



DUYAN

LEARNING CENTER

MACTAN ARTS ACADEMY

School Handbook

SY 2018-2019

SCHOOL HANDBOOK

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I. OUR SCHOOL

A. School Seal



DUYAN
LEARNING CENTER
MACTAN ARTS ACADEMY

Meaning:

- The mother and child figure at the center represents the warm, loving and nurturing environment that DUYAN provides to the students.
- The three hands represent the DUYAN curriculum, which aims to provide a balance between the Sciences and the Arts; and the values that DUYAN stands for, all of which are anchored on God's word.
- Blue hand with wing (bottom) – represents God's word, the Bible (Values Education)
- Red hand with swirl (top-left) – represents the 5 Art forms (Creative Writing, Dance, Music, Theatre Arts, and Visual Arts)
- Yellow hand with molecular symbol (top-right) – represents the Sciences (Civics & Culture, English, Filipino, Math, Mother-tongue, ICT, PEH, and Science)
- TM (trademark) – means that the school's logo and name are patented under the Intellectual Property Office of the Republic of the Philippines.

B. Our History

*First it was a vision
Then I felt this was my mission
I thought it was my way to render service
It all became a serious endeavor
To finally become my Passion*

*Thus came into fulfillment
The vision I had for the many children
Who, in my heart, deserve only the best
DUYAN CHILD CARE CENTER shall serve them
and the rest*

DUYAN first opened its doors on July 8, 2002 to two children under two years old whose parents were anxious about their child being left to unqualified and uncaring individuals. I felt their pain and anguish every time they left their child at home to earn a living. Eventually, their testimonies about the new concept of total and holistic child care and development were adapted by other working parents who shared the same issues and concerns about unqualified caregivers.

They all found hope and inspiration in DUYAN CHILD CARE CENTER with the realization as to how important it was to work hard to give their children the best without sacrificing the welfare of their children.

Through the years, I, together with my dedicated DUYAN Staff continue to serve children to the best of our ability.

DUYAN has evolved into a learning institution offering quality education from preparatory to primary and intermediate levels.

My children, who share my vision and love for children, have dedicated themselves to this endeavor with the same passion and determination for the welfare of children who are the “Hope Our Fatherland”, our beloved country, the Philippines.

This is my legacy I leave to my beloved children, grandchildren, and the generations to come.



Mama Mon
(Ramona K. Alcantara, *Administrator*)

C. Contact Information

- Main Campus Address: 859 M.L. Quezon National Highway, Pajo, Lapu-lapu City, Cebu 6015
- Branch Campus Address: Pakpakan Road, Basak, Lapu-lapu City, Cebu 6015
- Landline numbers:
 - MAIN: (032) 340-8589, (032) 495-3490
 - BRANCH: (032) 342-0977
- Mobile numbers: (+63) 925-500-2733, (+63) 925-500-2734, (+63) 925-500-2735
- Website: duyanacademy.wordpress.com
- Email address: info.duyan@gmail.com
- Facebook: [duyanacademy](https://www.facebook.com/duyanacademy)
- Twitter: [duyanacademy](https://twitter.com/duyanacademy)

D. Our Mission

We in Duyan have a great passion for children. We are here...

- ...to develop children to their utmost potential
- ...to help children achieve a high degree of understanding of the world around them
- ...to empower the youth to become future leaders of the country
- ...to provide an environment where children can excel academically and artistically
- ...to nurture in children a love for God and His creations

Development

Understanding

Youth-empowerment

Academic Excellence and Artistry

Nurture

E. Our Philosophy

“We believe that God made each child unique. Each child has his/her learning pace, interests, learning style, and intelligences. He/she has the potential to be a scientist and an artist. A child’s EQ and IQ development are equally important. Each child should be prepared for life-long learning. A child’s education is a collaborative effort among the parents, the teachers, and the child. A child’s environment directly affects his/her learning. A child learns best when he/she is provided with meaningful learning experiences mirrored from real life. He/she should be raised to have moral, social and environmental responsibility. A child’s values education should be anchored on God’s word, the Bible.”

F. Core beliefs

- ❖ God made each child unique.
- ❖ Each child has his/her learning pace, interests, learning style, and intelligences.
- ❖ Each child has the potential to be a scientist and an artist.
- ❖ A child’s EQ and IQ development are equally important.
- ❖ Each child should be prepared for life-long learning.
- ❖ A child’s education is a collaborative effort among the parents, the teachers, and the child.
- ❖ A child’s environment directly affects his/her learning.
- ❖ A child learns best when he/she is provided with meaningful learning experiences mirrored from real life.
- ❖ A child should be raised to have moral, social and environmental responsibility.
- ❖ A child’s values education should be anchored on God’s word, the Bible.

G. Our Vision

“Our vision is to see children grow and develop into empowered individuals who have reached their full potential both in the sciences and the arts. Armed with a love for God and a high degree of understanding of the world around them, they will become wise, compassionate and innovative leaders of this country.”

H. Our Goals and Objectives

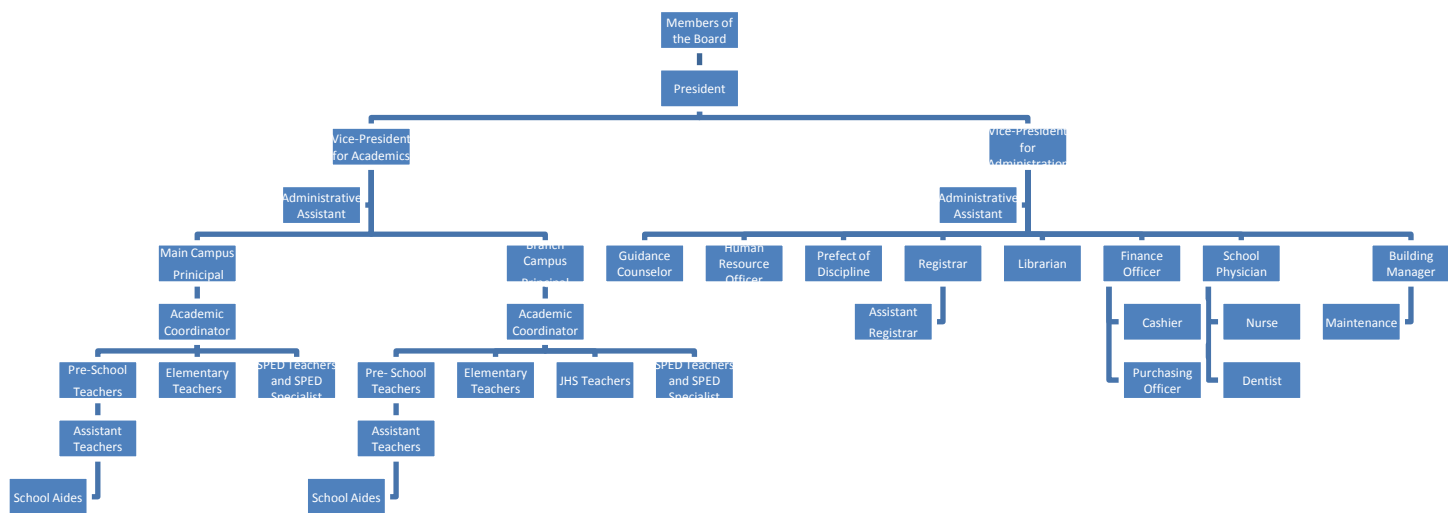
- a. Goal: to increase the capabilities of all members of the administration, faculty and staff (Faculty and Staff)
 - A minimum of 5 days of intensive In-service Training before the start of the school year
 - A minimum of 3 days of intensive mid-year training
 - Continuous training during summer break
 - send representatives to seminars sponsored by DepEd, Publishing houses, private organizations, and other institutions
 - further studies for the administration, faculty and staff (additional degree or higher degree)
- b. Goal: to cater to the unique needs of each student (Student Services, Home-School Partnership)
 - museum visits
 - concert attendance
 - educational trips
 - national and school-based programs (Nutrition Month, Buwan ng Wika, United Nations, Family Play date, Community Helpers’ Day, Arts Month, etc.)

