### GREETINGS!

MISSION

### To provide preparation for life,

**addressing unique and individual children’s needs, assisting students in reaching their God-given potential through the use of Bible-based methods and curricula.**

VISION

**“Training today tomorrow’s Godly leaders.”**

# This is the 2023 edition of the Philippine Christian School of Tomorrow Parent/Student Handbook. In it you will find the guidelines for the Model School of the School of Tomorrow system in the Philippines.

**PCST uses the system which was begun in the early 1970's by dedicated parents who desired for their children to be reared under the teaching of God's Word, the Bible. This was the heart and soul of the educational system that has now penetrated into over 140 countries where parents desire their children’s lives to be patterned after the timeless principles of God’s Word.**

# PCST was begun in 1992 with an intense desire to see young lives molded into productive, self-confident citizens with a purpose for life and a foundation for the future, wherever God would lead them.

**We believe that the unique blend of the highest academics, a controlled study environment, and caring staff will continue to give those who come to us a confidence that they are in good hands.**

**Our motto:**

#### "Where every child's potential is seen as a gift from God that must be handled with care!"

###### PCST is incorporated independently, yet is very closely tied to School of Tomorrow Philippines, a part of the Pacific Rim Educational Foundation as the Model School. The mother company—Accelerated Christian Education Ministries—is located in the United States. “Accelerated Christian Education” and “School of Tomorrow” are trade names used by the mother company. There are organizations throughout the world much like School of Tomorrow Philippines, i.e. SOT Africa, ACE Australia etc.

**PCST desires to provide the highest training to develop the potential of future leaders for the Philippines.**

###### It is our prayer that those who join with us will agree with the truth in the Bible that says:

Psalms 111:10 "The fear of the LORD is the beginning of wisdom: a good understanding have all they that do his commandments: his praise endureth for ever."

***Proverbs 1:7 "The fear of the LORD is the beginning of knowledge: but fools despise wisdom and instruction."***

**God has given us a great opportunity and we must work wisely for His glory and our good.**

**RECOGNITION & PERMIT**

**PCST has received recognition for the pre-elementary, elementary and secondary programs. A permit for Home Education & Senior High School has been granted.**

### EXCELLENCE

We are called to excellence. In Philippians 1:10, Paul prays that we may have the ability to approve those things which are excellent. We obtain that ability as we conform our lives and our minds to God's standard: 'Be ye perfect as I am perfect:'

### EXCELLENCE IS A MEASURE

God, rather than man, is the measure of all things. Only God is in a position to judge our life and our ministry. But we must judge ourselves lest we be judged of God (I Corinthians 11:31). A measure also infers that there can be something that is less than quality, less than what it could and should be. God must constantly be allowed to evaluate our Christian school.

### EXCELLENCE ASSUMES A GOAL, AN OBJECTIVE

Excellence demands that we think beyond dreams, think beyond concepts that we think into reality. The general standard of 'perfection' must be converted into specific and real goals in every phase of our operation. We must determine what can be and what should be.

### EXCELLENCE DEMANDS PRIORITIES

We individually have the capacity to do some things with greater skill than others. Thus, we need to organize our priorities and utilize all available resources to provide for optimum accomplishment in each area or responsibility. Some goals are less worthy, less God- honoring than others. Some tasks could be better performed by someone else. Doing those things in which we excel and delegating to others tasks at which they can excel, are part of establishing proper priorities.

### EXCELLENCE IS A PROCESS, EVEN AS LIFE AND

**MANAGEMENT ARE PROCESSES**

Excellence cannot be achieved overnight nor maintained by simply stopping once achieving it. We must work hard toward the goal of excellence. We must then continue to add to the results lest excellence fade into mediocrity. The quality of today becomes obsolete tomorrow. Only by continual hard work can the process of excellence be perpetuated.

### EXCELLENCE SHOULD BE A STYLE OF LIFE

It demands that one be true to the very best God placed within him. His life style must be one of excellence. A Christian can adopt nothing less as his goal.

### EXCELLENCE HAS TO DO WITH MOTIVATION

It is not easily achieved. The first 80% of an excellent solution comes easily. The next 15% is hard. Only the highly motivated person reaches 100%. There is great joy in such an achievement that is all too rarely experienced. A goal achieved with ease brings little inner satisfaction.

The solution achieved through much sweat and tears is the glorious victory. God made us that way. So think big and remember "God is greater..."

### EXCELLENCE ASSUMES ACCOUNTABILITY

We are accountable to God's standard. We are accountable to God's Word. We are accountable to those under whose authority we serve.

*"Obey those who have the rule over you."* (Hebrews 13:17)

God's general standard is "Be ye therefore perfect," but that generality has to be translated into specifics in each area of responsibility before it can take on any degree of meaningfulness to us. Let's look at some areas of school management and explore God's guidance for these areas. We make no claim on being conclusive in our overview, but we hope to just establish the right train of thought so you can begin to understand the responsibility of quality. Quality comes through meditation and study of God's Word and through sincere and fervent prayer. Don't substitute the words written here for those more vital imperatives.

### OPPORTUNITY

The objective in building a private Christian school is to obey the Scriptural imperatives of Deuteronomy 6:5-7a

". . .love the LORD thy God with all thine heart and with all thy might. And these words which I command

***thee this day shall be in thine heart. And thou shalt teach them diligently unto thy children...”***

and of Proverbs 22:6

"Train up a child in THE way he SHOULD go. . ."

Teaching is training. Training for life must include training for eternity.

A Christian school is an extension of the Christian home in training young people in a Christian environment for time and eternity. The school staff works closely with parents to train the whole child.

### PARENTAL INVOLVEMENT

Parent orientation and conferences promote a good understanding between parents or guardians and the faculty/administration of this school. We hope every parent (both Mom and Dad) will participate in these informative and helpful programs.

There will be a required orientation that takes place in-house. Parents will have the opportunity to sit in student offices and experience the system much like their children. This experience, while time consuming, has been very helpful in providing understanding both for parent, child, and school personnel alike.

The first public meeting will be held at the opening of the school year. Additional parent meetings are scheduled following the first quarter, second quarter, the third quarter, and at the annual Awards Banquet. Private parent conferences with the Supervisor are scheduled following the first, second, and third quarters or at any time deemed needful or helpful.

Parental conferences for questions or comments are welcome at any time outside of school hours by appointment. We prefer to reserve school hours for attending to students.

Phone calls and texting are often helpful; however staff are **not** on 24 hour call. Official notices will come through SOT text messages. We ask that parents make it a point to keep their records up to date in the school office.

### MOTIVATION AND AWARDS

THE EVENT of the year is our annual Awards Banquet. All daily, tri-weekly, quarterly, and full year achievement is tied to this event. We ask and expect that parents show their support for the school with attendance at this event. Aside from awarding accomplishment, this is a time used to teach appropriate dress protocol and proper table manners. It is one of the times that we can come together as a family of families.

(See Annual Awards Banquet for a partial list of award categories.) Because the School of Tomorrow curriculum is totally individualized, PCST has an extensive system for motivating students. On the following pages you will find an explanation of the various means of motivation used at PCST.

### MERITS

“. Honor to whom honor is due.” **Romans 13:7**

PCST’s motto and purpose is to develop character in all students. Therefore “merits” or “merit money” is given in recognition of proper and positive behavior, attitudes, special projects, academic achievements, and Christ-like behavior.

This incentive program is a specific effort toward balancing the demerit and detention system with positive motivation.

A Merit Store is provided where students can spend their “merit money.”

###### Merits may be earned for many positive behaviors such as:

Privilege A, C, or E

Qualification for Tri-Weekly and Honor Roll Attaining 1,000 Club membership Elevation in 1000 Club

100% in a Self Test or PACE Test

10-10 attitude and work performance rating No detentions for a week

Every page of advance work done

Complete uniform (includes star pins and/or Student Council representative pins when applicable)

Clean office for the day On time

Goals completed before lunch

Monthly Scripture memory passage said

Reciting the monthly Memory Verse PERFECTLY in front of class No demerits for the day/ week/ month

Perfect attendance

No demerits for a month No scoring violations

Returned parent envelope next day

A caring deed done spontaneously

Perfect goal check – daily, weekly, monthly

Getting goals done on a short day

Saying multiplication facts in a specified time period Birthdays (including those that happened during summer) Tidying up score station

Being a messenger Emptying the trash

Being a table monitor/captain in the canteen Demonstration of weekly character trait

**DEMERITS AND DETENTIONS-the antithesis of Merits** We believe that wrong behavior must be corrected. In order to match the corrective measure with the offense we use several means of discipline. Listed below is the potential chain of discipline.

Warning Demerits Detentions

Conference with Principal Conference with Administration Being Put on Probation Suspension

Expulsion / Withdrawal

**See section on Discipline for thorough explanation and listing.**

### CONGRATULATIONS! SLIPS

Every time a student satisfactorily completes a PACE he receives a star on his Progress Chart and is given a Congratulations! Slip which he takes to his parents to inform them of his achievement. Parents have an excellent opportunity to encourage and compliment the student at this time.

Congratulations Slips are presented to students daily during opening

exercises.

### STARS AND PROGRESS CHARTS

Along with each PACE that is passed and Congratulations! Slip given, is a star to be placed on the Progress Chart. This chart tracks student progress by week and quarter and is posted in each student’s office.

### A, C, and E PRIVILEGE INCENTIVE PROGRAM

Level "A" Responsibilities:

1. Complete 2 PACEs per week during current quarter.
2. Maintain academic balance.
3. Accumulate no more than forty-five minutes detention the preceding week.
4. Memorize previous month's Bible selection.

