

Message from the Directress

Dear CAM Student,

Welcome to Christian Academy of Manila. We are grateful to God for your parents whom He led to bring you to this school. This indicates your parents' trust and confidence in the school's administration, faculty, staff and curriculum.

Being at CAM is not just receiving an education but also being actively involved in its life and process. Aside from the acquisition of knowledge in your lessons you will also inculcate character, values formation and habits. We hope to help you do your best not only in academics but also in life as a whole.

Your teachers and school staff will be glad to give you a helping hand when needed. In all that you do, always do your best for the glory of God.

In behalf of the school, it is our earnest prayer that you learn the gift of love and apply the power of perseverance and the joy of obedience which will help you to be desirable and useful citizens of our country.

May you have a wonderful year at CAM!

Mrs. RoseMarie S. Frondoso
School Directress

THE CAM STUDENT

As a student of Christian Academy of Manila, you are distinguished by the following qualities:

1. You show respect for God's Word by regularly studying it.
2. You obey orders willingly and promptly.
3. You respect persons in authority.
4. You are clean and neat in appearance.
5. You accomplish your duties faithfully.
6. You consider the feelings of others, being sensitive and responsive to their needs.
7. You demonstrate a cooperative spirit in all of the school's activities.
8. You value good health by following proper hygiene and healthy habits.
9. You are aware of the less fortunate and appreciate giving oneself in service to others.
10. You value friendly competition and fair play.

A. Vision Statement

To be a Christian School of excellence, producing graduates who adhere to and manifest high ethical standards consistent with Christian values in all aspects for the glory of God.

B. Mission Statement

Christian Academy of Manila, Inc. is committed to provide opportunities that would ensure excellence in spiritual, intellectual, emotional, physical, and social development.

C. Learning Outcomes

Supporting our vision and mission statement, Christian Academy of Manila envisions our students to cause significant change in their workplace; therefore, we will mold them to be the **LIGHTHOUSE** wherever God leads them.

- L** – Lead with accountability towards others, family, community and most of all God
- I** – Ignite self and others to do their best in all the tasks, whether big or small, assigned to them for God’s glory
- G** – Guide each other in their personal relationship and walk with the Lord Jesus Christ.
- H** – Harbours the critical and creative thinkers within them
- T** – Teamwork will always be their advantage to the success of their task
- H** – Heed to God’s calling and purpose in their lives
- O** – Obey and acknowledge the Lord in all their ways
- U** – Uphold the teachings of the CAM grounded in God’s word in order to make a change in their workplace
- S** – Stand firm and be brave to whatever life brings them
- E** – Emit light that will manifest servant hood that will encourage humility and service towards each other and most of all unto God. Build confidence, leadership, teamwork and sense of accountability.

D. School's Yearly Theme

EXCEL to PLEASE GOD

I Thessalonians 4:1

¹“Finally, brothers, we instructed you how to live in order to please God, as in fact you are living. Now we ask and urge you in the Lord Jesus to do this more and more.”

EXpound God's Word

Jeremiah 29: 13, “¹³You will seek me and find me when you seek me with all your heart.”

Cast God's Light

Matthew 5:14, “¹⁴You are the light of the world. A town built on a hill cannot be hidden.”

Emulate God's Love

Ephesians 5: 1-2, “¹Follow God's example, therefore, as dearly loved children ²and walk in the way of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God.

Luminate God's Life

Philippians 4:13, “¹³I can do all this through him who gives me strength.”

Statement of Faith

We uphold the following to be true according to the Holy Bible. For this reason, these beliefs are reflected in the lessons, activities, and programs that students receive here at CAM. As a Christian institution, we believe that:

About God

There is one, and only one, living and true God, Creator of the whole universe, and all therein, an infinite, intelligent Spirit and supreme ruler of heaven and earth, inexpressively glorious in holiness and worthy of all possible honor, confidence and love; that in the unity of the Godhead there are three persons, the Father, the Son and the Holy Ghost, equal in every divine perfection, and executing distinct but harmonious offices in the great work of redemption.

About Jesus Christ

Jesus Christ is the Son of God. He is co-equal with the Father. He lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all the people by dying on the cross. He arose from the dead after three days to demonstrate His power over sins and death. He ascended to Heaven and will return again someday to earth as King of Kings, and Lord of Lords.

About the Holy Spirit

That the Holy Spirit is a divine person; equal with God the Father and God the Son and of the same nature; that He was active in the creation; that in His relation to the unbelieving world He restrains the evil one until God's purpose is fulfilled; that He convicts of sin, of judgment and of righteousness; that He bears witness to the Truth of the Gospel in preaching and testimony, that He is the agent in the New Birth; that He seals, guides, teaches, witnesses, sanctifies, empowers and helps the believer.

About the Bible

The Holy Bible was written by men supernaturally inspired by the Holy Spirit; It is truth without any admixture or error. It shall remain to the end of the age, the only complete and final revelation of the will of God to man and the supreme standard by which all human conduct, creeds and opinions should be tried.

About Salvation

Salvation is God's free gift to us but we must accept it for it to be ours. We can never make up for our sin by good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. Eternal life begins the moment one recognizes he/she is a sinner and receives Jesus Christ into his/her life by faith.

About Eternal Security

Because God gives us eternal life through Jesus Christ, the true believer is saved and secure for eternity. If you have been genuinely saved, you cannot lose it. Salvation is maintained by the grace and power of God, not by self-effort of the Christian.

*GENERAL POLICIES
AND
INFORMATION*

GENERAL POLICIES AND INFORMATION

A. Admission Policies

1. Age Requirement

In determining the proper academic level in preschool, the age of the child is considered first. An assessment is then given to ascertain the readiness of the child to the assigned level. However, for the elementary and high school, grade qualification comes first. This means that an incoming student who has successfully completed First Year, for instance, will be admitted to Second Year, regardless of his age.