- after-school activities/clubs related to different subject areas (Ballet, Piano, Guitar, Taekwondo, Creative Writing, Robotics, Academic enhancement)
 - EQ and IQ tests at the start of each year
 - Interest Survey
 - Learning Styles Questionnaire
 - Multiple Intelligence Survey
 - 1 communication notebook for each child
 - 3 conferences each year (PTC, SPTC, and SLC)
 - 1 Parents' orientation at the start of the school year
 - 1 Guidance counsellor
 - 1 SPED/Special needs teacher
 - 1 school nurse
- c. Goal: to ensure order and discipline in the campus for the welfare and protection of each student (Administration / School Policies)
- Discipline plan
 - Zero tolerance policy for bullying
 - "No Child Left Behind" policy by the DepEd
 - Child protection policy
 - Supreme Pupil Government (SPG), Supreme Student Government (SSG)
- d. Goal: to design and implement a balanced curriculum (Curriculum and Instruction)
- Understanding by Design (UbD)
 - Kto12 curriculum
 - International Arts curriculum
 - Performance Tasks
 - Differentiated Instruction
 - Play-based activities
 - Hands on learning experiences
 - Sensorial activities
 - Age-appropriate activities
 - Values Education subject
 - Daily prayers
 - Bible integration
 - ICT integration
 - Character traits
 - Monthly and Weekly themes
 - museum visits
 - concert attendance
 - educational trips
- e. Goal: to ensure an adequate, safe, and secure campus (School plant)
- small class sizes
 - sufficient facilities and equipment - ICT lab, Reading & Speech lab, Science lab, Gymnasium, PE equipment, HELE/TLE lab, Dance studio, Music instruments, Practice studios, Visual Arts studio
 - safe school campus - guards, CCTV, signages, evacuation plan
 - appropriate number of classrooms - library, clinic, Audio-Visual Room, mini hall

I. Our Method of Teaching

- We recognize that students have different readiness levels, interests, learning styles, and intelligences; therefore the school utilizes ***Differentiated Instruction*** as a method of teaching. This method allows the teacher to bring learning within the grasp of students. It also allows students to participate in respectful work. The teacher and the student work together to ensure continual engagement and challenge for each learner.

J. Organizational Chart



K. Values Formation

The CHILD is treated as the center of learning, and is taught kindness, respect for others and responsibility toward his environment.

SELF-RESPECT

We keep ourselves clean, well-groomed and dressed appropriately in coming to school. We speak only of good things and avoid unkind words and remarks.

RESPECT AND LOVE FOR OTHERS

Respect, love, kindness, politeness are core values we hope to inculcate in the young minds of our students. We, at DUYAN, young and adults, exemplify the core values so that we may be able to set a good example to others with our simple gestures.

RESPECT FOR LEARNING

We always show appreciation for the good things and concepts that we learn in school. We respect the teachers and staff who help us discover the wonderful world of learning.

RESPECT FOR ENVIRONMENT

We respect our learning environment by keeping the school clean, caring for the materials we use for learning.

We throw our garbage in trash cans provided in the classrooms, play area, restrooms.

We eat only in designated areas and we clean the area of our leftovers, food scraps, so as not to invite flies and other insects that cause illnesses and diseases among us.

L. DISCIPLINE

The child’s education and discipline will largely determine the kind of person he will become.

- 1. *Verbal Appreciation* is a form of reward for a job well done and for showing pleasant and acceptable behavior in our effort to build self-esteem in a child.
- 2. *Positive Reinforcement* uses rewards and appreciation to motivate the children and to teach children self-control. The difference between right and wrong which in turn builds self-esteem.
- 3. *Well-defined classroom procedures are set at the beginning of the School Year. Both teacher and students agree on reasonable procedures and consequences for infractions. This teaches children a sense of responsibility and accountability.*
- 4. *The teacher imposes the consequences for infraction of classroom procedures. This way, children learn the “cause and effect” nature of human behavior.*



Discipline Plan

1 st Warning	
Teacher will <ul style="list-style-type: none">✓ Call student/s’ attention✓ Take note of the incident✓ Not give any consequence	Student/s will <ul style="list-style-type: none">✓ Accomplish behavior reflection sheet<ul style="list-style-type: none">➢ G2 & below – audio/video reflection➢ G3 & up – written reflection
2 nd Warning	
Teacher will <ul style="list-style-type: none">✓ Call student/s’ attention✓ Take note of the incident✓ Give an appropriate consequence (logical or non-punitive)	Student/s will <ul style="list-style-type: none">✓ Accomplish behavior reflection sheet<ul style="list-style-type: none">➢ G2 & below – audio/video reflection➢ G3 & up – written reflection✓ Perform the consequence (logical or non-punitive)
3 rd Warning	
Teacher will <ul style="list-style-type: none">✓ Call student/s’ attention✓ Take note of the incident✓ Give an appropriate consequence✓ Refer the student/s to the Guidance Counsellor and Principal✓ Contact the parent/s or guardian/s	Student/s will <ul style="list-style-type: none">✓ Accomplish behavior reflection sheet<ul style="list-style-type: none">➢ G2 & below – audio/video reflection➢ G3 & up – written reflection➢ Perform the consequence
4 th Warning and up	
Teacher will <ul style="list-style-type: none">➢ Call student/s’ attention➢ Take note of the incident➢ Give an appropriate consequence➢ Refer the student/s to the Guidance Counsellor and Principal➢ Contact the parent/s or guardian/s	Student/s will <ul style="list-style-type: none">✓ Accomplish behavior reflection sheet<ul style="list-style-type: none">➢ G2 & below – audio/video reflection➢ G3 & up – written reflection✓ Perform the consequence<ul style="list-style-type: none">➢ In extreme cases:<ul style="list-style-type: none">○ S (suspension)○ P (probation)○ E (expulsion)

“Our rewards are natural, inspiring, and enriching. Our consequences are natural, logical, positive or non-punitive.”

- Examples:
 - reward: Students who do not receive any warnings before lunch time will be given a chance to play educational games after they eat if there is still remaining time.
 - consequence: In the event that a student damages or loses school property, he/she is responsible for its repair or replacement, as assessed by the school.
- (see other consequences under the section on Anti-Bullying)

M. CHILD PROTECTION POLICY

DUYAN abides by the policies and guidelines as stipulated in the “Child Protection Policy” of the Department of Education.

- DepEd ORDER No. 40, s. 2012
“DEPED CHILD PROTECTION POLICY”
Sec. 2, Par. 1 & 8

“Pursuant to the 1987 Constitution, the State shall defend the right of children to assistance, including proper care and nutrition, and special protection from all forms of neglect, abuse, cruelty, exploitation, and other conditions prejudicial to their development (ARTICLE XV, Section 3 [2])”

“Accordingly, this Department reiterates a zero tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying and other forms of abuse, and hereby promulgates the Department Order.”

- Sec. 23
“Private Schools shall be responsible for promulgating a school child protection policy, including a policy on bullying, a protocol for reporting and procedures for handling and management of cases, consistent with these policies and guidelines.”
- DUYAN upholds a Zero tolerance policy for bullying and similar acts i.e. Cyber bullying. Offending parties will be subject to disciplinary action as stipulated. (see section N.)

N. ANTI-BULLYING POLICY

Purpose

Each school needs to provide a safe, secure, and friendly environment conducive to learning. It is therefore necessary to create and promote guidelines that will help achieve this goal. In line with the **Child Protection Policy** of the **Department of Education**, and the **Anti-bullying Act of 2013** of the **Senate and the House of Representatives**, DUYAN Learning Center – Mactan Arts Academy hereby presents its policy against **Bullying** in school.

