

73

YEARS

1947



2020

**IMMACULATE CONCEPTION ACADEMY**

*City of Dasmariñas, Cavite*

*Online Student's Handbook*

**SY 2020-2021**

## **I. INTRODUCTION**

Immaculate Conception Academy (ICA) is a private, non-sectarian, co-educational institution of learning owned and managed by its stockholders. It is governed by policies promulgated by the Board of Directors. Since its establishment in 1947, Immaculate Conception Academy, which is situated in the City of Dasmariñas, continues its vocation in molding the youth into total individuals with desirable knowledge, competitive skills, and Christian values. In partnership with the parents, Barangay Council, Teachers Association and its stakeholders, this institution with competent and committed faculty and staff will deliver holistic quality basic education to the community and produce empowered employable graduates who are able to reach their full potential and are able to respond to the needs of the country and the world as a whole.

In our school, academic rigour and spirituality are valued at all stages, and the instruction focus is on challenge, engagement and achievement. Learning is celebrated in all its forms. A huge range of research and extension activities enhance the formal curriculum, and our students thrive within a vibrant programme. The school has a well-qualified and highly committed staff, both teaching and non-teaching. They, too, are valued as individuals and their continuous quest for advancement is well-supported.

### **A. BRIEF HISTORICAL BACKGROUND**

IMMACULATE CONCEPTION ACADEMY, Inc., Dasmariñas, City Cavite was first organized in 1947. It opened its first classes in June 1948 to sixty seven (67) first and second year high school students. The first classroom was in the church convent, which at that time was the biggest building in town. Later, the school acquired a lot in the town plaza beside the church and built its two-storey building thereon in 1956. In 1979 a two-hectare lot in Ibayo was acquired and a one-storey building was made for the Industrial Arts and Physical Education classes. The site was called the Vocational Site.

A one-storey building was also built in a rented lot belonging to the church in the town plaza, which was used for the offices of the School Principal, Treasurer, canteen and one classroom. This building was eventually demolished. To make for the lost space three floors were added to the building

in the town plaza. Later, the Vocational Site in Ibayo was sold and a 2,212 sq.m. lot was acquired along E. Aguinaldo highway where a two-storey building was constructed. Another floor was added as the need arose. In June 1992, a preschool patterned after the Montessori System was opened in a rented place along Congressional Avenue across the Dela Salle Health Sciences complex.

At present there are FIVE (5) campuses, namely: The West campus (Ibayo), the South campus (Langkaan), the North campus (Salitran), the Science/Plaza campus (Dasmariñas Town Proper), and the ICA-MAIN (East Campus, Congressional Road). The five (5) campuses were established to bring the school closer to the residential areas and eventually serve as community centers for learning. It is envisioned that in the future the out-of-school youth may be helped with athletic facilities and libraries. Some form of adult education program can also be initiated. Each campus is equipped to handle kinder, elementary and junior and senior high school students.

### **GUIDING PRINCIPLES**

Guided with accepted principles based on the accepted standard set by the Department of Education, the following are the core values of the school:

#### **CORE VALUES**

##### **Faith in God**

God is the beginning and end. In Him alone, everything is possible.

##### **Accountability**

We are God's stewards to the world. Our responsibility extends not only within us but to our fellowmen. Immaculate Conception Academy (ICA) is committed to identifying and eliminating barriers to educational achievement in our schools. To this end, we create policies and practices that are fair and just and provide educational opportunities to ensure that every student, regardless of race, color, religion, gender, age, nationality, disability, or economic status, meets our standards for achievement, participation and growth.



### **High Achievement for All**

Our school is dedicated to teaching students to be involved, active learners who work hard, think critically and creatively, and communicate effectively. We emphasize high expectations for all students, and support them to reach their full potential in all aspects of achievement, especially in academics, researches, arts, sports, social skills, and civic participation, all of which prepare students for success in their lives.

### **Excellence in Teaching**

Passionate, knowledgeable, skillful teachers are the core strength of our school system. We expect our faculty and staff to provide a dynamic and rewarding learning experience for students. Excellent teaching begins with strong relationships between faculty and students and is nurtured by collaboration among colleagues. We are committed to supporting a professional community that creates and sustains an atmosphere of intellectual excitement, innovative instruction, professional and personal growth.

### **Collaboration**

Through collaboration we find new sources of learning and strength. Immaculate Conception Academy (ICA) actively promotes collaborative relationships. We seek out partnerships with national and international organizations that add value to our school system. We support collaboration and exchange within, across, and beyond.

### **Respect for Human Differences**

We are committed to acknowledging and celebrating the diversity in race, color, religion, gender, age, nationality, disability, or economic status within our community while affirming the importance of our common humanity. By promoting a safe and nurturing environment for questioning and challenge, we foster the growth and value that comes from different perspectives, cultures and experiences. Our commitment is to create a warm and friendly atmosphere in which to acknowledge and express differences while advancing true acceptance and respect for all.

## **B. ICA VISION AND MISSION STATEMENT**

### **VISION:**

ICA is a leading educational institution that delivers creative, innovative, globally-competitive, patriotic and compassionate graduates who are able to uplift their standard of living and contribute to the national and international development.

### **MISSION:**

The mission of ICA is to provide students exceptional real life and enduring learning opportunities to produce college and employment ready graduates.

## **C. GOALS AND OBJECTIVES**

In the light of this prodigious mission, the school endeavors to attain the following specific objectives:

1. Provide students with the necessary knowledge and skills to enable them to seek employment or pursue college so that they can become economically independent and socially committed citizens.
2. Inculcate in them moral values of godliness, self-worth, honesty, respect for others and the law, compassion, courtesy, resilience, diligence, frugality, punctuality, social responsibilities, self-reliance and the value of discipline.
3. Provide students with the necessary skills and training to enable them to understand and practice human relationship in their everyday living.
4. Deliver quality education to prepare students in meeting the demands of time and the challenges of various industries.

## D. THE SEAL OF THE SCHOOL



**GOD** - is the alpha and the omega (the beginning and the end) and the source of LOVE and all powers in the whole universe.

**COUNTRY** - the Philippines represents loyalty, patriotism and service that every ICANIAN must develop.

**WISDOM** - virtues and knowledge guided by the supreme power of the Almighty God.

**CIRCLE** - envelopes the symbols of God, Love, Country, and Wisdom. This signifies the role of the school in ensuring the development of each ICANIAN into a total person.

