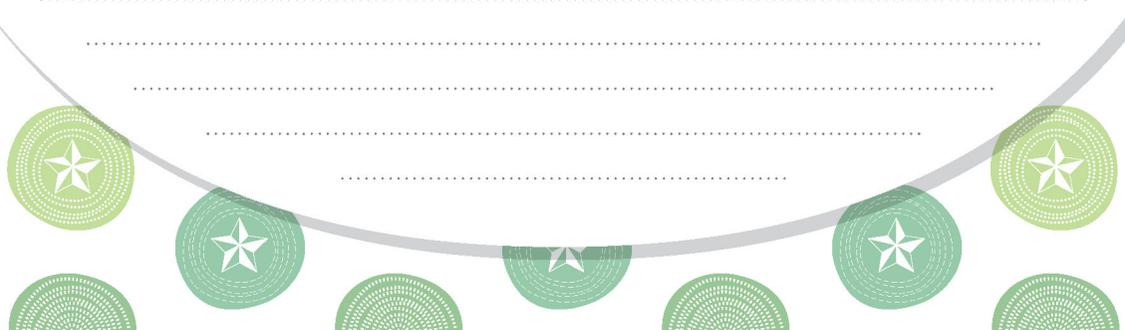
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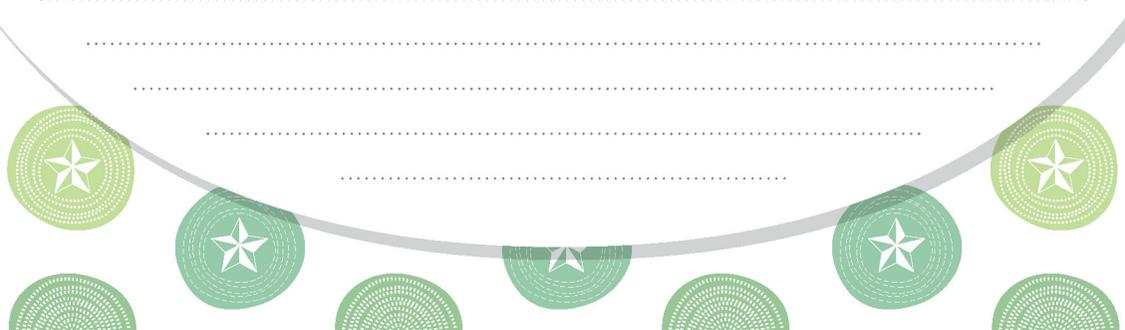
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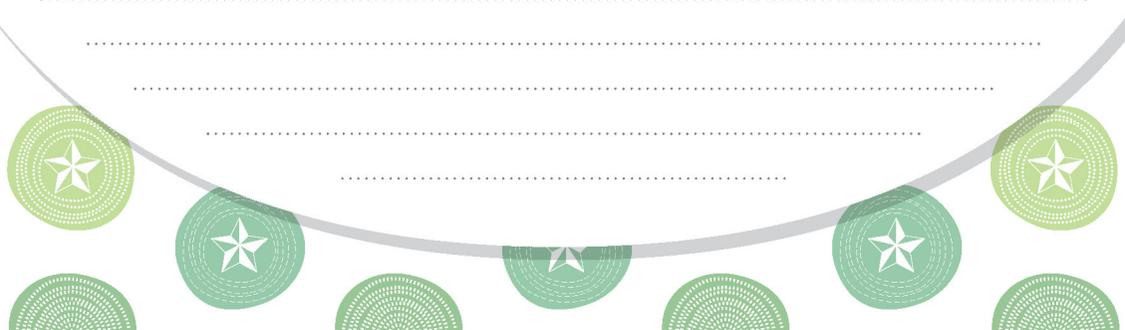
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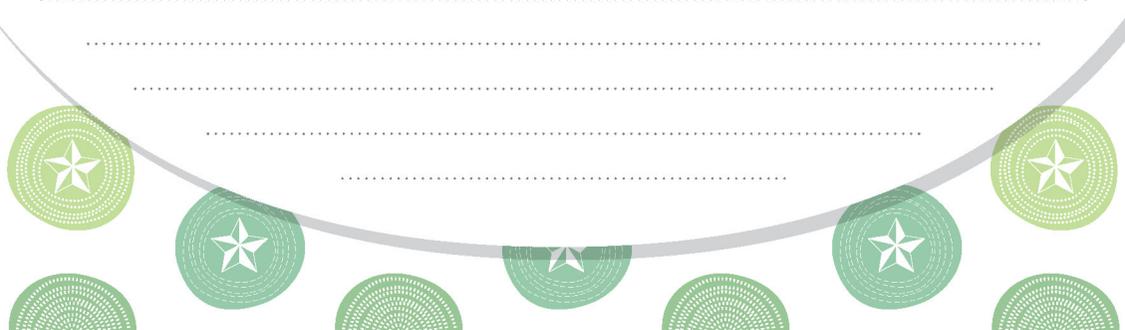
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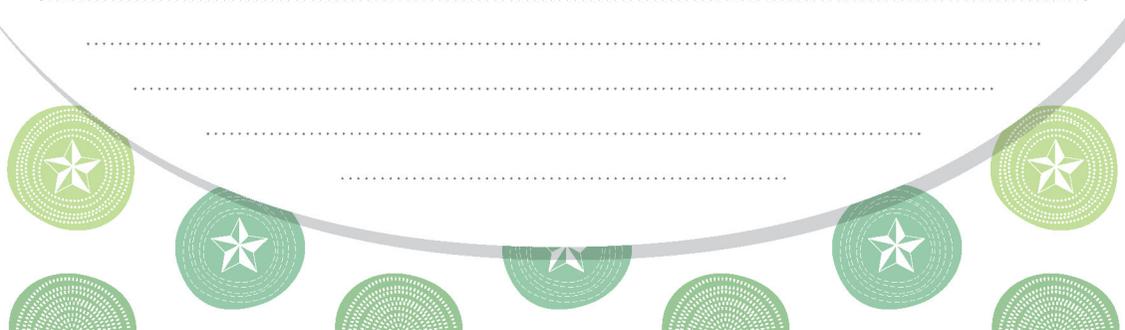
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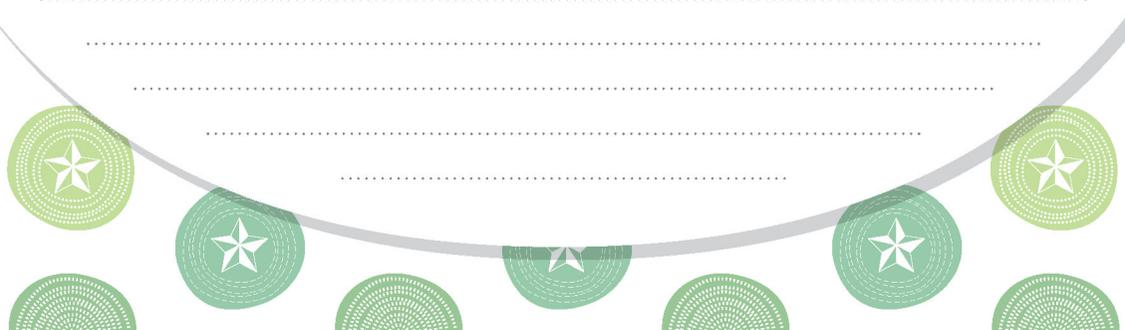
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The logo for DLSU (De La Salle University) is prominently displayed in the center. It consists of the letters 'DLSU' in a large, white, bold, sans-serif font. The letters are slightly overlapping, with the 'D' and 'L' on top and the 'S' and 'U' on the bottom. The background of the entire page is a repeating pattern of the DLSU seal, which is a circular emblem containing a five-pointed star and the university's name in a circular border.