Legal Bases

DepEd ORDER No. 40, s. 2012 – “DEPED CHILD PROTECTION POLICY”
Sec. 2, Par. 1 & 8

“Pursuant to the 1987 Constitution, the State shall defend the right of children to assistance, including proper care and nutrition, and special protection from all forms of neglect, abuse, cruelty, exploitation, and other conditions prejudicial to their development (ARTICLE XV, Section 3 [2])”

“Accordingly, this Department reiterates a zero tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying and other forms of abuse, and hereby promulgates the Department Order.”

Sec. 23

“Private Schools shall be responsible for promulgating a school child protection policy, including a policy on bullying, a protocol for reporting and procedures for handling and management of cases, consistent with these policies and guidelines.”

REPUBLIC ACT NO. 10627 - “ANTI-BULLYING ACT OF 2013”

Sec. 3, Par. 1

“Adoption of Anti-Bullying Policies – All elementary and secondary schools are hereby directed to adopt policies to address the existence of bullying in their respective institutions. Such policies shall be updated and, at a minimum, shall include provisions which...”

Definition

“Bullying or Peer Abuse” – is committed when a student commits an act or a series of acts directed towards another student, or a series of single acts directed towards several students in a school setting or a place of learning, which results in physical and mental abuse, harassment, intimidation, or humiliation. Such acts may consist of any one or more of the following:

- a. Threats to inflict a wrong upon the person, honor or property of the person or on his or her family;
- b. Stalking or constantly following or pursuing a person in his or her daily activities, with unwanted and obsessive attention;
- c. Taking of property;
- d. Public humiliation, or public and malicious imputation of a crime or of a vice or defect, whether real or imaginary, or any act, omission, condition, status, or circumstance tending to cause dishonor, discredit, or expose a person to contempt;
- e. Deliberate destruction or defacement of, or damage to the child’s property;
- f. Physical violence committed upon a student, which may or may not result to harm or injury, with or without the aid of a weapon. Such violence may be in the form of mauling, hitting, punching, kicking, throwing things at the student, pinching, spanking, or other similar acts;
- g. Demanding or requiring sexual or monetary favors, or exacting money or property, from a pupil or student; and
- h. Restraining the liberty and freedom of a pupil or student.

DepEd ORDER No. 40, s. 2012 – “DEPED CHILD PROTECTION POLICY”

Sec. 3.M.

Acts of Bullying. – For purposes of this Act, “bullying” shall refer to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

- a) Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- b) Any act that causes damage to a victim’s psyche and/or emotional well-being;
- c) Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim’s looks, clothes and body; and
- d) Cyberbullying or any bullying done through the use of technology or any electronic means resulting in harassment, intimidation, or humiliation, such as, but not limited to instant

messaging/texting, email, chatting, internet, social networking websites (Facebook, twitter, Tumblr, google+, skype, FaceTime, Y!M, Instagram, etc.) or other platforms or formats.

REPUBLIC ACT NO. 10627 - "ANTI-BULLYING ACT OF 2013"
Sec. 2

Other definitions

Retaliation– any act done in vengeance against a student who reports, provides information, or witnesses bullying. - a.k.a. "Pay back."

Peer Conflict – occasional disagreements between or among students with equal power over the situation or relationship. People, including children, will get into conflicts with others of a different opinion or belief. This is normal and is part of life. This is not bullying and is simply solved by conflict resolution. However, in school, the admin, faculty and staff need to be able to identify and recognize conflicts among peers to be able to intervene appropriately and avoid it from escalating to Bullying.

Scope

The school recognizes the distinct vulnerability of certain students or group of students with actual or perceived disabilities and/or characteristics. This policy protects DUYAN students against bullying and/or harassment on the basis of actual or perceived race, color, religion, sex, nationality, ancestry/ethnicity, age, status, physical or mental disability, sexual orientation, gender-related identity or expression, and association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic.

This policy applies, but is not limited, to the following instances:

- a. on school campus
- b. property adjacent to school campus
- c. at school-sponsored or school-related activities, functions or programs whether on or off school grounds
- d. at school bus stops; on school buses or other vehicles owned, leased, used or recognized by the school
- e. through the use of technology or an electronic device owned, leased, used, or recognized by the school;
- f. at a location, activity, function or program that is not school related and through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or the orderly operation of a school; and
- g. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying

REPUBLIC ACT NO. 10627 - "ANTI-BULLYING ACT OF 2013"
Sec. 3

Intervention, Reporting, and other Responsibilities

All **DUYAN employees**, faculty, staff, contractors, security officers, and bus drivers, who witness incidents of bullying, retaliation, abuse, or violence, or who possess reliable information regarding the said incidents, are responsible to:

- a) immediately and appropriately intervene to ensure the safety and security of all students involved
- b) report the incident of bullying or retaliation to the Principal or any member of the Administrative Staff as soon as possible, preferably within 24 hours, using the DUYAN Incident Report For Bullying Form (Attachment A)
- c) cooperate fully in the investigation of the incident
- d) cooperate and contribute in the implementation of a child protection policy and safety plan established by the Principal or the Administration

- e) attend and participate in any training, program, course, or activity in school or outside of school which will provide the necessary knowledge and skill to prevent and handle bullying

Note: Any employee, faculty, staff, contractor, security officer, and bus driver, who witnesses an incident of bullying, retaliation, abuse, or violence, or who possesses reliable information regarding the said incident BUT fails to report it has violated this policy and will be subject to disciplinary action.

Responsibilities of Students, Parents and Guardians

Students must inform a responsible adult, preferably an admin, faculty, or staff member, parent, or guardian regarding any incident of bullying or retaliation whether as a victim, witness, or informant. A witness may not simply stand by or ignore a bullying incident.

Any **parent** or **guardian** who witnesses or receives information regarding a bullying incident by a student or another adult is responsible to advise the Principal or any Admin member as soon as possible, preferably within 24 hours. All reports should be directed to the DUYAN office directly or through the website, email, phone call, or text message. (See contact information below)

Note: Anonymous reports may be considered by the Principal/Admin but NO disciplinary action will be taken on the sole basis of an anonymous report.

Students, parents, and guardians are also encouraged to attend and participate in any training, program, course, or activity in school or outside of school which will provide the necessary knowledge and skill to prevent and handle bullying

Investigation

- a. The Principal/Admin member shall investigate OR shall select duly recognized personnel to perform the investigation
- b. The investigation shall be conducted within five (5) school days upon receipt of an incident report
- c. The investigation shall be completed within 10 school days, unless the Principal/Admin member extends it indefinitely due to uncontrolled circumstances
- d. The Principal/Admin member shall inform the parent/guardian of all the students involved about the incident and the forthcoming investigation while keeping the privacy of the children who are not their own
- e. The investigation shall include the identification of the perpetrator/s, target/victim/s, and bystander/witness/es, as well as any adult who witnessed the incident or may have reliable information about it. This adult is also responsible to submit the DUYAN Incident Report For Bullying Form (Attachment A)
- f. Individual and private interviews will be conducted with the perpetrator/s, target/victim/s, and bystander/witness/es
- g. Determining the cause, frequency, and effect/s of the bullying/abuse is one of the goals of the investigation process
- h. The details of the investigation must be properly documented
- i. If the perpetrators include students from other schools, the first Principal/Admin member to get informed will notify the Principal/Administrator of the other school/s
- j. Appropriate action plan/s or necessary consequences shall be recommended upon the conclusion of the investigation
- k. At the end of the investigation the Principal/Admin member shall again inform the parent/guardian of all the students involved while keeping the privacy of the students not their own
- l. The perpetrator/s who is/are proven to be guilty of the accusation will receive the appropriate consequence/s

Note: If the incident is NOT proven to be true and is only a case of **Peer Conflict**, it will be dealt with accordingly.

- If the informant has made a false report, he/she will receive disciplinary action

Consequence

DUYAN believes that consequences should be logical, natural, or non-punitive. In addition, consequences need to consider the student's developmental and behavioral maturity, as well as possible special needs. The Principal/Admin member shall explain non-threateningly to the perpetrator the consequence/s of his/her action, and shall impose the said consequence immediately, firmly, and consistently. An open line of communication shall be maintained with all the parties involved until the matter is completely resolved.