## II. REGISTRATION AND ADMISSION

### A. NEW STUDENTS

#### **KINDER REQUIREMENTS**

1. Age Requirements:
  - a. Nursery: must be 4 years old by September of the Academic year
  - b. Kindergarten: must be 5 years old by September of the Academic year
2. Original copies of the following:
  - a. Must present Progress Report Card (SF9)
  - b. PSA Birth Certificate
  - c. Alien Certificate of Registration (ACR), *for foreigners only*
3. Must accomplish the Letter of Undertaking





**ELEMENTARY LEVEL:**

**1. Grade 1**

- Must be six (6) years old by September of the Academic year
- Must be a Kinder completer with Learner Reference Number (LRN)
- Must present Progress Report Card (SF9) and Certificate of Good Moral Character authenticated by authorities of school last attended
- Must submit PSA Birth Certificate (original)
- Must accomplish the Letter of Undertaking

**2. Grade 2 – 6**

- Must present Progress Report Card with LRN (SF9) and Certificate of Good Moral Character authenticated by authorities of school last attended
- Must submit PSA Birth Certificate (original)
- Must accomplish the Letter of Undertaking

**JUNIOR AND SENIOR HIGH SCHOOL LEVEL:**

**1. Standard Program**

- Must present Progress Report Card (SF9) and Certificate of Good Moral Character authenticated by authorities of school last attended
- Must submit PSA Birth Certificate (Photostat and original)
- Must accomplish the Letter of Undertaking
- Must have NO failure in any subject
- Honor students must present Certificate of Ranking for discount computation (*incoming Grade 7 and Grade 11 only*)

**2. Science High School**

- Must present Progress Report Card (SF9) with 90% and above General Weighted Average and no final grade lower than 85% in English, Mathematics and Science.
- Must submit Certificate of Good Moral Character authenticated by authorities of school last attended
- Must submit PSA Birth Certificate (original)
- Must accomplish the Letter of Undertaking
- Honor Students must present certificate of ranking for discount computation (*incoming Grade 7 only*)
- Transferees for grades 9 and 10 are not accepted

### **3. For incoming Senior High School**

- Must present Progress Report Card (SF9) and Certificate of Good Moral Character authenticated by authorities of school last attended.
- Must submit the Certificate of Grade 10 Completion (Photostat)
- Must submit PSA (original)
- Must submit NCAE result
- Must accomplish the Letter of Undertaking

*\*Grades 1 to 12 applicants must accomplish the Agreement for Continuous Admission (as endorsed by the Guidance Office)*

*\*for STEM strand, Math and Science final grade must at least be 80%*

### **B. OLD STUDENTS**

- Must present the Progress Report Card (SF9) upon enrollment
- Kinder to Grade 12 applicants must accomplish the Letter of Undertaking

### **C. SCHOLARSHIP / DISCOUNTS**

#### **Standard Program (Elementary, Junior High School and Senior High School) & Science High School**

1. The per campus pupil/student in the grade level with the highest final general average in a class of 10-49 will be given a 100% discount on tuition fee. In a class of 50 and above, the per campus pupil/student in the grade level with the second to the highest final general average will be given 75% discount on tuition fee. In case of tie, the students with the highest final general average will be deemed first and second; and the discounts will be divided between/among them. In case the tie is on the second highest final average, the 75% discount will be divided among/between the students who garnered the same final average. For Senior High School, the ranking will be based on the per campus overall grade level GWA regardless of the strand.
2. Entering Grade 7 students with the highest and 2<sup>nd</sup> to the highest final average from a class of 50 or more are entitled to a 100% and 75% discount on tuition fee respectively.



3. The younger of two (2) siblings from the same parents is entitled to a 10% discount on tuition fee.

*\*Not applicable for GASTPE recipients and Senior High School students*

4. The youngest of three (3) siblings from the same parents is entitled to a 50% discount on tuition fee.

*\*Not applicable for GASTPE recipients and Senior High School students*

5. The youngest of four (4) siblings from the same parents is entitled to a full discount on tuition fee.

*\*Not applicable for GASTPE recipients and Senior High School students*

*\*Original (for verification only) and photocopy of marriage contract of parents and PSA birth certificates of siblings being applied for scholarship should be presented upon enrollment.*

6. The first two currently enrolled children of ICA Alumni are entitled to a 20% discount on tuition fee.

*\*Not applicable for GASTPE recipients and Senior High School students*

7. For Senior High School, only academic discount, Dr. PCCC, employee discount, and government voucher are applicable.

#### **DR. PAULO C. CAMPOS MEMORIAL SCHOLARSHIP QUALIFICATIONS:**

1. All graduating pupils from public schools of Dasmariñas City, Cavite are eligible to apply for **Dr. Paulo C. Campos Memorial Scholarship** if they:
  - a. are with honors, with high honors, or with highest honors awardee;
  - b. are of good moral character as certified by their School Principal or Guidance Counselor
  - c. are a Filipino Citizen
  - d. pass all the subjects in the qualifying exams

2. To maintain the scholarship, the scholar:
  - a. must have NO grade lower than 85% and should maintain a General Weighted Average of 90%
  - b. must not be involved in any minor and/or major offense in the school

**PRIVILEGES:**

1. Student with the highest final average  
\*100% Scholar on tuition and miscellaneous fees
2. Student with the second to the highest final average  
\*90% Scholar on tuition and miscellaneous fees  
\*subject to government subsidy
3. ENTRANCE EXAM QUALIFIERS:
  - 3.1 Basis: General weighted Average - 60%  
Qualifying Exam - 40%
  - 3.2 Applicant must take the qualifying examination and pass the interview by the scholarship committee.

90% and above - \*Free tuition and miscellaneous fees  
88% - 89% - \*90% free tuition and miscellaneous fees  
85% - 87% - \*80% free tuition and miscellaneous fees  
\*subject to government subsidy

**ICA GASTPE Grantee**

***(Government Assistance to Students and Teachers in Private Education)***

**FINANCIAL GRANTS TO INCOMING GRADE 7 STUDENTS FROM PUBLIC SCHOOL.**

The GASTPE grantees will pay only the parent's share from the total amount of GASTPE student fees for the curriculum year less the amount of the government subsidy. No maintaining grade is required provided that they will pass all the subjects. The grantees will enjoy the scholarship until they complete junior high school.



**D. PAYMENT OF FEES**

1. Tuition and other school fees may be paid in cash. Other modes of payment include monthly, quarterly, and semi-annual.
2. Full payment for the whole year is given 10% discount on tuition fee. All other modes of payment are required 30% down payment.
3. Pupils or students who drop out of school after October shall pay the tuition, miscellaneous and other school fees in full.
4. Pupils or students who dropped out of school before the month of October shall only pay the tuition, miscellaneous and other school fees up to the month they officially drop.

**E. REFUND**

Refundable amount shall be determined as follows:

1. 80% of the amount paid if the student withdraws before or within the first week from the opening of classes.
2. 50% of the amount paid if the student withdraws within the second and third week from the opening of classes.
3. No refund shall be given to a student who withdraws beyond the third week from the opening of classes.

