

**DE LA SALLE SANTIAGO ZOBEL SCHOOL**  
**Senior High School Vermosa**  
**Handbook on Academic Policies**  
**Academic Year 2018-2019**

**Introduction**

**A. ADMISSION AND ENROLLMENT**

**1. Admission Policy**

De La Salle Santiago Zobel School (DLSZ) is a Catholic school. Non-Catholics are admitted provided they participate in all religious activities that are required of the students. No exemption shall be granted by reason of membership in or affiliation with a different religion.

A student's application will be given due course when the student-applicant meets all the academic and documentary requirements and has none of the disqualifications stipulated by DLSZ, the Department of Education, the 2011 Revised Manual for Private Schools in Basic Education and the DLSZ Student Handbook as amended and such other rules promulgated by the school.

DLSZ reserves the right at any time to refuse, admit, or re-admit students under certain conditions as enrollment in the school is a privilege.

**2. Qualifications**

The student-applicant must have attended formal school covering the grade or year levels previous to the level applied for. He/she must have a general average of at least 85% with no grade lower than 80% in any subject and in conduct during any grading period.

The entrance test is valid for only one academic year. Should the applicant decide not to enroll but to apply for the succeeding academic year, he/she will be required to undergo the usual procedure for application.

**On Accepting Returnees**

A returnee is a former student who has been enrolled in other schools but wishes to continue his/ her studies at DLSZ.

- a. A returnee who has been enrolled in another school for only one year and who wishes to re-apply for admission should present to the Registrar/Admissions Head of DLSZ his/her report card, certificate of good moral character from the school head and recommendation letters from the principal and teachers/guidance counselor of his/her current school for evaluation. The Registrar/Admissions Head reviews his/her records in DLSZ as well. A returnee's acceptance to DLSZ will be subject to the approval of the Principal.
- b. A returnee who has been enrolled in another school for two school years or more and who wishes to re-apply for admission should follow the procedures outlined for transferees.

- c. Parents of accepted returnees who have been enrolled in another school for two school years or more should pay the Development Fund Fee equivalent to the difference of the current fee and the fee paid upon previous admission in DLSZ.

### 3. Application Requirements

The following documents should be submitted to the Admissions Office:

- a. Two (2) recent 2 × 2 photos with complete name of the student to be printed at the back of each picture (close up, white background). For Boys: proper haircut, no colored hair, no long bangs, no earrings. For Girls: no dangling earrings, no make-up, simple hairdo;
- b. Original copy of Birth Certificate issued by the Philippine Statistics Authority (formerly National Statistics Office);
- c. Photocopy of Report Cards with Learner Reference Number (LRN) from, at least, the last three (3) school years (if applicable) up to the present level or Certified True Copy of the Student's Permanent Record (Form 137) marked "for evaluation purposes only";
- d. Subject/Course Descriptions of all subjects taken of all level/s attended in high school;
- e. Certified True Copy of Junior High School Certificate of Completion with LRN (for Grade 12 applicants only);
- f. High School Recommendation Form, which may be downloaded from [www.dlszobel.edu.ph](http://www.dlszobel.edu.ph) accomplished by the school counselor/homeroom adviser;
- g. Certification of Good Moral Character issued by the Principal/School Head;
- h. Photocopy of National Career Assessment Examination Result (if applicable);
- i. Photocopy of Philippine Passport Information page (if applicant is transferring from a school overseas);
- j. Photocopy of Baptismal Certificate (for Catholics);
- k. Certification from Ayala Alabang Village Association (AAVA), if applicant is a resident of Ayala Alabang Village; and
- l. Proof if parent is an alumnus/alumna of any De La Salle school.

For Foreign Students, the following additional documents should be submitted:

- a. Photocopy of Birth Certificate from the Office of the Civil Registry of the respective country of birth, translated into English, or Embassy Certification of birth details;
- b. Photocopy of Alien Certificate of Registration I – card issued by the Bureau of Immigration;
- c. Photocopy of Passport Information and current visa page; and
- d. Photocopy of Identification Certificate as Filipino Citizen issued by the Bureau of Immigration (for applicants with dual citizenship).

