

## ***II. Student Behavior***

### ***Pisay Scholar's Alphabet***

#### ***(Guidelines on the Expected PSHS Student Behavior)***

As a Pisay scholar...

- A** - Attend school daily, except when excused, and be on time for all classes and other official school functions.
- B** - Be aware of all rules and regulations for student behavior and conduct themselves accordingly.
- C** - Clean as you go.
- D** - Dress properly for the occasion and groom yourselves appropriately.
- E** - Exercise proper care when using facilities and equipment and repair or replace such when damaged or lost during use.
- F** - Fight for the school's good name by observing proper decorum at all times and, in all places, on or off-campus.
- G** - Greet or acknowledge school authorities, teaching, and non-teaching staff as well as guests through the Gesture of Respect embodied in SSD-MEM-2017-009.
- H** - Help the school staff operate a safe school for all scholars and the rest of the school community.
- I** - Impart for their school and personal needs to not burden other scholars.
- J** - Juxtapose choices to weigh pros and cons before deciding on any matter.
- K** - Kvell, you are a Pisay scholar, for not everyone receives the same opportunity.
- L** - Loitering along the corridors and making unnecessary noise during class hours and in-between periods is prohibited.

- M** - Maintain cleanliness. Take the initiative to pick up litter and dispose of them properly. Dispose of trash in the garbage bins.
- N** - No eating and drinking in places you are not permitted.
- O** - Observe polite behavior. To be polite is to be polished, refined, cultured, and correct, whether you are in the classroom, theater, auditorium, or off-campus.
- P** - Playing any ball games or playing cards on campus is prohibited during class hours except permitted otherwise.
- Q** - Quit bad habits that negatively affect you and others.
- R** - Respect the rights of others and be courteous to teachers, administrators, teaching and non-teaching staff, students, and all the other members of the school community as well as visitors.
- S** - Stand up to show respect towards the teacher when they enter and leave the classroom.
- T** - Turn off/put all mobile phones or electronic devices in silent mode unless allowed.
- U** - Use the school properties properly and with care.
- V** - Volunteer information in matters relating to the health, safety, integrity, and general welfare of the school community and protecting school property.
- W** - Wear the school uniform and ID properly from the time of entrance to the time of departure from campus. Wearing the school uniform off campus is only allowed if one officially represents the school in approved activities, not for shopping, watching movies, eating at restaurants, and engaging in recreation.
- eX** - Extol a good character more than anything else; the rest follows.
- Y** - Yearn for learning and experiences that will help you develop holistically.
- Z** - Zealously complete the courses of study prescribed by the school charter and thus maintain the scholarship satisfactorily.

## **FAQs: Attendance and Absences**

### ***(Guidelines on Student Attendance and Absences)***

#### ***What is the regular class schedule?***

*School days are from Mondays to Fridays. Class periods are 50 minutes each. Morning classes begin at 7:20 AM, while afternoon classes end, at the latest, at 3:20 PM.*

#### ***When am I considered tardy (CIM 7.0)?***

- *When you are not in line formation at the start of the Flag Ceremony; or*
- *When you enter the classroom ten (10) minutes after the designated start of the class period; or*
- *When you are not in the designated venue ten (10) minutes after the start of any class activity in lieu of a regular class period(i.e., field trips, seminars, contests, symposia, etc.)*

#### ***When is it considered cutting classes (CIM 7.0)?***

*You are considered cutting classes if, for no valid reason, you:*

- *are known to be on campus but are not in the classroom during a class period; or*
- *leave the class and do not return after ten (10) minutes.*

#### ***When am I considered absent?***

- *If you miss all classes on a school day; or*
- *are not present in a school-organized activity held on or off-campus.*

#### ***How can I be considered for an excused absence?***

*The following are considered valid reasons for being absent.*

- *If the scholar officially represents the school in any off-campus activity;*
- *If the scholar is sick or has a medical emergency; or*
- *If there is a death of an immediate family member (parent, sibling, grandparent); or any other reason deemed similar to those mentioned above.*
- *Any other reason not included above must have a special approval in advance by the Campus Director or any authorized school official, such as an official representation of the school in functions, exchange programs, and competitions.*

#### ***Can I make up for my missed lessons during an excused absence?***

*For excused absence, the scholar is given a chance to make up for missed lessons and tests. However, this must be done within five (5) school days after their return to school; otherwise, they forfeit the right to make up for lessons/exams missed.*