Examples of consequences are as follows:

- a. The child will be asked to review and understand the school handbook and discipline plan, including the Anti-Bullying Policy.
- b. The offender cannot be in contact with the victim/s for a period of time until the matter is resolved.
- c. The offender will be asked to attend support sessions that can help build his socio-emotional skills, improve anger management, and develop self-worth.
- d. The offender will be asked to attend guidance and counseling sessions which also involve strengthening of Christian values.
- e. The offender will keep a journal with the goal of diminishing, and ultimately extinguishing unwanted behavior.
- f. The offender will make and sign a contract stating specific action plans to improve behavior.
- g. A child who asked money from another child will be asked to return the money in full as soon as possible.
- h. A child who has incurred damage to property will be asked to repair or replace the property or pay for its repair or replacement.
- i. A child who has incurred injury to another child will be asked to provide or pay for the medication until full recovery. (if anything worse than an injury happened, the perpetrator will be responsible for any medical, civil, or criminal liability)
- j. A child who constantly bothers/bullies his/her seatmate in class, canteen, or school bus will be asked to sit at a different location in the classroom, canteen, or school bus.
- k. A child who plays rough with his school mates during breaks or after school will be asked to play alone, at a different time, or at a different place.
- l. A child who sent humiliating messages online or through other communications media against another student will be asked to take all the messages down, inform all the recipients to take them down, and if possible and necessary, make a public apology to the victim.
- m. A child who is proven to have special needs might need to take his lessons alone with a tutor/special needs teacher in some, most, or all of his/her subjects as the case may be. Perhaps a homeschooling program might be recommended.
- n. The incident involving the child will be reported to the Department of Education Division Office for record keeping and for further use.

This is not meant to be an exhaustive list of all the consequences a school may impose as there are numerous, but equally valid possibilities. The school may impose one or more consequences as the need may apply.

Note: As much as possible, the school will avoid the following consequences, but in extreme cases, the school might be forced to use them.

- a. In-school suspension
- b. Out-of-school suspension
- c. Expulsion

Appeal

Any party who is not satisfied with the outcome of the investigation may appeal to the DUYAN Administration within 10 school days upon receipt of the conclusion of the investigation and decision. There will be a re-investigation. The decision may or may not change, and the decision is final.

Protection and Prevention

To prevent any occurrence of bullying or retaliation, or to protect students from any of the aforementioned acts, the school needs to make sure that some measures are in place, which may include the following:

- a. This Anti-Bullying Policy is widely disseminated to the whole school community especially involving the students, parents, faculty, and staff.
- b. This Anti-Bullying Policy is easily accessible through the school’s handbook and website.
- c. The Faculty and Staff, as well as older students model good behavior and Christ-like character.
- d. Assign a faculty or staff member or peer-buddy to accompany a victim/s at all times.
- e. A system for guidance and counseling as well as for Christian Values Education is in place.
- f. There is a visible and ongoing campaign, on and off-campus, against bullying and cyberbullying.
- g. Students and staff may report an incident anonymously; however, no disciplinary action shall be taken against a perpetrator solely on the basis of an anonymous report.
- h. The Child Protection Policy, Anti-Bullying Policy, Ethics in Education, and Ethics in ICT are part of the ongoing training of all faculty and staff.
- i. Homeroom teachers and Subject teachers alike are vigilant of their students.
- j. Students must NOT be left unsupervised at any time and at any place in school by a responsible adult.
- k. Parents are educated about Bullying through articles sent home, email, or the website.
- l. Security personnel are strict in the implementation of school rules and policies.
- m. CCTV cameras around the campus are in place.
- n. Bags are checked randomly for drugs, weapons, or other harmful paraphernalia.
- o. Cellular phones, tablets, digital cameras and other technological devices may not be used by students in school unless specifically asked by a teacher for a particular purpose and only for a limited time.
- p. All desktop, laptop, netbook, and pocket computers need to be configured for child-safety.
- q. Internet safety is taught in the ICT classes.

Updating

This policy will be updated as necessary without prior notice.



CHILD PROTECTION COMMITTEE

- | | | | |
|----|------------------------------|---|--|
| 1. | Chairperson | - | Mr. Joel F. Cruz, Principal |
| 2. | Vice Chairperson | - | Ms. Maria Yasmin A. Capinguian,
Asst. Administrator |
| 3. | Teacher Representative | - | _____ |
| 4. | Parent Representative | - | _____ |
| 5. | Pupil/Student Representative | - | _____ |
| 6. | Community Representative | - | (optional) |

O. OUR LEARNING ENVIRONMENT

The school offers a safe learning environment for children of all ages.

We have air-conditioned classrooms; Indoor and Outdoor Play Areas.

P. OUR TEACHING STAFF

Our teachers are all qualified, having passed the government Licensure Examination for Teachers (LET). They have also undergone trainings in curriculum development, the UbD (Understanding by Design) in particular, Differentiated Instruction, Multiple Intelligences, SPED, Behavior support, The Effective Teacher, and First Aid to name a few.

Q. OUR PROGRAMS

- Developmentally appropriate programs designed for your child are as follows:

LEVEL	AGE
	(by August 31 of the proceeding school year)
Preschool	
Toddler	2 years old
Nursery 1	3 years old
Nursery 2	4 years old
Kindergarten	5 years old
Elementary	
Grade 1	6 years old
Grade 2	7 years old
Grade 3	8 years old
Grade 4	9 years old
Grade 5	10 years old
Grade 6	11 years old
Junior High School	
Grade 7	12 years old
Grade 8	13 years old
Grade 9	14 years old
Grade 10	15 years old

R. PRESCHOOL PROGRAM

DUYAN aims to provide meaningful, fun and age appropriate experiences for the students so they may develop in all **seven (7) developmental domains**, namely: fine motor, gross motor, cognitive, socio-emotional, receptive language, expressive language, and self-help. We use a **play-based** and **integrated** approach to teaching and learning. We believe that learning should not be forced, and that each child will develop at his/her own pace and in his/her own time.

Differentiated instruction is used to cater to the various learning styles of students. Informal lessons in the Arts (Creative Writing, Music, Visual Arts, Dance and Theater Arts) are integrated as well.

S. OUR Kto10 CURRICULUM

Our curriculum aims to provide a balance between the Sciences and the Arts. It complies with the DepEd requirements of the Kto12 curriculum and aims for appreciation and mastery of subject matter. It also integrates an ICT-Robotics and Arts Program that complies with globally accepted standards. Bible-based

Christian values and concepts are taught and are integrated in lessons learned in class.

We use the Understanding by Design (UbD) curriculum framework. It is the backwards process in designing a curriculum and has three (3) stages namely:

- A. Stage 1 - Identifying desired results
- B. Stage 2 - Determining acceptable evidence
- C. Stage 3 - Planning learning experiences and instruction

The learning areas are as follows:

Sciences:

Civics and Culture
English with Creative Writing
Filipino na may Malikhaing Pagsulat
Home Economics and Livelihood Education/Technology and Livelihood Education
Information and Communications Technology with Robotics
Mathematics
Mother Tongue
Physical Ed. and Health
Science
Values Education

Arts:

Dance
Music
Theatre Arts
Visual Arts

T. INCLUSION PROGRAM

Duyan aims to provide the best education to ALL children, regardless of ability, gender and background. Thus, it offers an **inclusion program** for children with special needs (ex. children with ASD, ADHD, Communication Delays, etc.) who are **recommended for mainstreaming** into the regular classroom.

The inclusion program is headed by the Duyan SPED specialist who works in coordination with the child's therapists (OT, Speech, PT), Shadow Teacher, SPED Teachers, Regular Teachers, Coordinator, Principal and the parents.