INTEGRATED SCHOOL

Basic Lasallian Prayers



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- Prayer 6: Gifts of the Holy Spirit
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Prayer Before the Blessed Sacrament
Morning Offering

Prayers to the Lasallian Saints

St. John Baptist De La Salle
Bl. Br. Jaime Hilari Barbal
St. Mutien-Marie Wiaux
St. Miguel Febres Cordero
St. Benilde Romancon
Blessed Brothers Solomon, Roger Leon and Uldaric
Blessed Scubilion Rousseau
Blessed Cyril Beltran
Blessed Brother Arnould Reche
Blessed Brother Aurelio Maria

The Holy Rosary

The Joyful Mysteries
The Sorrowful Mysteries
The Glorious Mysteries
The Luminous Mysteries
O My Jesus



The Lasallian Prayer

Beginning of every prayer:

English	Filipino
Let us remember that we are in the most holy presence of God (pause) In the name of the Father, and of the Son, and of the Holy Spirit. Amen.	Ating tandaan na tayo ay nasa kabanal banalang harapan ng Diyos. (manahimik ng sandal) Sa ngalan ng Ama, at ng Anak, at ng Espiritu Santo. Amen.

Our daily prayer:

Englis	Filipino
I will continue, O my God, to do all my actions for the love of you.	Ipagpapatuloy ko, O Panginoon, ang lahat ng aking gagawin, alangalang sa pag-ibig ko sa Iyo.

Ending of every prayer:

Englis	Filipino
Saint John Baptist de La Salle, Pray for us. Live Jesus in our hearts. Forever. In the name of the Father, and of the Son, and of the Holy Spirit. Amen.	San Juan Bautista de La Salle, Ipanalangin mo kami. Hesus, Manahan ka sa aming mga puso. Magpakailanman. Sa ngalan ng Ama, at ng Anak, at ng Espiritu Santo. Amen

ONE LA SALLE PRAYER

Let me be the change I want to see
To do with strength and wisdom
All that needs to be done
And become the hope that I can be.

Set me free from my fears and hesitations
Grant me courage and humility
Fill me with spirit to face the challenge
And start the change I long to see

TODAY I START THE CHANGE I WANT TO SEE

Even if I'm not the light
I can be the spark
In faith, service, and communion
Let us start the change we want to see
The change that begins in me.

LIVE JESUS IN OUR HEARTS,
FOREVER!



MORNING PRAYERS

Prayer 1: God's Masterpiece

Let us remember that we are in the God's holy presence

Sign of the Cross

Angelus

Leader: Man stands at the frontier of God's creation. That is, he live between the material and the spiritual world, between time and eternity.

A reading from the Book of Genesis (Gen 1:26-28)

Then God said, "Let us make mankind in our image, in our likeness, so that they may rule over the fish in the sea and the birds in the sky, over the livestock and all the wild animals, and over all the creatures that move along the ground."

So God created mankind in his own image, in the image of God he created them; male and female he created them, and God blessed them.

Leader: The Word of the Lord

All: Thanks be to God.

Reflective Reading (From the Catechism of the Catholic Church 357)

Being in the image of God the human individual possesses the dignity of a person, who is not just something, but someone. He is capable of self-knowledge, of self-possession and of freely giving himself and entering into communion with other persons. And he is called by grace to a covenant with his Creator, to offer him a response of faith and love that no other creature can give in his stead.

Guide for Meditation

What are the good qualities of your friends, teachers and family?

What blinds you to fail to recognize their good qualities?

What do you do to make them feel appreciated?

Closing Prayer (Assumption Prayer)

Father in heaven, all creation rightly gives you praise for all life and all holiness come from you. In the plan of Your wisdom she who bore the Christ in her womb was raised body and soul in glory to be with Him in heaven. May we follow her example in reflecting your holiness and join in her hymn of endless life and praise. We ask this through Christ our Lord. Amen.

Lasallian Prayers

I will continue, o my God, to do all my actions for the love of You.
St. John Baptist de La Salle, pray for us!
Live Jesus in our hearts, forever!

Prayer 2: Grace of Enlightenment

Let us remember that we are in God's holy presence

Sign of the Cross

Angelus

Leader: The Lord is my Light and my Salvation... Father in heaven, grant us your grace in order to enlighten our path as we start the day anew.

A reading from 1st Letter of John (1 John 1:5-7)

This is the message we have heard from him and declare to you: God is light; in him there is no darkness at all. If we claim to have fellowship with him and yet walk in the darkness, we lie and do not live out the truth. But if we walk in the light, as he is in the light, we have fellowship with one another, and the blood of Jesus, his Son, purifies us from all sin.

Leader: The Word of the Lord

All: Thanks be to God.

Reflective Reading (Meditations 10.3, Saint John Baptist de La Salle)

God knows what you are capable of, and he is not going to command you things above your strength. If, indeed, they are difficult in themselves, it is up to him to impart to you the ability you need to carry them out. For, as Saint Paul says, God gives us not only the will to do what is right but also the grace to accomplish it. A will forearmed and sustained by God's grace to achieve something good finds nothing difficult, because God smoothes out all the obstacles encountered in the action.



Guide for Meditation

Do you allow God's grace to guide you in your everyday dealings?

Do you depend on your strength only and disregard God's assistance in completing your everyday responsibilities?

Closing Prayer (Prayer for Guidance from A Catholic Prayer Book)

O Holy Spirit of God, take me as your disciple; guide me, illuminate me, sanctify me. Bind my hands that they may do no evil; cover my eyes that they may see it no more; sanctify my heart that evil may not dwell within me. Be my God; be my guide. Wherever you lead me, I will go: whatever you forbid me, I will renounce; and whatever you command me, in your strength, I will do. Lead me, then, unto the fullness of your truth. Amen.

Lasallian Prayers

I will continue, o my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

Prayer 3: For Peace and Justice

Let us remember that we are in God's holy presence

Sign of the Cross

Angelus

Leader: Let us praise our Lord of peace and justice at all times as we listen to His word.

A Reading from the Gospel According to John (John 20:21-23)

Again Jesus said, "Peace be with you! As the Father has sent me, I am sending you." And with that he breathed on them and said, "Receive the Holy Spirit. If you forgive anyone's sins, their sins are forgiven; if you do not forgive them, they are not forgiven."

Leader: This is the Gospel of the Lord.