***When does it become an unexcused absence?***

- *If any provisions do not cover it under Excused Absences;*
- *If the scholar fails to obtain an excuse slip from the Registrar's Office within two (2) days of their return to school;*
- *If a student fails to present to the Registrar's Office a medical certificate or a letter from a parent or guardian immediately upon reporting for school after an absence, coming in late, or cutting a class;*
- *If a student incurs five (5) absences during the flag ceremony.*

*Note: The number of times a student has incurred such absences shall be counted and reflected in their attendance record. Only whole-day absences will be considered for determining a student's attendance status. Cutting class and tardiness are not converted to unexcused absences.*

***Can I incur an excused absence by attending conferences/competitions not sponsored or officially channeled through the school?***

- *Absences incurred due to attending conferences/competitions not sponsored or officially channeled through the school may be excused provided advanced notice is given to school authorities. They shall determine if the absence will be excused or unexcused, depending on the academic relevance of the event. Failure to give notice beforehand automatically renders the absence unexcused.*

***Can I make up for my missed lessons during an unexcused absence?***

*For unexcused absences, the scholar is not entitled to make up for missed lessons and tests.*

***Are there sanctions for unexcused absences?***

*Yes, the students can be put under probation or considered for termination of scholarship. A scholar who has incurred eight(8) to twelve(12) unexcused absences from the start of the school year will be put on probation. For more than twelve(12)unexcused absences, the student will be recommended for termination of scholarship.*

*Probation and termination of scholarship will be meted out as soon as the scholar incurs the above-mentioned total unexcused absences during the school year.*

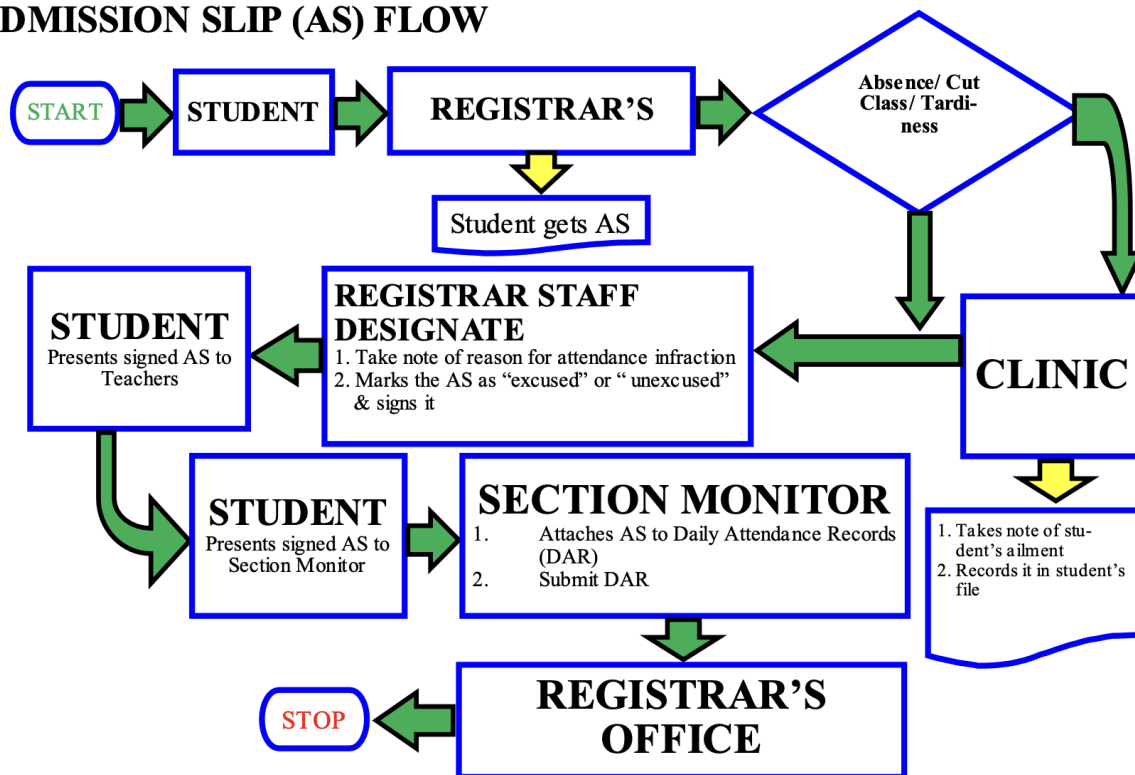
***Are absences due to disciplinary suspension counted as unexcused absences?***