Nationality will be based on the applicant's documents presented at the time of the application.

All submitted documents in compliance with the entrance examination requirements shall become property of DLSZ, and are not to be returned to the applicant.

#### **4. Application Procedure**

All applications must be done online through the school website ([www.dlszobel.edu.ph](http://www.dlszobel.edu.ph)).

- a. Fill out the online Application Form and, upon completion, click "Submit". Print Confirmation Slip.
- b. Submit the Confirmation Slip to the Admissions Office (DLSZ Alabang Campus) together with the required documents. Bring original documents for verification.
- c. Pay the non-refundable Application Fee at the Accounting Office (Php 700 for Filipinos or USD 75 for foreign applicants).
- d. Present the Application Fee Official Receipt to the Admissions personnel to secure a test permit.
- e. Test Permit will be given only after complying with the requirements and procedures.

Only applicants who have submitted complete requirements will be given a test permit.

#### **5. Release of Test Results**

Test Results are available online via Application Result. Telephone inquiries regarding the test results will NOT be entertained. Parents of accepted applicants should confirm enrollment on the dates indicated on the acceptance letter.

#### **6. Procedure for Confirmation of Enrollment**

The following procedures should be done to confirm enrollment:

- a. Submit the accomplished Development Fee Form, which may be downloaded from [www.dlszobel.edu.ph](http://www.dlszobel.edu.ph), to the Admissions Office and pay the Development Fee (Php 50,000 for Filipinos or US\$ 2,000 for foreign students) at the Accounting Office. This is a non-refundable fee made upon confirmation. Only Filipino students, however, are given an option to pay in two (2) equal installments: Php 25,000.00 is paid upon confirmation of enrollment and the remaining Php 25,000.00 will be paid before the academic year ends.
- b. Submit the Official Receipt of Development Fee payment to the Admissions Office.

Failure to confirm enrollment within the given time frame may forfeit the applicant's admission to De La Salle Santiago Zobel School.

#### **7. Enrollment Requirements**

The following documents should be submitted to the Admissions Office upon enrollment:

- a. Original Final Report Card of the current level signed by the School Head/Registrar which indicates the level completed and the level the student is eligible for admission to;
- b. Certified True Copy of Junior High School Certificate of Completion with Learner Reference Number (for Grade 11 enrollees only); and

- c. Authenticated academic records (Transcript of Records, Certificate, and Report Card) of the student executed by the Philippine Embassy in the originating country (if applicant is transferring from a school overseas).

Foreign students who are required by the Bureau of Immigration to apply for a Special Study Permit will be charged Php 7,500.

DLSZ recognizes the importance of parental involvement in the formation of a child. Thus, attendance of parents of student-applicants to the Orientation on Family - School Partnership is a prerequisite to enrollment. (Please see Commitment Form in Appendix.)

To complete the enrollment process, parents need to register in the DLSZ Campus Connect SMS Service. For details, visit <http://family.dlszobel.edu.ph/login.ph>.

## **8. Student Withdrawal/Transfer, Transfer Credentials and Withholding of Credentials**

When a student registers in a school, it is understood that he/she is enrolling for the entire school year.

A student who transfers or otherwise withdraws in writing within two (2) weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full for any length longer than one month, may be charged 10 percent of the total amount due for the school year if he/she withdraws within the first week of classes, or 20 percent if within the second week of classes, regardless of whether or not he/she has actually attended classes. The student may be charged all the school fees in full if he/she withdraws any time after the second week of classes.

A withdrawal letter should be submitted to the Registrar's Office, if a student wishes to withdraw from the school. A clearance form must also be accomplished and submitted to the office when all the signatures have been secured. Acceptance of the student in the near future will be subject to the school's requirements and availability of the slot as a returnee/transferee.