All: Praise to You, o Lord, Jesus Christ

Reflective Reading (Meditations 22.2, Saint John Baptist de La Salle)

So that Jesus Christ may reign in your soul, you must wage war under his

leadership against the enemies of your salvation, who are also his enemies. Because he wishes to establish his peace within you, a peace which, according to Saint Paul, ought to reign in your hearts, he must overcome—and you must overcome with him and by his help—anything that is able to be an obstacle, such as your passions and evil inclinations. You must eliminate within you the man of sin who in the past has reigned over you. Then you will deliver yourself from the shameful slavery to which sin has reduced you.

Guide for Meditation

What troubles you, your family, your circle of friends and your class section?
What actions can you do to lessen or eliminate those troubles?

Closing Prayer (Prayer for Peace by Pope Pius XII)

Almighty and eternal God, may your grace enkindle in all of us a love for the many unfortunate people whom poverty and misery reduce to a condition of life unworthy of human beings. Arouse in the hearts of those who call you Father a hunger and thirst for social justice and for fraternal charity in deeds and in truth. Grant, O Lord, peace in our days, peace to souls, peace to families, peace to our country, and peace among nations.
Amen.

Lasallian Prayers

I will continue, o my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

Prayer 4: Students' Prayer

Let us remember that we are in God's holy presence

Sign of the Cross

Angelus

Leader: As we start this new day, let us ask God's Spirit to guide us along our journey together with our classmates, friends and teachers. Let us now listen to the Word of God.

A Reading from the 1st Letter of John (1 John 3:1-3)

See what great love the Father has lavished on us, that we should be called chil-



dren of God! And that is what we are! The reason the world does not know us is that it did not know him. Dear friends, now we are children of God, and what we will be has not yet been made known. But we know that when Christ appears, we shall be like him, for we shall see him as he is. All who have this hope in him purify themselves, just as he is pure.

Leader: The Word of the Lord

All: Thanks be to God.

Reflective Reading (Meditations 56.2, Saint John Baptist de La Salle)

One of the main things that most contributes to the corruption of young people is keeping bad company. Few go astray from malice of heart. The majority are corrupted by bad example and by the circumstances they encounter. This is why there is nothing that those who guide children ought to pay more attention to than to prevent them from being led astray by either of these two causes.

Guide for Meditation

What distracts you in doing your responsibilities as a son/daughter, a student and a Christian? What concrete actions will you do to overcome these distractions?

Closing Prayer (A Student's Prayer by St. Thomas Aquinas)

Creator of all things, true source of light and wisdom, origin of all being, graciously let a ray of your light penetrate the darkness of my understanding. Take from me the double darkness in which I have been born, an obscurity of sin and ignorance. Give me a keen understanding, a retentive memory, and the ability to grasp things correctly and fundamentally. Grant me the talent of being exact in my explanations and the ability to express myself with thoroughness and charm. Point out the beginning, direct the progress, and help in the completion. I ask this through Christ our Lord. Amen.

Lasallian Prayers

I will continue, o my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

Prayer 5: Death and Eternal Life

Let us remember that we are in God's holy presence

Sign of the Cross

Angelus

Leader: The second book of Maccabees reminds us that it is a holy and wholesome thought to pray for the dead, so that they may be loosed from sins. Let us remember our departed brethren in prayers as we open the day with our Lord.

Responsorial Psalm (Ps 119)

All: Happy those whose way is blameless,
who walk by the teaching of the LORD

Reader: Happy those who observe God's decrees,
who seek the LORD with all their heart.
They do no wrong; they walk in God's ways.
You have given them the command
to keep your precepts with care. (Response)

Reader: May my ways be firm in the observance of your laws!
Then I will not be ashamed to ponder all your commands.
I will praise you with sincere heart as I study your just
edicts. (Response)

Reader: With all my heart I seek you;
do not let me stray from your commands.
Blessed are you, O LORD; teach me your laws.
(Response)

Reflective Reading (Meditations 56.2, Saint John Baptist de La Salle)

We will die, and we will die only once. We will die well and with God only insofar as we have lived in the practice of penance and have deprived ourselves of the pleasures that the sensual seek in the use of creatures. Do we wish to die a holy death? Let us live as true penitents.

Guide for Meditation

When were the times you have felt you were spiritually dead?



What did you do to bring your spiritual life back?

Leader: Let us pray for the dead members of our family and community.

Eternal rest, grant unto them o Lord

And let your perpetual light shine upon them

May they rest in peace. Amen.

Closing Prayer:

Father, you created us to live with you and share with you the joy you have prepared for us. Open our eyes that we may follow your commands. In your kindness, give me life that I may keep the decrees of your mouth and your word, O Lord, live in me forever.

Amen

Lasallian Prayers

I will continue, o my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

Prayer 6: Gifts of the Holy Spirit

Let us remember that we are in God's holy presence

Sign of the Cross

Angelus

Leader: Psalm 27 reminds us that God's goodness is always with us in the land of the living. Let us recite the psalm alternately.

Girls:

The LORD is my light and my salvation— whom shall I fear?

The LORD is the stronghold of my life—of whom shall I be afraid?

When the wicked advance against me to devour me,
it is my enemies and my foes who will stumble and fall.

Boys:

Though an army besiege me, my heart will not fear;
though war break out against me, even then I will be confident.
One thing I ask from the LORD, this only do I seek:
that I may dwell in the house of the LORD all the days of my life,
to gaze on the beauty of the LORD and to seek him in his temple.

All:

For in the day of trouble he will keep me safe in his dwelling;
he will hide me in the shelter of his sacred tent and set me high upon a rock.
Then my head will be exalted above the enemies who surround me;
at his sacred tent I will sacrifice with shouts of joy;
I will sing and make music to the LORD.

Boys:

Hear my voice when I call, LORD; be merciful to me and answer me.
My heart says of you, "Seek his face!" Your face, LORD, I will seek.
Do not hide your face from me, do not turn your servant away in
anger; you have been my helper. Do not reject me or forsake me,
God my Savior.

Girls:

Though my father and mother forsake me, the LORD will receive me.
Teach me your way, LORD; lead me in a straight path because of my
oppressors.
Do not turn me over to the desire of my foes,
for false witnesses rise up against me, spouting malicious
accusations.

All:

I remain confident of this: I will see the goodness of the LORD in the land of
the living.
Wait for the LORD; be strong and take heart and wait for the LORD.

Reflective Reading (Meditations 20.3, Saint John Baptist de La Salle)

After we have abandoned ourselves to God like this, it usually happens that God makes us experience very extraordinary effects of his goodness and protection. Be assured, then, that once you have placed yourself in God's hands, willing to suffer whatever and as much as he may desire, although he still leaves you in sorrow, he will help you by his grace to endure this trial, perhaps in a way that is not obvious, or else he will deliver you from it by surprising means and at a time when you least expect it.



Guide for Meditation

When were the times have you deeply felt God's goodness?
How do you respond to God's goodness?

Closing Prayer (Prayer for the Gifts of the Holy Spirit)

Holy Spirit, divine Consoler, I adore You as my true God, with God the Father and God the Son. I adore You and unite myself to the adoration You receive from the angels and saints. Grant us Your gifts that we may truly make use of those to lead our brothers and sisters back to you. Amen.