*Absence/s resulting from disciplinary suspension will not be included in counting the scholar's total number of unexcused absences.*

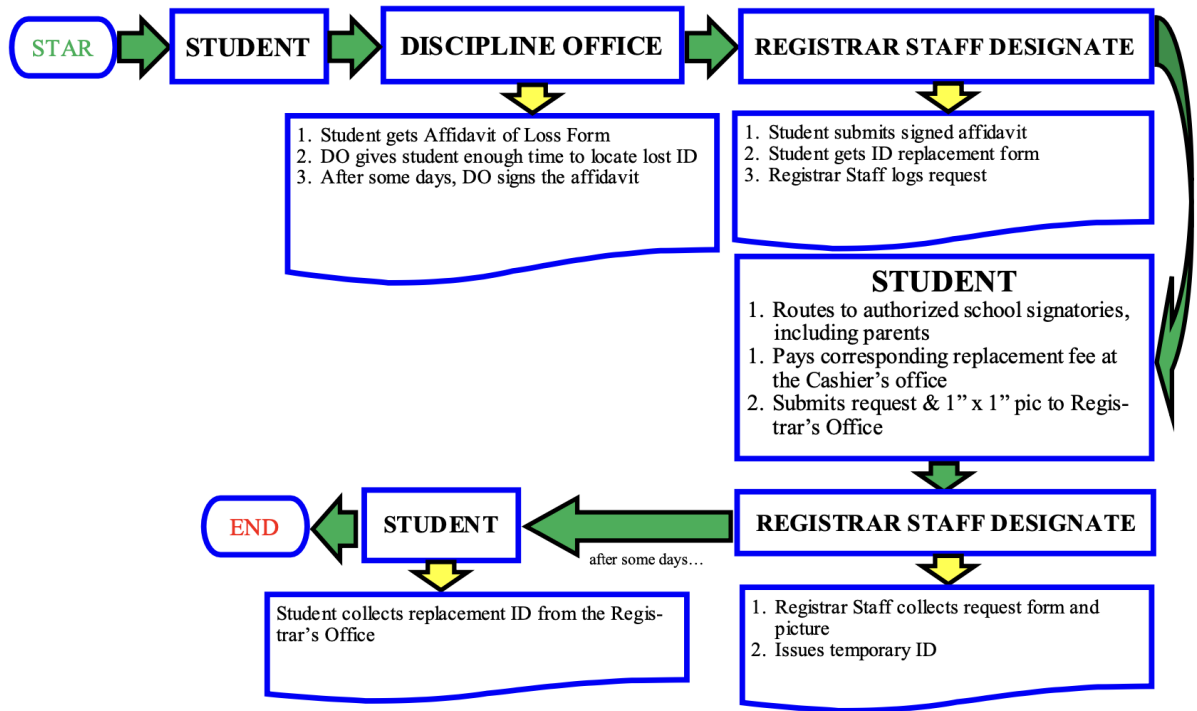
## What is an Admission Slip?

- A class admission slip is a form issued by the registrar's office upon the student's return to school before being admitted to class.
- A student who has been absent (whether for official or personal reasons), late, or has cut classes, must secure a Class Admission Slip from the Registrar's Office immediately upon returning to school.
- The student shall be responsible for showing their Admission Slip to the teachers concerned.
- Students who incurred absence due to official business for the school shall likewise secure an Admission Slip. The absence/s are automatically excused, but the teacher/s affected must be notified through the Admission Slip.

## ADMISSION SLIP (AS) FLOW

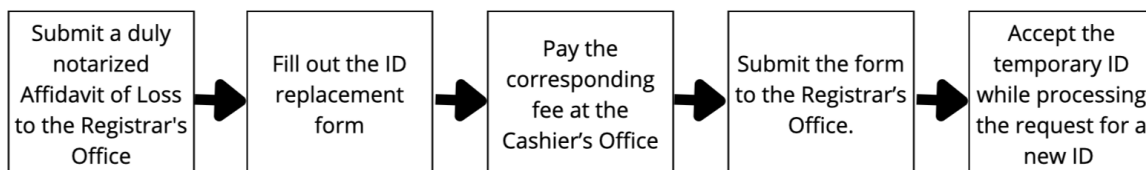


## ADMISSION SLIP (AS)



## Guidelines Regarding the School ID

- The student ID is part of the student's complete uniform.
- The student ID must be worn at all times while inside the school premises. It must be worn properly for identification and security purposes. Those with no IDs will be reported to the Discipline Office for proper action.
- To distinguish an extern from an intern, the ID has a yellow bar shading the full name of the intern.
- IDs issued upon enrollment shall be free of charge, but replacements shall be charged according to agreed-upon and prescribed fees.
- A student who lost an ID must immediately secure a new one from the Registrar's Office:



Lending one's ID to another student and putting stickers on the ID are prohibited and shall be subject to disciplinary action. Students caught using the ID of another student, lending their ID to another student, or defacing their ID shall be reported to the Discipline Officer. The ID shall be confiscated and turned over to the Registrar and/or SSD Chief, who shall endorse the case to the Discipline Officer.

## **Guidelines on Grooming and School Uniforms**

### **A. School Uniform**

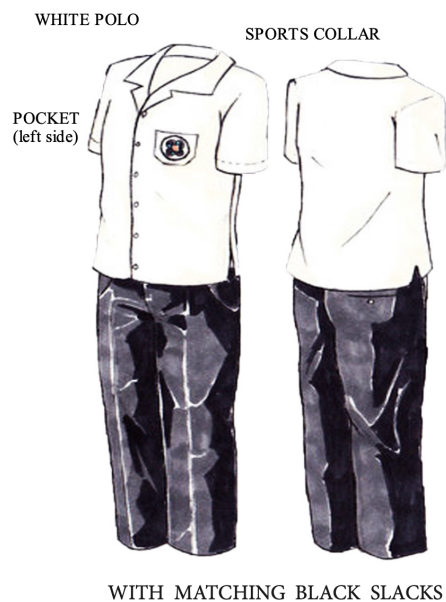
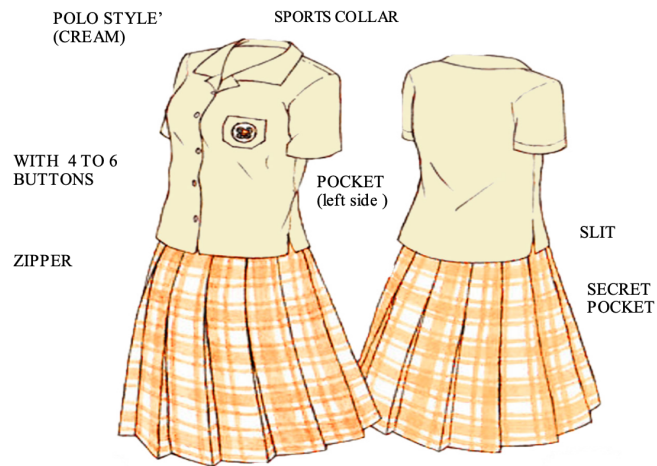
The school uniform must be worn every day on and off-campus when attending classes and official functions. As such, the following will be used as codes for uniforms:

#### **1. Type A - regular school uniform**

Boys: white polo with school patch sewn in the breast pocket worn over a white undershirt), black slacks, white/black socks, and black leather shoes

Girls: cream blouse with school patch is sewn in the breast pocket worn over a white undershirt, brown and white checkered skirt, white socks, and black leather shoes

ID should be secured in an ID case & strap worn over the polo



2. **Type B** - regular school uniform, with modification for girls: knee-high socks
3. **Type C** - Dengue Uniform

Boys: regular white polo, khaki pants, white/black socks, and black leather shoes

Girls: regular cream blouse, light-colored pants, white/ black socks, and black leather shoes



#### **4. PE Uniform**

PE t-shirt and jogging pants, rubber shoes and socks

#### **B. Haircut and Good Grooming**



For boys:

- Hair must not go beyond the top of the students' collars and should not cover the ears and eyebrows.
- 2 x 3 rule shall be followed in checking compliance with the prescribed haircut.
- The haircut is defined by the practice of taking off two fingers' worth of hair on the sides and three fingers' worth on the back.

For girls:

- sporting long hair should tie their hair during laboratory and P.E. classes.

Not allowed:

- sport dyed hair and mustache,
- wear make-up,
- use nail polish, or maintain long fingernails
- Boys wearing earrings.

## **Guidelines on Proper Attire**

In general, the student's attire for parties and activities should:

1. Reflect the culture of the PSHS Community. PSHS is an academic community, a government scholarship school for the education of the gifted.
2. Reflect the mission of PSHS and its leadership - the development of "values" and "physical and moral habits."
3. Not offend the sensibilities and values of the PSHS community members.
4. Not distract students from the main objective of the affair. e.g., the Junior-Senior Promenade is a ritual that signifies acceptance of responsibility and transmission of values.
5. Not be an occasion for scandal, materialism, and consumerism.
6. Be appropriate to the occasion.