The release of the transfer credentials of any student may be withheld for reasons of suspension, expulsion or non-payment of financial obligations or property responsibility of the student to the school. The credentials shall be released as soon as his obligation shall have been settled or the penalty of suspension or expulsion lifted.

## **9. School Attendance**

Regularity of attendance is required in all classes. A student who has been absent is required to present a letter of explanation from his/her parents or guardian to the school authority to secure an absent admission slip.

A student who incurs absences of more than 20% of the prescribed number of class or laboratory periods during the school year or semester is given a failing grade and will not earn credits for the learning area or subject. Furthermore, the school head may, at his/her discretion and depending on the circumstances of each case, exempt a student who exceeds the 20% limit from such rule for reasons considered valid and acceptable by

the school. The discretionary authority is vested upon the school head, and may not be availed of by a student or granted by a faculty member without the consent of the school head. Such discretion shall not excuse the student from the responsibility of keeping up with lessons and taking assessments (DepEd Order No. 8, s. 2015).

#### **10. Leave of Absence (LOA)**

A student who needs to go on leave of absence (LOA) may be granted such for a maximum of ten (10) days only. He/she is required to file a letter of request to the Principal at least three (3) days before the LOA. The letter should state the reason for such request and the duration of the leave. The Registrar shall be informed by the Principal about the name of student whose request for LOA has been granted. Unfiled LOA's will affect prospective honors/awards and the student's residency.

The student should be responsible for tracking and complying with the requirements that were missed upon approval of the request.

#### **11. Requests for School Records**

A student who would like to request for his/her school records should accomplish the Request for Documents Form which may be secured from the Registrar's Office. Requests may only be processed upon payment of the required processing fee. The date of release depends on the nature of the documents requested.

Even if the student records should be released only to the owner, for practical purposes, the same may be released to another person authorized by the student to receive documents on his/her behalf.

The written authorization should contain:

- a. The identity and personal circumstances of the owner. This is usually the student's name, date of birth and period of stay in school, and if graduated, the year graduated from.
- b. The name of the representative and the relationship to the owner of the record.
- c. The document being requested, the number of copies and the purpose for the documents sought.

An authorization is valid only for a specific request. If the owner wishes to authorize the same person to request for another set of documents in the future, another letter of authorization must be presented.

As a rule, sufficient proof of identity must be established both by the owner and his representative. This includes copies of at least two valid identification cards from each.

#### **12. Crediting of Units for Transferees**

The Senior High School Academic Team (SHS AT) and the Admissions Head convene in a plenum to evaluate the records (Form 137 & Form 138) of subjects submitted by transferees from other senior high schools. These records must reflect all subjects taken in the previous school, subject descriptions, and the grades obtained in the subjects.

These documents, together with the NCAE results, will be the bases in assigning the level and strand to the student.

For Grade 11 Term 1 transferees, a Certified True Copy of the Certificate of Completion of Junior High School with Learner Reference Number and Form 138 must be submitted upon enrolment.

### **13. Tuition and Other Fees**

Tuition and other fees prescribed by the school are approved by the Department of Education. The Admissions Office posts all itemized fees on designated bulletin boards during the enrolment period. All fees are payable upon registration and are paid at the Accounting Office.

Fees may be paid in full or under an installment plan, the detailed schedule of which is made available at the Accounting Office. All fees must be paid according to the chosen payment scheme, whether or not the student completes his studies during the academic year. Enrolment is for the whole academic year. Hence, a student is considered enrolled for the whole year upon enrolment. Fees paid in full or under the installment plan are not refundable, except in specified cases where an official clearance will be required.

Miscellaneous fees include Registration, Medical and Dental, Guidance, School Publications, Library and Laboratory Fees.

Specific Fees include Audio Visual, IT, Energy, IPA Testing Materials, Academic Enrichment Materials, Identification Card, Student Insurance/Ambulance, Social Action, Class Pictures, Sports Development, Students Activities, Art Supplies, Campus Development Fee, Retreat/Recollection, THE, JA Phils-ABM, Drug Testing, Foundation Shirt, Robotics, Cultural Fee, Career Exposure/Campus Tour.