Level "A" Privileges:

1. Fifteen-minute morning breaks.
2. May read approved literature and engage in approved extracurricular activities: art, inspirational tapes, computer games, etc. (after goals are scored).

Level "C" Responsibilities:

1. Complete 3 PACEs per week during current quarter.
2. Maintain academic balance.
3. Accumulate no more than thirty minutes detention the

preceding week.

1. Memorize previous month's Bible selection.
2. Present a special five-minute weekly oral report on an interest area or project.

Level "C" Privileges.

1. Twenty-five minute morning breaks.
2. May read approved literature, listen to inspirational tapes, etc., in office.
3. May engage in approved extracurricular activities in office or participate in other assignments and projects outside of learning center.
4. May be out of seat without permission for Learning Center functions.
5. May serve on approved projects: errands, office aid, Readmaster, student monitor, etc.

Level "E" Responsibilities:

1. Complete 3 PACEs per week during current quarter.
2. Maintain academic balance.
3. Accumulate no detentions for preceding week
4. Memorize previous month's Bible selection.
5. Read a PACE literature book or a book selected from a prepared list and present both a written and an oral report.
6. Be available for participation in school activities, chapel, guest tours, etc.
7. Must be engaged on a regular basis in some form of Christian service in local church ministry: bus ministry, play piano, nursery, visitation, teach class, usher, choir, etc.

Level "E" Privileges:

1. Same as "C" privileges, plus #2 and #3 below.
2. May leave office and learning center for approved activity or projects.
3. May attend approved off-campus functions of a spiritual or educational nature.

###### Application for Privileges:

Students who believe they have fulfilled the responsibilities for a given level and desire "Privilege Status" should assume responsibility for requesting an Application for Privileges (Form 366) on the Friday preceding their week of privileges. They should complete the form and submit it that day. At opening exercises on Monday, the Privilege Status emblem will be presented for the student to display in his/her office during the week.

A student may earn more and more privileges as he assumes more and more responsibilities. Remember: Privileges are incentives designed to promote LEARNING ACHIEVEMENT.

### TRI-WEEKLY EVENTS

Tri-weekly events are special on-campus activities provided for students who have met the stated requirements. This is in celebration of achieving approximately one third of the 9 week quarterly requirements for Honor Roll Status.

### HONOR ROLL

A vital part of our motivational system is the “A” and “B” Honor Roll. Students enjoy a field trip as a reward and special recognition at the end of the year for achieving **Consistent Honor Roll** status.

* Usually three (3) stars in each of the International Core Curriculum of Math, English, Social Studies, Science, Word Building, and Literature and Creative Writing (18 stars). PLUS Stars in each of the DepEd required subjects of Filipino and Araling Panlipunan. High School substitutes an elective for Araling Panlipunan. A minimum total of twenty-one (21) stars per quarter.
* A qualifying general average for “B” Honor Roll is 90-94%. “A” Honor Roll is 95% or higher (80% of the grade is PACE average

+20% Mini-Class Average = General Average).

* Each month’s Scripture passage must be memorized for said quarter.

An award is given at the end of the School Year for being on the Honor Roll all four quarters. Four quarters on “A” is Consistent “A” Honor Roll. Less than all four quarters on “A” falls under “Consistent B” category.

On a designated day of each quarter, students who have achieved “A” or “B” Honor Roll enjoy going on a special field trip.

### GRADUATION REQUIREMENTS

A prescription of an academic course of study will be determined through a conference between parents, student, and principal or guidance counselor. Transfer students must complete at least sixty PACEs at PCST before receiving a diploma. A guidance counselor will begin working with each student in year six and conference repeatedly with the student and occasionally with his parent/s.

Graduating students are reminded regularly of deadlines and requirements. A final deadline is set for meeting all academic requirements. This date is strictly enforced. Students who fail to meet the deadline forfeit the privilege of “walking” during the graduation exercise. Their diploma will be released when all requirements have been submitted and approved.

### SENIOR HIGH SCHOOL

PCST offers the Senior High School Track in four strands: Science, Technology, Engineering and Math (STEM) and General Academic Strand (GAS). These will be clearly defined in conferences. (See office for policies.)

**Senior** **High School Awards**

The PCST Senior High School uses a blended curriculum consisting

of PACEs and classes with a lecture format and therefore has a different set of awards with their separate criteria. PCST offers the Academic Track of Senior High School – Science, Technology, Engineering, and Math (STEM); and General Academic Strand (GAS).

The subjects come under two main categories—the Core and Applied Subjects which all student have to take, and the Specialized subjects which students have to take based on specialization.

A medal is given to the top three students in each SHS level who finished

all PACE requirements within the prescribed period and passed all the required subjects for the year with a Final Grade Average of at least 90%.

**Best in Specialized Subjects**

A medal is given to the student from each grade level and strand who finished all PACE requirements within the prescribed period and passed all the required specialized subjects with a Final Grade Average of at least 90%.

**Best Thesis Presentation**

Grade 12 students are required to research on a

pre-approved topic related to their chosen strand and present and defend their recommendations to a panel of judges. A framed certificate is given to each member of the team with the highest average rating from the judges based on the project research, presentation, and defense.

**Excellent Thesis Presentor**

Grade 12 students are also evaluated individually by their thesis adviser and by their team mates based on their research, knowledge, effort, participation, and attitude during their thesis development. Their part in the actual presentation is also evaluated. The student with the highest average is given a mini-trophy.

**Excellent in Work Immersion**

Grade 12 students are required to undergo an eighty-hour work immersion as one of their subjects. This immersion or simulation allows our students to experience the real world of work and aims to develop in them an appreciation of the values of team work, efficiency, and skills improvement.

This year, PCST partnered with Enderun Colleges to give our students their Work Immersion experience and were graded accordingly. The student who receives the highest grade in each strand is recognized with a special certificate.

**Excellence Awards**

At PCST, awards for academic achievements are given due recognition. In the same token, character development is recognized with separate awards. Our ultimate goal, however, is to produce students who combine the highest level of academic achievement with exemplary character.

Through the year, candidates for these excellence awards are monitored and observed even by mini-class teachers. Towards the end of the school year, all learning center staff do an initial evaluation, and make recommendations. These are discussed at length with the administration, making sure that all areas are covered and properly evaluated.

A blind vote is taken. We believe these students represent the best that PCST, as pioneer and model of the Christian education movement in the Philippines can offer.

### PINNING CEREMONY

An event held twice a year in which students who have completed a level of high school curriculum are awarded a ‘star pin’ which is to be worn on the collar as a permanent part of their uniform. The 1st star

is awarded when all Paces for elementary levels are complete (usually 1084). The 2nd, 3rd, and 4th stars are awarded based on the remaining PACEs to complete the requirements for Junior High School.

### BASIC PHILOSOPHY OF DISCIPLINE

Discipline is a learning process whereby the individual progressively learns to develop habits of self-control and recognizes his own responsibility to God. The main objective of discipline in a Christian school is to develop Christian character in each student. The Word of God teaches that each individual should face a problem, realize his wrong, and refrain from doing the same thing again. We believe that each person is born with a sin nature (Romans 7:18). It is for this reason that we do not allow our students to "do their own thing." We believe students need to be instructed and guided in what to do and what not to do (Proverbs 22:6).

Obedience is required in God's Word. *"Children obey your parents in all things: for this is well pleasing unto the Lord." "Let every soul be subject unto the higher powers." "Obey them that have the rule over you, and submit yourselves****."* (Colossians 3:20; Romans 13:1a; Hebrews 13:17a)**

Discipline is important in helping the individual develop his fullest potential. This is accomplished by having clearly set goals, maintaining order, and letting the students know what is expected of them.

We also believe that unacceptable behavior must be corrected. To accomplish this, we use different types of punishment so the young person will be made conscious of his wrong behavior and attempt to correct it in order to avoid future punishment.

We trust that this handbook will let you know what we expect and, as a result, everyone will be able to accomplish great things this school year.

We believe that wrong behavior must be corrected. In order to match the corrective measure with the offense, we use several means of discipline. Listed below is the potential chain of discipline.

Warning Demerits Detentions

Conference with Principal Conference with Administration Probation

Suspension

Withdrawal

In general, students at PCST are expected to maintain the highest standards of behavior at all times, whether at home or in school. Failure to comply with the Standards of Conduct, as established by the administration, will result in the issuing of demerits. These will be given primarily by the individual’s Learning Center or Mini-Class Supervisor. However, they may also be given or recommended by any other trained and approved staff member. Demerits earned in the Learning Center are assigned at the end of the day. The student starts with a clean slate each morning. PCST endeavors in every way possible to assist students with problem areas in their lives.

Students are not disciplined for one single offense. Proper notice and counseling take place first. It is after repeated offenses of the same nature take place that other appropriate measures are used.

The paramount rule is “Do Not Disturb.” Demerit marks are given for disturbances or broken rules. Three or more marks in one day result in detention, normally served the following day after school.

1. demerits = 20 minutes detention
2. demerits = 30 minutes detention
3. demerits = 45 minutes detention
4. demerits = 1 hour detention

**Demerits and Detentions are EARNED.**

Demerits are an indication that a student may need direction in the development of principles of character in his life. Conference with the Supervisor, Principal, or Administrator and parents is sometimes necessary to assure this growth.

When a student has earned a detention, the “Corrective Action Notice” portion of the Communication Book is filled out and is sent home with the student. This needs to be signed by parents and returned the following morning.