Lasallian Prayers

I will continue, o my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

Prayer 7: God's Love and Friendship

Let us remember that we are in God's holy presence

Sign of the Cross

Angelus

Leader: Let us continue to praise God for His abiding love and friendship. May we serve Him faithfully for the rest of our days.

A Reading from the Gospel According to John (John 13:34-35)

"A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another."

Leader: The Gospel of the Lord

All: Praise to You, o Lord, Jesus Christ.

Reflective Reading (Meditations 173.1, Saint John Baptist de La Salle)

So great was the love of Saint Francis for the poor that he gladly gave them alms on every occasion and was unable to turn down anyone who asked him for anything, because he saw Jesus Christ in them and was convinced that whatever good he did for them, he did for Jesus Christ.

Guide for Meditation

Who are the least, the lost and the last in your group? How do you treat them?

What acts of love do you usually extend to the poor?

Closing Prayer

Lord, teach us how to love. When we are dazzled by the beauty of a face of fascination of a lively wit, help us see that true beauty is a reflection of the human soul that is not easily found without a painful search. Amen.

Lasallian Prayers

I will continue, o my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

Prayer 8: Goodness in Life

Let us remember that we are in God's holy presence

Sign of the Cross

Angelus

Leader: Today in the reading, we will be hearing the voice of God telling us to seek on what is essential and good in life. Let us keep hopeful that we will be on the track Jesus wants us to go.

A Reading from the Letter of Paul to the Colossians (Col 3:1-4)

So if you have been raised with Christ, seek the things that are above, where Christ is, seated at the right hand of God. Set your minds on things that are above, not on things that are on earth, for you have died,



and your life is hidden with Christ in God. When Christ who is your life is revealed, then you also will be revealed with him in glory.

Leader: The Word of the Lord

All: Thanks be to God.

Reflective Reading (Meditations 3.3, Saint John Baptist de La Salle)

Beg God, therefore, to lead you on the way to heaven by the path he has traced out for you. Ask him to help you embrace the perfection of your state, because he is the one who brought you into it and who consequently desired, and still desires, that you find in it the way and the means to be sanctified.

Guide for Meditation

How close are you to your goals? How close are you to God?

What concrete actions will you do to get closer to God?

Closing Prayer (Divine Office (Morning Prayer))

Father, creator of Unfailing Light, give that same light to those who call to you. May our lips praise you; our lives proclaim your Goodness; our work give you Honor, and our voices celebrate you for ever. Amen.

Lasallian Prayers

I will continue, o my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

Prayer 9: Becoming True Children of God

Let us remember that we are in God's holy presence

Sign of the Cross

Angelus

Leader: Let us praise the Lord as we start the day with thanksgiving and praise.

Leader: For the times God keeps us in His loving bosom. Lord we praise you.

All: Lord, we praise you

Leader: For the times we become open our hearts to the prompting of the Spirit through God's grace. Lord we praise you

All: Lord, we praise you

Leader: For the times God showed his care and love for us through His creation. Lord we praise you.

All: Lord, we praise you

Reflective Reading (Meditations 12.2, Saint John Baptist de La Salle)

Whoever obeys in a spirit of religion possesses all the virtues: he is humble, because he must be humble to submit to another; he is gentle, because no matter how irksome the thing commanded may be, he does not complain; he is silent, because the truly obedient man has lost the use of his tongue and knows only how to do what is ordered without making any reply; he is patient, because he endures everything and bears all the burdens imposed on him; he is charitable beyond measure, because obedience makes him undertake all things for the good of his neighbor.

Guide for Meditation

Do you obey your parents and teachers because of fear of them or of your love for them?

What causes a young individual like you to be disobedient?

Closing Prayer

With God as our source, we are able to be generous. We are rooted in the wealth of God, as trees in rich soil. We ask you Lord to help us open our mind and heart to your plan of service that we may bring joy and praise to you. Amen

Lasallian Prayers

I will continue, o my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!



Prayer 10: Spirit of Prayer

Let us remember that we are in God's holy presence

Sign of the Cross

Angelus

Leader: We begin our prayer with the sign of the Cross because it reminds us of God's love for us.

Responsorial Psalm (Psalm 89:2-3, 6-7, 16-17)

All: For ever I will sing the goodness of the Lord.

Leader: The favors of the LORD I will sing forever; through all generations my mouth shall proclaim your faithfulness. For you have said, "My kindness is established forever"; in heaven you have confirmed your faithfulness. (Response)

All: For ever I will sing the goodness of the Lord.

Leader: The heavens proclaim your wonders, O LORD, and your faithfulness, in the assembly of the holy ones. For who in the skies can rank with the LORD? Who is like the LORD among the sons of God? (Response)

All: For ever I will sing the goodness of the Lord.

Leader: Blessed the people who know the joyful shout; in the light of your countenance, O LORD, they walk. At your name they rejoice all the day, and through your justice they are exalted. (Response)

All: For ever I will sing the goodness of the Lord.

Reflective Reading (Meditations 12.2, Saint John Baptist de La Salle)

If you love God, prayer will be the food of your soul, and God will enter within you and will have you eat at his table, as Saint John says in the Apocalypse. You will then have the advantage of having God present in your actions and of having no other purpose than to please him. You will even have a constant hunger for him, as the Wise Man says, for, according to the expression of the Royal Prophet, you will not be filled until you enjoy his glory in heaven. By living a holy life, be worthy of such grace and of possessing such happiness.

Guide for Meditation

How frequent do you pray to God to ask for His inspiration?

How do your prayers guide you in your daily life?

Closing Prayer (A Prayer For God's Inspiration)

Father, may everything we do begin with your inspiration and continue with your saving help. Let our work always find its origin in you and through you reach completion. We ask this through our Lord Jesus Christ, your Son, who lives and reigns with you and the Holy Spirit, one God, for ever and ever. Amen

Lasallian Prayers

I will continue, o my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

Prayer 11: Trusting in God's Goodness

Let us remember that we are in God's holy presence

Sign of the Cross

Angelus

Leader: Today, we will be hearing in the reading how good works bear fruit. Let us make every work of ours a fruitful one and offer it as a pleasing sacrifice to our good Father.

A Reading from the Letter of Paul to the Colossians (Colossians 1:9-11)

Brothers and sisters: From the day we heard about you, we do not cease praying for you and asking that you may be filled with the knowledge of God's will through all spiritual wisdom and understanding to walk in a manner worthy of the Lord, so as to be fully pleasing, in every good work bearing fruit and growing in the knowledge of God, with joy giving thanks to the Father, who has made you fit to share in the inheritance of the holy ones in light.

Leader: The Word of the Lord

All: Thanks be to God.



Reflective Reading (Meditations 112.2, Saint John Baptist de La Salle)

God's goodness shines out in this mystery no less than the Most Blessed Virgin's humility. The Son of God possesses divine nature and takes nothing from God by regarding himself as God's equal; nevertheless, he empties himself on this day and takes on the nature of a slave, making himself like us except for sin. This was, as the angel says to the Most Blessed Virgin, so that he might deliver his people from their sins, as he committed himself by clothing himself with human nature.