2. Required Documents to be Submitted

All student transferees (except for Prep) are required to submit the following documents and to pass the evaluation exam prior to enrollment:

For Local Students

- Photocopy of birth certificate (preferably NSO copy)
- Photocopy of previous Report Card or Form 138
- Two (2) copies of 2 x 2 colored ID pictures
- **Medical Certificate**
- **Good Moral and Right Conduct (GMRC)**
- **Developmental Psychological Report (if necessary)**

For Foreign Students

- Special Study Permit or SSP
- Photocopy of Birth or any other equivalent
- Photocopy of Passport
- Previous school records authenticated and translated in English by their respective embassies (if applicable)

3. Admission Guidelines

CAM welcomes student transferees up to the second quarter granted that the student has started his/her formal schooling for the present school year and has sufficient records to present prior to acceptance. In cases, wherein the grading system of the previous school is not the same as that of CAM (e.g. narrative or descriptive) the student maybe accepted and

be “temporarily enrolled” while CAM communicates with the previous school for the necessary conversion of the said grades.

However, there are some instances where student transferees were able to finish their previous school level, but for any reason, were unable to start on time at the beginning of the present school year. This is especially true among students who wish to enter CAM at the middle or towards the end of the school year. With regards to this, the following guidelines shall apply:

- * All pertinent documents and requirements shall be submitted (i.e. records from the completed level) prior to admission and entrance examination.
- * If the student applies at the start of the second quarter, it is made clear to the parent, through a written agreement, that the child will have to take graded remedial classes. The grade for the second quarter will then be credited as second quarter and the student’s first quarter grade will be from the remedial class grade.
- * Remedial classes are also required for preschool student applicants who enrolled anytime after the first quarter. The same policy applies to them similar to that of the grade school.
- * Foreign applicants are required to enroll in the ESL program if its their first time to study in the Philippines, and if their entrance exam results will not meet the criteria for inclusion to regular class.
- * CAM may still accept student transferees for the Grade 6 or Fourth Year granted they have all the requirements, such as their previous school records.

B. Withdrawal from School

If your parents wish to withdraw you from school during the term, they should write a letter of withdrawal, addressed to the School Principal one week before date of withdrawal. Before you leave school, you must complete the following procedures:

1. Obtain the withdrawal form from the office
2. Return borrowed textbooks to your teachers

3. Get financial clearance from the business office

C. Absence Procedure

Success in school and attendance go together.

*The Class Adviser has to be notified upon the pupil's/student's absence, whether abrupt/prolonged.

*The following reasons for abrupt/prolonged absence are considered excused:

1. Sickness/Illness
2. Family emergency
3. Pre-approved family activity. **You need to have your parents write an "Excuse Letter" to be given to your class adviser and to be noted by the Principal.**

*Other absences without notification will be considered unexcused and the teacher will record a grade of zero for missed tasks (such as: homework, tests, quizzes, etc.) on the day of absence.

If you have been absent, you need to submit an "Excuse Letter" signed by your parent or guardian citing the reason of your absence to be submitted to the Classroom Adviser. Excuse Letter will only be accepted within the week the student has returned from his/her absence. Failure to submit the Excuse Letter within the week of return will be regarded as un-notified absence.

****** Notified Absences:**

a. Absence due to sickness and family emergency: missed exams, seat works, and other activities will be re-scheduled for make-up classes without deduction.

b. Absence due to vacation (even approved): the student will be given make-up classes but with a 10% deduction from the grade of a certain activity/exam.

***Failure to attend make-up class/es, the student will automatically get a grade of zero.

c. Absence due to prolonged illness: a medical certificate and clearance duly signed by the attending physician has to be

attached to the Excuse Letter and submitted to the Class Adviser.

D. Early Dismissal

Early dismissal will be granted for the same reasons allowable for excused absences. Emergency cases are given considerations. The following are considered as emergency cases:

1. If you're sick and you need immediate attention (based on the school nurse's recommendation)
2. If your parents need your presence for any legal or fiscal concerns.
3. Death or life-threatening emergency within your family.

Never leave the school premises without permission during school hours unless you're under the supervision of your parent or guardian. If you have to go home earlier than the expected time, ask your parents or guardian to observe the following procedures:

1. Proceed to the Parent-Student Relation Officer's(PSRO) office to express their intention of picking you up at an earlier time.
2. Fill up an Early Dismissal Slip and have it signed by the Principal.
3. Proceed to the classroom to get your bag and other school materials.
4. Inform the teacher-in-charge and present the duly signed slip to him/her.
5. Proceed immediately to the Guardhouse and present the early dismissal slip before leaving the school premises.

E. Visiting Rules

To avoid disruption of classes, all school visitors must proceed to the Business Office to inform the staff about the purpose of the visit. Classroom visits will be arranged in advance with the School Principal.

F. School Supplies

Textbooks and workbooks are provided for children and can be purchased at CAM. Only fully paid textbooks will be released before the opening of the school year. A list of necessary supplies to be purchased by your parents will be provided during enrollment time.

You are responsible for taking care of your books, notebooks and other school materials. Always bring them to school and never leave them inside your classroom after school hours, unless you are instructed to do so by your teacher.

G. Insurance

All students of CAM are covered by an accident insurance 24 hours a day. The insurance covers all accidents whether they are school-related or not. If in case the accident occurred outside the school, the parent or the legal guardian may visit the school clinic for assistance on how to claim the child's insurance benefits.

H. Clinic

The clinic is the place to go when you get injured or are feeling sick. If you become ill or sick while in school, you will be allowed to rest in the clinic and your parents will be notified at once. The school nurse will see to it that the medicine, as advised by your parents, will be administered in accordance with the doctor's instructions.