**III. METHODS OF INSTRUCTION**

**A. CURRICULUM**

**1. KINDER**

The Kinder level has two categories as follows based on age requirements:

- Nursery - 4 years old by September
- Kinder - 5 years old by September





These are subjects taken up in the Nursery and Kinder from simple to complex.

<u>The subjects in Nursery</u>	<u>The subjects in Kinder</u>
Reading	Reading
Language	Language
Mathematics	Mathematics
Science	Science
Araling Panlipunan	Filipino
MAPEH	Araling Panlipunan
Scouting	MAPEH
Writing	Scouting
	Writing

**2. ELEMENTARY (STANDARD PROGRAM)**

**GRADES 1-6 K TO 12 BASIC EDUCATION CURRICULUM  
(DepEd Order No. 31, s. 2012)**

Nomenclature / Learning Area	Time Allotment (mins./week)					
	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
Mother Tongue	250	250	250	-	-	-
Filipino	150	250	250	250	250	250
English	150	250	250	250	250	250
Science	150	150	250	250	250	250
Mathematics	250	250	250	250	250	250
Araling Panlipunan	200	200	200	200	200	200
EPP/TLE	-	-	-	250	250	250
MAPEH	200	200	200	200	200	200
EsP (Edukasyon sa Pagpapakatao)	150	150	150	150	150	150
Religion						
Computer	40	40	40	40	40	40
<b>TOTAL</b>	<b>1540</b>	<b>1740</b>	<b>1840</b>	<b>1840</b>	<b>1840</b>	<b>1840</b>



**3. HIGH SCHOOL (STANDARD PROGRAM)**

**GRADES 7-10 K TO 12 BASIC EDUCATION CURRICULUM  
(DepEd Order No. 31, s. 2012)**

<b>Nomenclature / Learning Area</b>	<b>Time Allotment (mins./week)</b>
Filipino	240
English	240
Science	240
Mathematics	240
Araling Panlipunan	180
TLE ( Computer/ Integrated Subjects )	240
MAPEH	240
EsP (Edukasyon sa Pagpapakatao) Religion	120
<b>TOTAL</b>	<b>1740</b>

**4. SCIENCE HIGH SCHOOL CURRICULUM AND TIME ALLOTMENT  
(Minutes per Week)**

<b>GRADE 7</b>	
<b>SUBJECTS</b>	<b>MINUTES</b>
Science 7	240
Earth and Envi Science	120
Mathematics 7	240
English	240
Filipino	240
Araling Panlipunan	180
PEHM	240
TLE (Computer/Integrated Subject)	240
Edukasyon sa Pagpapakatao/ Religion	120
Developmental Reading	60
<b>TOTAL</b>	<b>1920</b>



<b>GRADE 8</b>	
<b>SUBJECTS</b>	<b>MINUTES</b>
Science 8	240
Advanced Biology	200
Mathematics 8	240
Geometry	120
English	240
Filipino	240
Araling Panlipunan	180
PEHM	240
TLE ( Computer/Integrated Subject)	240
Edukasyon sa Pagpapakatao /Religion	120
Research 1 (Basic Stat & Lab Techniques)	200
<b>TOTAL</b>	<b>2260</b>

<b>Grade 9</b>	
<b>SUBJECTS</b>	<b>MINUTES</b>
Science 9	240
Advanced Chemistry	200
Mathematics 9	240
Advanced Algebra	120
English	240
Filipino	240
Araling Panlipunan	180
PEHM	240
TLE ( Computer/Integrated Subject)	240
Edukasyon sa Pagpapakatao /Religion	120
Research 2 (Adv. Stat & Inves. Research)	200
<b>TOTAL</b>	<b>2260</b>

<b>Grade 10</b>	
<b>SUBJECTS</b>	<b>MINUTES</b>
Science 10	240
Advanced Physics	200
Mathematics 10	240
English	240
Filipino	240
Araling Panlipunan	180
PEHM	240
TLE ( Computer/Integrated Subject)	240
Edukasyon sa Pagpapakatao /Religion	120
Investigative Research	240
<b>TOTAL</b>	<b>2180</b>





TLE COMPONENT					
Grade 7 and 8		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Computer	25%	Handicraft Making	Beauty Care	Caregiving	Cookery
Home Economics (Integrated Subject)	75%				
Grade 9		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Computer	25%				
Home Economics (Integrated Subject)	25%	<b>HOUSEKEEPING</b>			
Business Math	50%				
Grade 10		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Computer	25%				
Home Economics (Integrated Subject)	25%	<b>AGRI CROP</b>			
Advance Statistics	50%				

## THE UNIFIED CURRICULUM FOR SY 2020-2021 FROM DEPED

UNIFIED CURRICULUM FROM DEPED TRACK: SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM) S.Y. 2020-2021								
	Grade 11				Grade 12			
	First Semester		Second Semester		First Semester		Second Semester	
CORE SUBJECTS	Oral Communication	240	Reading and Writing	240	Introduction to the Philosophy of the Human Person	240	Media and Information Literacy	240
	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	240	Pagbasa at Pagsusuri ng Iba't Ibang Teksto Tungo sa Pananaliksik	240	Contemporary Philippine Arts from the Regions	240	Physical Education and Health 4	60
	General Mathematics	240	Statistics and Probability	240	Understanding Culture, Society and Politics	240		
	Earth Science	240	Disaster Readiness and Risk Reduction	240	Physical Education and Health 3	60		
	21st Century Literature from the Philippines and the World	240	Personal Development	240				
	Physical Education and Health 1	60	Physical Education and Health 2	60				
Applied Subjects	Empowerment Technologies	240	Practical Research 1	240	Practical Research 2	240	Inquiries, Investigations and Immersion	240
	Filipino sa Piling Larang	240	Entrepreneurship	240	English for Academic and Professional Purposes	240		
Specialized Subjects	Pre-Calculus	240	Basic Calculus	240	General Physics 1	240	General Physics 2	240
	General Biology 1	240	General Biology 2	240	General Chemistry 1	240	Work Immersion or Research or Career Advocacy or Culminating Activity	240
Mean Number of Hours per day	2220	9.25	2220	9.25	1740	7.25	1260	5.25

Please note that some subjects have pre-requisites. These are indicated in the curriculum guides. List it below:

SUBJECT	PREREQUISITE/S
Research in Daily Life 2	Statistics and Probability
Basic Calculus	Pre-Calculus
General Biology 2	General Biology 1
General Chemistry 2	General Chemistry 1
General Physics 1	Pre-Calculus, Calculus
General Physics 2	General Physics 1



