



STUDENT HANDBOOK

“EMPOWERING OUR FUTURE LEADERS”



1253 EULOGIO AMANG RODRIGUEZ AVE, PASIG, 1600 METRO MANILA



7949-1482

Section I. Vision-Mission

VISION

Dunwoody Academy Inc. known as “Dunwoody Academy” adheres to the exigency of the child’s full potentials in the environment of independence and education for life.

MISSION STATEMENT

In the realization of the Vision, Dunwoody Academy commits itself:

Intellectual

To develop the thinking abilities of pupils, clarify the picture of the universe, and nurture discipline to improve and sustain intellectual proficiency.

Emotional

To refine emotional responses of pupils through encouraging them to feel, respecting the uniqueness of others, and conquering anxieties brought by the challenges of life;

Physical

To support the pupils to understand, discover, and adopt the lifestyle habits most appropriate and beneficial to their mind and body;

Spiritual

To nurture the potential for each pupil to lead a full, free, joyful, and healthy life through the development of conscience; and

Social

To teach the pupils to interact to people, places, and situations as requisite of their relational potentials.

Core Values

1. Independence
2. Discipline
3. Respect

Section II. Brief History

Dunwoody Academy was formerly named Smarty Montessori School (Pasig City Branch), Inc. established as an extension school of Smarty Montessori School in Cogeo, Antipolo City. The start of its operation was in June of 2008, to complete preschool and grade school in the former location at #51 A. Rodriguez Avenue, Santolan, Pasig City. However, after a year and 6 months of operation, the Board of Trustees decided to separate from Smarty Montessori School due to different management and educational philosophy. The Chairman of the Board of Trustees revamped the management of the school through appointment of two new members of the board of trustees to act as an advisor and principal respectively.

By November of 2009, the application for Government Permit to operate was completed and was submitted to the Department of Education in Pasig. The Division Office of Pasig endorsed the application to Department of Education – NCR. Moreover, the President and Chairman of the Board of Trustees registered the new name of the school to Dunwoody Educational Foundation Inc. permanently cutting the ties with Smarty Montessori School, Inc.

The school also became a member of the International Montessori Council in Sarasota, Florida, USA. On June 5, 2010, in compliance with the requirement of DepEd – NCR, Dunwoody Educational Foundation Inc. moved to 308-314, AD Square Building located at Amang Rodriguez Ave. corner Evangelista St. Santolan, Pasig City. The new location provides enough space for classrooms, library resource center, Home Economics and Practical Arts Laboratory, Science Laboratory and Administrative Offices.

In 2010, The Department of Education – NCR awarded Dunwoody Educational Foundation Inc. its recognition in Pre-School education and the government permit for Grade School education.

In 2017, Dunwoody Educational Foundation, Inc. has been renamed to Dunwoody Academy Inc. for the school's learning methodologies based on the best practices of American and international pedagogy. It is the school's initiatives to provide a broad and balanced education with the required specialization and experiences in later years for our learners.

Section III. Logo



Dark Blue Torch Handle - The torch handle's function is to contain and control such a powerful element - fire. It represents how Dunwoody should control what we impart- wisdom and knowledge- to our students with utmost care and sensitivity. Blue is the color of truth, inspiration, sincerity and spirituality. For example, the ancient Egyptians used lapis lazuli to represent heaven. In the Catholic faith, blue symbolizes the color of the Virgin Mary as the nurturing patroness of faith and love.

The Gold Flame is for the color of success. It is the "gold" that represents the standard of education Dunwoody provides for its pupils. The Academy that Dunwoody will impart is hoped to be cherished for the rest of their lifetime.

Section IV. Enrollment Policy

Dunwoody Academy, which offers Preschool, Primary, Middle and High School education, accepts pupils to enroll for the curriculum year. The following is the procedure for enrollment:

1. Assessment – The pupil shall undergo qualifying assessment for the level he/she is applying to enroll in.
2. Enrollment Form – After the assessment, the parents or guardian shall fill out the enrollment form.
3. Mode of Payment for tuition – Parents and/or guardians shall select the payment mode of their choice. The following are the modes of payment:
 - a. Cash or Check Payment Basis
 - b. Monthly Payment
 - c. Semi-Annual Payment
 - d. Annual Payment
 - e. Any other form of payment must be approved by the Finance Director

Miscellaneous fees are paid in full and not part of the mode of payment.

4. Requirements
 - a. New Students (Preschool)
 - 2 pcs. 1 x 1 color ID Picture
 - Photocopy of Birth Certificate
 - b. Transferees
 - 2 pcs. 1 x 1 color ID picture
 - Photocopy of Birth Certificate
 - Form 137 (from previous school)
 - Certified Class Report Card (from previous school)
 - Certificate of Good Moral (from previous school)

Section V. Uniform Policy

A bona fide pupil of Dunwoody Academy is required to wear at all times the prescribed school uniform inside the school campus. There are two official uniforms for Dunwoody Academy, the official school uniform and the Physical Education uniform. Identification Card, Black leather shoes w/ rubber soles.

Length and color of the socks will be announced during Parents Conference and will also be posted at the school bulletin board.