Detention may take the following forms:

1. Written assignments that are meant to provoke serious introspection regarding the student’s misdeed.
2. Physical tasks that may include cleaning, tidying, or ordering the learning center.
3. In rare situations a detention may include assignments that are taken home and must be completed under parental watch care prior to returning to school. Work will be checked early in the morning and student will be sent home if the task is not

completed.

1. As much as possible, detentions will be served after regular school hours and on school premises. They may be served during break time.
2. If a student is unreasonably late, or misses a detention service time, he will receive double the present detention. If the student is absent on the day of detention, he will be assigned another day.
3. If the parent sends a note stating that a student cannot stay for detention, two demerits will be given. Detention serving will be changed only with prior permission.
4. There must be a written note from the parents stating the reason the student cannot stay and serve his/her detention.

In keeping with our school policy of building character into the lives of our students, it is the responsibility of the student to see that the Notice of Detention in the Communications Book is signed (preferably by the father) and returned the following day. **Parents are expected to be aware of what they are signing and the progress of their son or daughter academically.** It is the parent's responsibility to "train up the child in the way that he should go." School staff is here only to assist the parents in that responsibility.

When a student has accumulated two hours of detention in a week, he/she is automatically placed on his Supervisor’s watch list.

The following policies will apply to Overcomers, Achievers, and Conquerors Learning Centers.

**1st Two hour detention** – Parents notified through

Communications Book.

**2nd Two hour detention** – sent to Principal and conference with both parents detailing offense and steps that need to be

taken.

**3rd Two hour detention** – sent to Founder’s office and 2nd Conference with both parents detailing offense and steps that may follow.

**4th Two hour detention** – student placed on probation for a time period of one month or 20 school days. Probation means that the student is disallowed from participation in all afternoon and extracurricular activities such as basketball, track, etc. Student must not accumulate a 2 hour detention during this 20 day period.

###### Acquiring a 2 hour detention during this 20 day time frame will result in immediate suspension. (See next category)

**5th Two hour detention** – student suspended for one week. Student is banned from the campus and/or all school functions. No PACE work will be assigned. Student will receive failing grades for all mini-class projects or tests that might be due during this time period which will be averaged in with other grades. **Upon return after suspension, student will remain on probation for 2 months (or 40 school days).** Students who accumulate 2 to 3 suspensions may not be allowed to re-enroll the following school year.

**6th Two hour detention** – student expelled or asked to withdraw.

### COMMUNICATIONS BOOK

In order to facilitate regular communication between home/parent and school, PCST issues each student a Communications Book. This book informs of homework assignments, advance work, Demerits/Detention and/or any special announcements. It also provides an area where parents can comment or make inquiries.

A score is also provided regarding both the student’s attitude and work performance. Attitude score will be from one to ten. Demerits earned are subtracted from a perfect score of ten.

Work performance is based on the number of subjects assigned

divided by the number of goals (not pages) completed for the day.

### BULLYING & CYBER BULLYING

The Department of Education has noted the increase of bullying and cyber bullying among students and required both public and private schools to file a policy statement with them. A complete copy of that policy is posted on our website: [**www.pcst.edu.ph.**](http://www.pcst.edu.ph/) For clarification and quick reference we provide as summary and glossary of terms.

The following behaviors are prohibited:

* 1. Bullying
  2. Cyber bullying
  3. Harassment and Sexual Harassment
  4. Retaliation against those reporting such defined behaviors
  5. Knowing of and failing to report bullying
  6. False accusations of bullying behavior

Any person who engages in any of these prohibited behaviors that constitute bullying shall be subject to consequences.

The chart below gives clarity to the difference in healthy common conflicts and unhealthy bullying conflicts. Bullying can be in person or through use of the internet.

|  |  |
| --- | --- |
| **Healthy Common Conflicts** | **Unhealthy Bullying Conflicts** |
| Involve equal power between people | Involve unequal power between the bully and the bullied. |
| Occur occasionally | Occur repeatedly |
| Often unintentional | Always intentional |
| Seldom serious | Often serious |
| Not power-seeking | Always power-seeking |
| Usually result in remorse | Never result in remorse |
| Occur with the desire to solve the problem | Occur with no desire to solve the problem |
| Never initiated to cause  harm | Always initiated to cause  harm |

The Bible gives this eye-opening description of the relationship between a bully and conflict…..” A troublemaker and a villain who goes about with a corrupt mouth, who winks maliciously with his eye, signals with his feet and motions with his fingers, who plots evil with deceit in his heart-he always stirs up conflict.” Proverbs 6:12-14

In order to provide utmost clarity for this subject, the following glossary of terms is included:

**411:** Information. The scoop, the lowdown, the background.

**24/7:** Twenty-four-seven; twenty-four hours a day, seven days a week; all the time.

**ally:** A friend; somebody who is on your side and willing to support you.

**anonymity/anonymous:** Keeping one’s identity hidden from others. Online bullies can stay anonymous with user names that hide their real names.

**avatar:** A computer user’s picture of himself or herself; an alter-ego used online. Avatar pictures often represent the user’s screen name or gamer tag.

**blocking:** To make settings on a device or in an online service that stop specific people or categories of people from contacting you and viewing or posting to your site.

**blog:** An online personal journal or diary.

**bullying**: Repeated, unwanted, hurtful, negative behavior against someone. Bullying involves a lack of empathy and an imbalance of power where the person bullying is either stronger or thinks he or she has more power than the target.

**bystander:** Someone who observes bullying. By their inaction or nonsupport of the target, a passive bystander increases the target’s feeling of isolation and encourages the person doing the bullying, who may take their inaction as a sign of approval.

**captcha:** Slang for “capture,” a funny-looking word or phrase which you may be asked to copy when signing up for, logging on to, or otherwise accessing a site. A “captcha” is used to make sure that you are a real person and not another computer trying to access a site. **cell phone (or mobile phone or smart phone):** A handheld phone, some of which can connect to the Internet so they can be used to visit Web sites, send e- mail or text messages, and take and send photos. (Examples: iPhones, Blackberries, Droids.)

**chat:** A real-time, interactive, online conversation that takes place in a chat room.

**code of conduct:** A set of rules governing how people should behave in a certain setting, such as on a social networking site. (See: terms of agreement)

**cyber:** A prefix that is commonly used to mean “electronic” or “online.” It is sometimes used as a synonym for “virtual.”

**cyber bullying:** Bullying using technology. Online bullying, harassment, or intimidation; e-bullying, mobile bullying, digital bullying, Internet bullying, and cyberstalking are other terms for hurting others using online tools. **device:** Any piece of equipment you use to access the Internet. devices include personal computers, laptops, cell phones, iPods, gaming consoles, and personal digital assistants (PDA).

**email (or e-mail):** A software program for sending written messages and attached documents to others online. (Examples: Hotmail.com, msn.com, gmail.com, verizon.com.) Email addresses are also used for personal identification verification.

**empathy:** Understanding of or being sensitive to another’s feelings.

**evidence:** Something that provides proof. Evidence of cyber bullying might include a text message, email, or instant messaging transcript.

**flaming:** Sending messages with angry, insulting language, especially using all capital letters or bolded words.

**game console:** A device, such as Nintendo, X-box, PlayStation, or Wii, that allows you to play electronic games; some game consoles allow you to access the Internet to play interactive games online.

**gamer tag:** The screen name a gamer goes by when playing an online game.

**harassment:** Bullying that is often based on some specific characteristic such as race, gender, age, ethnicity, or sexual preference.

**henchman:** Someone who supports a person who is bullying, either by encouraging him or her to bully, or by actively engaging in the bullying activity.

**instant messaging (or IM):** Exchanging real-time messages with someone else who is online, using a programs such as AIM from AOL.

**Internet:** The internet, itself, is a worldwide collection of computer networks that are connected to form one big network; it allows users to find, manage, and share information. When you are connected to the InSky, Eternet, you are said to be online.

**ISP (Internet Service Provider):** A company that provides Internet service to customers, such as PLDT, Globe, Eastern Telecom, Byantel, Witribe or Destiny. ISPs have codes of conduct and a method of reporting abuse. When abuse is reported, and ISP should take action against the person doing the abuse or bullying.

**Log in (or log on):** To “open” a computer and access the Internet or other documents and information. A person’s “log in” information usually includes a log-in name (screen name) and password.

**massive multiplayer online games (MMOGs):** Online interactive games that involve many (even thousands) of players. Also referred to as MMORGs and MMORPGs.

Example: World of Warcraft.

**outing:** telling a secret about a target, causing him or her pain or embarrassment.

**password:** A secret code word that identifies its user. A good password is “strong” and not easy to guess, and completely private.

**personal information:** Information about an individual that might include address, school, age, gender, phone number, email address, etc.

**personal space:** the physical space immediately surrounding someone, into which any encroachment feels threatening to or uncomfortable for them. Specifically defined as approximately a one foot radius around a person.

**phish/phishing:** The act of illegally trying to trick people into giving their private, personal information on the Internet. a person should never share his or her own or another person’s log in, screen name, password, phone number, PIN, or any other personal information online. **photo-imaging software:** Software, such as Photoshop, that can be used to change photos, for example placing the image of one person’s head on a different body.

**PIN:** A personal identification number. Like a password, a PIN is a private number used for identification.

**post/posting:** Adding, sending to, or otherwise sharing information on a Web site.

**prohibited:** In this context, behavior or content that is defined as unacceptable in a Web site’s terms of agreement or code of conduct.

**report abuse:** In this context, behavior or content that is defined as unacceptable in a Web site’s terms of agreement of code of conduct.