UNIFIED CURRICULUM FROM DEPED TRACK: ACCOUNTANCY, BUSINESS AND MANAGEMENT (ABM) S.Y. 2020-2021								
	Grade 11				Grade 12			
	First Semester		Second Semester		First Semester		Second Semester	
CORE SUBJECTS	Oral Communication	240	Reading and Writing	240	Introduction to the Philosophy of the Human Person	240	Media and Information Literacy	240
	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	240	Pagbasa at Pagsusuri ng Iba't Ibang Teksto Tungo sa Pananaliksik	240	Contemporary Philippine Arts from the Regions	240	Physical Education and Health 4	60
	General Mathematics	240	Statistics and Probability	240	Understanding Culture, Society and Politics	240		
	Earth and Life Science	240	Physical Science	240	Physical Education and Health 3	60		
	21st Century Literature from the Philippines and the World	240	Personal Development	240				
	Physical Education and Health 1	60	Physical Education and Health 2	60				
Applied Subjects	Empowerment Technologies	240	Practical Research 1	240	Practical Research 2	240	Inquiries, Investigations and Immersion	240
	Filipino sa Piling Larang	240	Entrepreneurship	240	English for Academic and Professional Purposes	240		
Specialized Subjects	Organization and Management	240	Fundamentals of Accountancy, Business and Management 1	240	Fundamentals of Accountancy, Business and Management 2	240	Business Finance	240
	Business Math	240	Principles of Marketing	240	Applied Economics	240	Business Ethics and Social Responsibility	240
Mean Number of Hours per day	2220	9.25	2220	9.25	1740	7.25	1260	5.25

Please note that some subjects have pre-requisites. These are indicated in the curriculum guides. List it below:

SUBJECT	PREREQUISITE/S
Research in Daily Life 2	Statistics and Probability
Business Finance	
Fundamentals of Accountancy, Business and Management 2	Fundamentals of Accountancy, Business and Management 1
Business Ethics and Social Responsibility	Fundamentals of Accountancy, Business and Management 1 and 2, Organization and Management, Principles of Marketing and Business Math
Business Marketing	Organization and Management
SUBJECT	CO-REREQUISITE
Business Finance	Fundamentals of Accountancy, Business and Management 2

UNIFIED CURRICULUM FROM DEPED TRACK: HUMANITIES AND SOCIAL SCIENCES (HUMMS) S.Y. 2020-2021								
	Grade 11				Grade 12			
	First Semester		Second Semester		First Semester		Second Semester	
CORE SUBJECTS	Oral Communication	240	Reading and Writing	240	Introduction to the Philosophy of the Human Person	240	Media and Information Literacy	240
	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	240	Pagbasa at Pagsusuri ng Iba't Ibang Teksto Tungo sa Pananaliksik	240	Contemporary Philippine Arts from the Regions	240	Physical Education and Health 4	60
	General Mathematics	240	Statistics and Probability	240	Understanding Culture, Society and Politics	240		
	Earth and Life Science	240	Physical Science	240	Physical Education and Health 3	60		
	21st Century Literature from the Philippines and the World	240	Personal Development	240				
	Physical Education and Health 1	60	Physical Education and Health 2	60				
Applied Subjects	Empowerment Technologies	240	Practical Research 1	240	Practical Research 2	240	Inquiries, Investigations and Immersion	240
	Filipino sa Piling Larang	240	Entrepreneurship	240	English for Academic and Professional Purposes	240		
Specialized Subjects	Philippine Politics and Governance	240	Introduction to World Religions and Belief System	240	Community Engagement, Solidarity and Citizenship	240	Trends, Networks and Critical Thinking in the 21st Century Culture	240
	Disciplines and Ideas in the Social Sciences	240	Disciplines and Ideas in the Applied Social Sciences	240	Creative Writing / Malikhaing Pagsulat	240	Creative Non-Fiction	240
							Culminating Activity or Work Immersion	240
Mean Number of Hours per day	2220	9.25	2220	9.25	1740	7.25	1260	5.25

Please note that some subjects have pre-requisites. These are indicated in the curriculum guides. List it below:

SUBJECT	PREREQUISITE/S
Research in Daily Life 2	Statistics and Probability
Creative Writing / Malikhaing Pagsulat	21st Century Literature from the Philippines and World
Creative Nonfiction : The Literary Essay	Creative Writing / Malikhaing Pagsulat
Disciplines and Ideas in the Applied Social Sciences	Disciplines and Ideas in the Social Sciences
Community Engagement, Solidarity and Citizenship	Disciplines and Ideas in the Social Sciences, Disciplines and Ideas in the Applied Social Sciences and Philippine Politics and Governance
Trends, Networks and Critical Thinking in the 21st Century Culture	Introduction to the Philosophy of the Human Person / Pambungad sa Pilosopiya ng Tao, Understanding Culture, Society and Politics



## B. ASSESSMENT AND EVALUATION

### 1. ASSESSMENT/PERFORMANCE TASK

Assessments/performance tasks are given to help both the teacher and the student to evaluate what the latter has learned and what he/she still needs to know about a particular subject during a particular period of time. They could also very well serve as opportunities to build up one's character especially with regards to honesty and integrity. **HONESTY** must be exercised so that the examination will serve as a valid tool for evaluation.

The following rules shall govern all assessments/ performance task:

- a. The students must secure **assessment** permit (proof of payment) on or before the Quarterly Performance Assessment week.
- b. No special performance assessment will be given without the required assessment permit.
  - Special performance assessment is given two weeks after the regular Quarterly Performance Assessment week **provided valid reason is presented.**

*\*No face to face quarterly examination will be given for the duration of online classes. Traditional onsite examination shall resume upon availability of COVID vaccine subject to IATF and DOH recommendation.*

### 2. GRADING SYSTEM

The school follows the averaging grading system that is computed up to the second decimal place except when there is a tie between or among honor students. In such case, grades are computed up to the third decimal places. The lowest passing mark in any subject is a grade of 75%.