Requirements:

1. Assessment Report by the Developmental Pediatrician and or Occupational Therapist - the report has to indicate that the child is recommended for mainstreaming
2. Continuous therapy sessions and academic support other than the regular classes
3. Placement Test - to determine cognitive/academic level
4. Additional requirements or additional support may be requested by the school as necessary based on the severity of the condition. Ex. a shadow teacher, braille teacher, wheelchair, etc.

U. ENTRANCE REQUIREMENTS

All children 2 years old and up are welcome to enroll.

Interested applicants are required to:

V. Upon application:

- a. Pay the application fee (P150).
- b. Submit the following: (at least 1 week before the assessment schedule)
 - i. a properly filled-out Student's Application Form
 - ii. photocopy of the child's birth certificate (NSO/PSA)
 - iii. medical certificate from the child's pediatrician
 - iv. written evaluation and recommendation from the child's developmental pediatrician (for children with Special Needs)
 - v. recent 2x2 photo (2 pcs)
 - vi. original/certified true copy of the most recent report card from previous school (3rd Qtr for early applicants)
 - vii. a properly filled-out Student's Recommendation Form (provided by DUYAN, to be accomplished by previous school's Guidance Counselor or Principal)
 - viii. original/certified true copy of the most recent Early Childhood Care and Development (ECCD) checklist from the previous school (for incoming Grade 1)
- c. Undergo DUYAN's assessment and evaluation.
 - i. The schedule will be announced later.
 - ii. The results will be announced within 2 weeks after the placement tests and evaluation.

W. Reservation/Pre-registration

- a. A student who successfully completes the whole application process is eligible for early registration or slot reservation.
- b. Submit the following:
 - i. a properly filled-out Pre-Registration/Reservation Form (the same shall be considered as the Registration Form)
- c. Payment of the miscellaneous and other fees may be accomplished at this time or during the regular enrollment period.

X. Upon enrollment:

- a. Only returning students and new students who have undergone assessment and evaluation may enroll in DUYAN.
- b. Submit the following:
 - i. a properly filled-out Registration Form

- ii. original/certified true copy of the most recent report card from previous school (4th Qtr)
 - iii. DepEd Form 137/new School Form 10 (requested from school to school & applicable only to incoming Grade 1 to 12 students) - without which the child is only considered as temporarily enrolled
 - iv. original/certified true copy of the most recent Early Childhood Care and Development (ECCD) checklist from the previous school (for incoming Grade 1)
- c. Pay the registration, miscellaneous, and other fees upon enrollment.

Y. ENROLLMENT AND REGISTRATION DETAILS

1. School Fees

a. Preschool

Registration Fee:	PhP 4,000
Miscellaneous Fees:	All in (inclusive of basic school materials, uniforms, books, snacks, etc.)
	Php 8,000 (Toddler)
	Php 10,500 (Nursery)
	Php 11,000 (Kindergarten)
Monthly Tuition:	PhP 3,500

b. Grade school

Registration Fee:	PhP 4,000
Miscellaneous Fees:	PhP 12,000 (Grades 1-6)
	PhP 13,000 (Grades 7-10)
	o inclusive of the ff:
	▪ basic school materials, snacks, lab fees,
	o exclusive of the ff:
	▪ books, uniforms, and materials for special projects
Monthly Tuition:	PhP 3,500
Books:	(cost may vary per grade level)
Uniforms:	(cost will be based on orders)

2. A child is considered registered/enrolled upon full payment of the registration AND miscellaneous fees.

3. Payment Options:

Tuition Fees may be paid in full upon enrollment, biannually, or on a monthly basis. Registration fees shall be waived for full payment option only.

Registration and Miscellaneous Fees should be paid in full upon enrollment.

Monthly Fee payment should be made on the first 5 days of the Month that falls due.

If fees remain unpaid three weeks after due date, a payment reminder will be issued, unless prior arrangements with the Administrator have been agreed upon. The school reserves the right to withhold the assessment of students in cases of non-payment of tuition for the prescribed period.

Progress Reports, Parent-Teacher conferences, transcripts of record (Form 137), and medals or certificates will be withheld if all fees are not settled by the end of the quarter, semester or school year.

NOTE: Delayed payments by 3 months or more shall incur a 3% interest.

4. Reservation/Pre-registration Fee

A PhP4,000 reservation fee must be paid for each child in order to secure/guarantee a slot in the grade level required for your child/children at DUYAN. This fee is payable from the first working day of January until the last working day of April.

The reservation fee is no longer refundable after the last working day of April, but is deductible from Enrollment Fees upon enrollment.

5. Cancellation and Refund

In the event that a parent decides on cancelling his/her child’s application, the following refund policies shall be applied:

- i. 100% refund - if the prospective student has not gone through the placement tests and evaluation yet. However, after the last working day of April, there will be no more refund.
- ii. 50% refund - if the prospective student has ALREADY gone through the placement tests and evaluation. However, after the last working day of April, no more refund will be provided.

6. Where and How to Pay

Please pay to the Cashier in cash, check, debit card, or credit card, from Monday to Friday, 8:00 AM-12:00 NN; 1:30 - 5:00 PM. Please make checks payable to ***DUYAN Childcare Center Cebu, Inc.*** Payment can also be made through direct wire transfer to the school’s bank account with MetroBank detailed below. Any bank charges will be for your account.

Bank Details:
MetroBank & Trust Company (MBTC)
Pusok, Lapulapu City
Account # 1857185629100

Please send the Admin office a copy of the bank deposit/advise slip and indicate the student’s name so that we can credit the student’s account accordingly. An official receipt will be issued only when the school receives this.

7. Refund Policy

The Registration Fee and Miscellaneous Fees are consumed by the School once a student enters. Should the student then leave at any time before the school year ends, there is NO refund of these fees.

Only Tuition Fees may be refunded on the basis of any month not attended.

8. Bounced Checks

A penalty assessment of 2 % will be billed on issued amount.

9. Corporate Accounts

Students whose fees are being paid by Corporations must secure a letter from their parent's Corporation to this effect. This letter should be given to the Admin office at the time of enrolment and must indicate the exact dates when accounts will be settled. The school prefers the payment dates to match the school requirements wherever possible.

10. LEARNING MATERIALS AND UNIFORM

DUYAN shall provide all basic learning materials and other basic needs. These shall be distributed to the children upon complete payment of miscellaneous fees. Specific materials needed in fulfillment of special projects like Performances Tasks (PTs) that the school cannot provide will be requested to be brought from home. Ex. baby pictures, old magazines, recyclable boxes and bottles, illustration boards, ingredients, etc.

Clothing to be worn by the children in the center should be appropriate and comfortable i.e. uniforms to be worn everyday including the current ID card. Students not in complete uniform shall not be allowed to enter the school premises.

All materials and clothes should be properly labeled.

1. Boys = white DUYAN polo shirt, DUYAN long, khaki pants, white socks, black leather shoes with rubber soles
2. Girls = white DUYAN blouse, DUYAN skorts, white regular socks (not knee-high), black leather shoes with rubber soles
3. Complete PE uniforms (PE t-shirt, jogging pants, rubber shoes, socks) should be worn on scheduled PE days only. Students not in complete PE uniform will not be allowed to participate in physical activities for their safety.

In addition to these guidelines, students are not allowed to wear make-up, tattoos, or jewelry on campus. The school will not be responsible for any loss or damage to students' personal property. Please provide extra shirts and towels as well. Boys should keep their hair short and neat. No hair should touch the collar and the corner/tip of the ears. Any student who deviates from any of these guidelines on uniform and clothing will be subject to the school's discipline plan unless there is a valid reason for the deviation, in which case, the parent/guardian should write an excuse letter. (see above)

11. ATTENDANCE & CLASS SCHEDULES, PICK-UP & EARLY DISMISSAL

1. Attendance

Your child is expected to come to class every day, Mondays to Fridays. Proper notice should be given if the child cannot come to school.

The student is expected to be present every day for each class/school activity. Regular attendance during each class activity maximizes the opportunity for quality learning. Attendance is usually checked during homeroom time, at the start of every class and prior to every scheduled class activity.