**screen name:** The name or nickname a person uses when he or she is online.

**screen shot:** A picture of your computer ’s screen; a way to capture whatever is on the screen. A screen shot will only capture what a person can see on the screen, not an entire Web site or message, if the message is longer than one screen page.

**search engine:** A software program that lets you look for information on the Web. Google and Bing are examples of search engines.

**self esteem:** Feeling good about yourself.

**social contract:** The (sometimes unspoken, unwritten) rules people follow when they interact; they help show respect and allow people to work together. An agreed-on code of good behavior.

**social networking site:** Web sites like MySpace or Facebook whose focus is on building online communities of people with similar interests. Members connect online to share information in personal blog pages, through chat rooms, discussion boards, photos, or videos.

**(social) responsibility:**An obligation to act appropriately toward others.

**tag/tagging:** Adding names or other comments to photos posted on social networking sites.

**target:** someone who has been bullied.

**terms of agreement (terms of use):** The rules and understanding that a user promises to follow when creating a new online service account. Terms of agreement usually include such things as age restrictions, what can and cannot be posted, and ownership of whatever is posted. (See: code of conduct)

**text message (text or TM):** A short message between cell phones using a keyboard to spell out the message. Shortened words and spellings are often used.

**trusted adult:** A teacher, parent, or other adult you can go to for help; someone who will listen and understand; someone who can help take action, such as protecting a target, reporting the abuse, or contacting the parents of the person doing the bullying.

**virtual:** Refers to objects, activities, and locations in the online world. A virtual community is a group that gathers on a particular Web site, for example.

**Web (or World Wide Web):** All the information, documents, pictures, and so forth, that fill Web sites and Web pages.

### AREAS CONSIDERED QUESTIONABLE and MAY

**EARN DEMERITS/DETENTIONS**

Candy/Chewing Gum Each time 1 demerit

Prime Time Misbehavior Each time 2 demerits

Class Disturbance Each time 2 demerits Progress Report Card not returned Each day 1 demerit

Hair Violation Letter sent as warning, not allowed inside the Learning Center if not cut by time specified

Improper Dress for athletic events 1 demerit per item Passing Notes Each time -1 demerit Running in hallway or on stairs Each time - 1 detention Uniform Violation Letter to Parents, then

same as cheating

Items hanging out of lockers. Each time - 1 demerit

Horseplay, pestering Each time - 1 detention

**Following are considered grave offenses which can earn the specified detentions:**

###### 1st Time- 20 minutes detention 2nd Time- 45 minutes detention

**3rd Time - Conference with Administration**

Cheating/ Scoring Violation Forging signatures

Dirty Jokes or Notes/drawings Disrespect

Hair cut, color, style violation Cursing/Foul Language

**Major offences which earn conference with Administration right away**

Gambling/ Betting of any form

Smoking or in possession of cigarettes, any narcotic drug, prescription opiates, vaping or possession of any related apparatus.

### SLANTED NEWS

It is not unusual for a student's version of a problem to vary from that of his authority. We call this "slanted news." The policy of PCST is that we promise not to believe everything your child tells us about you and your home IF you will also not believe EVERYTHING that they tell you about what goes on at school.

It is our desire to keep the lines of communication totally open. If you have ANY question, no matter how seemingly insignificant, please do not hesitate to speak to your child's Supervisor, Monitor, or the Administration.

PCST is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that we will reform him. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles.

All new students are admitted on a trial basis. The student must at all times conduct himself in a manner becoming a Christian.

Griping is not tolerated! If your child does come home complaining about a policy or discipline, please follow this procedure:

Give the staff the benefit of the doubt.

Realize that the school has reasons for all rules and that they are enforced without partiality.

Support the Administration and call or visit the school for all the facts. When a child's attitude is not in accord with the school or Biblical principles, the child will be placed on probation and both parents will be called for conference.

If the administration feels the situation has not changed within a

specified amount of time, parents will be asked to withdraw the child.

###### High School students in particular—because of their testimony before younger children—are trained to adhere to the school's Philosophy and Christ-centered program. Such adherence includes abstinence from smoking, use of alcoholic beverages, use of narcotics, swearing, and other questionable practices ON OR OFF school premises.

This school is dedicated to the training of the children in a program of study, activity, and living that is Christ-centered. We believe that all things should be done decently and in order, and that our students should accept the responsibility to "walk honorably before all men."

Here a discipline is maintained which is firm, consistent, fair, and tempered with love. Our staff maintains standards of behavior in the Learning Center through kindness, love, and a genuine regard for the students. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

Students are reminded that the Lord Jesus Christ expects us to be disciplined in all of life:

*"Children, obey your parents in all things for this is well pleasing unto the Lord.”* **Colossians 3:20**

*"Let every soul be subject unto the higher powers. . ."* **Romans 13:1**

*"Obey them that have the rule over you, and submit yourselves...”*

**Hebrews 13:17**

*“For the commandment is a lamp; and the law is light, and reproofs of instruction are the way of life."* **Proverbs 6:23**

*"Chasten thy son while there is hope, and let not thy soul spare for his crying."* **Proverbs 19:18**

*"Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him."* **Proverbs 22:15**

*He is in the way of life that keepeth instruction but he that refuseth reproof erreth."* **Proverbs 10:17**

### CHRISTIAN PATRIOTISM

Christian Patriotism places emphasis upon the greatness of our heritage and sacrifices of our heroes. The Philippine Constitution guarantees liberties to educate in order to preserve freedom. We, unashamedly, teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to the laws of the land and their natural outgrowth, love for flag and country.

In keeping with Christian Patriotism, we sing the national anthem and say pledges to the National Flag, the Christian flag, and the Bible. The pledges are printed here in the Handbook. Most students should have them memorized before the first day of school. (young

Pre-school and A.B.C. students will have a grace period). Mastery is

required.

Flag raising and retreat ceremonies are held on Mondays and Fridays.

Students from countries other than the Republic of the Philippines are expected to show proper etiquette by standing at attention. They are not to pledge allegiance to any country’s flag other than their own.

### PLEDGES:

#### PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word.

I will make it a lamp unto my feet and a light unto my path.

I will hide its Word in my heart that I might not sin against God.

#### PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag and to the Saviour for whose Kingdom it stands. One Saviour, crucified, risen, and coming again, with life and liberty for all who believe.

#### PANUNUMPA SA WATAWAT

###### (Pledge to the Philippine Flag)

Ako ay Pilipino

Buong katapatang nanunumpa sa watawat ng Pilipinas,

At sa bansang kanyang sinasagisag, Na may dangal, katarungan, at kalayaan,

Na ipinakikilos ng sambayanang maka-Diyos, makatao, makakalikasan, at makabansa.

#### LUPANG HINIRANG

**(Philippine National Anthem)** Bayang magiliw, Perlas ng Silanganan Alab ng puso, sa dibdib mo'y buhay. Lupang Hinirang, duyan ka ng magiting

Sa manlulupig, di ka pasisiil.

Sa dagat at bundok, sa simoy at sa langit mong bughaw May dilag ang tula at awit sa paglayang minamahal.

Ang kislap ng watawat mo'y tagumpay na nagniningning. Ang bituin at araw niya kailan pa ma'y di magdidilim.

Lupa ng araw ng luwalhati't pagsinta, buhay ay langit sa piling mo.

Aming ligaya ng pag may mang-aapi Ang mamatay ng dahil sa 'yo.

### CAT (Citizens Army Training)

In keeping with DepEd requirements, all high school students are compelled to render a total of 36 hours to CAT. PCST will meet this requirement by conducting training for all high school students on four Saturdays of the 1st quarter each academic year.

PCST has a Flag Corp (female) and Color Guard Drill Team (male). Annual inter-school competition takes place and may lead to international competition. Those CAT students who qualify and would like will continue their training throughout the school year.

### CURRICULUM

The School of Tomorrow curriculum is in use in over 140 countries throughout the world and in over 450 schools here in the Philippines. It is truly International.

The curriculum is made up of six core subjects: Math, English, Social Studies, Science, Word Building, and Literature and Creative Writing. High school students branch out into various other electives.

The social studies portion of our curriculum is based on a nation whose constitution was written based on the Bible, the United States. Foundations and guidelines for daily living are found throughout the curriculum and therefore we have chosen to retain its use.

In an effort to make good citizens of our Filipino students and acquaint them with their country, language, and heritage, we also have PACEs in Araling Panlipunan and Filipino language.

Upon completion of Word Building Pace 1012 and/or students are reading confidently, a mini-class will be conducted explaining the application of the phonics rules to the reading of Filipino. Upon mastery of this concept, Filipino Pace 1001 will be issued. Elementary students will be encouraged to do a minimum of 12 Filipino Paces (one level) per year.

Filipino and Araling Panlipunan PACEs are usually issued later, when a student is in level 2 or 3 of the other subjects, since most of our students have difficulty in these areas. As a consequence, 6th level Filipino and Araling Panlipunan PACES are finished when a student is already in PACES 1085-1096 in the core curriculum. High school Filipino is begun usually when a student begins high school in the other subjects. The High School Filipino course (in keeping with DepEd requirements) is made up of four years of grammar and a study of the four major classics: Ibong Adarna, Florante at Laura, Noli Me Tangere, and El Filibusterismo.

# FINANCIAL POLICIES

**MODES OF PAYMENT**

There are four modes of payment: Annual, Semi-Annual, Quarterly, and Monthly. Discounts are built into the first three modes. Fees differ according to student level (Preschool, ABC’s, Elementary, and High School) and tenure. The **Schedule of Fees** given to each family provide initial information on payment deadlines for each mode and level.