### ***Prom Attire***

**Not allowed** for girls:

- a dress with a plunging neckline showing the cleavage
- Dresses with low-cut backs below the waistline.
- Dresses with see-through fabric not lined or worn with a camisole
- Skirts with slits more than three (3) inches above the knee.
- Exposure of the torso area more than two (2) inches above or below the belly button.
- Shorts and short skirts over three (3) inches above the knee
- Wearing rubber slippers, wooden clogs (bakya), and sneakers/ rubber shoes

**Not allowed** for boys:

- T-shirts, whether collared or non-collared
- shirt with exposed shoulders and uppers arms
- Sandals and rubber shoes
- Wearing of earrings
- underwear peeking over the pant's waistline
- Denim, jogger, and hip-hop pants
- Caps and other headgear

***Instead, boys should wear decent long sleeve polo, coat and tie or barong, long slack pants, and closed leather shoes.***

## **Guidelines During the Flag Ceremony/Flag Retreat**

- held every Monday or any first day of the week from 7:00 to 7:20 A.M
- All scholars should assemble at 7:00 A.M
- Attendance shall be checked by the class adviser or the first-period subject teachers
- shall be under the leadership and supervision of the Student Alliance
- Flag Retreat shall be conducted on Friday afternoon

All scholars are expected to:

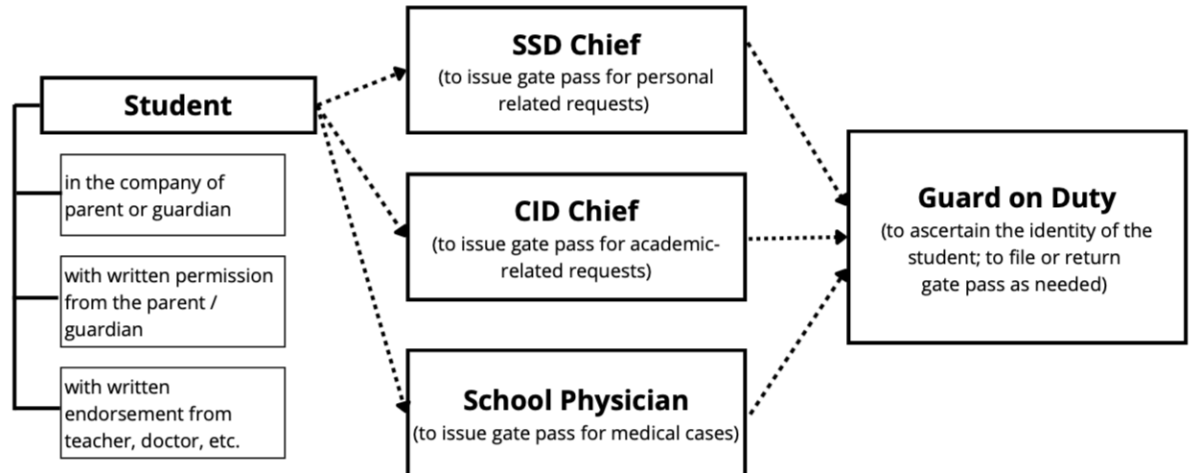
- ☐ Be punctual.
  - ☐ Observe silence and order.
  - ☐ Sing and act properly.
  - ☐ Recite from memory the following songs and pledges:
    - National Anthem
    - Panatang Makabayan
    - Panunumpa sa Watawat
    - PSHS Hymn
    - DOST Hymn
  - ☐ Be in complete uniform with the ID appropriately worn.
- After the flag raising ceremony, the students should return to their classrooms orderly.

## **Guidelines on Lost and Found Items/ Upkeep of Things**

- The official depository of all lost and found items is the Discipline Office.
- Report and turn over all lost and found items to the Discipline Office
- For lost and found PSHS owned books, it must be turned over to the Property Office by the Discipline Office within one week from surrender
- A conference with parent/s and a commitment paper are needed to retrieve the books.
- Unclaimed items as of the third school day following the last day of the calendar month shall be disposed of and donated to charitable institutions through the Student Alliance.

## Guidelines on Securing a Gate Pass

A. To secure a gate pass during class hours:



B. For interns after class hours/weekends:

