

ADDENDUM TO THE SY 2017-2018 STUDENT HANDBOOK

ACADEMIC POLICIES FOR IMPLEMENTATION

SY 2018-2019

For Nursery 1 to Grade 10, the school year is divided into four quarters. At the end of each quarter, quarterly assessments are administered.

For Grade 11 to 12, the school year is divided into two semesters. The first semester includes the first and second quarters while the second semester includes the third and fourth quarters. At the end of each quarter, examinations are scheduled. The students receive final grades for each semester.

A. Grading System for Nursery 1 to Grade 12

The grades are computed based on the following schemes:

1. NURSERY 1 to KINDER

1.1. Computation of Quarterly Grades

1.1.1. Quarterly grades for Language Arts, Reading, Mathematics, Filipino, and Digital Literacy (for Kinder) are

computed using the following percent distribution:

60% - class standing/ general performance

40% - quarterly assessment

1.1.2. Quarterly grades for Christian Living with Character Education, Physical Education and Music, Art and Penmanship are computed by getting the sum of the percentage grade of the different classroom activities.

Note: The highest quarterly grade is 100 while the lowest is 68. The passing grade is 75.

1.2. Computation of Average Grade

The average grade is computed by adding all subject grades and dividing the sum by the number of subjects, except Physical Education and Music, Art, Penmanship and Homeroom.

1.3. Computation of Final Grade

The system of grading is averaging by quarters. A final grade of below 75 or its equivalent is considered failed.

2.1. Computation of Quarterly Grades

Learners from Grades 1 to 12 are graded on Written Works/Oral Activities (WW/OA), Performance Tasks (PT) (Grades 1 to 3)/ Community-based Action Project addressing Strategically Themed learning Objectives through Networked Environments (CAPSTONE) Initiatives (Grades 4 to 12) and Quarterly Assessment (QA) every quarter. These three components are given specific percent weights that vary according to the nature of the learning area.

The 30% CAPSTONE initiatives is computed based on the following components: expected output, demonstration of 21st century skills and soft skills, and Subject Integration Activity.

Subjects	Written Works/Oral Activities	Performance Task/CAPSTONE	Quarterly Assessment
Science, Mathematics, English, Social Studies	40%	30%	30%

and Filipino			
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Subjects	Written Works/Oral Activities Works/	Performance Task/CAPSTONE	Quarterly Assessment / Practical Assessment
CLCE, HELE/TLE, Computer	30%	30%	40%

For School Year 2018-2019, the grade in TLE for Grades 4 – 10 that appears in the Progress Report is determined by getting the average of the grades in TLE/HELE and Computer.

MAPEH (Grades 1 -2)

PE/Health 60%	Music/Art 40%
WW/OA – 20% Practical Activity – 50%	
Performance Task – 30%	

MAPEH (Grade 3)

PE/Health 50%	Music 25%	Arts 25%
WW/OA – 20% Practical Activity – 50%		
Performance Task – 30%		

MAPEH (Grades 4 - 6)

PE/Health 50%	Music 20%	Arts 30%	CAPSTONE Initiatives
70% (WW/OA - 20% Practical Test - 80%)			30%

MAPEH (JHS)

PE 50%	Health/Music 40%	Arts 10%	CAPSTONE Initiatives
70% (WW/OA - 20% Practical Test - 80%)			30%

To facilitate the computation of quarterly grades, the raw score is transmuted to its equivalent percentage.

The ceiling grade is 100, the lowest grade is 68 and the passing grade is 75. However, students caught cheating during Performance Task/CAPSTONE Initiatives or Quarterly Assessment will automatically get a raw score of zero in the assessment concerned.

Mandarin (Grade 6)

Quarterly grade for Mandarin is expressed in letter grade and is computed using the following percent distribution:

60% - class standing/ general performance

40% - performance task

Numerical Grade	Letter Grade
95 – 100	E - Excellent
90 – 94	O - Outstanding
86 – 89	VS - Very Satisfactory
80 – 85	S - Satisfactory
75 – 79	F - Fair
68 – 74	NI - Needs Improvement

2.2. Computation of Average Grade

The average is computed by multiplying each subject grade by its corresponding number of subject units/weights and then dividing the sum of all the products by the sum of all the subject units/weights. Homeroom grade and Mandarin for Grade 6 are not included in the computation of the average grade.

Sample Computation for Grade 4 to 6

Subject	Weights	Grade	Weighted Grade
English	1.2	88	105.6
Mathematics	1.2	86	103.2
Science	1.2	86	103.2
Filipino	1.2	92	110.4
Social Studies	1	88	88
CLCE	1	92	92
MAPEH	1.2	95	114
TLE	1.2	88	105.6
TOTAL UNITS	9.2		822

$$\text{Weighted Average} = \frac{\text{Total weighted Grade}}{\text{Total Units}} = \frac{822}{9.2} = \mathbf{89.35}$$

Sample Computation for Grade 7 to 10

Subject	Weights	Grade	Weighted Grade
English	1.2	90	108
Mathematics	1.2	90	108
Science	1.2	88	105.6
Filipino	1.2	88	105.6
Social Studies	1	89	89
CLCE	1	92	92
MAPEH	1.2	95	114
TLE	1.2	88	105.6
TOTAL UNITS	9.2		827.8

$$\text{Weighted Average} = \frac{\text{Total weighted Grade}}{\text{Total Units}} = \frac{827.8}{9.2} = \mathbf{89.98}$$

The weighted average is computed by getting the ratio of the total weighted grade and the total units.

2.3. Computation of Final Grade

The final grade is computed by averaging the grades of the four (4) quarters. A final average of below 75.00 is considered failed.

Grade 11 to 12

3.1. Computation of Quarterly Grades

Students from Grade 11 to 12 are graded on Written Works/Oral Activities (WW/OA), CAPSTONE Initiatives and Quarterly Assessment (QA) every quarter. These three components are given specific percent weights that vary according to the nature of the learning area.

3.1.1. For Core Subject Areas

WW/ OA – 45% CAPSTONE – 30% QA – 25%

3.1.2. For Specialized Subjects/Applied Subjects

WW/ OA – 40% CAPSTONE – 30% QA – 30%

3.1.3. For CLCE

WW/OA- 30% CAPSTONE- 30% Practical Assessments- 40%

3.2. Computation of Final Grade

The two quarters determine the Final Grade in a semester. The Final Grade is computed by getting the average of the two quarters and is reported in two decimal places.

3.3. Computation of Grade Point Average.

The Grade Point Average is computed by multiplying each subject grade by its corresponding number of subject units/weights and then dividing the sum of all the products by the sum of all the subject units/ weights. The Grade Point Average is reported in two decimal places.

B. Department Grades (Nursery to Grade 12)

The department grade is expressed in letter grade. It is determined by averaging all the points given by the different subject teachers. Students are given points based on the set criteria and the given scale:

Set Criteria	Scale			
		<i>4 – Always</i>	<i>3 – Most of the time</i>	<i>2 – Sometimes</i>
	<i>0 – Never</i>			
Observes proper behavior during prayer time	4	3	2	1
Shows respect towards teachers and fellow students	4	3	2	1
Abides by the classroom SOP's set by the teacher and class	4	3	2	1

After getting the average point, it will be transmuted to get the equivalent letter grade.

Average Point	Department Grade
4	E - Excellent
3.33 - 3.99	O - Outstanding
2.66 - 3.32	VS - Very Satisfactory
1.99 - 2.65	S - Satisfactory
1.50 - 1.98	F - Fair
1.00 - 1.49	NI - Needs Improvement
0.01 - 0.99	U - Unsatisfactory
0	VU - Very Unsatisfactory

C. Homeroom Grades

1. Nursery 1 to Grade 3

Institutional Learning Outcomes	Zero Violation	Total	Transmutation	HOMEROOM GRADE
70	30	100	100	100

2. Grade 4 to 10

Institutional Learning Outcomes	Zero Violation	Participation in Homeroom Guidance Program	Total	Transmutation	CLUB GRADE	HOMEROOM GRADE
50	20	30	100	100	5	100

D. Selection of Honor Students

1. Quarterly

1.1. NURSERY 1 TO KINDER

1.1.1. Nursery 1 to Kinder students having an average of 98.00-100 with no grades below 90 in all subjects excluding Physical Education and Music, Art, Penmanship, and Homeroom with Department grade not lower than VS are considered "With Highest Honors".