1) In the compliance with the Department of Educations' Health Program, the scope of the medical services to be rendered by the medical staff shall be confined to the following services:

a) Medical attendance to be rendered shall be limited to students who suffer minor ailments or are suddenly taken ill or suffer any kind of injury resulting from accident occurring within the school premises during school hours.

b) Only initial medications will be given at the clinic. The parents should provide for the prescription medicines or maintenance medicines.

c) **Rashes:** If allergic reaction is suspected, and student is at risk for respiratory difficulty, your child may receive Benadryl and be sent home or to a school clinic immediately. If not life threatening, they may receive Benadryl with parent's permission and remain at school if parent chooses. Rashes of unknown origin will be reported to parent and treated accordingly.

d) **Stomach Ache:** This is a very frequent complain, often exaggerated, and difficult to medically evaluate. It can become a very time consuming evaluation for the student, clinic nurse/aide and teacher. If the child states vomiting, there must be verification from school staff. If the student has been in clinic 20 minutes without fever, vomiting, or diarrhea they may return to the class. Upon initial complaint to the teacher the student should be given opportunity to use bathroom or eat snack.

e) **Sore Throat:** Are a very common complaint. They are not emergent and should not be sent to the clinic during class, unless other symptoms are present as well. (ie: temperature, vomiting, rash, strep odor). They may be assessed by the clinic nurse/aide at break. If reddened or sinus drainage is observed, a parent will be contacted.

f) **Headaches:** If student complains of a headache, no other symptoms, they may be asked to remain in class until break. Exceptions to this would be diagnosis of migraines or other medical condition that includes frequent headaches. Questions to the students before sending them to the clinic during class: Hungry? Allergies? Sensitive to smell? Eye strain? These are not emergent and can wait until class break. Parents please talk with the school clinic staff if there is a history or medical problem so that special adjustments can be made.

g) **Fever:** The student will be sent home. They may return the next day if no fever. If fever persists see the doctor and bring medical certificate.

f) **Chicken pox:** All students with open draining lesions will be excluded from school. They may not return until all lesions are crusted and healing. Bring medical clearance signed by your attending physician.

i) If a sore eye is suspected, the child will be sent home and referred to a doctor for evaluation and treatment.

j) Nurse/aides will not be responsible for “pulling” baby teeth. Do not send the students to the clinic.

2) Parents are advised not to allow their children to attend classes at the first sign of illness (fever, generalized rashes, sore eyes) which is likely to affect their child’s performance in school or infect their classmates.

3) If your child has a chronic illness (e.g. asthma) please advise us in writing and the current plan of medical management he/she is undergoing.

4) If any special medication is to be given at school, please send us a supply of the medicines with written instruction signed by the attending physicians.

5) In every case, medical attendance provided for by the medical staff shall be in form of first aid. When hospitalization is indicated, the student shall be taken to affiliate hospitals by the medical staff. The parents will be informed of their child’s condition prior to the transfer to the hospital.

I. Fetchers’ (Parents/Guardians) Access to School Grounds

For your safety and security, parents or guardians will only be allowed at the entrance of the gate. Moreover, a Fetcher’s ID is required for nannies or other authorized individuals, other than the parents, before they can be allowed to fetch the child from school. The Fetcher’s ID may be secured from the Student Service Office. The Academic Adviser will assist any authorized ID applicants and to provide them with a list of requirements.

J. Tuition Fees

Tuition fees can be paid on an annual, semi-annual, quarterly or monthly basis. Quarterly tuition is due at the beginning of each quarter. For withdrawal and transferring during the school terms, the DepEd ruling on tuition charges apply. A student who transfers or otherwise withdraws should submit his intention in writing within two weeks after the beginning of classes, for any refunds to be applicable.

If the tuition and school fees have already been paid in full or in part, ninety percent (90 %) of the total amount paid for the term may be refunded if the child is withdrawn from school within the first week of classes. Eighty percent (80%) of the tuition and fees may be refunded if the child is withdrawn within the second week of classes, regardless of whether or not he has actually attended classes. Refunds are no longer applicable if the student is withdrawn anytime after the second week of classes.

The tuition fee ruling is based on the premise that a student who enrolls in a school stays enrolled for the entire school year, regardless of his subsequent transfer or withdrawal. Late enrollees will also pay the tuition in full.

Parents are encouraged to pay their dues promptly. This will serve the best interest of every child. A penalty of 5% per quarter is to be charged for delinquent accounts. The penalty will continue until the account is brought to current status or settled. If the account is still unsettled until the start of fourth quarter, the student will not be allowed to take the fourth quarterly exams until the remaining balance is fully paid. Moreover, the student will not be allowed to enroll for the next school year or level if there are any unpaid accounts from the previous school year. Parents are, therefore, asked to refer to the schedule of payments at the beginning of the school year.

1. Refund of fees for voluntary withdrawal:

- A. Miscellaneous and other fees are not refundable.
- B. For dropping whether or not the student attended the class, refund shall be made in accordance with the following:

1. Within one week from opening of classes.....90%
 2. Within two weeks from opening of classes.....80%
 3. Refunds are no longer applicable if the student is withdrawn anytime after 2nd week of classes.
2. No student is allowed to take any periodical examination unless obligation is settled.
 3. Examination permit is secured from the office two weeks before examination (if paid).
 4. Payment for quarterly basis is due on the 1st week of the examination month and a 5% interest is charged for late payment.
 5. Payment for semestral basis is due on the 2nd and 3rd examination month and a 5% is charged for late payment.

K. Speak English Policy

CAM adopts the English language as the official medium of communication in all its subjects, except for Filipino and Aralin Panlipunan (for Grades 6 to 10 only). The school believes that proficiency in the use of the English language among its students can help them acquire the intellectual skills needed to engage in logical, technical and scientific tasks. Therefore, mastery of the English language is necessary if one is to survive in today's globalized society. Your teachers will communicate with you in English whenever you are inside the school. They will serve as role models to help you in practicing how to communicate in English. Consequently, you are expected to use English (except during your Filipino subject) in all your dealings with other school personnel.

L. Suspension of Classes

DepEd Order No. 37, s.1995, shall govern the suspension of classes in case of typhoon:

- * Signal No. 1 No classes for the Preschool
- * Signal No. 2 No classes for the preschool and Grade school
- * Signal No. 3 No classes for all levels

Suspension of classes is announced by the DepEd NCR Director or the City Mayor of Manila. Parents are advised to listen to radio or television announcements on suspension of classes, and coordinate with the School Principal for clarifications.

However, in some instances, the school principal may also suspend classes if the surrounding areas of CAM are all flooded and are dangerous for travel.

*****Phone-brigade will take effect.**

Moreover, the school recognizes the authority of Malacañang or DepEd to officially suspend classes in the event of a nationwide strike or street rallies.

If the suspension of classes occurs after the students have reached the school, classes will continue until 12:00 noon. After that, parents and/or guardians are advised to fetch their children at the said dismissal time. However, parents and/or guardians may choose to pick up their children at an earlier time if deemed necessary.