**a. Elementary / Junior / Senior High School (Standard Program) and Science High School**

**GRADES 1-12**

**ENGLISH, FILIPINO, ESP, A.P., MOTHER TONGUE**

**I. ONLINE WRITTEN WORKS 40%**

**A. Outputs 25%**

e-portfolio, worksheets activities  
Assignments, Interactive notebook  
Reflective Journal

**B. Assessment 15%**

**II. PERFORMANCE TASK 60%**

Actual Performance/Output/Product	20%
Performance Based Activities	20%
Online Interaction	10 %
Synchronous Attendance	10%

**MATH, SCIENCE, LABORATORY TECHNIQUES**

**I. WRITTEN WORKS 40%**

**A. Outputs 25%**

e-portfolio, worksheets activities  
Assignments, Interactive notebook  
Reflective Journal

**B. Assessment 15%**

**II. PERFORMANCE TASK 60%**

Actual Performance / Output / Product	20%
Performance Based Activities	30%
Investigatory Research (for SCIENCE)	
Math Score (for MATH)	
Synchronous Attendance	10%

**EPP, TLE, COMPUTER**

**I. ONLINE WRITTEN WORKS 40%**

**A. Outputs 30%**

e-portfolio, worksheets activities  
 Assignments, Interactive notebook  
 Reflective Journal

**B. Assessment 10%**

**II. PERFORMANCE TASK 60%**

Output/Product 30%  
 Performance Based Activities 20%  
 Synchronous Attendance 10%

**TLE CONSOLIDATION (Grades 7-10)**

TLE COMPONENT					
Grade 7 and 8		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Computer	25%	Handicraft Making	Beauty Care	Caregiving	Cookery
Home Economics (Integrated Subject)	75%				
Grade 9		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Computer	25%				
Home Economics (Integrated Subject)	25%	<b>HOUSEKEEPING</b>			
Business Math	50%				
Grade 10		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Computer	25%				
Home Economics (Integrated Subject)	25%	<b>AGRI CROP</b>			
Advance Statistics	50%				

*Based on the no. of hours allotted for each subject.*



**MAPEH/PEHM, SCOUTING**

**I. ONLINE WORKS 20%**

Written Works 20%

- \* Essay
- \* Reaction
- \* Reflective Journal
- \* Research Papers
- \* Article Review
- \* Seat Works
- \* Art Works
- \* Others

**II. PERFORMANCE TASK 60%**

Performance Based Activities 40%

Attendance 20%

**III. PRACTICAL EXAM 20%**

25% - PE

25% - Health

25% - Music *(not applicable for Senior High)*

25% - Scouting *(not applicable for Senior High)*

**RESEARCH (Science High School / Senior High School),  
Inquiries Investigation, and Immersion, CAPSTONE / Work Immersion**

**ABM - Business Plan**

**HUMMS - Concept Paper**

**STEM - Scientific Research**

**40% Written Works -** Quality of the Research Output  
PPT / Poster / Paper,  
Reflective Journal / Portfolio

**20% Performance Task -** Assessment (10%)  
\*Online Interaction (5%)  
\*Attendance (5%)

**40% Oral Defense -** Individual Performance (20%)  
\*Video Presentation  
\*Actual Oral Defense  
- Group Performance (20%)





**C. GUIDELINES FOR PROMOTIONS**

**a. Kinder Level**

Nursery to Kinder

- 5 years old and above by September
- academic readiness
- behavioral/psychological readiness

Kinder to Grade 1

- 6 years old and by September
- kinder completer
- academic achievement
- psychological/behavioral maturity
- physical maturity

**b. For Kinder, Grades 1-10**  
**(ICA Standard Program and Science High School)**

The summary of learner progress is shown quarterly to parents and guardians through the ICA portal. The grading scale, with its corresponding descriptor are given at the end of the grade level.

**b.1. for Kinder**

A non-numerical rating scale will be used to report on the learners' progress and achievement and character traits.

**b.1.1 Learner's Progress and Achievement**

DESCRIPTOR	REMARKS
Outstanding (O)	Passed
Very Satisfactory (VS)	Passed
Satisfactory (S)	Passed
Fairly Satisfactory (FS)	Passed
Did not meet expectation (DE)	Failed



**b.1.2. Character Traits**

MARKING	NON-NUMERICAL RATING
AO	Always Observed
SO	Sometimes Observed
RO	Rarely Observed
NO	Not observed

**b.2. for Gr. 1-12**

**b.2.1.Descriptor, Grading Scale and Remarks**

DESCRIPTOR	GRADING SCALE	REMARKS
Outstanding (O)	90-100	Passed
Very Satisfactory (VS)	85-89	Passed
Satisfactory (S)	80-84	Passed
Fairly Satisfactory (FS)	75-79	Passed
Did not meet expectation (DE)	Below 75	Failed

A final grade of 75 or higher in all learning areas allows the students to be promoted to the next grade level. At the end of the four quarters, the Final Grade for each learning area shall be reported as the average of the four quarterly ratings, expressed in the terms of the levels of proficiency. The general average shall be the average of the final grades of the different learning areas.

**b.3. Science High School**

Students in the Science High School should maintain a General Weighted Average of exactly 90% and above or as prescribed by the Department of Education. All Students 3<sup>rd</sup> Quarter G.W.A will be assessed by teachers and principal for them to monitor the progress of all students. Students who fail to maintain the required General Weighted average in the 4<sup>th</sup> Quarter will be advised to transfer to the regular high school.



**D. HONORS AND AWARDS**

**For Grade 1 TO GRADE 12 (Standard Program & Science High School)**

**D.1. Based on DEPED ORDER NO. 36 S.2016 “POLICY GUIDELINES ON AWARDS AND RECOGNITION FOR THE K TO 12 BASIC EDUCATION PROGRAM”**

All candidates for honors and awards must not be involved in any minor or major offense during the school year. For Science High School, an honor student must not have a grade below 86 during the school year.

School may craft additional indicators for the behavior statements. School must ensure that these are child-centered, gender-fair, and age and culture – appropriate, to support the Development of these Core Values, schools must make sure that their homeroom guidance program promotes them additional opportunities may be integrated into class discussions in all learning areas.

A non-numerical rating scale will be used to report on learners' behavior demonstrating the Core Values. The Class Adviser and other teachers shall agree on how to conduct these observations. They will also discuss how each child will be rated. Table 13 presents the marks that must be used.

TABLE 1.1. Marking for the Observed Values

Marking	Non – Numerical Rating
AO	Always Observed
SO	Sometimes Observed
RO	Rarely Observed
NO	Not Observed

**D.2. SPECIAL ACHIEVEMENT AWARDS**

Certificates of recognition and medal are awarded to deserving students who distinguish themselves in academic and co-curricular activities.





D.2.1. Classroom Awards

D.2.2. Grade Level Awards

1. Academic Excellence
2. Specific Disciplines
  - Arts
  - Communication Arts
  - Journalism
  - Science
  - Mathematics
  - MathScore
  - Social Sciences
  - Research / Innovation
3. Conduct Award

D.2.3. Special Recognition

**\* NOTE:**

1. *If for instance, a particular pupil / student from other grade levels (aside from Grades 6, 10, 12) showed an exemplary performance and reached the standard of a certain award, he/she will be awarded and recognized. Any student who is a national champion recipient will automatically receive a gold medal in that specific discipline. In case no national champion emerges in a specific discipline, other national and regional winners will be ranked according to their achievements / winnings.*
2. *There can be 2 or more recipients of any award. However, should there be no qualified learner, the awards shall not be given.*
3. *Graduating (Standard Program and SENIOR High School)  
The top 5 students having the highest grade in Science/Mathematics automatically become candidates for Excellence in Science/Math. They will be ranked based on the following criteria:  
60% - Grade in Science/Math  
40% - Extra-Curricular  
(math/science quiz bee competitions only)  
(inter-campus, inter-school, district, division, regional and national competitions)*

4. *Loyalty Awards – a gold medal and a certificate of loyalty are given to every SENIOR high school graduate who studied at Immaculate Conception Academy, Inc. Dasmariñas City, Cavite from Grades 1-12.*
5. *Other awards will be based on the criteria provided by the sponsoring organization.*

**D.3. CRITERIA FOR SELECTION OF HONORS AND AWARDS**

**GRADE – LEVEL AWARDS**

**1. Academic Excellence Award**

At the end of the school year, the Academic Excellence Award is given to learners from grades 1 to 12 who have attained a General Average of at least 90 and a passing final grade in all learning areas.