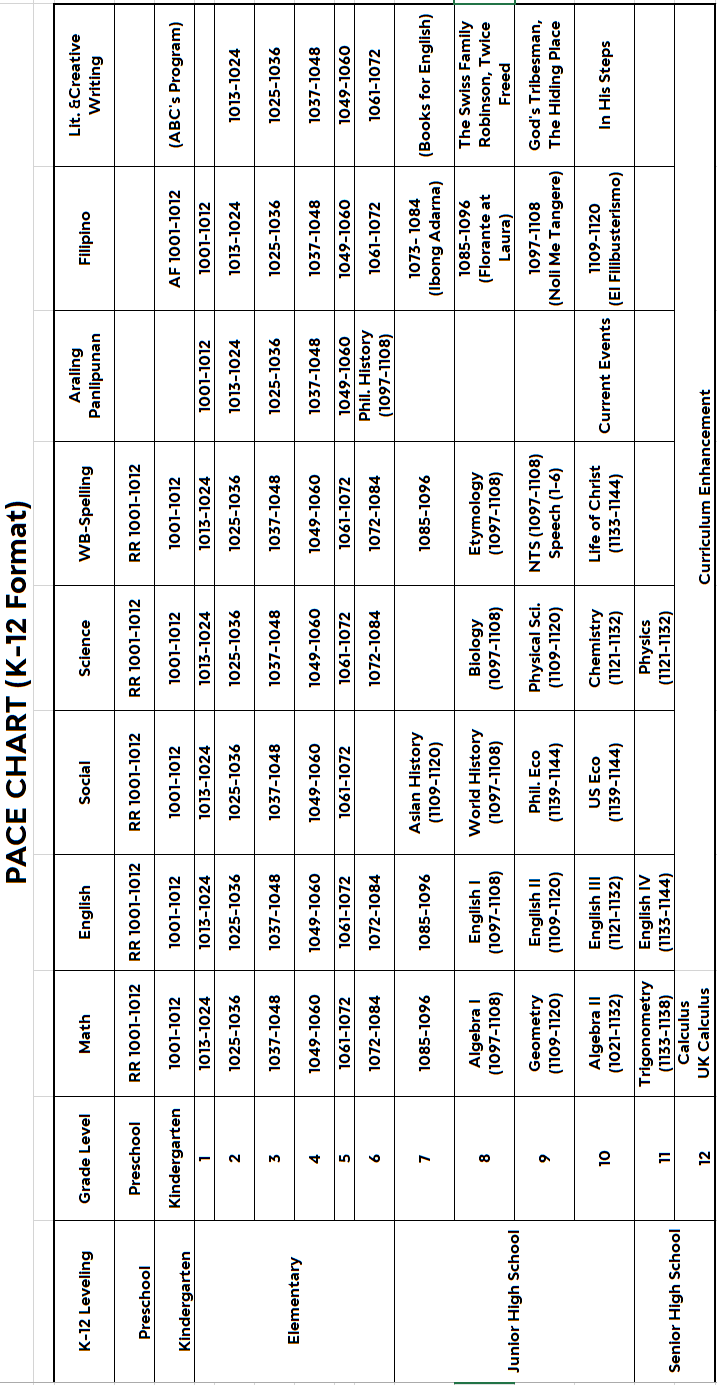
**NON-ADMISSION POLICY**

Upon enrollment, each student is informed of payment deadlines. In addition, the PCST Finance Officer issues a Statement of Account ten days before the set deadline. On the due date, should the account remain unsettled AND WITHOUT COMMUNICATION FROM THE PARENTS, the Finance Officer automatically sends home a Non-Admission Slip through the Communications Envelope, informing parents that the student will not be admitted to class the following day unless the outstanding account is settled.

**RETENTION FEES**

When a child is enrolled in PCST, it is understood that he/she is enrolled for the entire academic year. Should the child be withdrawn at anytime within the year and for any reason, PCST will refund any unspent portion of certain fees (less surcharges), but will charge a fixed amount for the withdrawal.

On this page is a chart that clarifies curriculum assignment requirements:

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### ABSENCES/ATTENDANCE

A written excuse signed by a parent or guardian must be presented to the Supervisor when a student returns to school after an absence. If there is no letter from the parent excusing the absence, the student is automatically given 5 demerits for the unexcused absence. If the absence is foreseeable a note should be sent in advance. Work can then be accomplished prior to the special absence. Doctor, dental, music, and other appointments should be scheduled AFTER school hours.

Absence for reasons other than sickness and emergencies will be excused only if arrangements are made in ADVANCE with the Supervisor and the student is sufficiently advanced in his work.

Excessive absences will inhibit the student's progress. If, in the opinion of the administration, the absences are unnecessary, parents will be called in for counseling.

### TARDINESS

Tardiness is not tolerated. School begins at 7:30 a.m. Gates close at 7:25 a.m. **Students not on campus by 7:25 a.m. are counted as absent and sent home.** Heavy traffic is not an acceptable excuse. Expect heavier traffic on Mondays.

### RELEASE FROM CLASSES

When it becomes necessary for a parent to take a child out of class for doctor appointments or other reasons during the day, release of the student must be made through the office with an **Early Out Form.**

### LOST AND FOUND

The Lost and Found Department of the school is operated from the school office. At the end of each quarter all items which have not been picked up will become the property of the school and will be appropriately disposed.

### HOMEWORK

The responsibility for scholastic achievement is placed on students. Academic goals are set daily by the student and reviewed by the Supervisor and should be no more than the student is capable of completing during the school day. Should the student not complete his goals for that day, he will be required, at the discretion of the Supervisor, to complete the work at home or after school in the Learning Center. Should the student have homework, a note in the Communication Book, giving the pages to be completed, will accompany the PACE. The communication book is to be signed by the parent and returned the following day. Students are expected to

be responsible for writing Homework, having communication book signed, returning it, etc. This is part of building character.

In some cases a student may be academically behind his chronological age level. With parental agreement, these students may be assigned special work to help them advance. All homework rules apply to this situation and any work assigned must be accomplished.

While ours is a 12-year international curriculum, we supplement with subjects relevant to the Filipino citizen. Students and parents must keep in mind that the heavy academic load requires diligent daily work. Time is important!

### ADVANCE WORK

Students are encouraged to work ahead in their PACEs in order to save time at school. Holidays and typhoon days usually will include work to do—in an effort to help all students get through the twelve level international curriculum in less than twelve years.

### CLASS HOURS

Pre-School with Ace and Christi classes will begin daily at 7:30 a.m. and dismiss at 11:30 a.m.

ABC's of A.C.E. classes will begin daily at 7:30 a.m. and dismiss at 12:00 noon during first semester and 3:30 p.m. during second semester.

All other levels will begin daily at 7:30 a.m. and dismiss at 3:30 p.m. Parents are asked to pick up their children and not allow loitering after dismissal. Preschool and ABC's students are not allowed to stay on the school grounds after 12:00 p.m. or 3:30 of 2nd semester. **PCST and staff cannot be held responsible for children who arrive before 7:00 a.m. or stay beyond 4:30 p.m.**

**TUTORIALS:** Tutorials are available upon request of the parent and recommendation of the supervisor.  An hourly fee is accessed.

**EXTENSION CLASSES**: Extension Classes are offered per Learning Center.  Hours may be from 4-6 M.  Students are welcome to attend, do their homework and score their work.  A fee is required.

### ANNUAL AWARDS BANQUET

Certificates, plaques, medallions, and trophies highlight the Annual Awards Banquet held each year. Students compete during the entire year to attain these awards.

This is the highlight of the school year. Parents and students alike enjoy the rewards for jobs well done. Following are some of the categories recognized:

Consistent Honor B Best in Scripture Memorization

Consistent Honor A Best in Physical Education Thousand Club Membership Best in Values Education Highest PACE Average Best in Music

Best in Typemaster Best in Arts

Best in Readmaster Best in Home Technology

Best in Microsoft Office Junior Scientist Award

Best Office Perfect Attendance

Most PACEs Completed Highest General Average

Character Awards Most Improved Student

Over-all Neatness No Repeat PACE

Scripture Memorization Award Most Number of Excellent Marks Most Privileged Student Most 100’s on Performance Level

Bible Memory Contest Athlete of the Year Excellence Awards

A complete list with definitions is available in the office including Senior High School awards.

### SPECIAL AWARDS FOR PRE-SCHOOL & KINDERGARTEN

Best Reader Best in Penmanship

Best in Sound Recognition Best in Number Recognition Best in Scripture Memorization Most Number of Excellent Marks Certificate of Excellence

### STUDENT CONVENTIONS

One of the most exciting and rewarding events for students is the annual School of Tomorrow Junior, National, and/or International Conventions. Students are encouraged to prepare for competition in many of the events including academics, athletics, music, arts/crafts, and platform arts. First and second place winners of the National Convention are eligible for the **International Convention** held each year. Contestant Guidelines are available to assist students in preparing for competition. Preparation starts in the beginning of the school year with Supervisor guidance.

**Junior Student Convention:** Held annually during the month of February, this convention is the 1st training of students in competing with students of other schools. Contestants must be 9 years old before December 31 of the present school year and not older than 12 by the same day. This event is usually held in March.

**National Student Convention:** Students who are 13 by December 31 of the current school year and not older than 19 join in this exciting competition. This event is usually in the month of December.

**International Student Convention:** 1st and 2nd place winners of the National Student Convention are invited to participate in the International Student Convention. Although locations vary nationwide, this convention is usually held in the United States. Transportation and registration fees are the responsibility of the competing student. This event is usually held in May.

### COLOR GUARD

Participation in Color Guard is an excellent way for our young men to learn teamwork. On the drill field, individuals learn to appreciate the need for discipline—the need to respond to vested authority, to follow orders promptly and precisely, and to recognize the effect of their actions on the group as a whole. Learning to follow is the beginning of leadership. Color Guard competition takes place on a national and international level.

### FLAG CORPS

Our Flag Corps is designed fosr young ladies who want to perform in a precision team event requiring uniforms, drills, routines, and flags (banners). Equipment consists of colorful flags and banners on poles. Competition takes place on a national and international level.

### PROGRESS REPORT CARDS

The grading system of our school is designed to give parents a true indication of the student's progress or lack thereof.

A temporary Progress Report Card is sent at the end of 1st, 2nd and 3rd Quarters. The final Progress Report Card is issued at the end of the School Year and must be claimed and signed for by the parent or an authorized adult.

Accounts must be cleared to receive Progress Report Cards. Academic records will not be sent to another school until accounts are cleared.

### HOLIDAYS AND TYPHOONS

### PCST will follow the DepEd proclamations regarding typhoons and/or cancellation of classes.

**Please keep cell phone numbers updated in the office.**

PCST will observe all non-working holidays declared by the President. There may be specific "break" days between quarters or for "in-service faculty training." Last minute declarations and changes **MAY** not be followed.

### TRAIL OF A PACE

1. Monitor pulls PACE from pace inventory. (Test is removed and is placed in the student’s individual file.)
2. Monitor enters the PACE number on the Supervisor's Progress

Card to indicate the PACE has been issued to the student.

1. Student completes PACE at office, asking permission periodically to score the PACE at the Scoring Station for accuracy. (Student uses red pen provided at the Scoring Station.)
2. Supervisor checks the Self-Test to determine if the student is ready to test, reviews problem areas with the student, and "holds" the PACE until the next day in "To TEST" tray.
3. Monitor pulls Test from file and places in "To TEST" tray.
4. Student is called to Testing Table or Computer where he completes the Test. Completed Test is placed in "TESTED" tray with matching PACE.
5. Supervisor scores the completed Test after school. (Score on completed Test is not discussed with student until the following day.)
6. Monitor draws new PACE from inventory. (Test is removed and placed in student learning center file.) New and old PACEs are placed in "CONFERENCE" tray where they remain until completed Test is discussed with the student. The student's Test score is recorded on the Supervisor's Progress Card.
7. Supervisor discusses the Test results with student and places Test and PACE in "File" tray for filing. A star and a new PACE is given to the student.
8. Monitor checks "FILE" tray each day after school and removes conferenced PACEs.
9. Congratulations Slip is presented during opening exercises.
10. Supervisors may waive supervisor initials for responsible pupils who have demonstrated the ability to maintain accuracy.

The PACE test may not be taken on the same day as the Self Test. No PACE Tests are allowed on Mondays. If the Self Test is completed on a Friday, the following Monday may be used to review for PACE Test the following day.

### REPEAT PACES:

Notice of Repeat (called an “Oops Slip”) is sent home upon failure to pass a PACE Test. The notice gives the Supervisor's analysis of why the test was failed. A new PACE will be issued and parents will be billed accordingly. The notice will be found in the Communication Book.

### USER FEE

Please be advised that parents are assessed a user fee for PACEs used by their children. This does not mean parental ownership. For security and integrity purposes, used PACEs are retained by the school. This practice helps preserve the integrity of the curriculum and eliminates the temptation of siblings to share their work with others.

### COMPUTER ORIENTATION / CAPS

PCST maintains a Tech Lab for maximum exposure and training of all students in the use of computers. First level students begin to learn proper fingering on the keyboard. Soon all Word Building tests are taken on the computer and other activities are introduced.

Junior High and High School students are introduced to CAP (Computer Applications Projects). These are assigned upon receiving a new Pace and must be completed prior to the PACE Test. While working on these projects, students also go through specific tutorials and are required to gain mastery in basic computer use.

Due to the proliferation of computer viruses, we do not allow the use of USBs. However, students may take assignments home and complete them at home, or they may email their assignments to the Tech Lab through [pcst\_assignments@yahoo.com.](mailto:pcst_assignments@yahoo.com)

### READING PROFICIENCY

Because our curriculum is self instructional, all students are required to work consistently on reading *speed and comprehension* through the Readmaster program.

Grades are included in the Progress Report Card. Ideally the numeral levels should match the PACE level or be higher than a student’s performance level. There are 36 stories or lessons for each of twelve levels.

### LEARNING CENTER RULES

1. A student is not permitted to communicate with other students, look around the Learning Center, or be out of his office without permission. He should not turn sideways or turn around in his office, or tilt back in his chair.
2. Activities not related to prescribed material are not to be conducted in an office unless privileges have been earned.
3. The Christian flag should be raised for Supervisor guidance on academic difficulties. The Philippine flag is to be raised for Monitor assistance in non-academic activities: Check out reference book, use restroom, sharpen pencil, etc. Personal questions should be asked during break time. Chewing gum is not allowed during school hours.
4. Student Offices:
   1. Offices are assigned and changed only by the Supervisor, and are to be cared for by the student.
   2. Anything to be placed in the office must be approved by the Supervisor.
   3. Students are not to lean or sit on the offices or dividers.
   4. Electrical outlets are for approved school equipment only.
   5. The Goal Chart is to be kept neat and up to date; useing blue ballpen in setting goals. Place Goal Chart in front upper right- hand corner of student office.
   6. Progress Chart is placed five inches from upper left-hand

corner of bulletin board. No marks are to be made on it.

1. One demerit will be given for each noise or action which might tend to disturb others.
2. One demerit will be given for any action which reduces the efficiency of the Learning Center or creates an unsightly condition, such as littering the floor, leaving messy offices, leaving chairs in disarray.
3. Demerits will be given to students for actions or attitudes which reduce their own effectiveness and cooperation with the program of PCST. Such actions and attitudes include, but are not limited to, the following:
   1. Bullying or negative teasing of other students
   2. Poor sportsmanship
   3. Griping
   4. Gazing around in office with work undone
   5. Sleeping
4. Some offenses may be so serious that action other than giving demerits will be taken. Other punishment might include loss of privileges, detentions, or being put on probation.
5. Students are expected to behave properly from the time they arrive at school until they leave the grounds.
6. Demerits can be given by any adult staff member at any time they are present in the school area.
7. PACEs:
   1. After their use, PACEs are retained by the school. This is a policy of School of Tomorrow International. The purpose is to protect the integrity of the curriculum and avoid "sharing" with present or future students.
   2. After a PACE is completed, the student waits until the next morning before receiving the Test; he will wait an additional night before receiving his Test results and a new PACE.
   3. Work in PACEs is done in pencil. Poor penmanship may necessitate erasing and redoing work.
   4. Work in English and Word Building must be done in cursive writing beginning with PACE 1025, Social Studies and Science beginning with PACE 1037. Work must be shown in Math and Science PACEs.
   5. Calculators are permitted in the Learning Center with special permission.
8. Goal Chart:
   1. The student should keep his Goal Chart posted in the p roper place.
   2. The student should write his page numbers of the work for the day. (Example: 14-18)
   3. The student should cross off daily goals diagonally when they have been scored and corrected.
   4. The student sets goals for the following school day after scoring and correcting, and before continuing with another subject.
9. Congratulations! Slips

Students are to take Congratulations! Slip home to parents the day they are received.

1. Scoring Station
   1. Score Keys are to be handled carefully.
   2. Mark a small red "x" beside each wrong answer (This indicates to the Supervisor that you may need him/her.)
   3. Use only red pen supplied at score table (never in the office).
   4. Score Key answers are for scoring only.
   5. Correct wrong answers with pencil at office. State page number where answer was found.
   6. Rescore – circle each red "x" in red when answer is correct.
   7. Circle each PACE page number when all answers are correct on the page.
   8. Replace pen in holder.
   9. Replace Score Key in proper place. (Numerical order.)
2. Testing Procedures

After the PACE is completed, scored, restudied, and turned in, the Test is issued the next morning. Tests are administered at the Testing Table and/or Computer. No testing on Mondays.

Students who score below 90% must repeat the PACE. Repeat notices are given, along with a charge for a new PACE. Students working in 2nd Edition material must score 80% in order to proceed to the following PACE.

### BIBLE

The Bible and principles taken from it are interwoven throughout the curriculum of School of Tomorrow PACEs. For uniformity in oral reading and memorization of passages required, we use the King James Version exclusively. Each student is required to own a copy and have it in his possession at school at all times. Bibles are to be brought to Prime Times.

### DEVOTIONS

Students are assigned to groups and meet in devotional periods of thirty minutes. Principles of life are organized, outlined, illustrated, and discussed in these meaningful situations.

### PRIME TIME/ CHAPEL

Weekly sessions are held with Pastors, staff members, and guests speaking from the Word of God, bringing practical applications for daily living.

Students must bring a copy of the King James Version of the Bible to all devotional, chapel, and special meetings. Notes are required and checked by the Supervisors. Grades are given on content according to the individual’s age and/or ability.

**NON – PACE CLASSES** (Mini-Classes)

Mini-classes for different age groups are conducted regularly. These are classes in Music, P.E., Values Education, T.H.E. (Technology and Home Economics), and Science Lab.

Grades in these subjects depend upon written and/ or practical tests, completed projects, class participation, and attendance. A student must make the minimum average of 80% in all required mini-classes to be included in the quarterly Honor Roll.

