

De La Salle Santiago Zobel School
Ayala Alabang Village, Muntinlupa City
HIGH SCHOOL

GENERAL GUIDELINES ON THE FIRST WEEK OF CLASSES

Everyone should be reminded of the following:

ON ATTENDANCE AND PUNCTUALITY

- Students not in class line during the morning routine or after the second bell was rung are considered late
- Late students must secure a Tardy Slip from the office of the Prefect or the Assistant to the Principal (ATTP)
- Unexcused tardiness of 15 minutes or more shall be considered as cutting class
- The ATTP shall determine whether a student's absence is excused or unexcused. However, as a general policy all tardiness are deemed unexcused.
- Students who have been absent must present an excuse letter from the parents/guardian to the ATTP
- Students who have been absent for 3 or more days due to illness must present a medical certificate and an excuse letter from the parents/guardian to the ATTP
- Maximum absences as per DepEd order is equivalent to 20% of total school days
- Absent students must secure an Admission Slip from the ATTP upon reporting

SCHOOL UNIFORM

The official school uniform must be worn completely and properly every school day. A student who fails to wear any part of the official uniform is subject to the corresponding violations and sanctions on incomplete/improper uniform. The school ID, attached to the official school strap, forms part of the uniform and must be worn at all times inside the campus. The uniform specifications are as follows:

Girls/ Young Ladies – White blouse (with patch and for identification) worn over a white chemise/undershirt; plaid green gold and navy blue skirt; black leather shoes and white socks

Boys/ Young Gentlemen – white polo (with patch for identification) worn over a white undershirt; long black pants; black leather shoes and black socks

4th year Young Men - white polo barong worn over a white undershirt; long black pants; black leather shoes and black socks

GROOMING

1. Make-up, long nails, nail polish, jewelry and other accessories (e.g. anklets, chokers, nose/ear studs, tattoos, etc.) are not allowed in school.

2. The hair for boys/young men must be tapered and must not touch the eyebrows, the ears and the shirt collar (1" on all sides). Skinhead is not allowed. However, the use of razor guard # 2 or higher is allowed. Long sideburns, moustache, goatee, beard are not allowed.

3. Fancy haircut/hairstyle or hair coloring are not allowed. Bangs must be worn short and neatly combed.

4. Class advisers and Team Leaders inspect the haircut of students **every first school day of the month**. Excuse letters will not be entertained.

HOME SCHOOL COMMUNICATION

Parents are informed of various school activities through the following:

- Official website : www.dlszobel.edu.ph
- On-line bulletin
- Short messaging Service (SMS) to subscribers
- Parent-Teacher Communication forms
- Memoranda, circulars, Parents' Bulletin (Home Notes)
- Twitter <https://www.twitter.com/dlszobel> and Facebook <http://www.facebook.com/delasalle.zobel>

SAFETY AND SECURITY

- Visitors must secure a visitor's ID from Gate 2
- ID must be worn while inside the campus
- Visitors are not allowed to see any student or faculty during class hours

School passes are issued to monitor students:

- Hall Pass
 - Transit Pass
 - Lunch Pass
 - Exit Pass
 - Departure Permit
- After-school activities must be supervised by an adult leader
 - Students should present their Parental Consent forms
 - Must end not later than 7:00 p.m.
 - Lost items must be reported and if found should be turned over to the Lost and Found section (c/o Campus Service Office)
 - Random Drug testing is mandatory

SUSPENSION OF CLASSES

Signal no. 1 – Preschool levels shall be automatically suspended in all public and private schools

Signal no. 2 – Preschool, elementary and high school levels shall be automatically suspended in all public and private schools

In the absence of a typhoon signal warning by PAGASA, suspension of classes may be decided upon by the municipal mayor or if for specific schools only, by the school President

SCHEDULE

For the first week of classes:

June 17 – Orientation by advisers and subject teachers (8:00 – 4:15)

June 18 – Orientation and Level assemblies c/o ATTP and Prefect (8:00 – 4:15 p.m.)

- Orientation of gr. 9 students by PowerMac

June 19 – Mass of the Holy Spirit at 8:10-9:30 for Grs. 8, 9 and Y2 (8:00-4:15 p.m.)

June 20 – Mass of the Holy Spirit at 8:10-9:30 for Y3 and Y4 (8:00- 3:15 p.m.)

General schedule and for High School

	Activity	Time
Mondays and Fridays	Morning Assembly	8:00 a.m.
Thursdays	Lasallian Core Values Lesson (Homeroom)	8:10-8:40 a.m.
Thursdays	Student Clubs and activities	3:15-4:15 p.m.
3rd Fridays of the month	Friday devotion to the Sacred Heart (for Grs. 8, 9, Y2)	8:10 -9:30
4th Fridays of the month	Friday devotion to the Sacred Heart (for Y3 & Y4)	8:10-9:30
Every first school day of the month	Haircut inspection	
Recess	Grs. 8, 9 and Y2	10:10-10:35 a.m. (M-W, F) 10:30-10:55 a.m.(Th)
	Y3 and Y4	1:50-2:15 p.m. / 1:55-2:20
Lunch	Grs. 8, 9 and Y2	12:35-1:15 (M-W,F) 12:45-1:25 (Th)
	Y3 and Y4	11:10-11:50 / 11:25-12:05
Dismissal	ALL	4:15 p.m.