M. Forms of Communication

It is imperative that your parents and teachers are in constant communication with each other. We need to cooperate and coordinate with one another. CAM needs a high degree of parental involvement to develop into a highly effective educational institution. The role of parents is significant, and cannot be filled by teachers or administrators.

The school communicates with your parents primarily through:

1. Parent-Teacher Conferences – Teachers meet your parents during issuance of report cards. This is also the best time for your parents to discuss with your teachers how to draw out the best in you by considering your strong academic areas and on those that still need to be improved. Your parents will be assigned a schedule for conference and are encouraged to be in the said activity.
2. Independent Consultation – If your parents wish to confer with your teachers or any school personnel anytime during

the school year, your parents may do so by writing a letter of intent addressed to the School Principal and course it through the Class Adviser at least a day before their preferred schedule. Please take note also that individual consultations or conferences are only held after the last subject of the teacher or adviser.

3. Parent Circulars – throughout the school year, CAM sends letters to your parents regarding special activities done here in school (school-wide activities such as educational field trips, UN Week, etc.). These letters or circulars require your parents to sign a Return Slip as evidence of their acknowledgement. It is very important that these Return Slips are filled-up and returned to your class adviser in order for us to know for sure that your parents are properly informed and updated.

Note: With the “New Norm”, all means of communication will be done through Google Classroom, CAM Website, E-mails and phone calls. Meetings are through Zoom or Google Meet. Face-to-face meetings are to be scheduled or set by an appointment with the Class Adviser and implemented during PTCs’.

N. Fire and Earthquake Drills and Other Emergency Preparedness Drills

Through out the school year, fire and earthquake drills are held in order for you to be prepared and alert in what to do in the event of an actual occurrence. Students are taught the proper way of responding to these emergency situations, and are taught to follow the evacuation plan and to follow their teacher’s instructions at all times.

O. School Canteen

Our school canteen also plays an important role in the formation of students. The canteen provides the child with satisfying and nutritious meals. The lessons in good manners, social graces, courtesy, etiquette, and

consideration for others are put into practice. You are expected to show courtesy towards the canteen staff and other schoolmates whenever you are in the canteen. Always remember that it is always right to line-up and wait for your turn and to throw your trash in the proper receptacle. The School Canteen is accessible during your scheduled snack and lunch breaks and during dismissal time.

P. Guard's Post

CAM places a high regard on your safety and security. We have a guard who is always ready to lend a hand. For your safety, our guard has been instructed not to allow you to leave the school without an accompanying adult or guardian or an early dismissal form duly signed by the Principal.

ACADEMICS

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A. Curriculum

Christian Academy of Manila offers a unique experience that would make a difference in its students' life. The curricular program of CAM subscribes itself to the mandate of the K-12 Curriculum. It is however enriched with the Singaporean Curriculum which is integrated in all Mathematics curricular programs. It also includes innovations to strengthen Math, Science, and English through enrichment subjects and the consistent implementation of various clubs, addressing the multiple abilities of the students.

CAM curricular programs from Kinder to Grade 10 emphasize Christian values, having the Bible as the heart of the curriculum. The teachers and staff are highly trained educators and mature Christians. The school caters to children of all nationalities irrespective of race, social status, color, and culture as we hold to the belief that God loves everyone.

B. Grading System

The attainment of learning outcomes as defined in the standards shall be the basis for the quality assurance of learning using formative assessments. They shall also be the focus of the summative assessments and shall be the basis for grading at the end of instruction.

The learning outcomes are defined by level: Written Work; Performance Tasks; Quarterly Assessment. These levels shall be the outcomes reflected in the class record and shall be given corresponding percentage weights as follows:

Subjects	Level of Assessment	Percentage Weight	Total
Languages (English and Filipino) Bible Araling Panlipunan Computer	Written Work Performance Tasks Quarterly Assessment	30% 50% 20%	100%
Science Math	Written Work Performance Tasks Quarterly Assessment	40% 40% 20%	100%
Music, Arts, PE, Health, TLE/HE	Written Work Performance Tasks Quarterly Assessment	20% 60% 20%	100%

The levels of assessment are defined as follows:

1. **Written Work Component** – ensures that students are able to express skills and concepts in written form.
2. **Performance Task Component** – allows learners to show what they know and are able to do in diverse ways. Students are encouraged to create or innovate products or do performance-based tasks.
3. **Quarterly Assessment** – measures student learning at the end of the quarter.

C. Guidelines on Conduct Grade

The grade for conduct should be computed by means of a character list based on the combined judgment of all subject teachers. This is based on the premise that a more objective rating may be achieved if all the teachers will give their input and observations.

The following are the criteria in evaluating department marks for Kinder to Grade 10 based on DepEd Order No.8 S.2015-Core Values:

1) Maka-Diyos (30%)

- Expresses one's spiritual beliefs while respecting the spiritual beliefs of others.
- Shows adherence to ethical principles by upholding the truth.

2) Makatao (30%)

- Is sensitive to individual, social, and cultural differences.
- Demonstrates contributions toward solidarity.

3) Makakalikasan (15%)

- Cares for the environment and utilizes resources wisely, judiciously, and economically.

4) Makabansa (25%)

- Demonstrates pride in being a Filipino; exercises the rights and responsibilities of a Filipino citizen.
- Demonstrates appropriate behavior in carrying out activities in the school, community, and country.

D. Promotion and Failure

Level	Requirements	Decision
For Grades 1 to 3 Learners	1. Final Grade of at least 75 in all learning areas	Promoted to the next grade level
	2. Did Not Meet Expectations in not more than two learning areas	Must enroll and pass remedial classes for learning areas with failing mark to be promoted to the next grade level. Otherwise the learner is retained in the same grade level.
	3. Did Not Meet Expectations in three or more learning areas	Retained in the same grade level
For Grades 4 to 10 Learners	1. Final Grade of at least 75 in all learning areas	Promoted to the next grade level
	2. Did Not Meet Expectations in not more than two learning areas	Must enroll and pass remedial classes for learning areas with failing mark to be promoted to the next grade level. Otherwise the learner is retained in the same grade level.
For Grades 4 to 10 Learners	3. Did Not Meet Expectations in three or more learning areas	Retained in the same grade level
	4. Must pass all learning areas in the Elementary (For Grade 6 only)	1. Earn the Elementary Certificate 2. Promoted to Junior High School
	5. Must pass all learning areas in the Junior High School	1. Earn the Junior High School Certificate 2. Promoted to Senior High School.

E. Probation Status

The Probationary Status serves the purpose of challenging poor-performing students to excel in their studies by striving to reach the school's standard of academic excellence.

➤ **An old or returning student shall be placed under probation if:**

1. He/She incurs a final grade of 75 and below in any of his/her subject.
2. He/She incurs a department mark of C+ in any of the four quarters
3. He/she incurs two suspensions due to tardiness.

➤ **Students, who took summer classes because of a final grade lower than 74, will still be placed under probation for the following school year.**

➤ **A new student or transferee will also be placed under probation if:**

1. He/She was retained at his/her previous level;
2. He/She received a Final Grade of 74 and below in any of his/her subjects from his/her previous school.
4. He/She took an entrance exam after the summer classes and got score of 80% and below in the entrance exams.

➤ **A student under probationary status must meet the following criteria in order for him/her to qualify for regular placement for the following school year:**

1. He/She must have a Final Grade of seventy- five percent (75%) or higher in all the subjects at the end of the school year.
2. He/She must always exhibit satisfactory behavior and deportment.
3. He/She must observe all the school rules and regulations as indicated on the Student Handbook, and should have no violation of any of these rules.
4. Failure to meet these conditions would result to the parent's voluntary withdrawal of the child from school at the end of the school year.

F. Honors and Awards

All awards are given to deserving students who have outstanding performance in academics and deportment at the end of the school year. Instead of ranking the students from highest to lowest and determining the top five or three for the top one to five positions, students are encouraged to help each other in reaching a certain standard. A class, therefore, may have more than one First Honors in its roster depending on the number of students capable of reaching the standard.

Academic and Non-Academic Awards (Graduating and Non-Graduating)

The student must have:

1. A general average of **90%** and above.
2. No subject grade below **75%** even in component subjects.
3. No adverse disciplinary record or suspension within the year.

With Highest Honor: Gold Medal

Awarded to students who receives the general average of 98-100 in the year level

With High Honor: Silver Medal

Awarded to students who receives the general average of 95-97 in the year level

With Honor: Bronze Medal

Awarded to students who receives the general average of 90-94 in the year level

Special Awards

Character Recognition Award

These awards are given to learners who have been observed to consistently demonstrate the DepEd core values (*Maka-Diyos, Makatao, Makakalikasan, Makabansa*).

For Grades 1-3: These awards are given to younger learners to affirm their positive traits and attitudes or to recognize significant improvement in their behaviour.

For Grades 4-10: Conduct Awards for grades 4 to 12 in each class will be given at the end of the school year. This will be based on the evaluation of the adviser and subject teachers, using the guidelines stipulated in Section VI of DepEd Order No. 8, s.2015. Awardees must have consistently and dutifully carried out the core values of the Department as indicated in the report card. They must have obtained a rating of at least **B+** at the end of the school year. They also must have not been sanctioned with offenses punishable by suspension or higher sanction within the school year according to the Department's service manual and child protection policies.

Loyalty Award

This is given to students who have been with the school from preparatory to grade 10, or from grade one to grade 10 without repeating any grade level.

Perfect Attendance Award

This award is given at the end of every quarter to encourage learners to attend and actively participate in class. Perfect attendance means that a learner must be present in all of his/her classes, and must have no absences or tardiness for the entire quarter. Learners who are representing the school for various purposes (e.g., in-school or off-campus activities) may also qualify for this award.

Non-academic Awards

These awards are given to students who have shown excellent performance in non-academic activities such as Clubs.

Natividad A. SyCip Award

Natividad A. SyCip is one of the founders of Christian Academy of Manila. She is a faithful Christian worker in the vineyard of the Lord; fulfilling her God-given vision for CAM with unwavering dedication and commitment. She inspires and encourages the Faculty and Staff to perform their assigned task with enthusiasm and consistency. This special award is given to the students who receive the highest conduct average, leadership and academic excellence in the grade level.

***** Other details for policy of awards and recognition, please refer to DepEd no.36 s.2016**

G. Issuance of Report Cards

Report cards are issued at the end of every quarter during the Parents-Teacher Conference. The report card is an official document of the school which shows the student's performance per quarter. Parents are encouraged to confer with teachers and/or other school authorities during the regular Parents-Teacher Conference and at other opportune time regarding the performance of their children in school.

Loss of Report Card – A student who loses his/her report card is required to bring a letter of explanation from the parents or guardians as soon as possible. Any replacement of the report card shall be charged to the student. This is applicable to 4th Quarter Progress Card only. Progress Cards from 1st to 3rd Quarter will be issued as e-Progress Card which can be viewed in your child's Google classroom.

STUDENTS CLUBS

CAM provides opportunities for the development of the total personality of the students and their various individual talents by offering different interest clubs. Students are given opportunities to join in any club they want as long as they are qualified.

The following are the clubs that you may join:

Literary Club (Grades 5-10)

It develops student's journalistic talents which find their creative application in writing, reading, and self-expression through "Lads and Lasses of Letters" in the Middle School and Junior High School levels.

Glee Club (Grades 4-10) and Little Singers Club (Grade 1-3)

It aims to develop student's awareness and appreciation of music. It also develops self-confidence, good social relationships, leadership and discipline among members through participation in choral singing presentations.

CAG (Grades 4-10)

Stage and Theater Arts Guild develops the talents of students in dramatic arts through presentation of plays, choral recitations, chamber theater, hand mime and the like. It also enables the students to learn and apply the different techniques of stage production.

The Brigade Philippines

This program aims to teach, train, and transform the lives of the children in being excellent in character, intellectual competency, and God-given talents and skills, making a difference in their generation as well as the generations to come.

Science, Mathematics, and English Clubs

This program aims to train students from Grades 1-10 and hone their skills in Science, Math, and English to prepare them for regional and national competitions with other schools.

Supreme Student Government

This is the student government where member officers are trained to facilitate the organization effectively as leaders in their own right. It provides the opportunity for the development of leadership skills.