The other specific fees to be collected from graduating students include Form 137, Graduation Pictures, Yearbook, Graduation and Alumni Fees.

## **B. GRADING SYSTEM**

### **1. Grade Components in terms of Levels of Proficiency**

The passing rate in all subjects is 60% of the total raw score in any component of the final grade. This is transmuted to a grade of 75. The final grade in any subject should at least be 75 when rounded off. Each final grade will have a letter-grade equivalent which reflects a level of proficiency as follows:

<b>Numerical Grade</b>	<b>Level of Proficiency</b>
90 and above	Advanced (A)
85-89	Proficient (P)
80-84	Approaching Proficiency (AP)
75-79	Developing (D)
74 and below	Beginning (B)

## 2. Weight of Grade Components

The summative assessments are classified into three areas, which also define the grade components: Written Work (WW), Term Assessment (TA), and Performance Task (PT).

**Written Work (WW)** includes assessments where students express skills and concepts in written form. These usually cover knowledge and process skills but may also include understanding level items.

**Term Assessment (TA)** is the final assessment, which measures learning at the end of the term. This mainly covers items at the understanding level.

**Performance Tasks (PT)** assess the student's ability to use what they have learned in new, authentic/real-life situations through a performance or through the generation of research ideas and the presentation of such in a public forum. These allow learners to demonstrate what they know, create and innovate products either individually or in collaborative groups.

At the knowledge level, students acquire information/facts/content as prescribed by the curriculum. Under the process level, students learn technical skills and perform cognitive or mental operations on facts/information. At the level of understanding, students explain, interpret, apply, give perspective, show empathy and reflect on their own learning.

The weight of each component is tabulated as follows:

COMPONENT	CORE SUBJECTS	ACADEMIC TRACK (STEM, ABM, HUMSS)		A&D TRACK	
		OTHER SUBJECTS	WORK IMMERSION	OTHER SUBJECTS	WORK IMMERSION
Written Work (WW)	25%	25%	35%	20%	
Term Assessment (TA)	25%	30%	25%	20%	
Performance Task (PT)	50%	45%	40%	60%	

### 3. Promotion and Retention

This section discusses requirements for a student to be allowed to enroll in the next trimester of the academic year.

CONDITION	DECISION	
	G11	G12
<b>Final Grade of at least 75 in all subjects in a trimester</b>	T1, T2: can proceed to the next trimester.  T3: promoted to Grade 12.	T1, T2: can proceed to the next trimester.  T3: given certificate of SHS graduation.
<b>Failed in a prerequisite subject in a trimester</b>	T1, T2, T3: must take and pass remedial class of prerequisite subject; take next higher level subject in the following academic year as <b>irregular</b> G12.	T1, T2: must take and pass remedial class of prerequisite subject; take next higher level subject in the following academic year as <b>irregular</b> G12.
<b>Failed in one or more non-prerequisite subjects in a trimester</b>	T1, T2, T3: can proceed to the next trimester/level but must take and pass remedial class of failed subject/s.  At the end of the academic year, if total number of failed subjects is more than 3, student is considered <b>irregular</b> G12 in the next academic year.	T1, T2: can proceed to the next trimester but must take and pass remedial class of failed subject/s.  T3: must take and pass remedial class of failed subjects.  At the end of the academic year: (1) if total number of failed subjects does not exceed 2, student will be allowed to join graduation exercises but will NOT be considered a SHS graduate and given the certificate of graduation until after taking and passing all the required remedial classes. (2) if total number of failed subjects is more than 2, student will NOT be allowed to join graduation exercises and will NOT be considered a SHS graduate. He/she will be given his/her certificate of graduation after all year-end remedial classes have been taken and passed.
<ul style="list-style-type: none"> <li>• Failure to take year-end remedial classes will mean a failing grade in the subject.</li> <li>• If a student incurs a failing grade in the remedial classes, he /she will have to take a removal examination in the subject. Should he/she fail in the removal examination, the student will re-enroll in the subject in the next academic year.</li> <li>• If a failing student is in G11, he will then be considered an <b>irregular</b> G12 student in the following academic year.</li> <li>• If a failing student is in G12, he will not be considered a SHS graduate unless he/she re-takes and passes all the failed subjects in the next academic year.</li> <li>• A student is allowed a maximum of only <b>3 years</b> to complete the Senior High School Program.</li> </ul>		