The Class adviser will give to the AC the list of qualified learners to be awarded during a school ceremony. Refer to Table 2 for the Academic Excellence Award at the end of the school year.

**Table 1. Academic Excellence Award**

Academic Excellence Award	General Average
1. With Highest Honors / May Pinakamataas na Karangalan	98-100
2. With High Honors / May Mataas na karangalan	95-97
3. With Honors / May Karangalan	90-94



## 2. Awards for Outstanding Performance in Specific Disciplines

**Table 2. Criteria for Awards for Outstanding Performance in Specific Disciplines**

Criteria	Weight
1. Academic Rating Final grade in the learning area or average of the final grades in subjects specifically related to the award	20%
2. Skills in the Discipline As shown through a. Output (oral or written work, projects, etc, if applicable) b. Membership in a club / team (if applicable) c. Class or school representation d. Winnings and awards	40%
3. Attitude toward the Discipline a. Peer evaluation (if applicable) b. Commendation from coach / adviser	20%
4. Contribution to the school related to the Discipline In any of the following a. Tutorials / Coaching b. Performance in school's various functions and events c. Products d. Projects e. Volunteer work	20%

*Note: Peer evaluation is only applicable to disciplines that involve collaborative work. Candidates will be evaluated by at least 30% of the peers (group, team, class, or club mates) as well as their class or club adviser.*

## 3. Conduct Award

**Table 3: Description and Indicators of Observed Values**

CORE VALUES	Behavior Statements	Indicators
Maka-Diyos	Expresses one's spiritual belief while respecting the spiritual beliefs of others	<ol style="list-style-type: none"> <li>Engages oneself in worthwhile spiritual activities</li> <li>Respects sacred places</li> <li>Respects religious beliefs of others</li> <li>Demonstrates curiosity and willingness to learn about other ways to express spiritual life</li> </ol>



CORE VALUES	Behavior Statements	Indicators
	Shows adherence to ethical principles by upholding truth	<ol style="list-style-type: none"> <li>1. Tells the truth</li> <li>2. Returns borrowed things in good condition</li> <li>3. Demonstrates intellectual honesty</li> <li>4. Expects honesty from others</li> <li>5. Aspires to be fair and kind to all</li> <li>6. Identifies personal biases</li> <li>7. Recognizes and respects one's feelings and those of others</li> </ol>
Makatao	Is sensitive to individual, social, and cultural differences	<ol style="list-style-type: none"> <li>1. Shows respect for all</li> <li>2. Waits for one's turn</li> <li>3. Takes good care of borrowed things</li> <li>4. Views mistakes as learning opportunities</li> <li>5. Upholds and respects the dignity and equality of all including those with special needs</li> <li>6. Volunteers to assist others in times of need</li> <li>7. Recognizes and respects people from different economic, social and cultural backgrounds</li> </ol>
	Demonstrates contributions towards solidarity	<ol style="list-style-type: none"> <li>1. Cooperates during activities</li> <li>2. Recognizes and accepts the contribution of others</li> <li>3. Considers diverse views</li> <li>4. Communicates respectfully</li> <li>5. Accepts defeat and celebrates other's success</li> <li>6. Enables others to succeed</li> <li>7. Speaks out against and prevents bullying</li> </ol>



<b>CORE VALUES</b>	<b>Behavior Statements</b>	<b>Indicators</b>
Makakalikasan	Cares for the environment and utilizes resources wisely, judiciously, and economically	<ol style="list-style-type: none"> <li>Shows a caring attitude toward the environment</li> <li>Practices waste management</li> <li>Conserves energy and resources</li> <li>Takes care of school materials</li> <li>Keeps work area in order during and after</li> <li>Keeps one's work neat and orderly</li> </ol>
Makabansa	Demonstrates pride in being a Filipino: Exercises the rights and responsibilities of a Filipino citizen	<ol style="list-style-type: none"> <li>Identifies oneself as a Filipino</li> <li>Respects the flag and national anthem</li> <li>Takes pride in diverse Filipino cultural expressions, practices, and traditions</li> <li>Promotes the appreciation and enhancement of Filipino languages</li> <li>Abides by the rules of the school, community, and country</li> <li>Enables others to develop interest and pride in being a Filipinos</li> </ol>
	Demonstrates, appropriate behavior in carrying out activities in the school, community and country	<ol style="list-style-type: none"> <li>Manages time and personal resources efficiently and effectively</li> <li>Preserves to achieve goals despite difficult circumstances</li> <li>Conducts oneself appropriately in various situation</li> </ol>

*Note: Grading core values will be taken from attitude in virtual classes by teachers - 50% and actual attitude at home by parents / guardians - 50%.*



**4. Awards for Research and Innovations**

**Table 4. Research Criteria and Weights**

Research Criteria	Weight
1. Research Grade	20%
2. Output	
a. Usefulness / Significance of Research Usefulness to the school and / or community or contribution of the research to the existing body of information related to the study	35%
b. Rigor Soundness of methodology (research design, data collection, and data analysis)	30%
3. Research Presentation Presentation and defense of research output	15%

**Table 5. Innovation Criteria and Weights**

Innovation Criteria	Weight
1. Output	
a. Originality or novelty of the product or service	15%
b. Relevance, applicability, replicability, sustainability and / or usefulness to the school and / or larger community	25%
c. Cost effectiveness, efficiency, and / or practicality	20%
d. Environmentally safe	10%
2. Delivery or Presentation	
a. Clarity of the product development process and the innovative features shown during presentation	10%
b. Acceptability of the innovation to the target beneficiaries	5%
3. Study of Research Research basis of the service or product	15%

**D.4. CO-CURRICULAR PERFORMANCE**

Co-curricular performance covers the achievement of the candidates at all levels (school, division, regional, national and international), in different activities such as; Contest and Competitions, Student Leadership, Campus Journalism, Officership, and Membership and Participation or Attendance.





**Co-Curricular and Extra-curricular Activities**  
Points for Co/Extra-curricular Activities

1. Memorandized Official Contests	Participation	Points of rank, position or prize won			
		1st	2nd	3rd	Participants only
<i>(Academic, Sports, NGO sponsored contest, Q-bee, Intramurals, DAPSAA, City Meet, STCAA, NCAA, Palarong Pambansa, Mr. and Ms. ICA)</i>	International	15	10	8	6
	National	10	8	6	4
	Regional	8	6	4	2
	Provincial	7	5	3	1.5
	Division	6	4	2	1
	School	2	1	0.75	0.50

	POSITION	POINTS
2. School Paper	Editor-in-Chief	6
	Associate Editor	5
	Managing Editor	5
	Other section Editors (Sports, Features, Literary, News)	4
	Contributor / Reporter (Published)	3
	Others	2

3. Areas / Activities	Level of Participation	President Or Equivalent	Vice President or Equivalent	Secretary, Treasurer and other Officers or Equivalent	Members
Officership and Membership in DepEd established or recognized organizations (such as STEP, YECS, YES-O, Scouting) other than the SPG, SSG and School Paper. The establishment or recognition must be contained in a DepEd Order or Memorandum issued by the National, Regional, Division and District Offices. School initiated organizations or clubs must be given recognition in writing by the School Head.	International	10	8	6	4
	National	8	6	4	3
	Regional	6	4	3	2
	Provincial	5	3.5	2.5	1.75
	Division	4	3	2	1.5
	School	2	1.5	1	0.75



<b>4. Attendance in Seminar / Camp Activities</b> <i>(School's Official Entry / Properly Endorsed by the School)</i>	<b>Points</b>
International	8
National	6
Regional	4
Provincial	3.5
Division	3
School	1

<b>5. Research</b>	<b>Leader / Chair</b>	<b>Member</b>
International	6	5
National	5	4
Regional	4	3
Provincial	3.5	2.5
Division	3	2
School	2	1

		<b>Individual</b>	<b>Group</b>
<b>6. Memorandized Campus Activities</b> <i>(Family Day, Nutrition Month, Buwan ng Wika, Teacher's Day, Living Rosary, Litmus, ICA BSP/GSP Camping, Historical Trail, JS, Etc.)</i>	1 <sup>st</sup>	1.5	1
	2 <sup>nd</sup>	1.0	0.75
	3 <sup>rd</sup>	0.75	0.50
	participants	0.50	0.25

<b>7a. Others (Community)</b>	<b>President / Chairman</b>	<b>Vice President / Vice Chairman</b>	<b>Other Officers / Committee</b>	<b>Member</b>
SK, YFC, KFC, Knights of the Altar	3	2	1	0.5

<b>7b. Participation/ Attendance</b>	
<b>LEVEL</b>	<b>Points</b>
International	5
National	4
Regional	3
Provincial	2.5
Division	2
Barangay/Parish	1

- *For contest/s participated in, points will be based in the memorandized campus activities.*
- *Participation/Attendance in community-based activities should be properly endorsed by the campus principal and School Director.*
- *Points for extra-curricular activities, especially community-based activities will be given credit if and only if a certificate is presented.*



## IV. RULES ON ATTENDANCE

### A. RULES AND REGULATIONS

1. A student who has incurred 20% absence of the total number of school days for the school year will be given a final failing grade in the subject(s).
  - 1.1 To control the absence rate each teacher will call the roll at the start of class.
  - 1.2 Upon incurring three (3) unexcused absences the student is issued an online warning by the class adviser in the presence of one of the parents or guardians.
  - 1.3 No absence is excusable except in cases where the student is a participant/representative in an activity officially recognized by the school;
  - 1.4 If a student incurs more than the allowable absences due to illness, a special consideration may be given if the student has been consistently performing above average. The President gives such consideration after consultation with the subject teachers concerned.
  - 1.5 Official dropping or transferring out may be allowed up to December only. In such case, the card and other credentials may be released upon securing clearance from all departments concerned.
2. A student is held responsible for all online assignments, lessons, and other requirements missed regardless of the reason for the absence.
3. For students representing the school in official contests, refer to Reg. Memorandum No. 13 S. 2015.



## **B. CONDUCT AND BEHAVIOR**

Admission to the school is granted with a definite understanding that students and parents/guardians agree to comply with the school's rules and regulations covering students' conduct and behavior inside the classroom and within the campus.

The school authorities reserve the right to give warning, place on probation, suspend, or dismiss any student for improper conduct after due investigation and upon approval by the Board of Directors.

**Persons in Authority** – Pursuant to the recognition given by the DepEd to the school, officials from the School Director to the Principal and faculty members from department heads to classroom teachers as well as non-academic staff are all considered persons in authority during school hours inside the classroom or within the campus. Non-academic staffs are obliged to report offenses committed in their presence to the authority/authorities concerned for appropriate disciplinary action.

### **B.1. Minor Offenses**

- a. Non-observance of online dress code and etiquette
- b. Unprescribed haircut - bald, skin head, punk hairstyle
- c. Altering the natural hair color
- d. Body piercing, wearing of earring by male students, multiple earrings, make-up and colored nail polish by both male and female students.
- e. Talking, giving unnecessary comments or remarks during online class discussion without proper recognition from the teacher.
- f. Leaving the virtual classroom during class without valid reason/permission from the teacher
- g. Deliberate and habitual late/non compliance of online output
- h. Improper decorum during online classes

\*Any other offense which is similar or analogous to the above mentioned offenses as determined by the School's Discipline Committee Guidelines and Policies.



**Disciplinary Actions**

**1<sup>st</sup> Offense (in any minor offense)**

1. Written Notification to the parent/s
2. Online Conference with students, parents & personnel involved
3. Advising form
4. Written Warning

**2<sup>nd</sup> Offense (in any minor offense)**

1. Written Notification to the parent/s
2. Online Conference with students, parents & personnel involved
3. 1-day community service
4. Written Warning for suspension

**3<sup>rd</sup> Offense (in any minor offense)**

1. Written Notification to the parent/s
2. Online Conference with students, parents & personnel involved
3. 2-day suspension with two points demerit in the over-all conduct for the particular quarter

**B.2. Major Offenses**

- a. Online extortion of money and/or valuables
- b. Disrespectful in words and in deeds to any person in authority
- c. Tampering of any school documents such as I.D., report cards, examination results and other non-transferable document.
- d. Falsification/Forgery of the signature of any persons in authority, parents/guardians, in any document and official communication like excuse letters, electronic mail.
- e. Committing any action which would cast aspersion against the good name of the school, the ICANIAN community or the school administrators whether it is done inside or outside the campus.
- f. Preventing or threatening students or faculty members or authorities from discharging their duties.
- g. Unauthorized collection of fund or money
- h. Excessive absenteeism / excessive tardiness / excessive online cutting classes.