A student who returns to school after an absence reports to the homeroom teacher with a letter of explanation from his/her parents or guardians and/or a medical certificate from his/her pediatrician stating the illness that caused the absence/s and that the child is already fit to go to school. The school shall decide whether the absence is excused or unexcused.

a. Excused Absences

An absence is EXCUSED under any of these circumstances:

- i. Sickness certified by a doctor, parent or guardian. Students who incur more than ten 10 absences under this circumstance shall be called together with the parents for a conference with the Principal.
- ii. Attendance at an official function, approved/recognized by school authorities, whether held on or off campus, in which case, the absence will not be reflected in the report card. (Ex. CVIRAA, MILO competition, Exhibit)
- iii. Emergency or death of an immediate family member.
- iv. Special religious observances or feasts particular to the child's family's sect.

* For excused absences, the student is given a chance to make up for missed lessons and tests. However, this must be done within five (5) school days after his/her return to school; otherwise, he/she forfeits his/her right to make-up for lessons/exams missed.

b. Unexcused Absences

Absences for reasons other than the aforementioned are unexcused. Students are expected to do the necessary make up work when they have been absent for any reason. It is expected that the students approach the teacher for the makeup work.

Any student present in school, but absent from class without permission is considered to be cutting classes. A parent/guardian and principal conference will be held. A student is not eligible for credit in all subjects after incurring the following absences:

- I. 10 days of continuous or successive unexcused absences
- II. 20 days of both excused and unexcused absences during the entire school year

c. Tardiness

A student is marked late by the teacher if:

- I. He/she enters the classroom fifteen (15) minutes after the official school time.
- II. He/she is not in line formation at the start of the Flag Ceremony on Monday mornings.
- III. He/she is not in the classroom at the start of the class or any other venue for an activity designated by the school/district in place of a regular class period (i.e. field trips, seminars, contests, symposia, etc.)

* The number of times a student is marked tardy shall be counted and reflected in his/her attendance record. Students who will be late for three (3) or more times will be subject to the school's discipline plan. (see above)

d. Leaving School Campus

Permission to leave campus during school hours is granted by the Principal upon presentation of a written request from the parents/guardians of a student. Valid reasons for leaving school are the same as those for excused absences. (see above) Persons other than the parents/guardians who pick up students must be specified in the letter. The person authorized to pick-up the child must present a valid ID at the gate.

Students may **not** leave the campus during lunch time unless specifically requested by the parents and for a limited number of days only.

Students who will be allowed to leave the campus for valid reasons must secure a gate pass from the office.

e. Pick-up Time

- I. Children must be **picked-up immediately after school hours**, unless they are enrolled in tutorials, different clubs, or are awaiting bus service.
- II. Please be informed that after class dismissal, all the members of the faculty and staff are involved in after school activities and other tasks, thereby leaving the stay-behind students (i.e. those with no clubs, tutorials, etc.) unsupervised and exposed to the risks of injuries due to accidents and to other undesirable incidents.
- III. For the safety and protection of the children:
 - Children should be brought to and picked up from the center by a responsible adult (preferably a parent) and **endorsed to the staff** upon arrival. People unknown to the staff will not be allowed to pick up the child, unless the school is notified in advance, and provided with proper identification.
 - All children will be led to the gate by an assigned staff member after class and shall be endorsed to parents or guardians.
 - The center gates will be closed and locked at all times. Only parents or persons with appointments shall be allowed inside the center premises.

f. Sample Class Schedules

Kindergarten class (180 minutes/ 3 hours)

Minutes	Activity
25 mins.	Free Play/Indoor Play/Center Activities
10 mins.	Meeting Time/Prayer and Songs
115 mins.	Circle Time/Lesson and Activity Time
15 mins.	Snack Time
3 mins.	Story Time
10 mins.	Outdoor Play
2 mins.	Goodbye (Goodbye Song)

Homeroom Advisers: T. MJane, T. Wayne						
Blocks	G1 Da Vinci	Mon	Tue	Wed	Thu	Fri
1	8:00-8:45	HR - VE	HR - VE	HR - VE	HR - VE	HR - VE
2	8:45-9:40	1) C&C	7) Music	13) Eng	19) ICT	25) Fil
	9:40-10:00	SNACK	SNACK	SNACK	SNACK	SNACK
3	10:00-10:55	2) Dance	8) MT	14) VA	20) Reading	26) Math
4	10:55-11:50	3) Eng	9) PEH	15) Fil	21) C&C	27) TA
	11:50-12:30	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
5	12:30-1:25	4) ICT	10) Reading	16) Math	22) Music	28) MT
6	1:25-2:20	5) Fil	11) C&C	17) Dance	23) Eng	29) VA
7	2:20-3:15	6) Math	12) TA	18) MT	24) PEH	30) Reading
	3:15-4:10					

Homeroom Advisers: T. Em, T. Grezza						
Blocks	G7	Mon	Tue	Wed	Thu	Fri
1	8:00-8:45	HR - VE	HR - VE	HR - VE	HR - VE	HR - VE
2	8:45-9:40	23) Eng	29) VA	5) Fil	11) C&C	17) Dance
	9:40-10:00	SNACK	SNACK	SNACK	SNACK	SNACK
3	10:00-10:55	24) PEH	30) Science	6) Math	12) TA	18) TLE
4	10:55-11:50	25) Fil	1) C&C	7) Music	13) Eng	19) ICT
	11:50-12:30	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
5	12:30-1:25	26) Math	2) Dance	8) TLE	14) VA	20) Science
6	1:25-2:20	27) TA	3) Eng	9) PEH	15) Fil	21) C&C
7	2:20-3:15	28) TLE	4) ICT	10) Science	16) Math	22) Music
	3:15-4:10					

g. Early Dismissal

- If in case you need to pick up your child before the scheduled time of dismissal, please inform us beforehand. You will also be given an early notice if we need to dismiss classes earlier than the usual time.

12. SNACKS AND MEALS

We pay particular attention to the food that your child eats, since your child's health and well-being is very important to us. So, the center shall prepare healthy snacks for the children. Lunch for grade school students, however, shall be provided by the parents. If you still choose to send snacks for your children, please note that the NO JUNK FOOD Policy will be strictly enforced.

In addition, we require each child to bring his/her own utensils to school including a **properly labeled** water bottle, spoon, fork, bowl or lunch box, and placemat. They are taught how to be responsible in cleaning up after they eat as well as in washing their own utensils.

13. SUSPENSION OF CLASSES AND HOLIDAYS

Preschool classes are automatically suspended when storm signal no.1 is declared by PAGASA; signal no. 2 for Grade school and Junior High School. We leave it to the

discretion of the parents in cases of heavy downpour. We encourage parents to check the news for weather updates as the local government has the right to suspend classes even when there is no signal number from PAGASA. Pls. check our FaceBook, Twitter, and Website as well for announcements.

We shall observe all holidays indicated in our school calendar and those specifically declared by the President or by DepEd.

The school recognizes that children and their families have special religious holidays or feasts that are particular to their sect. We would understand if the family decides not to send their children to school on those special days. (ex. Sinulog, Patron Saint fiestas, Passover, etc.)

14. WHEN A CHILD HAS ILLNESS

Children suffering from fever/infectious diseases cannot be admitted to class. A child who is brought to the center with any of the following conditions or symptoms will not be allowed to come to class, and will have to be taken home by the parent:

- ✓ Fever
- ✓ Eye Infection
- ✓ Diarrhea
- ✓ Vomiting
- ✓ Active sneezing or coughing
- ✓ Contagious skin disease
- ✓ Any other symptom that indicates illness or potentially contagious condition

If any of these symptoms occur when the child is with us, the parent will be informed and will need to make arrangements to bring the child home.