Twenty percent of the grade average in these classes and 80% of the PACE average are the basis of the student’s quarterly general average.

### ENGLISH AS YOUR SECOND LANGUAGE

PCST has two (2) courses available for foreign students wishing to learn to speak English.

**Speaking English with Ace and Christi** is a course for children who are at least five years old, already reading in their native tongue, OR less than twelve (12) years of age. This course requires approximately three months of study and provides aural training in preparation for learning the characters and symbols and actual mechanics of reading which are taken up in the course that follows called **Learning to Read with Ace and Christi.** This course is also approximately three months in duration and students proceed directly to the **School of Tomorrow Curriculum**. Children who have already completed early grades in other languages will quickly reach their level of competency fully understanding the English curriculum. This course requires a full school day.

**Students who are twelve years old and above** (including adults) are introduced to English through a video series that requires about three months to complete spending about three (3) hours a day. A proctor is provided and students watch the videos, accomplish a workbook, and formulate their own dictionary of words and definitions learned in addition to those introduced in the curriculum.

Elementary and high school students are then given the regular Diagnostic Tests used to place students into the School of Tomorrow curriculum and proceed at their performance level.

Adults who would like to continue with a more in depth study of grammar and the English language may take the English Diagnostic Test and continue through special arrangements with the school office.

### SEARCH POLICY

For the protection of all students and the integrity of the school, PCST reserves the right to search any student’s personal locker, bag, or office without prior notice. Pocket knives, cigarettes, any narcotic drug, and any weapon will be confiscated and student

owner of locker disciplined.

### CCTV CAMERAS

There are a number of CCTV cameras throughout the campus for the purpose of security. They are mainly for the use of PCST Administration & Staff. Requests for viewing and footage from students and parents are dealt with on a case to case basis; however certain charges will apply.

### OFF-LIMITS AREAS

Other student’s offices

Learning Center Control areas/ storage rooms Learning Center when staff is not in attendance

Automobiles, parking area, motor cycles & bicycle parking area

SOT Headquarters Building

Pool area (when not designated for specific student use).

### CLOSED CAMPUS POLICY

Students may NOT leave the school grounds during school hours for any reason without permission. Early outs will be granted a pass from the office to present to the guard.

### GADGETS,BOOKS/MAGAZINES, MP3 or MP4 AND/ OR VIDEO PLAYERS

These materials may not be brought to the school unless approved in writing by parent and approved by Supervisor upon student’s arrival at school. STUDENTS ARE NOT ALLOWED TO USE EAR PHONES ON SCHOOL PROPERTY OR ANY DEVICE NOT APPROVED BY THE SCHOOL.

### STUDENT BULLETIN BOARDS AND OFFICES

Only "positive" approved items are allowed. Students are encouraged to keep their offices neat and tidy at all times with as few distractions as possible.

### VISITORS

Visitors are welcome! We request that a pass be obtained from the Guard **before** entering any of the Learning Centers. Conferences should be scheduled and are preferred before or after regular classes.

### PARENT-TEACHER/SUPERVISOR CONFERENCES

PCST welcomes conferences with parents. These should be scheduled early morning (as early as 6:45am) or during mini class schedules or after classes so that staff can devote their time to the needs of the students.

### TRANSPORTATION

Cars and bikes should be locked. All students must stay out of and off of vehicles from arrival time until departure. Only licensed drivers are permitted to drive automobiles to the school.

### TRANSPORTATION SERVICES

There is no official PCST service vehicle. However, the office can refer families to others that may live near them for car pooling purposes. We can also inform parents of private shuttles that service PCST families.

### TELEPHONE USE

The school phone is reserved for official school business and emergencies. Students desiring to place emergency calls will give the name and number to school personnel who in turn will place the call. Students will NOT be called to the phone. A message may be left for them.

### CELLPHONES

Cell phones are not allowed.

**First offense** will result in confiscation of the phone with return the following day. A written reprimand will be sent home.

**Second offense** – the phone will be confiscated for one week, and another written reprimand sent home to parents.

**Third offense** – the phone will be confiscated PERMANENTLY. No exceptions. Sim card will be kept and access to contact list will not be given.

### UNIFORMS/CLOTHING REGULATIONS AND

**PERSONAL APPEARANCE**

Uniforms must come from the PCST approved source. Both P.E. and daily uniforms are available through the school office. Uniforms are not to be altered without official guidance/permission.

**DRESS CODE/GROOMING (Senior High - See office for policies/guidelines.)**

###### Uniforms:

The highest standard for dress code is a top quality uniform professionally made.

* 1. The PCST uniform must be purchased from the official source. See the school office for instructions about how to order.
  2. It is our desire to promote clean cut, sharp young men and women. In keeping with that concept we discourage the latest fads.
  3. Uniforms help improve a student's self-image.
  4. A uniform prevents Christian youth from being a stumbling

block through immodesty or slovenly dress.

* 1. Uniforms result in higher discipline and higher academics.
  2. Classroom decor is provided by uniforms.
  3. Uniforms provide a distinct difference; *"being not conformed ... but ... transformed."*
  4. Uniforms give identification to building school esprit de corps.
  5. Uniforms reduce yearly clothing costs.
  6. Uniforms eliminate daily decision of "what to wear."
  7. Uniforms eliminate competition in dress between potential social climbers.
  8. Uniforms standardize and neutralize externals while enhancing individualization in internal values.
  9. Old, faded, and/or frayed uniforms are to be discarded.

Occasionally a 'no uniform' or 'civilian day' may be announced. **NOTE: Guidelines will be clearly given and must be followed carefully and strictly.** Blue jean or *maong* fabric MAY OR MAY NOT be allowed on those days. For boys we discourage the use of oversized clothing. For girls, the standard of modesty must be the same as the uniform i.e. no strapless tops, no form fitting clothes, no see-through garments, no mid- riffs showing. No skinny jeans.

Because some students have a tendency to push rules and/or standards to the very limit, we will make an effort to be VERY precise about what will be allowed and what will NOT be allowed.

### BOYS:

***Undershirt:*** Should be a white, sleeveless sando OR if with sleeves, they should be shorter than the outer garment (not visible). No print on the front or back of the undershirt.

***Belt*:** A black belt is part of the uniform and should be worn at all times.

***Socks:*** Only black, cover the ankle.

***Shoes:*** Only black. No rubber or athletic shoes. No elevated soles or heels.

**Hair:** Standard, conservative, tapered cut (no under -cuts); must be off the collar and ears, combed away from the eyebrows. Side burns no longer than middle of ear. Hair should stay out of face by itself. Bangs always above eyebrows. No lining, sculpturing, shaved areas, or other exotic hairstyles.

**Facial Hair:** Young men must be clean shaven —no stubble, beards, or mustaches.

### GIRLS:

***Socks:*** Only solid white, cover the ankle.

***Shoes:*** Only black. No rubber or athletic shoes. No elevated soles or heels.

**Make-up:** Only High School students. It should be limited and worn in good taste.

**Hair :** Hair should be kept neat and away from the face at all times. Bangs, if worn, must be regularly trimmed, or pulled away from eyes.

No lining, sculpturing, shaved areas, or other exotic hairstyles.

**Nail polish:** discouraged for all students. High School girls may have neatly manicured nails. Bright colors and chipped polish are discouraged.

### SENIOR HIGH SCHOOL POLICIES/DRESS CODE

Compliance and implementation with the K-12 law is developing. SHS policies and dress code are available in the office as an addendum to this handbook.

### DECORATIVE ITEMS AND/OR JEWELRY

Earrings are not allowed on male students. One earring per lobe for girls. Further, the peace symbol, cross, crucifix and/ or scapulars are not allowed. Parents should understand that allowing students to wear precious stones and metals is taking a risk. The school cannot be responsible for loss. We highly recommend that students not wear precious or sentimental jewelry of any kind to school.

### TATTOOS, BODY ART, AND/OR BODY PIERCING

In keeping with the Scriptures: “Know ye not that ye are the temple of God, and that the Spirit of God dwelleth in you?” I Corinthians 3:16; “What? Know ye not that the body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own?” I Corinthians 6:19; “And what agreement hath the temple of God with idols? For ye are the temple of the living God; as God hath said, I will dwell in them and walk in them; and I will be their God, and they shall be my people.” II Corinthians 6:16; state that we are the temples of the Holy Spirit. Philippine Christian School of Tomorrow does not allow tattoos or body art—even in temporary form. Body piercing is forbidden in all forms except single piercing on girls’ ear lobes.

### GUESTS

Guests at the school or school-sponsored activities are asked to wear clothing and hair styles consistent with the school standards. It is the STUDENT'S obligation to inform their guests in advance of the uniform code. This means that they are to wear clothing similar in style (length, formality, etc.).

### LOCKERS

An individual locker is provided for each student. This will provide security for personal belongings as well as a more clutter-free environment. A minimal annual fee is charged. Student must supply his own lock. Students will be charged for broken or pried open doors.

Lockers must be kept closed, locked, and orderly, with nothing protruding from them. Demerits will be given for items hanging out and/or spoiled or rotten food items.

### PHYSICAL EDUCATION (P.E.)

1. E. is provided for all levels. Students are excused from the required Physical Education course ONLY with provision of a doctor's written excuse.

### EXTRACURRICULAR ACTIVITIES AND ELIGIBILITY

P.C.S.T. offers opportunities for involvement in various activities such as:

###### Sports

Basketball Badminton

Track Swimming

Discus Throw & Shotput Table tennis Tchoukball

###### Music

**Yearbook**

###### Student Council

**PCST Perspective (school paper)**

###### Qualifying Responsibilities:

Three stars in each of six major subjects (Math, English, Social Studies, Science, Literature and Creative Writing, and Word Building) plus two each for DepEd Subjects each quarter. If all of these subjects are not being taken the Supervisor will specify Values Education, Music, etc. requirements. Students must also demonstrate acceptable achievement in other non-PACE subjects such as Physical Education.