DEPARTMENT

A. Discipline System

Discipline is an important and integral part of learning. CAM believes that educational goals, aims and objectives can only be realized if there is order, discipline, cooperation, and sensitivity to others. Therefore, students are expected to behave in a manner that speaks well of CAM and their parents.

CAM's discipline system does not rely on punishment in order to draw out the desired behavior from a student, but informs the student beforehand on the consequences of a behavior with the hope that the child will eventually make the appropriate choice. This is based on the biblical pattern that God has established for His children, holding man ultimately responsible for the choices that he makes. It is your responsibility therefore as a student to know and follow the rules that are intended to bring order. Your teachers and the rest of the school staff are persons in authority who are expected to implement these rules on discipline.

B. Attendance and Punctuality

- * Regular and punctual attendance is necessary for successful school work. Students observe the Flag Ceremony every Mondays and Fridays before the start of classes. Parents are advised to bring their children before flag ceremony.
- * Students are given a grace period of five minutes after the start of their official time. However, if a student arrives beyond the five minute grace period, he/she must proceed to the Prefect of Discipline to fill-up a Admission Slip duly signed by the person-in charge and to write his/her name on the Logbook. After the Admission Slip has been duly signed, the student then proceeds to his / her classroom and shows the Admission Slip to his / her teacher.
- * Students are given a reminder on their first tardiness, a note to their parents on the second incidence of tardiness and a letter to the parent on the third. Students who are late for the fourth time in a particular quarter will not be allowed to proceed to his / her classroom, but will serve an

immediate internal suspension in the Student's Service Office (the old Guidance Office).

- * If a student is absent due to an illness or an emergency, his / her parents are required to write an Excuse Letter. The parent / guardian should indicate the child's date of absence, the reason for such an absence and his / her corresponding signature. The accomplished Excuse Letter is then presented by the child to his / her class adviser.
- * A student is responsible in making up for all the missed quizzes, homework, seatwork, during his/her absence. The parent / guardian of the child may want to coordinate with the child's adviser regarding this.
- * As per DepEd regulation, a student who has been absent in excess of 20% of the total number of school days during the school year (roughly 40 school days), shall be dropped or removed from the school's official roster.

C. School Materials

Students are expected to show concern for their own school materials. You may do this by observing the following rules:

- * Always bring your Assignment Notebook, books, notebooks, and other needed school materials. Your parents are advised not to have your projects or homework delivered by any other person during the day.
- * Unnecessary materials not related to schoolwork are prohibited. The following list indicates some of these items that are not allowed in school:
 - a. Mechanical and electronic games such as Gameboys, PSPs, Digital Devices, Beyblades, and other similar toys
 - b. Roller shoes or roller blades
 - c. Hover boards, Skate Boards, Scooters, Bicycles
 - d. Radios, cassettes, CD players
 - e. Trading cards
 - f. Toy guns or pellet guns
 - g. Other similar toys or devices that may prove to be harmful to yourself and others.

- * Cellular or Mobile Phones are to be surrendered to your child's Class Adviser upon arrival to school. Phones will be returned to your child upon dismissal.
- * If bicycles, scooters, or skateboards will be used as a means of transportation to school, it has to be surrendered to the Student's Service Office (SSO) for security purposes and supported with Parents' Letter of Permission and Approval/Waiver.

➤ **School Uniform**

The following is the prescribed uniform for the CAM students:

Boys:

- ✓ Long black pants – ankle length, not tight on the legs;
- ✓ White Tetoron polo barong with school patch at the left chest;
- ✓ Black leather shoes;
- ✓ White socks; and
- ✓ Black leather belt.

For P.E. – T-shirt and jogging pants will be worn every P.E. time.

For Brigade – Brigade Uniform to be worn every Wednesday:

Primary: Type B uniform.

Middle School and Junior High School: Type A or Type B uniform.

Girls:

- ✓ CAM approved green skirt (1 or 2 inches below the knee);
- ✓ White Tetoron blouse;
- ✓ Black leather shoes;
- ✓ White socks, no design (knee socks-prohibited);

For P.E. – T-shirt and green jogging pants should be worn every P.E. time.

For Brigade – Brigade Uniform to be worn every Wednesday:

Primary: Type B uniform.

Middle School and Junior High School: Type A or Type B uniform.

Note:

For proper identification, all students are required to use their ID and wear it with their uniform. They are obliged to wear the ID at all times within the school premises. Please be reminded that a student will not be allowed to enter the school premises without the ID.

D. School Rules and Regulations

The expected manifestations of good behavior show that the students have internalized the philosophy of the school, that they understand and are convinced of the objectives of CAM, and that they participate in making the school respectable. Therefore, students are expected to obey the following rules and regulations:

1. Manifest proper decorum at all times.
2. Show reverence during prayer time.
3. Show courtesy and respect to all members of the school community at all times.
4. Greet all persons in authority, faculty members, staff and visitors whenever you meet them.
5. Maintain silence in the classroom, corridors, library, chapel and other designated place.
6. Avoid roaming around the corridors during class periods; if possible use the washrooms only during break time.
7. Sit and stand properly at all times.
8. Help maintain order in school at all times, putting things (chairs, tables, etc.) in their proper places after using them.
9. Avoid any form of behavior that may disrupt classes in session such as stomping of feet, howling, shouting or boisterous laughter.
10. Be ready with all materials needed for class activities.
11. Follow all instructions faithfully.
12. Refrain from loitering at the canteen, corridors during class and vacant hours.
13. Bullying and fighting are strictly prohibited. Conflicts, misunderstanding and troubles should be settled peacefully.

If needed the Parent – Student Relation Officer’s (PSRO) assistance can be sought.

14. Students in pairs are not allowed in classrooms or in any part of the school premises.
15. Students are required to go home immediately after class unless they are required to stay or they are waiting for fetcher.
16. Upon entrance, no student will be allowed to go out of the school premises before dismissal time unless a duly signed Early Dismissal Slip or gate pass from the principal is presented to the security guard.
17. Smoking, drinking, gambling, cursing and other un-Christian acts are absolutely prohibited as long as one is a student of CAM.
18. Students are not allowed to possess matches, explosives, weapons, tobacco, prohibited drugs or any alcoholic beverages.
19. Students should attend classes regularly and punctually.
20. You are responsible to listen attentively during class discussion.
21. You should take active participation in class.