- i. Posting, uploading, distribution, spreading or otherwise dissemination of subversive materials that tend to undermine the ICA as an institution, its officers, teachers and staff, or undermine the Republic of the Philippines and any of its institutions of Government.
- j. Spreading of false news, rumors, or innuendos that are unsupported by facts or blatantly false that tend to dishonor, undermine ICA, its officers and staff, teachers and instructors, fellow ICA students or their parents and guardians.
- k. Bullying / Cyber bullying / Demolition of the reputation of a fellow student, teacher, staff or the school itself through social media and similar means / Bullying or threatening, harassing, intimidating a fellow student/s, a class officer, school authority, or the institution to prevent him/her from performing his/her duties or responsibilities. *(Based on DepEd Order No. 40 s. 2012, DepEd Order No. 45 s. 2013, and Republic Act 10627)*
- l. Viewing, distributing through electronic or wireless means, or sharing the item for viewing of any pornographic materials, violent videos, games or offensive materials.
- m. Committing acts of dishonesty
- n. Fraternalization between students and teachers which involve meetings or hanging out outside of the school without the knowledge or consent of the parents or if these outside meetings are not sanctioned by the school as an activity.
- o. Appearing in online classrooms under the influence of alcohol and/or drugs.
- p. Organizing, recruiting, hazing and bringing gangs or “barkadas” for the purpose of harassment of any student or school personnel. The school does not sanction membership or affiliation in any fraternity or unrecognized organization.

- q. Immorality (embracing, kissing, necking, sexting, posting lewd photos)
  - \* *Other acts against the Catholic ideals such as premarital pregnancy and abortion by students will be investigated by the Committee on Discipline and submits a report to the Principal. The Principal will recommend to the school director the action to be taken using the Republic Act No. 8972 (Solo Parents Welfare Act of 2000) and the Republic Act No. 9710 (Magna Carta of Women) as references.*
- r. Students caught or proven to have engaged in acts of lasciviousness, immoral sexual activities, involving same sex individuals or different sexes, shall suffer the penalty of expulsion on the first offense provided due process is accorded to the parties, and the parents/guardians have been duly notified in writing.
- s. Actions against Data Privacy Act of 2012 (R.A.10173) and/or unauthorized access of another's information/data via portal or any social media account.

\*Any other major offense which is similar or analogous to the above mentioned offenses as determined by the School's Discipline Committee Guidelines and Policies.

### **Disciplinary Actions**

#### **1<sup>st</sup> Offense (in any major offense)**

1. Written Notification to parent/s
2. Online Conference with the parent/s, students & personnel involved
3. 1 day suspension with five points demerit in over-all conduct grade for the particular quarter
4. Forfeiture of one's position as Class Officer, Club Officer, Troop Leader, Varsity Player and other Organizations recognized by the school
5. Strong written warning

#### **2<sup>nd</sup> Offense (in any major offense)**

1. Written Notification to parent/s
2. Online Conference with the parent/s, students & personnel involved



3. 3 days suspension with 70% grade in conduct for the particular quarter
4. Written Warning for dismissal

**3<sup>rd</sup> Offense (in any major offense)**

1. Written Notification to parent/s
2. Online Conference with the parent/s, students and personnel involved
3. 65% in conduct grade for the particular quarter
4. 5 days suspension
5. A major offense is investigated by the committee on Discipline headed by the Principal, guidance counselor, and teachers as members. The student is provided the necessary opportunity to explain himself and the same noted by the Committee. The decision committee is subject to the review of the School Director & the legal counsel who endorses their findings to the Board for approval.

**Consequential Sanctions for Major Offenses**

1. Non-issuance of certificate of good moral / character
2. For graduating students: non-attendance in graduation / completion ceremonies
3. Forfeiture of honors and awards
4. Dismissal
5. Expulsion

\* A major offense committed as first / second offense may merit the third offense sanction depending on the degree of the offense as determined by the Committee on Discipline.

**C. DRESS AND ONLINE CONDUCT CODE**

ICA is proud of its tradition of having neat and properly-attire students therefore they are expected to be respectable during online classes.

**Clothings that are appropriate for online classroom:**

- a. Polo shirt
- b. Button down shirts





- c. Blouses
- d. T-shirts
- e. Sweatshirt

**Clothings that are inappropriate for online classroom:**

- a. Sleeveless / Spaghetti strap / Plunging neckline blouses
- b. Blouses and shirts with offensive logos, illustrations, designs, and statements
- c. Sando, see-through, ripped/torn clothings
- d. Hats and bonnet
- e. Pajamas and sleepwear

**OTHER RULES AND REGULATIONS**

1. All students are required to have a complete set of modules/books and other school paraphernalia. The teacher-in-charge is held responsible for checking if this is complied with. The use of notebook and quiz notebook is optional.
2. Under no circumstance should students buy school items from teachers or compensate teachers or any school authority with money or gifts in consideration of grades or similar favors.
3. ALL STUDENTS AND PARENTS ARE EXPECTED TO READ and UNDERSTAND the policies in the STUDENT diary / handbook.
4. As the school encourages independence among students, parents are allowed to give assistance to their children before and after online classes only.
5. **AUTOMATIC CANCELLATION OF CLASSES DURING TYPHOONS**
  - *Pre-school and Kindergarten classes are cancelled if PAGASA issues Storm Signal No. 1*
  - *If Storm Signal No. 2 is raised, all pre-school, kindergarten elementary and Secondary classes in the affected area are automatically suspended.*
  - *All classes from pre-school to secondary are suspended if PAGASA issues Storm Signal No. 3.*

**\*Online classes will push through under intermittent weather conditions. Suspension will be on a case to case basis.**

6. Students may be photographed or recorded from time to time for the purposes of promotion and archiving for future reference. The parents/guardians must advise the administration if they wish their child / children to be excluded from such.

### **V. ACADEMIC SUPPORT**

1. **Academic Program Supervisor**
2. **ICA Bright Space Help Desk**

### **VI. AUXILIARY SERVICES**

1. **School Supplies**  
School supplies are available at ICA Plaza from Mondays through Saturdays, 8:00 a.m. - 5:00 p.m.
2. **Student Insurance Protection**  
The school maintains an accident insurance plan that covers all students against cost of accidental injuries and death sustained on a 24-hour basis during the school year. Reimbursement can only be made upon submission of official receipts, incident report and filing of insurance form subject to the insurance coverage plan at the Accounting Office.
3. **Online Guidance Counseling**

### **VII. SCHOOL FACILITIES**

1. Brightspace Learning Management System (D2L)
2. Accounting Office
3. Registrar's Office
4. Principal's Office
5. Director's Office