Summative assessments are given in remedial classes. These assessments focus on process and understanding competencies to help the students recover from their learning deficiencies.

The final grades in the remedial class and at the end of the academic year are averaged to get the Final Recomputed Grade for any subject. The Final Recomputed Grade should at least be 75 for the student to be allowed enrolment in the next trimester.

#### **4. Progress Report**

A student who incurs a low standing in one or more subjects is given a Current Term Standing (CTS) Notice which is released to the parents during the middle of the term. The reply slip is signed by the parents and is returned to the class adviser within three (3) days of issuance.

The grades for every trimester are published online through the Family Portal for the parents to see. A day is designated for parents to come to school and meet with the teachers. This is called the Parent-Teacher Conference (PTC) day when SHS classes are called off to give a chance for parents to discuss academic concerns with the teachers. PTC day is scheduled from 8 a.m. to 12 noon. A printout of the report card is given to parents and students on PTC day at the end of the academic year.

Assessment reports are also used by the teachers and guidance counselors for them to design intervention/support programs for the students.

#### **5. Conduct, Homeroom and Activity Grades**

Letter grades and their corresponding numerical equivalents for Conduct, Homeroom and Activity are as follows:

<b>Letter Grade</b>	<b>Numerical Equivalent</b>
A	95 - 100
Am	90 - 94
Bp	85 - 89
B	80 - 84
Bm	75 - 79
C	70 - 74
D	65 - 69

*Note: C and D are failing grades*

These grades are based on rubrics communicated to all students at the start of the academic year. Rubrics for Conduct and Homeroom are overseen by the Senior High School Coordinator for Students Affairs and Formation (CSAF). The rubric for Activity is designed by the Office of the Student Clubs and Activities (SCAO). Conduct grades are finalized in a conduct deliberation meeting while Homeroom grades are given by the class adviser.

## 6. Academic Deliberations

The Senior High School Vice Principal schedules a meeting with the subject teachers and the Guidance Counselors to identify the students who are to take remedial classes at the end of the academic year and those who will be given interventions other than full blown remedial classes.

## 7. Year-End Honors and Awards

### 7.1 For Grade 11

The following awards will be given during the Honors' Convocation:

#### A. Perfect Attendance Award

This recognition is given to a student with no record of absence and tardiness during the entire academic year.

#### B. Exemplary Conduct Award

This is given to a student who is rated A in conduct by all his/her subject teachers and who has not received a Violation Report (VR) in all three (3) terms.

#### C. Academic Excellence Awards per Strand/Track

Academic Excellence Awards are given to the Top Three students of each strand/track. The general average and the grades of the three terms of the current academic year are the bases for the computation of the award. Candidates for honors must have a grade of 85 and above in any major subject in any term, a grade of 80 and above in all enrichment subjects, and a grade of B or higher in Conduct, Homeroom and Activity in any term in the level. These students are awarded with medals and certificates.

#### D. Standards-Based General Scholastic Excellence Awards for the Batch

General Scholastic Excellence Awards are given to the top performing G11 students in the level and who reach the following standards:

Scholastic Excellence Award	Final General Average	In any subject, no grade below:
GOLD (With Highest Honors)	97-100	90
SILVER (With High Honors)	94-96	88
BRONZE (With Honors)	91-93	85

Candidates for honors must have a grade of 80 and above in all enrichment subjects in any term and a grade of B or higher in Conduct, Homeroom and Activity in any term in the level. These students are awarded medals.