E. Virtual Classroom Meeting, Self-paced Activities, and Home School Class (Modular Class) Discussions

Discussions whether inside the classroom or online or with your parents, is an exchange of knowledge, ideas, opinions, etc. It’s an integral part of learning that if done wisely will progress your knowledge and wisdom. Therefore, to be able to maximize our students learning amidst this pandemic during online classes and self-paced activities, the following guidelines for online and modular classes from Christopher Pappas (June 6, 2015) and Ashley Brooks (Jan. 28, 2019) “10 Netiquette for

Online Discussions that Students Need to Know” are as follows:

- 1) Use proper language.
- 2) Be precise.
- 3) Avoid emoticons and “texting” writing.
- 4) Be explanatory. Justify your opinion.
- 5) Read all comments before hitting “submit”.
- 6) Tone down your language.
- 7) Recognize and respect diversity.
- 8) Control your temper.
- 9) Don’t abuse the chat box.
- 10) Attempt to find your own answer.
- 11) Take your posts seriously.
- 12) Submit requirements on time.
- 13) Be credible.
- 14) Make sure that videos are always ON. This is for proper monitoring of your participation and response in class.
- 15) During exams, videos and microphones are required to be turned on all throughout the session.



Finally, be careful not to mislead people when replying to a question. If you are not a 100% sure of your answer, say so. And if you are using the intellectual property of others, e.g. websites, books, blogs, journal articles etc, to support your argument, always cite your sources. Assigning proper credits when referencing other sources is a sign of being a respectful, responsible, and trustworthy online discussion participant.

All in all, never say online what you wouldn't say in real life and to another person's face. Keep these netiquette tips for online discussions in mind, and you will be able to expand your knowledge base and share insights and perspectives with your virtual classmates, enhancing your eLearning experience.

F. Offenses and Consequences

Minor Offenses

- a. Non-submission of Excuse Letter and Admission Slips required for absence/ tardiness.
- b. Non-observance of deadlines in submitting Return Slips, Report Cards, and other official school communication.
- c. Littering within the classroom and school premises.
- d. Chasing one another, shouting, howling, teasing, running along the corridors, stomping of feet that may disrupt class discussion, rough playing and inattention during school activities such as flag ceremonies, chapel hours, and other school-wide activities.
- e. Frequent unexcused tardiness
- f. Incomplete and improper use of the school and PE uniform.
- g. Disrespect during prayer time.
- h. Littering and loitering in school premises.
- i. Incomplete and Non-submission of assignments, requirements, materials, etc.
- j. Standing and talking without permission that may disrupt class discussion.
- k. Eating and drinking inside Computer Lab., AOP room, Library, and classrooms.
- l. Eminent hair color, nail polish, and make-up (on girls) that is not relevant to any event.
- m. Ear piercing used for fashion.

The consequences for these offenses are:

1st violation – Verbal Warning

2nd violation – One Demerit

3rd violation – Two Demerits: Issuance of Notification Slip

4th violation – Three Demerits: Issuance of Notification Letter with sanction

*****Detention is given as sanction for minor offense.** If the child incurred three detentions within the quarter, he/she will be given a deportment rating of **C+**.

Major Offenses

- a. Leaving the school premises without the written permission of the School Principal.
- b. Using profane or indecent language.
- c. Disrespect towards any school authority, faculty, staff and other personnel.
- d. Disobedience towards any school authority, faculty, staff and other personnel.
- e. Cutting classes or staying away from designated areas during class hours or other school activities.
- f. Fighting or inflicting injury upon any member of the school community, visitors and guests.
- g. Publishing or circulating false or malicious information about the school, a teacher, or any school official or student.
- h. Vandalism or intentional damage to school property.
- i. Threatening, intimidating, provoking or coercing any schoolmate.
- j. Cheating in any kind of test, possession of any kind of note relative to the test taken, looking at somebody's paper, copying or allowing someone to copy from his/her test paper, talking without permission during a test, or passing off someone else's project as one's own work.
- k. Forgery of parent's, guardian's, teacher's or other school official's signature.
- l. Dishonesty such as deliberately taking someone else's things without permission, using school property without permission, not returning found articles, using class funds for personal gains and other similar forms of dishonesty.
- m. Tablets, cellular phones, and other gadgets used during school hours without permission.
- n. Bullying - unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

There are three types of bullying:

- **Verbal bullying** is saying or writing mean things. Verbal bullying includes:

Teasing, Name-calling, Inappropriate sexual comments, Taunting, and Threatening to cause harm.

- **Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:

Leaving someone out on purpose, Telling other children not to be friends with someone, Spreading rumors about someone, and Embarrassing someone in public.

- **Physical bullying** involves hurting a person's body or possessions. Physical bullying includes:

Hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things, and making mean or rude hand gestures.

The consequences for these offenses are:

- 1st violation** – Issuance of Notification Letter and Conference with parents
- 2nd violation** – One day internal suspension and referral for counseling
- 3rd violation** – Three-day internal suspension, a rating of **D** in his/her department and placement under Probationary Status
- 4th violation** – Exclusion

G. Disciplinary Actions

1. Detention

The student on detention will stay in at recess or after school for no less than one hour during which he/she will be required to perform assignments given by the Prefect of Discipline who assigns the detention.

***A notice of detention will be given to the parents in writing allowing at least twenty-four hours between notification and detention in order to inform parents of the change in the student's schedule necessitated by the detention. Bus riders should arrange for other transportation home as school buses will not wait for students on detention.

2. Suspension

A student who serves whether "internal" or "external" suspension will be given extra work/report to finish within the duration of the suspension. Extra work is equivalent to a report about every topic in each subject the student will miss on the day of suspension.

Note:

The school reserves the right to impose lighter or stiffer penalties for offenses committed depending on the attending circumstances of the case.

H. Curfew Hours

As stated in the book of Psalms our children are heritage from God and a reward from Him. Bible commentaries explained heritage as signs of blessings from the Lord. Bearing this in mind and thoughts, as parents, we are to keep, secure, and raise our children according to the will of God. As teachers we are to take our responsibility bestowed upon us by God similar to that of the parents when our children are in school.