1.1.2. Students with average of 95-97.99 with no grades below 85 in all subjects excluding Physical Education and Music, Art, Penmanship, and Homeroom with Department grade not lower than VS are considered "With High Honors".

1.1.3. Students with average of 90-94.99 or above and with no grades below 80 in all subjects excluding Physical Education and Music, Art, Penmanship, and Homeroom with Department grade not lower than S are considered "With Honors".

1.2. GRADE 1 - GRADE 12

1.2.1. Grade 1 to Grade 12 students having an average of 98.00 -100 and with no grades below 90 are considered “With Highest Honors”. Department grade should not be lower than VS.

1.2.2. Students with an average of 95.00-97.99 and with no grades below 85 are considered “With High Honors”. Department grade should not be lower than VS.

1.2.3. Students with an average of 90.00-94.99 and with no grades below 80 are considered “With Honors”. Department grade should not be lower than S.

They shall be recognized with an Honor Card at the end of each quarter/semester.

2. Year End

2.1. NURSERY 1 TO KINDER

2.1.1. Nursery 1 to Kinder students having a consistent general average of 98-100 and with no grades below 90 in all subjects excluding Physical Education and Music, Art, Penmanship, and Homeroom with Department grade not lower than VS are considered “With Highest Honors”.

2.1.2. Nursery 1 to Kinder students having a consistent general average of 95-97.99 and with no grades below 85 in all subjects excluding Physical Education and Music, Art, Penmanship, and Homeroom with Department grade not lower than VS are considered “With High Honors”.

2.1.3. Nursery 1 to Kinder students having a consistent general average of 90-94.99 and with no grades below 80 in all subjects excluding Physical Education and Music, Art, Penmanship, and Homeroom with Department grade not lower than VS are considered “With Honors”.

2.2. GRADE 1-12

2.2.1. Grade 1 to Grade 12 students having a consistent general average of 98 -100 and with no grades below 90 are considered “With Highest Honors”. Department grade should not be lower than VS.

2.2.2. Students with a consistent general average of 95.00-97.99 and with no grades below 85 are considered “With High Honors”. Department grade should not be lower than VS.

2.2.3. Students with a consistent general average of 90-94 and with no grades below 80 are considered “With Honors”. Department grade should not be lower than S.

E. Academic Policies for Athletes

Academic Guidelines for Athletes Who Participate in Inter-Division Meet (Provincial Meet), Regional Sports Competition (RSC) and Palarong Pambansa

Inter-Division Meet, RSC and Palarong Pambansa are the tournaments where the participating student-athletes are pulled out from classes for a prolonged period of time due to practices and games. Schedule of pull out is based on the memorandum released by DepEd. Student-Athletes are excused from their classes in the duration of the pulled-out training (except for those whose parents opted that their children not be pulled out during practices) and the actual competition.

Pull out form should be properly accomplished by individual athlete before the pull out. Photocopy of the accomplished form should be given to the Assistant Principal and IS Sports Supervisor.

1. For Pulled Out Athletes during Practices and Tournament Proper

In order to obtain the quarter grades of the participating student-athletes, the following shall be applied:

- The student-athletes will accomplish the activities/assessments on the lessons taken before the pull out. (if pull out is week/weeks after the start of the quarter)