## **7.2 For Grade 12**

The following awards will be given during the High School Commencement Exercises.

### **A. Perfect Attendance Award**

This recognition is given to a student with no record of absence and tardiness during the entire academic year.

*A Special Perfect Attendance Award* will be given to a student with no record of absence and tardiness during the entire Junior High School and Senior High School.

### **B. Loyalty Award**

A medal is awarded to a Senior High School student who has continuously attended DLSZ from Grade 1 until Grade 12. Transferees from other La Salle schools may be considered for this award provided they have been in the La Salle school continuously since Grade 1.

### **C. Exemplary Conduct Award**

This is given to a student who is rated A in conduct by all his/her subject teachers and who has not received a Violation Report (VR) in all three (3) terms.

*A Special Exemplary Conduct Award* will be given to a student who is rated A in conduct by all his/her subject teachers and who has not received a Violation Report (VR) in all terms of Junior High School and Senior High School.

### **D. Academic Excellence Awards per Strand/Track**

Academic Excellence Awards are given to the Top Three students of each strand/track. The general average and the grades of the three terms of Grade 11 and Grade 12 are the bases for the computation of the award. Candidates for honors must have a grade of 85 and above in any subject in any term, a grade of 80 and above in all enrichment subjects in any term, and a grade of B or higher in Conduct, Homeroom and Activity in any term. These students are awarded with medals and certificates.

*Academic Excellence Awards are also given to the Top Three students of each strand/track based on the general average and grades of the three terms for the current academic year (Grade 12) only. Their medals/certificates will be given during the report cards distribution.*

### **E. Standards-Based General Scholastic Excellence Awards for the Batch**

General Scholastic Excellence Awards are given to the top performing G12 students who reach a final general average indicated in the table below. The general average of Grade 11 and general average of Grade 12 will be used to compute for the Final General Average of the entire Senior High School.

<b>Scholastic Excellence Award</b>	<b>Final General Average of the entire SHS</b>	<b>In any subject, no grade below:</b>
GOLD (With Highest Honors)	97-100	90
SILVER (With High Honors)	94-96	88
BRONZE (With Honors)	91-94	85

Candidates for honors must have a grade of 80 and above in all enrichment subjects in any term and a grade of B or higher in Conduct, Homeroom and Activity in any term in both levels. These students are awarded medals.

*General Scholastic Excellence Awards are also given to the top performing students in the level who reach the standards indicated above based on the general average for the current academic year (Grade 12) only. Their medals/certificates will be given during the report cards distribution.*

From the pool of Gold Academic Excellence Awardees of the entire SHS, two (2) students will be selected to deliver the Valedictory or Salutatory Address, respectively, using the process below:

- a. The interested awardee will submit (1) an application letter addressed to the Senior High School Head, and (2) valedictory and/or salutatory address/es written on the spot.
- b. He/she will pass the interview by a panel headed by the school president.

## **F. Special Performance Awards**

These awards are given to recognize the achievement of Grade 12 students who have exhibited exemplary skills in the following: Capstone Project/Culminating Activity, Co-Curricular Clubs, and Leadership.

### **1. Best in Capstone Project/Culminating Activity Award**

This award may be given to a group of Grade 12 graduating students per strand who has carried out their capstone project thoroughly and systematically and who has defended it competently before a panel of experts. Each person in the group will be awarded a certificate. The leader or any member of the group who has the most significant and greatest contribution from the conception to the completion of the project as evidenced by his/her having the highest rating in the subject in his/her track/strand based on the rubric is named the top awardee of the group and will be awarded a medal. This means that the top awardee has diligently and consistently performed his/her duties and responsibilities throughout the making of the capstone project/culminating activity. In the event that several students get the same highest grade within the group, a deliberation will be conducted by the academic team.

### **2. Lasallian Awards of Distinction**

These awards may be given to graduating students in high school who best approximate the lives of Lasallian saints. Candidates for Awards of Distinction must have taken their entire high school at De La Salle Santiago Zobel and must have conduct marks of at least Bp in all terms.