Guide for Meditation

How far will you go for your loved ones?

What sacrifices have you already done to your loved ones?

Closing Prayer (A Prayer For Courage)

Almighty God, who gives strength to the weak and upholds those who might fall, give me courage to do what is right, for those that trust in you have no need to fear. Make me brave to face any danger which may now threaten me. Give me the help that you have promised to those who ask it, that I may overcome my fears and go bravely forward. Fill me with courage, that nothing which is my duty to do, may be too hard for me. Let me put my trust in your power and goodness. Thank you my Lord. Amen.

Lasallian Prayers

I will continue, o my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

Prayer 12: Promptings of the Holy Spirit

Let us remember that we are in God's holy presence

Sign of the Cross

Angelus

Responsorial Psalm

Leader: Let us call on the Holy Spirit as we say:

Lord, send out your Spirit, and renew the face of the earth.

Bless the LORD, O my soul!
O LORD, my God, you are great indeed!
You are clothed with majesty and glory,
robed in light as with a cloak. (Response)

You fixed the earth upon its foundation,
not to be moved forever;
with the ocean, as with a garment, you covered it;
above the mountains the waters stood. (Response)

You send forth springs into the watercourses
that wind among the mountains.
Beside them the birds of heaven dwell;
from among the branches they send forth their song. (Response)

You water the mountains from your palace;
the earth is replete with the fruit of your works.
You raise grass for the cattle,
and vegetation for man's use,
Producing bread from the earth. (Response)

How manifold are your works, O LORD!
In wisdom you have wrought them all --
the earth is full of your creatures.
Bless the LORD, O my soul! (Response)

Reflective Reading (Meditations 3.2, Saint John Baptist de La Salle)

If any speak, let it always be clear that God is speaking by their mouth; if any fulfill a ministry, let them do so as acting only by the power God communicates to them, so that in all things God may be glorified through Jesus Christ.

Guide for Meditation

Are you doing your tasks for self glory or for God's glory?
Do you allow God to work within you?

Closing Prayer (Come Holy Spirit)

Come Holy Spirit, fill the hearts of your faithful and kindle in them the fire of your love. Send forth your Spirit and they shall be created. And You shall renew the face of the earth. O, God, who by the light of the

Holy Spirit, did instruct the hearts of the faithful, grant that by the same Holy Spirit we may be truly wise and ever enjoy His consolations, Through Christ Our



Lord, Amen.

Lasallian Prayers

I will continue, o my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

Prayer 13: Help for the School

Let us remember that we are in God's holy presence

Sign of the Cross

Angelus

Leader: Let us call on the Holy Spirit as we say:

All: **Keep me safe, O God; you are my hope.**

Boys: Keep me, O God, for in you I take refuge;
I say to the LORD, "My Lord are you."
O LORD, my allotted portion and my cup,
you it is who hold fast my lot.

Girls: I bless the LORD who counsels me;
even in the night my heart exhorts me.
I set the LORD ever before me;
with him at my right hand I shall not be disturbed.

All: Therefore my heart is glad and my soul rejoices,
my body, too, abides in confidence;
Because you will not abandon my soul to the nether world,
nor will you suffer your faithful one to undergo corruption.

Reflective Reading (Meditations 200.3, Saint John Baptist de La Salle)

Inspire the students with piety and self-control in church and in the exercises of piety that you have them perform in the schools. Instill in them the innocence and humility that our Lord recommends so strongly in the Gospel. Do not forget to help them acquire gentleness, patience, love and respect for their parents, and all the conduct that is proper to a Christian child, in a word, all that our religion demands of them.

Guide for Meditation

What learnings have you already gained in your stay in our school?

How will you use them to become better individuals?

Closing Prayer

Lord Jesus, give me a good mind that I may do all my school works well and in such a way that it will make your happy. Help me to understand and remember the things I must learn. Help me to enjoy and be happy with the subjects, which I find so difficult. Amen

Lasallian Prayers

I will continue, o my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!
Live Jesus in our hearts, forever!

Prayer 14: Act of Faith

Let us remember that we are in God's holy presence

Sign of the Cross

Angelus

Leader: Lord, praise you and we bless you. We have faith in you!

A reading from the Gospel according to St John (John 14: 1-7)

Jesus said to his disciples: "Do not let your hearts be troubled. You have faith in God; have faith also in me. In my Father's house there are many dwelling places. If there were not, would I have told you that I am going to prepare a place for you? And if I go and prepare a place for you, I will come back again and take you to myself, so that where I am you also may be. Where I am going you know the way." Thomas said to him, "Master, we do not know where you are going; how can we know the way?" Jesus said to him, "I am the way and the truth and the life. No one comes to the Father except through me."

This is the Gospel of the Lord.



All: Praise to You, O Lord Jesus Christ

Reflective Reading (Meditations 200.3, Saint John Baptist de La Salle)

True obedience does not admit of any such reasoning, because it is based on faith, which is infinitely superior to reason. Hence, to obey properly, we ought not to use any reasons. If before we submit, we need to be convinced or at least persuaded by reason, it is no longer because God commands that we obey but because the order appears reasonable to us. We are, then, no longer acting like truly obedient people but like a philosopher, who prefers reason to faith.

Guide for Meditation

Do you consider your reasons in following God? Have you doubted God already?

Do you follow God because you are convinced that He will not fail you?

Closing Prayer (Act of Faith)

O my God, I firmly believe that you are one God in three divine Persons, Father, Son, and Holy Spirit; I believe that your divine Son became man and died for our sins, and that he will come to judge the living and the dead. I believe these and all the truths which the Holy Catholic Church teaches, because you revealed them, who can neither deceive nor be deceived. Amen.

Lasallian Prayers

I will continue, o my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

Prayer 15: Act of Hope

Let us remember that we are in God's holy presence

Sign of the Cross

Angelus

Leader: Let us give thanks to our Loving God who gives us hope in our earthly journey. Let our response be:

Come with joy into the presence of the Lord.

Boys: Sing joyfully to the LORD, all you lands;
serve the LORD with gladness;
come before him with joyful song. (Response)

Girls: Know that the LORD is God;
He made us, His we are;
His people, the flock He tends. (Response)

Boys: Enter his gates with thanksgiving,
His courts with praise;
Give thanks to him; bless his name. (Response)

Girls: For he is good,
the LORD, whose kindness endures forever,
and his faithfulness, to all generations. (Response)

Reflective Reading (Meditations 40.3, Saint John Baptist de La Salle)

You must, says Saint Paul, be girded with the belt of truth and put on the breastplate of justice, that is, a love for the duties of your state. You must take up the shield of faith, with which you will be able to extinguish all the fiery darts of the devil. Hope of salvation must serve as your helmet and the word of God as your sword. By such weapons, declares the same Saint Paul, the peace of Jesus Christ will truly reign in your hearts.

Guide for Meditation

When was the time that you have felt you were very hopeless?
Who was your source of hope, someone who has reminded you
that life is beautiful, then?

Closing Prayer (Act of Hope)

O my God, relying on your infinite goodness and promises, I hope to obtain pardon of my sins, the help of your grace, and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer. Amen.