- Pulled out athletes will be provided with specific learning materials, activity sheets and assessment tools in the different subject areas thru Canvas. The subject teachers will prepare 2 to 3 summative activities / assessments (Written Works / Practical Test) about the lessons that were discussed during the period of pull out. Specific topic/s among the uploaded lessons will be identified by the teacher in advance. Teachers may also opt to allot a day to meet the students for face-to-face interaction.
- The student-athletes can take the exam within or after the pull out period upon coordination with the subject teachers. At least (1) assessment among the 2 to 3 summative assessments must test the student-athletes' critical thinking and other higher-order thinking skills.
- The IS Sports Supervisor and the respective coaches will monitor the compliance of the student-athletes and will coordinate with the subject teachers and vice versa.
- The pulled-out student-athletes will no longer take the Quarterly Assessment.
- The quarter grade will be computed based on 70% Written Works / Practical Tests and 30% CAPSTONE initiatives
- The pulled-out student-athletes will accomplish CAPSTONE initiatives (CI). The areas to be graded are the following:
 - Expected Output
 - 21st Century Skills and Soft Skills – to be evaluated by the varsity coach and IS Sports supervisor
- Submission of the subject requirements will be extended at most two (2) weeks after the Quarterly Assessment week. Failure to comply with the requirement would mean a raw score of zero in the missed assessment.
- A separate grading worksheet will be used. Submission of quarterly grades will be done two weeks after the scheduled regular submission of quarterly grades.
- (For SHS only) Athletes who are enrolled in the following courses should report to the Learning Area Chairs concerned for instruction: Practical Research 1, Practical Research 2, Work Immersion/CAPSTONE, and Inquire.

2. **For Pull-Out Athletes during Selected Tournament Related Tasks (*Medical/Dental Check Up, Uniform Fitting and Solidarity Meeting*) and Tournament Proper Only**

- Student-Athletes whose parents opted their children not to be pulled out from classes during practices will be asked to submit a letter of intent signed by the athlete, parents and coach to the sports office. The IS Sports Supervisor will furnish the Academic Council a copy of the letter of intent.
- These student-athletes will take all the requirements. They are ONLY excused on the activities / assessments given while pulled out for tournament related tasks and tournament proper.
- They will take the Quarterly Assessment covering all the lessons on the scheduled QA dates or on a special schedule if the tournament proper falls on the scheduled QA dates.
- Same percent distribution for the regular students on WW/OA, QA and CAPSTONE will be used.
- If needed, a separate grading worksheet will be used. Submission of quarterly grades will be done two weeks after the scheduled regular submission of quarterly grades.

Note: Depending on the DepEd guidelines/memorandum for a specified school year, the Academic Council shall decide on the guidelines to be implemented.

F. On Participation for Co-Curricular Contest

The following point system shall serve as guidelines in consideration of the contestants' time and effort for representing the school in various contests. This may also serve as incentives to deserving students.

CATEGORY	1st TO 3rd PLACE/Gold, Silver, Bronze Medalists	Participation
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District/Area/Division	2	1
Provincial/Regional/Luzon Wide	3	1
National	4	2
International	5	2

Notes:

- Points will be awarded at the quarter the contest is held.
- In case the contest covers two or more levels in a quarter, the highest point will be awarded.
- Only those contests officially approved by the school are considered for additional points.
- Additional points will no longer be given to participants if they reached the highest possible grade in a particular quarter.
- Participants shall only be given additional points in the quarter grade in the specific subject/s in which they demonstrated the required knowledge/skill.

ADDENDUM TO DISCIPLINE POLICIES

SY 2018 – 2019

For SY 2018-2019, the department grade corresponding to the corrective measures for disciplinary infractions are modified as follows:

CATEGORY II	
1ST OFFENSE	No demerit in the department grade
2ND OFFENSE	One step demerit in the department grade in a particular quarter
3RD OFFENSE	One step demerit in the department in a particular quarter
4TH OFFENSE	One step demerit in the department in a particular quarter
5TH OFFENSE	Two steps demerit in the department in a particular quarter

CATEGORY III	
1ST OFFENSE	One step demerit in the department in a particular quarter
2ND OFFENSE	One step demerit in the department in a particular quarter
3RD OFFENSE	Two steps demerit in the department in a particular quarter
4TH OFFENSE	Three steps demerit in the department in a particular quarter

CATEGORY IV	
1ST OFFENSE	Two steps demerit in the department in a particular quarter
2ND OFFENSE	Three steps demerit in the department in a particular quarter

CATEGORY V	REVISED
1ST OFFENSE	Three steps demerit in the department in a particular quarter

NOTE: *The provisions stated in this addendum supersede pertinent provisions SY 2017-2018 Student Handbook.*