A committee on Lasallian Awards of Distinction is convened by the Senior High Head. The committee is composed of subject area coordinators and unit heads and follows a prescribed selection procedure.

### **2.1. St. La Salle Award**

This award is given to a graduating student who, during his/her entire secondary education, has exemplified the ideals of a Lasallian. He/She must be a well-rounded faithful student inspired by St. John Baptist de la Salle. The awardees must have been actively involved in programs, projects and activities that are service-oriented in the spirit of the Founder. Candidates for this award must have no grade lower than 85 in any subject in any term.

### **2.2. St. Mutien Marie Award**

This award is given to a graduating student in recognition of his/her quiet, humble, but effective involvement in social action activities following the example of St. Mutien Marie. Candidates for this award must have no grade lower than 80 in any subject in any term.

### **2.3. St. Br. Miguel Award**

St. Miguel was a distinguished scholar and educator of Ecuador. He was an eminent academician, a man of letters and a talented and religiously-gifted person. The awardee must be someone who shows appreciation for the arts and letters and reflects a strong religious faith. He/She must have shown patience and perseverance in his/her undertaking as a student. Candidates for this award must have no grade lower than 90 in all English and Filipino subjects and 85 in all the other subjects in any term.

### **2.4. St. Benilde Award**

St. Benilde, who was well-known for doing ordinary things extraordinarily well, served his students with faith and zeal. The awardee must have contributed significantly to the spiritual and religious life of the school community and/or the service of the underprivileged. Candidates for this award must have no grade lower than 80 in any subject in any term.

## **3. Co-curricular Awards**

The Students Clubs and Activities Office provides a roster of programs and activities to SHS student to realize his/her full potential across academics and co-curricular based on their chosen strand. At the end of the SHS year, the following are the co-curricular and interest clubs awards given to exemplary students:

### **3.1. Student Representative Coordinating Council (SRCC) Leadership Award**

This award is awarded to any SRCC officer who has shown extraordinary leadership skills that reflect the Lasallian Core Values of Faith, Zeal for Service, and Communion in Mission. He /she must be a good example of a Christian leader who exemplified qualities of a servant leader and initiated noteworthy project/s that improved the lives of the marginalized.

### 3.2 . Outstanding Club Achievement Awards

These awards are accorded to graduating Senior High School students who have shown exemplary performance in their Co-Curricular and Interest Clubs. The following are the different Club Awards:

- a. Most Outstanding Young Lasallian Facilitator Award is awarded to a club creator and club facilitator whose contributions led to the success of his/her club through the project/s his/her club initiated that improved the lives of other people or a community.

CRITERIA	WEIGHT
Club Relevance	25%
Facilitating Skills	25%
Club Requirements	25%
Character	25%

- b. Best Co-Curricular Club Member Award is given to a bona fide club member who has exhibited excellent performance in his/her club.

CRITERIA	WEIGHT
Club Attendance	15%
Club Requirements	15%
Character	35%
Performance	35%

- c. Best Co-Curricular Club Award is conferred to the club that created meaningful project/s that eventually helped a certain community.

CRITERIA	WEIGHT
Relevance of Project/s	25%
Impact of Project/s	25%
Quality of Project/s	25%
Usefulness of Project/s	25%

- d. Best Interest Club Member Achievement Award is given to any club member who exhibited excellent performance in his chosen Interest Club. The awardee is selected by the Club Moderator using the Best Club Member Rubric which includes Attendance, Behavior, Requirements and Performance.