Lasallian Prayers

I will continue, o my God, to do all my actions for the love of You.
St. John Baptist de La Salle, pray for us!
Live Jesus in our hearts, forever!



Prayer 16: Act of Love

Let us remember that we are in God's holy presence

Sign of the Cross

Angelus

Leader: Jesus gives us His command of love: "Love one another as I have loved you". May we truly put love into action.

A reading from the letter of Paul to the Colossians (Colossians 3:12-17)

Brothers and sisters: Over all these things put on love, that is, the bond of perfection. And let the peace of Christ control your hearts, the peace into which you were also called in one Body. And be thankful. And whatever you do, in word or in deed, do everything in the name of the

Lord Jesus, giving thanks to God the Father through him. Whatever you do, do from the heart, as for the Lord and not for men, knowing that you will receive from the Lord the due payment of the inheritance; be slaves of the Lord Christ.

This is the Word of the Lord

All: Thanks be to God!

Reflective Reading (Meditations 26.3, Saint John Baptist de La Salle)

The love of Jesus Christ for us led him to institute this divine sacrament (Eucharist) in order to give himself entirely to us and to remain always with us. To give us a sign of his tender love and goodness before dying, he left to his Apostles and to the whole Church in their person, his body and blood to be for us in the ages to come a precious proof of the tender love he feels for us.

Guide for Meditation

How do you respond to the sacrifices God has done for you?

What concrete sacrifices are you willing to do for your love for God?

Closing Prayer (Act of Love)

O my God, I love you above all things, with my whole heart and soul, because

you are all good and worthy of all my love. I love my neighbor as myself for the love of you. I forgive all who have injured me and I ask pardon of all whom I have injured. Amen.

Lasallian Prayers

I will continue, o my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

Prayer 17: The Mother Church

Let us remember that we are in God's holy presence

Sign of the Cross

Angelus

Leader: Let us listen to the reading.

A reading from the 1st letter of St. Paul to the Corinthians (1 Corinthians 12:1-11)

There are different kinds of spiritual gifts but the same Spirit; there are different forms of service but the same Lord; there are different workings but the same God who produces all of them in everyone. To each individual the manifestation of the Spirit is given for some benefit. To one is given through the Spirit the expression of wisdom; to another the expression of knowledge according to the same Spirit; to another faith by the same Spirit; to another gifts of healing by the one Spirit; to another mighty deeds; to another prophecy; to another discernment of spirits; to another varieties of tongues; to another interpretation of tongues. But one and the same Spirit produces all of these, distributing them individually to each person as he wishes.

This is the Word of the Lord

All: Thanks be to God!

Reflective Reading (Meditations 205.3, Saint John Baptist de La Salle)

Jesus Christ entrusted to you the task of building up his body, which is the



Church. You are likewise responsible, as far as you are able, to make her holy and to purify her by the word of life, so that she may be able to appear before him full of glory, without stain, without wrinkle, without any defect, but completely pure and beautiful. For this he wants you to give him an exact account when he calls for it, because he holds this responsibility very much at heart, having loved his Church so much that he gave himself up for her.

Guide for Meditation

Are you an active Church member or an indifferent one?

What contributions can you extend to the different ministries of the Church?

Closing Prayer (For the Church <http://www.liturgies.net/Prayers/Collects.htm>)

Gracious Father, we pray for your holy Catholic Church. Fill it with all truth, in all truth with all peace. Where it is corrupt, purify it; where it is in error, direct it; where it is right, strengthen it; where it is in want, provide for it; where it is divided, reunite it; for the sake of Jesus Christ your Son our Savior. Amen.

Lasallian Prayers

I will continue, o my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

Prayer 18: Love and Compassion for the Poor

Let us remember that we are in God's holy presence

Sign of the Cross

Angelus

Leader: Lord, open my lips.

All: And my mouth shall declare your praise.

Boys:

Ring out your joy to the Lord, O you just;
for praise is fitting for loyal hearts.
Give thanks to the Lord upon the harp,
with a ten-stringed lute sing him songs.
O sing him a song that is new,
play loudly, with all your skill.

Girls:

For the word of the Lord is faithful
and all his works to be trusted.
The Lord loves justice and right
and fills the earth with his love.

Boys:

By his word the heavens were made,
by the breath of his mouth all the stars.
He collects the waves of the ocean;
he stores up the depths of the sea.

Girls:

Let all the earth fear the Lord
all who live in the world revere him.
He spoke; and it came to be.
He commanded; it sprang into being.

All:

He frustrates the designs of the nations,
he defeats the plans of the peoples.
His own designs shall stand for ever,
the plans of his heart from age to age.

Reflective Reading (Meditations 202.2, Saint John Baptist de La Salle)

Because the majority of your students are born poor, you must encourage them to despise riches and to love poverty, because our Lord was born poor and loved the poor, with whom he was also glad to be present. He even said that the poor are blessed, because the kingdom of heaven belongs to them.

Guide for Meditation

Who are the spiritually poor and the emotionally poor in your group?
How do you relate with them?



What concrete actions will you do to contribute to the realization of the Lasallian mission, that is, to save the souls of the young through education, especially the poor?

Closing Prayer

Lord, we thank You for such kindness as well as wondrous deeds You do for us. Make us always ready to give part of our selves and part of what we have to others. Jesus teach us to share our little treasure and talent to other people especially to the needy. Give us a heart that wants to share the gifts we have. Amen.

Lasallian Prayers

I will continue, o my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

Prayer 19: Mary, Mother of God and Our Mother

Let us remember that we are in God's holy presence

Sign of the Cross

Angelus

Leader: Let us listen to the reading.

A reading from the Gospel according to St. Luke (Luke 1: 26-38)

The angel Gabriel was sent from God to a town of Galilee called Nazareth, to a virgin betrothed to a man named Joseph, of the house of David, and the virgin's name was Mary. And coming to her, he said, "Hail, favored one! The Lord is with you." But she was greatly troubled at what was said and pondered what sort of greeting this might be. Then the angel said to her, "Do not be afraid, Mary, for you have found favor with God. Behold, you will conceive in your womb and bear a son, and you shall name him Jesus. He will be great and will be called Son of the Most High, and the Lord God will give him the throne of David his father, and he will rule over the house of Jacob forever, and of his kingdom there will be no end." But Mary said to the angel, "How can this be, since I have no relations with a man?"

And the angel said to her in reply, "The holy Spirit will come upon you, and the power of the Most High will overshadow you. Therefore the

child to be born will be called holy, the Son of God. And behold, Elizabeth, your relative, has also conceived a son in her old age, and this is the sixth month for her who was called barren; for nothing will be impossible for God." Mary said, "Behold, I am the handmaid of the Lord. May it be done to me according to your word." Then the angel departed from her.

This is the Gospel of the Lord.