Therefore, to keep our children always secured, we would like to request that your child be fetch on the time of their dismissal or at most on the following time if they want to stay a little longer to be with their friends.:

PRIMARY

Pre-Kinder	1:45pm
Kinder	11:00 am
Grade 1 to 3	1:00 pm

ELEMENTARY

Grade 4 to 6	2:00pm
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JUNIOR HIGH SCHOOL

Grade 7 to 10	3:00pm
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If your child is part of the Glee Club, Theatre Arts Course, and other clubs, kindly take note the schedule sent to you for on-time fetching.

If you would like to enroll your child to tutorials, below are the tutorial schedules in school:

Monday to Thursday	4:00 pm – 5:00 pm
Friday	No Tutorial Day

If you allow your child to attend Student Activities in GBC every Thursdays and Fridays, it should be supported by the reply slip from the letter given by the Prefect of Discipline.

General Guidelines to Ease the Facility for Online Learning and Engagement

Every CAM student is expected to manifest behavior that is consistent with the school's philosophy, vision, and mission. By these behaviors, the student shows that he/she embodies the values and beliefs that characterize every "good Christian and virtuous citizen" in the mould of our Lord Jesus Christ. In this regard, the school upholds and implements the policy for students' conduct and behavior which is contained in the School Policy, the Child Protection (DepEd Order No.40, s.2012) and Anti-Bullying Policies (RM 034, s.2017), and Data Privacy Act from campus to remote setting of learning at home mandated by the law. The school will remain steadfast with the behavior of students and stakeholders during online and onsite engagement and communication. Any report of misuse and abuse of content, information, and technology resources will be handled accordingly.

A. Students

1. Accessing content and submitting outputs

Follow instructions in opening educational platforms and applications, and links to websites and other open sources during learning engagement. Follow strictly the rules of engagement set by the teachers for both virtual class meeting and face-to-face meetings and self-paced activities in E-Program, A-program, and F2F-Program.. Note very well the scheduled deadline of requirements. Submit requirements within official class hours to specified online platforms. Remain always in the virtual learning and F2F learning environment.

2. Activating netiquette

Use academic language in communicating with fellow students, teachers and CAM personnel, and parents/learning partners in any official communication platform which will be utilized. Be cautious not only with verbal expressions but also with the nonverbal expressions. Wear your uniform during virtual and onsite class meetings/consultation sessions. Practice academic integrity in all forms of assessment, practice/exercise, and other performances. Observe online and onsite ethics. Honour data privacy at all times.

B. Parents/Learning Partners/Teacher Assistants

1. Building capacity in giving assistance to kids at home
Join and participate actively on online orientations provided by the school.

2. Participating in the learning process of the student at home
Set up daily routines to create structure for the learning sessions. Check the child's/student's technical set up and workspace. Obtain the course content, weekly schedule, and weekly requirements provided in the LMS. Review with the child/student the materials provided before his/her engagement online. Monitor child's/student's daily log and submissions. Strengthen and recognize the child/student positive behavior and academic honesty in his/ her daily online engagement. Establish time for quiet and reflection. Encourage physical activity/exercise.

3. Activating netiquette

Use academic language in communicating with teachers and CAM personnel and learning partners in any official communication platform which will be utilized. Be cautious not only with verbal expressions but also with the nonverbal expressions. Build and/or strengthen a child's/student's academic integrity in all forms of assessment, practice/exercise, and other performances. Observe online ethics. Honour data privacy at all times.

Parents Netiquette Online and Onsite:

1. Note very well the scheduled deadline of requirements to guide your child onsite and online.
2. Monitor the submission of requirements of your child within official class hours to specified online platforms whether the activity is given via onsite or online.
(Monday to Friday from 7:00am to 4:00pm)
3. Establish time for quiet and reflection.
4. Use academic language in communicating with teachers and CAM personnel and learning partners in any official communication platform such as **Google Chat for Parents, E-mails, and Text message and not in your child's chat box or Google Classroom chat**

that may be seen by other students. This is to better monitor your messages in our part.

5. **Communicate** with teachers or adviser during **Official Time ONLY (Monday to Friday from 7:00am to 4:00pm)**, unless it's an urgent and important matter that has to be address immediately.

Parents Netiquette Online:

1. Make sure that your child remains always in the virtual learning environment.
2. Set up daily routines to create structure for the learning sessions.
3. Check the child's/ student's technical set up and workspace.
4. Obtain the course content, weekly schedule, and weekly requirements provided in the LMS.
5. Review with the child/student the materials provided before his/her engagement online.
6. Strengthen and recognize the child/student positive behavior and academic honesty in his/ her daily online engagement.
7. Encourage physical activity/exercise. You may use the exercise sent by your teachers in their PE Google Classroom.
8. **DO NOT** interrupt during Virtual Class Meetings. If you have concerns, you may chat or message your teacher and wait till he/she finishes her class to attend to your query.
9. Be cautious not only with verbal expressions but also with the nonverbal expressions.
10. Build and/or strengthen a child's/ student's academic integrity in all forms of assessment, practice/exercise, and other performances.
11. Observe online ethics.
12. Honour data privacy at all times.

Parents Netiquette Onsite:

1. Make sure that your child is in school 5-10 minutes before classes starts.
2. Prepare the school materials needed the following day with your child as part of training them to be responsible of their things.
3. Remind your child always to wear their mask and stay 1-meter away from their classmates before leaving them in school.

Be in school 5-10 minutes before dismissal when fetching your child.

CAM School Song

We are on the Lord's side.
We will serve the King
We will be His helpers
Other lives to bring

We will leave the world's side
We will face the foe.
We are on the Lord's side,
We for Him will go.

By Thy call of mercy
By Thy grace divine
We are on the Lord's side,
Savior we are Thine.

Pledge to the Christian Flag

I pledge allegiance to the Christian Flag
And to the Savior for Who's Kingdom it stands
One Savior crucified risen and coming again
With life and liberty for all who believe

Pledge to the Bible

I pledge allegiance to the Bible
God's Holy Word
I will make it a lamp unto my feet
And a light unto my path
I will hide its Word in my heart
That I might not sin against God