### G. Graduation Requirements

All candidates for graduation must have taken and passed and/or attended the following:

- All subjects of the strand/track.
- Recollection and retreat
- Service learning activities
- Career guidance activities
- Co-curricular and interest clubs

## **APPENDIX**

### **STATEMENT OF COMMITMENT TO A LASALLIAN EDUCATION OF PARENTS AND GUARDIANS OF STUDENTS OF DE LA SALLE SANTIAGO ZOBEL SCHOOL Ayala Alabang Village, Muntinlupa City A.Y. 2017 – 2018**

De La Salle Santiago Zobel School (DLSZ) is an educational community of De La Salle Philippines and the worldwide system of Catholic Institutions founded by St. John Baptist de La Salle committed to the formation of youth; DLSZ aims to form Lasallian Achievers for God and Country who live the Gospel values in the light of the Lasallian tradition of faith (religio), zeal for service (mores), and communion in mission (cultura); As a parent or guardian of a DLSZ student, I am committed to support the faculty, administration and staff of DLSZ in the pursuit of the school's vision and of Lasallian excellence in a world-class learner-centered environment that promotes relevant and progressive learning through a holistic formation leading to the transformation of society.

Therefore, in recognition of and in consideration of my role as a parent or guardian in the education and formation of my child or ward, I agree to do the following:

#### **Academic and Co-curricular Activities**

1. Ensure that my child or ward regularly and promptly attends school and mandatory school activities.
2. Provide my child or ward with books, supplies and other materials required or recommended by the school or under the school's educational programs.
3. Support my child or ward in the performance of homework and other supplemental academic and related work by creating in our home a conducive environment for learning and development.
4. Encourage my child or ward to actively participate in co-curricular activities for the development of his/her interests and talents.
5. Espouse the highest academic and ethical standards in the performance of academic, school, co-curricular work.

#### **Values Formation and Conduct**

6. Regardless of my own faith, give my child or ward an opportunity to understand and practice the Lasallian Core Values of faith, service and communion, and not hinder his/her free choice to emulate Christian and Gospel values.
7. Instill in my child or ward by example, the Core Values of respect, honesty, fairness, and responsibility.
8. Guide my child or ward with regard to complying with school policies set forth in the student handbook and in policy documents and circulars duly adopted by the school.
9. Comply with school policies and guidelines set forth in the student handbook, and in policy documents and circulars duly adopted by the school that apply or are relevant to parents and guardians of students of DLSZ.
10. Show utmost respect for each member of the community and observe proper decorum in inter-personal communications and relationships.
11. Use appropriate language in all forms and channels of communication at all times.

### **Collaboration with Faculty and Administration**

12. Respect the role of, and collaborate with, school administrators and faculty members in the education, values formation and upbringing of my child or ward
13. Attend and participate in orientations, seminars, symposia and other assemblies for parents and guardians of students of DLSZ, trimestral parent-teacher conferences (PTCs) and other similar events organized by the school administration.
14. Respect protocols in communicating with members of the faculty and the school administration and maintain confidentiality of school issues and concerns according to the hierarchy as follows:
  - 1st level: Teacher/Adviser/Level Guidance Counselor
  - 2nd level: Student Formation Officer/ Subject Area Coordinator/ Office Head
  - 3rd level: Vice Principal for Academics/Operations
  - 4th level: Principal/Director
  - 5th level: President.

### **Educational Experience and Spiritual Formation**

15. Attend the following and other similar events or ceremonies that form part of my child's or ward's educational experience and spiritual formation at DLSZ:
  - 15.1. Recollection for Parents/Guardians of Communicants and the First Holy Communion Rites
  - 15.2. Recollection for Parents/Guardians of Confirmands and the Confirmation Rites
  - 15.3. Moving Up, Recognition Programs, Honor's Convocation, *Gawad Luntian* and Graduation Ceremony, and
  - 15.4. Lasallian Formation for Parents by Cluster: Lower Grades, Upper Grades and High School

### **Parents Association and Parental Support**

15. Join the DLSZ Parents Association, Inc., participate in and support its activities and advocacies.
16. Volunteer and encourage my child or ward to volunteer in the school's community service programs.

Or you may visit the link:

<https://drive.google.com/open?id=0B7I75to4goMNN09pV2IzV2FzaHM>)

Updated: June 6, 2018