

VISION

A Christ-centered school community
growing in the love and friendship
of Jesus Christ in His Church
and striving for peace
in the social and ecological order



MISSION

*We, in Basic Education, commit ourselves –
to Transformative Education
as a Christ-centered school community
dedicated to the integral formation of persons
empowered to promote justice, peace,
care for creation, and solidarity.*

Reclaim our JOY as God's beloved!
School Thrust 2018-2019

July 19, 2018

Dear Parents and Guardians:

Good day! On March 13, 2018, a circular was issued regarding the **new policy on planned absences due to personal reasons**. It was announced that the policy will be effective School Year 2018-2019. **The provisions are reiterated as follows:**

ACADEMIC POLICY ON ABSENCES OF STUDENTS

I. POLICY ON UNPLANNED ABSENCES

A. Student Handbook

According to the Student Handbook (Chapter 4, Part III.B., pp. 49-50), the only excused absences are those due to illness, accidents, or family emergencies. These are unplanned absences.

B. Make-up Work

1. The student is allowed to make-up for quizzes, performance tasks, and tests. There are no deductions on the student's academic requirements. If the quiz is announced before the student's absence, then she is expected to take it on the day that she comes back to school.
 - a. If the quiz administered is a pop quiz or unannounced quiz, then the student is given 1 to 2 school days to prepare for the make-up quiz.
 - b. If the quiz covers topics or skills taught during the student's absence, then the student is given 2 to 4 school days to prepare for the make-up quiz.
 - c. The students are given a maximum of five (5) school days to make up for quizzes and tests and to comply with performance tasks that they missed.
2. There is no need to make up for seatwork and homework. (The student will have a different total number of seatwork and homework.)

II. POLICY ON PLANNED ABSENCES

A. Definition of Planned Absence

An absence is considered planned when it is due to a family event such as a reunion or wedding, parents' work event such as a party or excursion, or a family trip within the country or abroad.

B. Effect of Extended Planned Absences on Students

Long absences from school have been shown to affect negatively students' academic compliance, achievement, and even mental health. There are cases wherein students develop anxiety over the bulk of learning activities and academic requirements that they need to complete upon their return to school after their absence.

C. Expectations from the Parent/Guardian

The parent or guardian should submit a letter addressed to the Director for Academic Affairs to formally ask for permission for the student to be absent. If the letter is not submitted at least three (3) days before the planned absence, then the student will get zero (0) for all the academic requirements that she failed to take or complete.

D. Expectations from the Student

1. The student should take full responsibility for the lessons that she will miss.
2. She should take the initiative to request her teachers for a list of topics that will be covered during her absence.
3. She should consult her teachers regarding make-up work for school activities that she will miss (e.g. School Production, Intramurals, Handog Pasasalamat, Vigil).

E. Implications of the Student's Absence on Her Academic Requirements and Grades

1. **Performance Tasks.** Upon the student's return to school, she should submit or complete the performance tasks her classmates have worked on during her absence. If the performance task is scheduled to be submitted during the time the student is absent, then she has the option to submit it before the planned absence to get the full points (no deductions) or to submit it when she comes back but get only 85% as highest possible score.
2. **Seatwork, Homework, and Quizzes.** The student will get a grade of zero (0) for all the seatwork, homework, and quizzes (formative assessments) that she was not able to work on or take during her absence.
3. **Administration of Quiz or Test.**
 - a. When a quiz or test is scheduled on the day that she comes back, she is expected to take the quiz or test. (e.g. Planned Absence: March 12 to 19; Long Test (LT) schedule: March 20; student takes the LT on March 20)
 - b. The student is expected to take the mid-quarter tests and quarterly tests that she failed to take during her absence on the day that she comes back to school. If there are more than three (3) tests, then the Class Adviser and Subject Teachers will inform her of the schedule for taking these assessments.
4. **Implication Long Test/Midterm Exam and Quarterly Test/Final Exam Grades.** The highest possible score for a make-up long test (LT) / midterm exam or quarterly test (QT) / final exam is 85%. Here is a sample computation: $LT \text{ Score: } 56 \text{ (out of 70)} \times 0.85 = 47.6 = 48 \text{ (85\% only).}$

F. Completion Period

The student is given a maximum of ten (10) days to complete the requirements she missed. The number of days will depend on the number of days she was absent. A student who has been absent 10 days or more will only be given a maximum of 10 days for completion work. If a student fails to submit her requirements during the given period, then the student will be marked zero for these requirements.

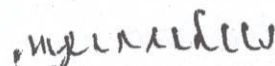
It is recommended that you refer to the school calendar before planning any trip, vacation, or event with your daughter.

We hope that your daughter's holistic formation continues to be our shared goal.

In Christ,

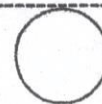


MRS. MARIA LOURDES G. ABARQUEZ
Director for Academic Affairs



MRS. MARIA LUZ P. SAN ANDRES
Director for Student Affairs and Services

REPLY SLIP



Class Number

- ☐ We have reviewed and understood the policy on planned absences and the implications of planned absences on the student's academic requirements and grades.

Student's Name

Level & Section

Parent's/Guardian's
Signature Over Printed Name