###### Conduct:

Supervisor's approval.

###### Academic Eligibility:

All students are eligible for sports and extracurricular activities the first few weeks of classes. After that, eligibility requirements must be met.

### Student Council:

In keeping with developing leadership in our students, a Student Council is elected each year made up of various officers and a representative from each of the Learning Centers.

Candidates for each position are nominated by the staff in a closed door session. A brief time for campaigning takes place and students vote for their choice.

The Student Council organizes fund raisers and various events to promote school spirit.

### BAHAY KUBO

Donated by the Student Council of 2016-2017, the Bahay Kubo is for the use of staff, students, and parents of PCST **ONLY.** Rules for its use are posted.

### TESTING:

**CEM (Center for Educational Measurement)**

CEM is an organization of qualified specialists who offer testing in a variety of areas. Their charges are very reasonable and PCST has found them very reliable.

**ELCOM** (Elementary Competency Measurement) - Given to all graduating elementary students.

**CSAT** (College Scholastic Aptitude Test) - Given to all students graduating from high school. Results are forwarded to accepting colleges and universities.

**PACT** (Philippine Aptitude Classification Test) - May be offered. The PACT was developed in response to the need for a comprehensive system of identifying specific abilities of high school students for the purpose of educational and vocational guidance. It attempts to predict an examinee’s probable performance in various courses of study.

**POIS** (Philippine Occupational Interest Survey) - May be offered. The POIS was developed in response to the need for a comprehensive system of identifying specific interests of high school

students for the purpose of educational and vocational guidance.

The POIS measures preferences for various types of occupations. Consequently, responses to the questionnaire qualify a respondent’s degree of interest in a particular occupational field. This serves as an aid in the formulation of educational and career plans, a step towards a satisfying career life.

**RTSH**-The Readiness Test for Senior High School is a 200-item standardized admission test designed to measure the academic competence and potential of incoming senior high school students with respect to their preferred track or strand. It reports students' overall scores as well as their scores in each subtest and content area covered in the test.  
  
**RTCU**- Readiness test for College and University is a locally developed and normed instrument based on CHED's college readiness standards. Its comprehensive and easy-to-understand assessment reports allow you to: Asses a students' level of preparedness for tertiary-level instruction.

Determine pre-college proficiency in English, Math, and Science

Classify students based on Test performance

Make college admission decisions based on data

### DIAGNOSTIC TEST (SOT)

An instrument used to identify a child’s academic achievement level in relation to PACEs. (Diagnostic Tests are available for Math, English, Social Studies and Science, Word Building, Araling Panlipunan, and Filipino.) The areas where concepts are shown to lack mastery are assigned review or ‘gap’ PACEs. Students who adjust quickly and are propelling rapidly and proficiently through gap PACEs may be re-diagnosed in an effort to eliminate some gaps.

### PHILIPPINE EQUIVALENCY PLACEMENT TEST (PEPT)

The PEPT by the DepEd by appointment. Students, who may be moving (transferring) to a location where no school using the School of Tomorrow curriculum is available, may wish to take the PEPT.

**Validating Exams** for each grade level are also available through the DepEd, upon parental request and by appointment.

### COMMUNICATIONS ENVELOPE

A special reusable envelope is provided for each child. Maintaining open communication with our parents is very important to us. Monthly letters, statements, bulletins, and other notes will be sent home in these envelopes. They are to be signed and returned the following school day.

The reasons we use this system are:

We want to know both parents receive the communication.

Students are taught to be dependable and responsible.

Few letters are lost or misplaced. It is simple and economical.

Experience tells us it works!

Parents are asked to initial that they have received and read the contents the following school day. Students are penalized when this procedure is not properly followed.

**SCHOOL SUPPLIES - for all students (Request age appropriate list from school office.)**

Every student should come to school the 1st day equipped with the following:

* two #2 pencils (or mechanical pencil)
* eraser
* blue ball pen
* short ruler
* one 5X7 note book for Prime Time/chapel notes
* plastic envelope 9X15 for protecting PACEs when taken home
* KJV Bible

**At no time is a student allowed to have a red, black, purple, or green ball pen in his possession.**

**School bags must fit INSIDE the student’s locker.**

### LIBRARY AND LITERATURE BOOKS

While progressing through the Literature and Creative Writing curriculum, students are required to read specified books. These books are available either in the Learning Center or from the library.

A fee will be charged for lost or damaged books.

### WITHDRAWAL PROCEDURES

It is understood that students enroll for an entire school year. Should a student be withdrawn for any reason within the school year, the following guidelines will be followed:

New Enrollees

1. Matriculation and Development fees will be non-refundable.
2. Tuition will be charged up to the current month of

enrollment or any portion thereof.

1. The unused Curriculum Deposit will be refunded less a 10% restocking fee.
2. All other fees will be refunded, less a 10% surcharge.

Re-enrollees

1. A Retention Fee of PhP 10,000.00 will be charged.
2. Tuition will be charged up to the current month of enrollment or any portion thereof.
3. The unused Curriculum Deposit will be refunded less a 10% restocking fee.
4. All other fees will be refunded, less a 10% surcharge.

###### The following orderly steps should be taken:

1. Request Withdrawal Form from the receptionist. Complete and return.
2. Allow 5-10 working days for internal clearing, preparation of transcripts etc.
3. The school office will notify parent when records are ready for pickup. Should there be any financial obligations, notification will come at the proper time and must be cleared prior to record release.

### PCST-Home Education Program

##### (formerly known as Living Heritage Academy)

PCST-HEP has a permit to operate from the Department of Education. Work may be completed only from Pre-School through Junior High School or Year 10. (as of DepEd Memorandum granted in 2016.)

### GENERAL COMMENTS

**SMOKING, USING DRUGS AND/OR DRINKING OF ALCOHOLIC BEVERAGES**

**PCST has a zero tolerance for student use of or possession of cigarettes, vaping, drug use or paraphernalia of any kind, and/ or drug trafficking. Discovery may result in suspension or expulsion.**

Suspension from school for a specific number of days based on gravity and involvement would mean:

* Student not allowed on campus
* Zero as score on mini-class grades and/or projects
* No PACE work

Number of days to be based on involvement on and off of campus and providing for the involvement/participation of others.

### GAMBLING

Gambling is the wagering of money or something of value (referred to as “the stakes”) on an event with an uncertain outcome with the primary intent of winning additional money and/or material goods. Gambling thus requires three elements be present: consideration, chance, and prize. Gambling in person, online, or indirectly though another is strictly prohibited and will be dealt with harshly. Betting is considered gambling.

### GRIPING

Griping is not tolerated. Detentions are given for violations.

### LANGUAGE

Use only words which glorify the Lord. Cursing and profanity are not tolerated.

### P.E. EQUIPMENT

When a student checks out physical education equipment, he is responsible to return it or pay for it if lost or damaged.

### PROPERTY DAMAGE

Marked on, defaced, or broken property is to be replaced at offending student's expense. This includes equipment improperly plugged or computer damage.

### "SIX-INCH" RULE”

ALL students should keep "hands off" other students. "Six-inch rule" means "keep your hands to yourself,” and "no fooling around," or excessive teasing. Couples, especially, must maintain their distance.

### PERSONAL SPACE

The physical space immediately surrounding someone, into which any encroachment feels threatening to or uncomfortable for them. Specifically defined as approximately a one foot radius around a person**.**

### CANTEEN/ SNACKS/ LUNCH

LUNCH PROCEDURES

PCST makes a genuine effort to supply snacks and warm meals at a conservative price. Students may bring their own food or purchase from the canteen.

We discourage leaving the campus for any reason. Food should arrive with the student or be purchased in the canteen. The following rules apply:

1. Eat only in assigned areas.
2. Put trash in trash containers.
3. Clean table or eating area, leaving no trace of your presence.
4. Go to recreational area after receiving permission to be dismissed.
5. Students bring lunch with them upon arrival at school. No parents or helpers are allowed with students during meals and are NOT to wait for soiled dishes, etc.

**NOTE:** Students with food allergies that may require special needs may seek accommodation permission from the school office.

### SOCIAL MEDIA (USE OF)

Social Media is a good tool for our educational system because it enables users to create, share content, and to participate in social networking. However, irresponsible use of Social Media can be an avenue in which bullying, cyber-bullying, harassment, and other forms of misbehavior can take place. As students enroll in **Philippine Christian School of Tomorrow,** they are agreeing to abide with school policy on responsible use of social media.

Here are some guidelines for **responsible use of social media**. Students are allowed to use Social Media through Facebook/Twitter/

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Instagram and/ or any other form of Social Media/Web Portal to:

* Promote camaraderie and/ or welfare with others
* Enhance technological literacy that is useful in the course of studies
* Acquire knowledge which will be beneficial in the course of

study / assignments

**Irresponsible** use of social media includes but is not limited to:

* Making derogatory comments about any person
* Provoking arguments or disruptive behavior
* Any sexually explicit, racist, homophobic or inflammatory share,

comment, or access

Violations of social media / net working will be dealt with on a case by case manner and may result in stiff penalties and/or expulsion or request to withdraw from PCST.

Limited access to the internet will be provided to students by PCST. This access will be closely monitored, given to specified length of time. Abuse of this privilege will mean forfeiture of the same.

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