All: Praise to You, O Lord Jesus Christ

Reflective Reading (Meditations 88.3, Saint John Baptist de La Salle)

If we have love for Jesus and are loved by him, we cannot fail to be deeply loved by the Most Blessed Virgin. Because there is such a very close union between Jesus and his most holy Mother, all those who love Jesus and are specially loved by him greatly honor Mary and are also deeply cherished by this holy Mother of God. Let us make ourselves worthy of this tenderness of the Blessed Virgin. To obtain what we desire from her more easily, let us address ourselves to Saint John. As her dear son, in place of Jesus, he will secure for us from her what we cannot obtain by ourselves.

Guide for Meditation

How has your family, especially your mother, influenced and shaped your personality, faith and values?

Who is your model of holiness? Why?

Closing Prayer

(Excerpts from the PRAYER OF THE HOLY FATHER AT THE CONCLUSION OF THE ROSARY, Esplanade of the Basilica of the Rosary, 14 August 2004)

Hail Mary, poor and humble Woman, Blessed by the Most High! Teach us to persevere in listening to the Word, and to be docile to the voice of the Spirit, attentive to his promptings in the depths of our conscience and to his manifestations in the events of history. Teach us to build up the world beginning from within: in the depths of silence and prayer, in the joy of fraternal love, in the unique fruitfulness of the Cross. Amen.



Lasallian Prayers

I will continue, o my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

Prayer 20: Becoming God's Instrument to the World

Let us remember that we are in God's holy presence

Sign of the Cross

Angelus

Leader: Let us listen to the reading.

A reading from the book according to St. Mark (Mark 12:28-34)

One of the scribes, when he came forward and heard them disputing and saw how well he had answered them, asked him, "Which is the first of all the commandments?" Jesus replied, "The first is this: 'Hear, O Israel! The Lord our God is Lord alone! You shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength.' The second is this: 'You shall love your neighbor as yourself.' There is no other commandment greater than these."

This is the Gospel of the Lord.

All: Praise to You, O Lord Jesus Christ

Reflective Reading (Meditations 2.1, Saint John Baptist de La Salle)

You too, as well as Saint John, are angels sent by God to prepare a path for him, so that he can enter your heart and the hearts of your disciples. For this purpose you need to do two things: first, you must resemble the angels by your interior and exterior purity. Like the angels, you must be entirely detached from your body and from the pleasures of the senses, so that nothing seems to be left in you but your soul, which you are concerned about exclusively and which is the only object of your care.

Guide for Meditation

What concrete actions will you do to spread the Good News?

Are you a good news to your family, friends and teachers?

How can you become a good news to them?

Closing Prayer (Prayer of St. Francis)

Lord, make us instruments of your peace. Grant that we may not so much seek to be consoled as to console; to be loved as to love. For it is in giving that we receive; it is in pardoning that we are pardoned; and it is in dying that we are born to eternal life. Amen.

Lasallian Prayers

I will continue, o my God, to do all my actions for the love of You.

St. John Baptist de La Salle, pray for us!

Live Jesus in our hearts, forever!

OTHER PRAYERS

1. THE ANGELUS

V. The Angel of the Lord declared unto Mary.

R. And she conceived of the Holy Spirit. *Hail Mary....*

V. Behold the handmaid of the Lord.

R. Be it done unto me according to thy word. *Hail Mary....*

V. And the Word was made Flesh.

R. And dwelt among us. *Hail Mary....*

V. 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 Thee, O Lord, Thy grace into our hearts, that we too whom the Incarnation of Christ Thy Son was made known by the message of an angel, may by His Passion and Cross be brought to the glory of His Resurrection. Through the same Christ, Our Lord. Amen.

Glory be... (3x)

2. APOSTLE'S CREED

I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end.

I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. I believe in one, holy, catholic and apostolic Church. I confess one baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.

3. AN ACT OF CONTRITION

O my God, I am heartily sorry for having offended you, and I detest all my sins, because of your just punishments, but most of all because I have offended you, my God, who are all good and deserving of all my love. I firmly resolve, with the help of your grace, to sin no more and to avoid the near occasions of sin.

4. ANGEL OF GOD

Angel of God, my guardian dear, to whom God's love entrusts me here, ever this day be at my side to light and guard, to rule and guide. Amen.

. THE LORD'S PRAYER

Our Father in heaven Holy be your name. Your kingdom come, Your will be done on earth as in heaven. Give us today our daily bread, forgive us our sins as we

forgive those who sin against us Do not bring us to the test but deliver us from evil. Amen.

6. HAIL MARY

Hail Mary, full of grace the Lord is with you, blessed are you among women and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners now and at the hour of our death. Amen.

7. DOXOLOGY

Glory be to the Father, and to the Son, and to the Holy Spirit, as it was in the beginning is now and will be forever. Amen.

8. HAIL HOLY QUEEN

Hail, holy Queen, Mother of mercy. Hail our life, our sweetness, and our hope! To you we cry, poor banished children of Eve; to you we send up to you our sighs, mourning and weeping in this valley of tears. Turn then, most gracious advocate, your eyes of mercy towards us, and after this our exile, show unto us the blessed fruit of your womb, Jesus. O clement, O loving, O sweet Virgin Mary.

9. PRAYER BEFORE MEALS

Bless us, O Lord and these thy gifts which we are about to receive from your goodness. Through Christ, our Lord. Amen.

10. PRAYER AFTER MEALS

We give you thanks, Almighty God for all the benefits, which we have received from your bounty. Through Christ, our Lord. Amen.

11. THE TEACHER'S PRAYER

You, O Lord, are my patience, my strength, my light, my counsel; it is You that make submissive the hearts of the children entrusted to me; abandon me not to myself for a moment. For my own guidance and for that of my pupils give me the spirit of wisdom and of understanding, of counsel and of fortitude, of knowledge and of piety, the spirit of a holy fear of Thee and an ardent zeal for your glory. I unite my labors to those of Jesus Christ and beseech the Most Blessed Virgin, St. Joseph, the holy Guardian Angels and St. John Baptist de La Salle, to protect me in the performance of my duties. Amen.



12. PRAYER FOR PASSING THE EXAMS

Lord, Jesus, help me to do good in my examination in a way which will make you glad and bring you honor and glory. Help me understand the questions and see the best way to answer them. Give me peace and confidence in your help as I take the tests. Amen.

13. PRAYER FOR VOCATIONS

Heavenly Father, to whom the harvest of souls belongs, we thank you for bringing us out of darkness into your own glorious light. In union with the Holy Family, Jesus, Mary and Joseph, with the La Salle Brothers of the Philippine District, we humbly implore your Divine Majesty to favor your Church with many more holy, zealous priests and religious exemplary Christian families and lay missionaries who will live the Gospel with joy, proclaim the good news of salvation to those still groping in darkness and bring new hope to the poor and downtrodden. Father in heaven, for your greater glory and the good of Your people, hear and grant our prayer. Amen.