IMPORTANT PROCEDURES: [Standard Operating Procedures involving Child care and Welfare in School]

1. The school is equipped with first aid paraphernalia
2. In case of febrile conditions, allergic reactions, etc. we inform the parents of the child's condition and what measures have been administered for temporary relief of symptoms and to make the child as comfortable as possible until the arrival of a parent or a responsible relative.
3. Medications may be administered in school provided that a written prescription from the Family Physician is presented.
4. Incidents and accidents occurring in the school premises are properly documented indicating the incident, date and time, status of child, action taken. Parents are properly informed and updated.
5. All students enrolled in DUYAN in the current school year are covered by an accident insurance.

15. ASSESSMENT AND GRADING SYSTEM

Grades are based on the child's scholastic performance. Conduct and extra-curricular activities are rated separately and although they have no bearing on the child's final grade, they may be bases for consideration in the presentation of awards and recognition.

1. Our Grading System is termed Criterion-based Referencing or Standards-based Grading
 - a. Adapting this kind of system is in keeping with the global and local trends in education.
 - b. The latest grade is the most important and most relevant.
 - c. The 4th quarter grades and ratings reflect the summation of the child's knowledge and skills from the 1st to th 4th Quarter.
 - d. We give emphasis to summative assessments (chapter tests, unit tests, mastery tests, quarter tests, projects, presentations, performances, etc.)
 - e. Pre-assessments (Pre-tests, Diagnostic tests) and Formative Assessments (Seat works, Home works, Quizzes, other assignments) are also important as they help the students prepare for the summative assessments
 - f. In both Formative and Summative Assessments, we expect students to reach a certain level of mastery of the lesson/s, which is equivalent to a minimum score of 80%, before moving on to the next activity.
 - i. We call this the "Passport/Ticket System", i.e. mastery of the current lesson is their passport/ticket to the next lesson.
 - ii. Exemptions are for Pre-assessments and 4th Qtr Summative assessments.
2. In Kindergarten, students are assessed based on the Department of Education's list of competencies or skills in the seven (7) developmental domains for holistic development of children. The summative assessments are done four (4) times a year.
 - a. Developmental Domains refer to the seven (7) learning areas in the Kindergarten curriculum namely:
 - i. Language, Literacy, and Communication (Wika, Karunungan sa Pagbasa at Pagsulat);
 - ii. Socio-Emotional Development (Pagpapaunlad ng Sosyo-Emosyunal at Kakayahang Makipamuhay);
 - iii. Values Development (Kagandahang Asal);
 - iv. Physical Health and Motor Development (Kalusugang Pisikal at Pagpapaunlad sa Kakayahang Motor);
 - v. Aesthetic/Creative Development (Sining);
 - vi. Mathematics (Matematika,), and;
 - vii. Understanding of the Physical and Natural Environment (Pag-unawa sa Pisikal at Natural na Kapaligiran).
3. The Kindergarten students are also assessed three (3) times each school year using the revised Early Childhood Care and Development (ECCD) Checklist prescribed by the Department of Education.
4. The Components for Grades 1-10 summative assessments are as follows (adapted from the Department of Education's new Grading System as of April 1, 2015; see DepEd ORDER No. 8, s. 2015, "POLICY GUIDELINES ON CLASSROOM ASSESSMENT FOR THE K TO 12 BASIC EDUCATION PROGRAM, p.10 of 33)
 - a. Written Works - 20%
 - b. Quarterly Assessments - 40%
 - c. Products/Performances - 40%
 - d. Percentages vary depending on the nature of the subject area.
5. Final quarter exams/assessments are comprehensive. The suggested percentage ranges are as follows:
 - a. 1st quarter summative assessments = 100% of 1st quarter content
 - b. 2nd quarter summative assessments = 2nd quarter content, and 20-40% of 1st quarter content
 - c. 3rd quarter summative assessments = 3rd quarter content, and 15-30% of 1st and 2nd quarter content

- d. 4th quarter summative assessments = 4th quarter content, and 10-20% of 1st, 2nd, and 3rd quarter content
6. The **initial subject grades** of each student are **transmuted** to come up with the final grades. (see DepEd ORDER No. 8, s. 2015, “POLICY GUIDELINES ON CLASSROOM ASSESSMENT FOR THE K TO 12 BASIC EDUCATION PROGRAM, Appendix B, p.29 of 33)

Transmutation Table (DepEd)		
Initial Grade	Transmuted Grade	
0		60
4		61
8		62
12		63
16		64
20		65
24		66
28		67
32		68
36		69
40		70
44		71
48		72
52		73
56		74
60		75
61.6		76
63.2		77
64.8		78
66.4		79

68	80
69.6	81
71.2	82
72.8	83
74.4	84
76	85
77.6	86
79.2	87
80.8	88
82.4	89
84	90
85.6	91
87.2	92
88.8	93
90.4	94
92	95
93.6	96
95.2	97
96.8	98
98.4	99
100	100

7. We use **letter grades with descriptions** to provide a more meaningful report of the child’s performance. Below is a range of numerical equivalents for each letter grade.
- a. Outstanding = 96-100%
 - b. Highly Competent = 90-95%
 - c. Competent = 84-89%
 - d. Approaching Competence = 80-83%
 - e. Developing = 75-79%
 - f. Starting = 1-74%
 - g. Not Taken = for skills, topics/lessons, subjects, or units that are not yet offered during the quarter or semester
 - h. Not Applicable = usually assigned to subjects not taken in lieu of an actual grade
8. In this kind of system, no one is considered a failure.
9. **Effort Rating**
The Definition of “effort” from the Cambridge Academic Content Dictionary © Cambridge University Press:
- physical or mental activity needed to achieve something, or an attempt to do something.
- a. Effort is rated from 1 to 10, 10 being the highest. (i.e. 1=minimum, 10=maximum)
 - b. The Effort Rating provides additional information to parents which may help them interpret the subject grades and get to know their children better.
 - c. Here are some examples of how the Effort Ratings may be interpreted:
 - i. low effort BUT high grade = shows the child's talent or child's potential

- ii. low effort AND low grade = might mean it is not the child's interest
 - iii. high effort BUT low grade = might mean the child struggles in the subject
 - iv. high effort AND high grade = grade was the result of the child's hard work
10. **Character Traits** are graded and reported separately and are not included in the subject grades thereby avoiding grade inflation.
- a. **The Character Traits:**
 - i. Honesty
 - ii. Courtesy
 - iii. Helpfulness and Cooperation
 - iv. Resourcefulness and Creativity
 - v. Consideration for Others
 - vi. Sportsmanship
 - vii. Obedience
 - viii. Self-Reliance and Industry
 - ix. Cleanliness and Orderliness
 - x. Piety
 - b. **Legend:**
 - O - Outstanding
 - VS - Very Satisfactory
 - S - Satisfactory
 - NI - Needs Improvement
11. **Daily attendance and participation** in co-curricular and extra-curricular activities are also reflected on the report card.

16. PROMOTION and RETENTION

The following are the requirements for promotion and retention: *(pursuant to DepEd Order no. 8, series of 2015 Policy Guidelines Classroom Assessment K to 12)*

Preschool

1. Regular preschool students are promoted to the next level as long as their age falls under the requirement.
2. Preschool students in the inclusion program are promoted based on their Language and Social skills and developmental assessment reports.

Grade school

1. No student shall be given any school credit toward the completion of or graduation from a program unless he/she has enrolled and satisfactorily fulfilled the admission requirements faithfully and regularly attended classes, and acquired a reasonable proficiency in each subject of the curriculum.
2. No student shall be permitted to take any advanced subject until he has satisfactorily passed the basic and pre-requisite subjects.
3. The minimum requirement to be **Promoted** to the next grade level is a grade of **Developing (D)** in ALL subjects.
4. A student with three (3) or more **Starting (S)** grades will be automatically **Retained** in his/her current grade level. On the other hand, a student with a **Starting (S)** grade in only 1 or 2 subjects must take **remedial classes** in summer and must achieve the minimum grade of Developing in **both** subjects to be promoted.
5. Students who will be promoted to the next grade level but have gotten grades of **Developing (D)** and **Approaching Competence (AC)** in at least 1 subject at the end of the school year, will be highly encouraged, but NOT required, to enroll in **Academic Enhancement** classes during the Summer in preparation for the next school year.
6. Kindergarten and Grade 10 students have a Completion Ceremony at the end of the School Year.
7. Grade 6 and Grade 12 students have a Graduation Ceremony at the end of the School Year.

8. All other grade levels have a Moving-up Ceremony at the end of the School Year.

17. AWARDS and RECOGNITIONS

The following policies shall apply in the resolution of issues relative to the selection of awardees:

1. Each child, from Nursery to Kindergarten, is given recognition in the area/domain that he/she excels in, based on the developmental skills assessment checklist. These include awards for Cognitive, Socio-emotional and Language abilities. They are also given special citations in Dance, Music, Visual Arts and Drama.
2. Grade school children with distinction per grade level will be recognized.
 - a. **With Highest Distinction** - those who will achieve **10 or more Outstanding** grades
 - b. **With High Distinction** - those who will achieve **7-9 Outstanding** grades
 - c. **With Distinction** - those who will achieve **4-6 Outstanding** grades
3. Subject Proficiency and Character awards are also given per grade level.
 - a. **Subject awards** are given to all students who achieve a grade of **Outstanding** in one or more subjects
 - b. **Special Citations** are given to all students who achieve a grade of **Highly Competent** in one or more subjects
 - c. **Character Awards** are given to all students who achieve a grade of **Outstanding** in one or more Character Traits
4. For the Grade 12 graduating students, other Special Awards are given (Leadership Award, DUYAN Child Award, etc.)
 - a. The Administration works with a committee to deliberate and select recipients
 - b. The committee consists of the Principal and at least 3 members of the faculty
5. Loyalty awards are given to students who have studied in DUYAN continuously from Kindergarten to Grade 6 and Grade 7 to Grade 12.

18. SPECIAL EXPERIENCES

a. Educational trips, Museum visits, and Concert attendances

Educational trips, Museum visits, and Concert attendances provide children with a lot of experiential learning. These include going to a park, zoo, supermarket, church, fire station, bank within our neighborhood, museum, concert, musical play, etc. We will inform you ahead of time on the scheduled trips through the communication notebook.

Proper uniform shall be worn including the ID during field trips unless specifically told not to.

b. Parties and Programs

Celebrating your child's birthday is allowed in the school; provided that only snack or meal time is used. Please inform us a week before your desired date for the party so we can fix our schedule. Mascots, magicians, etc. are discouraged. A limit of 2 guests (parents, guardians or siblings) may be allowed to attend.

Events and programs are also conducted by the school as scheduled. All these enhance your children's socio-emotional development.

c. Bringing Things to School

Bringing of personal toys to the center is **not allowed, except on days especially designated in the school calendar**. We shall inform you if your child needs to bring something from home, in connection with our topic in school.

Children are **not allowed to bring money, jewelry, and electronic/digital devices such as mp3 players, tablets or cellphones** to school unless specifically asked to do so in relation to a Performance Task or Project.

Children's belongings, especially the uniforms and bags, should be properly marked / labeled for identification.

19. HOW PARENTS CAN HELP

As parents, you have been responsible for the early teaching of your child. Although he/she is now old enough for school, you will still be the most important teacher in your child's life. Here are some innumerable ways on how you can help your child in school as well as strengthen our partnership in the child's growth and development.

We encourage you to:

- 1) Attend all Parents-Teacher Conferences scheduled every end of the quarter. Conferences may be requested as necessary.
- 2) Read the assignment and communication notebooks provided to keep you posted of homework, announcements and activities in school. Kindly affix your signature on the space provided to signify that you have read the communication.
- 3) Take part in school activities, like Field Trips, Book Month, Family Day and school programs.
- 4) Follow through at home. Assist the child in studying and fulfilling requirements as necessary. From time to time and upon request, we send home the learning materials (books, etc.) of the children to give you updates on school matters.

Please be responsible for the proper care and handling of these materials and kindly affix your signature on the space provided to signify that you have read the communication.
- 5) Feel free to coordinate with your child's teacher to update yourself as to your child's progress in school. Use the communication notebook as a means of communicating with us.
- 6) Provide information that may be deemed necessary for the child's development.
- 7) Follow through with the recommendations for professional consultation (i.e. Guidance Counselor, Developmental Pediatrician, Occupational Therapist, Medical Doctor, Academic Tutor, etc.)

20. YOUR CHILD'S PROGRESS

Measuring and reporting on children's progress is done in a variety of ways including teacher observation. The teachers keep careful records of each child's progress continuously and these records follow the child as he moves through the program.

A **report card** is sent at the end of each period. After each semester, the report is discussed in a **parent-teacher conference**. This detailed report on all aspects of the child's school life usually contains written comments as well as symbols indicating degrees of accomplishment. Throughout the year, parents and teachers may frequently be in touch with one another as they feel the need to discuss a child's particular challenges to success either through informal conferences with teachers or through the communication notebook.

Parents may also put their comments in writing if they wish to add them to the child's permanent record file.

21. OTHER OFFERINGS

Apart from the basic education program that we offer, our students can also avail of the following co-curricular and extra-curricular offerings:

ARTS

- ✚ Arts ‘N’ Crafts
- ✚ Ballet classes
- ✚ Cello lessons
- ✚ Creative Writing/Malikhaing Pagsulat
- ✚ Dance club
- ✚ Dance Troupe
- ✚ Drum lessons
- ✚ Flute lessons
- ✚ Clarinet lessons
- ✚ Glee club
- ✚ Guitar lessons
- ✚ Percussion Ensemble
- ✚ Piano lessons
- ✚ String ensemble
- ✚ Theatre/Drama club
- ✚ Trombone lessons
- ✚ Trumpet lessons
- ✚ Violin lessons
- ✚ Visual Arts
- ✚ Vocal Ensemble
- ✚ Voice lessons
- ✚ Wind Ensemble

SCIENCES

- ✚ Adobe Photoshop
- ✚ Environmentalist
- ✚ Green Thumb club
- ✚ Math club
- ✚ Robotics
- ✚ Science club

SPORTS

- ✚ Athletics
- ✚ Badminton
- ✚ Basketball
- ✚ Chess/Scrabble
- ✚ Soccer
- ✚ Swimming
- ✚ Table tennis
- ✚ Track and Field
- ✚ Volleyball

OTHERS

- ✚ Bible stories
- ✚ Catechism
- ✚ Campus journalism
- ✚ Boy/Girl Scouts
- ✚ Supreme Pupil/Student Government

➤ *Subject to the availability of facilitators and venues*

22. Changes and Updates

Details may be added to or changed in this handbook without prior notice. You will be informed of those changes immediately. However, this handbook is applicable this school year and the school years to come until a new edition is made. Furthermore, this handbook is not meant to be an exhaustive list of all the school’s guidelines and procedures. For more details please visit the admin office and the DepEd website (<http://www.deped.gov.ph/>).

Thank you very much.

- *Then, please fill-out this page and return to the admin office within 3 working days upon receipt.*

DUYAN LEARNING CENTER - MACTAN ARTS ACADEMY
SCHOOL HANDBOOK

Acknowledgment Receipt

1. STUDENT’S NAME (Child #1): _____
GRADE LEVEL-SECTION: _____
HOMEROOM TEACHER: _____
2. STUDENT’S NAME (Child #2): _____
GRADE LEVEL-SECTION: _____
HOMEROOM TEACHER: _____
3. STUDENT’S NAME (Child #3): _____
GRADE LEVEL-SECTION: _____
HOMEROOM TEACHER: _____

ADDRESS: _____

CONTACT NO/S.: _____

“We fully accept and support all the school policies contained in the Handbook and cooperate with the school in the attainment of its goals and objectives.”

CONFORME:

PARENT/GUARDIAN'S SIGNATURE OVER PRINTED NAME