14. PRAYER BEFORE THE BLESSED SACRAMENT

We can make an act of faith in the presence of Our Lord in the Church in the Most Blessed Sacrament. It is here, truly, that Jesus makes his dwelling place. I must consider myself happy to be there often, to keep you company and to fulfill my obligations to you. Although you may

be veiled from my eyes, yet you are there as great, as powerful, as adorable, as lovable, as you are in heaven. Because you are the same God and because you are equally present in both places. But here, in this place, having sacrificed yourself for us through love, you are for us a loving God and you are there to pour out on us your heavenly blessings provided we do not make ourselves unworthy of them by our sins and scant gratitude for your kindnesses. (St. John Baptist de La Salle, Mental Prayer)

15. Morning Offering

O Jesus, through the immaculate Heart of Mary, I offer You my prayers, works, joys and sufferings of this day for all the intentions of Your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, in reparation for my sins, for the intentions of all my relatives and friends, and in particular for the intentions of the Holy Father. Amen.

PRAYERS TO OUR LASALLIAN SAINTS

Saint John Baptist De La Salle, Priest May 15

O God, who for the Christian education of the poor and for the preservation of truth in the way of truth, did raise up St. John Baptist; confessor and did form by him a new religious family in the church, mercifully grant that through his intercession and examples, we may be animated with zeal for the salvation of souls, and become partakers of this crown in heaven. We ask this through Christ our Lord. Amen.

Blessed Brother Jaime Hilario barbal, FSC, Martyr January 18

God, our Father, in Blessed Brother Jaime Hilario you have given us an example of a devoted teacher of youth and a formator of young. Brothers who found other ways to serve you hence he was afflicted by deafness and finally crowned his life by dying for you. Help us by his example and through his intercession to serve you in whatever way you ask of us and to remain faithful to you until death. This we ask in the name of your Son, Jesus. Amen.

Saint Mutien-Marie Wiaux, FSC, Religious January 30

God, you made Saint Mutien-Marie Wiaux an exemplary Christian educator of the young, endowing him with a spirit of compassionate gentleness. Grant, through his intercession and example, that we may always seek by love to bring our brothers and sisters to Christ. Through our Lord Jesus Christ, Your Son who lives and reign with You and the Holy Spirit, one God, forever and ever. Amen.

Saint Miguel Febres Cordero, FSC, Religious February 9

Lord God, you called Saint Miguel to serve you in the Church by teaching his fellowmen the way of salvation. Inspire us by his example, help us to follow Christ our teacher, and lead us to our brothers and sisters in heaven. Amen.



**Saint Benilde Romancon, FSC, Religious
August 13**

O God, who inspired Saint Benilde to be a noble teacher of Christian youth who did to perfection his work of everyday, graciously grant that through his intercession and example, we too may win an eternal reward. We ask this through Christ our Lord. Amen.

**Blessed Brothers Solomon, Roger Leon and Uldaric, FSC, Martyrs
September 2**

Almighty and ever living God, You crowned with triumph Your martyr Blessed Solomon, Roger Leon and Uldaric. You crowned with glory their constancy in teaching and firmness in confessing the faith. Grant, we beg, that in the confession of the same faith, we too, through their example and prayers, may be found fervent and resolute even unto death. Amen.

**Blessed Scubilion Rousseau, FSC, Religious
September 27**

Lord, you chose to make Brother Scubilion a teacher. You filled him with the spirit of faith, and with zeal to preach the Gospel to the poor, to bring hope to the slaves and forgiveness to sinners. Help us to follow his example so that, with the help of Mary our Mother, our lives too will be filled with love of You in the Eucharist and on your saving Cross, through Christ our Lord. Amen.

**Blessed Cyril Bertran, FSC, and Companions, Martyrs
October 9**

Lord, God and Father, you made martyrs Brother Cyril and companions witnesses of faith not only by educating children and youth, but also by giving their lives in sacrifice. Grant, through their merits and intercession, that we be strengthened by the power of the Spirit and zealously devote ourselves to spreading the gospel. We ask this through our Lord Jesus Christ, your Son, who lives and reigns with you in the unity of the Holy Spirit, forever and ever. Amen.

**Blessed Brother Arnould Reche, FSC, Religious
October 23**

Lord God, You kept Blessed Arnould faithful to Christ's pattern of poverty and humility. May his prayers help us to live in fidelity to our calling and bring us to the perfection you have shown us in You Son, who lives and reigns with you and the Holy Spirit, one God, forever and ever. Amen.

**Blessed Brother Aurelio Maria, FSC, and Companions, Martyrs
November 16**

O God, fountain and origin of all fatherhood, you kept your servants Aurelio Maria and his companions faithful to the Gospel, to the extent of shedding their blood for Christ your Son. Through their merit and intercessions, give us strength to follow their example in the service of our brothers and sisters, through Christ our Lord. Amen.



THE HOLY ROSARY

In the name of the Father, and of the Son, and of the Holy Spirit.
Amen.

Recite the Nicene Creed, Our Father, 3 Hail Mary's, and Glory Be.
For each Mystery of the Holy Rosary, recite: Our Father, 10 Hail

Mary's, Glory Be, and O My Jesus.

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THE MYSTERIES OF THE HOLY ROSARY

(From the Apostolic Letter "Rosarium Virginis Mariae" of Pope John Paul II)

Joyful Mysteries (Monday and Saturday): The first five decades, the joyful mysteries are marked by the joy radiating from the event of the Incarnation. (RVM20)

1. The Annunciation to the Blessed Virgin Mary
2. Mary Visits Her Cousin Elizabeth
3. The Birth of Jesus at Bethlehem
4. The Presentation of Jesus in the Temple
5. The Finding of the Child Jesus in the Temple

Sorrowful Mysteries (*Tuesday and Friday*): The Gospels give great prominence to the sorrowful mysteries of Christ. From the beginning Christian piety, especially during the Lenten devotion of the Way of the Cross, has focused on the individual moments of the Passion, realizing that here is found the culmination of the revelation of God's love and the source of salvation. (RVM22)

1. Jesus Prays in the Garden of Gethsemane
2. Jesus is Scourged at the Pillar
3. Jesus is Crowned with Thorns
4. Jesus Carries the Cross to Calvary
5. Jesus Dies for our Sins

Glorious Mysteries (*Wednesday and Sunday*): The contemplation of Christ's face cannot stop at the image of the Crucified One. He is the Risen One! The Rosary has always expressed this knowledge born of faith and invited the believer to pass beyond the darkness of the Passion in order to gaze upon Christ's glory in the Resurrection and Ascension.

1. Jesus Rises from the Dead
2. Jesus Ascends into Heaven
3. The Holy Spirit Descends on the Apostles and Disciples in the Upper Room
4. Mary is Assumed into Heaven
5. Mary is Crowned Queen of Heaven and Earth

Luminous Mysteries (*Thursday*): Moving on from the infancy and the hidden life in Nazareth to the public life of Jesus, our contemplation

brings us to those mysteries which may be called in a special way “mysteries of life”... Each of these mysteries is a revelation of the Kingdom now present in the very person of Jesus. (RVM21)

1. Jesus’ Baptism in the River Jordan
2. Jesus’ Self-Manifestation at the Wedding at Cana
3. Jesus’ Proclamation of the Kingdom of God with His call to Conversion
4. Jesus’ Transfiguration
5. His Institution of the Eucharist

O MY JESUS

O my Jesus, forgive us our sins, save us from the fires of hell and lead all souls into heaven, especially those who are most in need of thy mercy. Amen.



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