Section VI. Grading System

Dunwoody Academy applies learning methodologies based on the best practices of American and international pedagogy. Our program utilizes the following the US based K to 12 educational system:

- Pre-School** - (Jr. Kindergarten, Sr. Kindergarten, Preparatory)
- Primary School** - (Grade 1 through Grade 5)
- Middle School** - (Grade 6 through Grade 8)
- High School** - (Grade 9 through Grade 12)

Guidelines for Rating Pre-School Department

For compliancy with the Department of Education ORDER No. 8 s.2015,

Summative Assessment	<p><u>Core Subjects:</u></p> <ol style="list-style-type: none"> 1. Filipino/Mother Tongue 2. English Language 3. English Reading 4. Sibika
Written Work (30%)	<p>Quizzes (15%) Seatwork (10%) Homework (5%)</p>
Performance Tasks (50%)	<p>Daily Recitation (15%) Demonstrations/Presentations/Projects/Oral Assessment (25%) Behavior (10%)</p>
Quarterly Assessment (20%)	<p>Quarterly Examination (20%)</p>
Summative Assessment	<p><u>Core Subjects:</u></p> <ol style="list-style-type: none"> 5. Mathematics 6. Science
Written Work (40%)	<p>Quizzes (20%) Seatwork (15%) Homework (5%)</p>

Performance Tasks (40%)	Daily Recitation (10%) Demonstrations/Presentations/Projects/Oral Assessment (20%) Behavior (10%)
Quarterly Assessment (20%)	Quarterly Examination (20%)
Summative Assessment	<u>Special Subjects:</u> 1. Music Arts Physical Education Health (MAPEH) 2. Penmanship 3. Computer
Written Work (20%)	Quizzes (10%) Seatwork (5%) Homework (5%)
Performance Tasks (60%)	Daily Recitation (20%) Demonstrations/Presentations/Projects/Oral Assessment (30%) Behavior (10%)
Quarterly Assessment (20%)	Quarterly Examination (20%)
Summative Assessment	<u>Special Subjects:</u> 4. Values Education
Written Work (30%)	Quizzes (15%) Seatwork (10%) Homework (5%)
Performance Tasks (50%)	Daily Recitation (15%) Demonstrations/Presentations/Projects/Oral Assessment (25%) Behavior (10%)
Quarterly Assessment (20%)	Quarterly Examination (20%)
Grading Average Total (100%)	Grading Average Total (100%)

Note:

- ❖ The average of the Quarterly Grades produces the Final Grade
- ❖ The General Average is computed by dividing the sum of the final grades by the total number of the learning areas.

Guidelines for Rating Grades 1 to 2

For compliancy with the Department of Education ORDER No. 8 s.2015,

Summative Assessment	<u>Core Subjects:</u> 1. Filipino 1.1 Mother Tongue 2. English 3. Sibika/Social Studies
Written Work (30%)	Quizzes (15%) Seatwork (10%) Homework (5%)
Performance Tasks (50%)	Daily Recitation (15%) Demonstrations/Presentations/Projects/Oral Assessment (25%) Behavior (10%)
Quarterly Assessment (20%)	Quarterly Examination (20%)
Summative Assessment	<u>Core Subjects:</u> 4. Mathematics 5. Science
Written Work (40%)	Quizzes (20%) Seatwork (15%) Homework (5%)
Performance Tasks (40%)	Daily Recitation (10%) Demonstrations/Presentations/Projects/Oral Assessment (20%) Behavior (10%)
Quarterly Assessment (20%)	Quarterly Examination (20%)

Summative Assessment	<p align="center"><u>Special Subjects:</u></p> <p align="center">1. Music Arts Physical Education Health (MAPEH) 2. Computer Science</p>
Written Work (20%)	<p>Quizzes (10%) Seatwork (5%) Homework (5%)</p>
Performance Tasks (60%)	<p>Daily Recitation (20%) Demonstrations/Presentations/Projects/Oral Assessment (30%) Behavior (10%)</p>
Quarterly Assessment (20%)	Quarterly Examination (20%)
Summative Assessment	<p align="center"><u>Special Subjects:</u></p> <p align="center">4. Values Education</p>
Written Work (30%)	<p>Quizzes (15%) Seatwork (10%) Homework (5%)</p>
Performance Tasks (50%)	<p>Daily Recitation (15%) Demonstrations/Presentations/Projects/Oral Assessment (25%) Behavior (10%)</p>
Quarterly Assessment (20%)	Quarterly Examination (20%)
Summative Assessment	<p align="center"><u>Essential Subjects:</u></p> <p align="center">1. Foreign Studies 2. ESL</p>
Written Work (30%)	<p>Quizzes (15%) Seatwork (10%) Homework (5%)</p>

Performance Tasks (50%)	Daily Recitation (15%) Demonstrations/Presentations/Projects/Oral Assessment (25%) Behavior (10%)
Quarterly Assessment (20%)	Quarterly Examination (20%)

Note:

- ❖ ONLY letter grades appear for Essential Subjects and are not part of the computation of the General Average per quarter and the final grade thereafter. However, the highest achiever is to be recognized at the end of the academic year as:
 1. Most Proficient in English
 2. Best in Foreign Studies
- ❖ The Quarterly Grade for MAPEH is the average of the Quarterly Grades in the four areas: Music, Arts, Physical Education, Health
- ❖ The average of the Quarterly Grades produces the Final Grade
- ❖ The General Average is computed by dividing the sum of the final grades by the total number of the learning areas.
- ❖ The weight of the core subjects is 70% of the total grades.
- ❖ The weight of the special subjects is 30% of the total grades.

Guidelines for Rating Grade 3 to 6

For compliancy with the Department of Education ORDER No. 8 s.2015,

Summative Assessment	<u>Core Subjects:</u> 1. Filipino 1.1 Mother Tongue (Grade 3 Only) 2. English 3. Sibika/Social Studies
Written Work (30%)	Quizzes (15%) Seatwork (10%) Homework (5%)
Performance Tasks (50%)	Daily Recitation (15%) Demonstrations/Presentations/Projects/Oral Assessment (25%) Behavior (10%)

Quarterly Assessment (20%)	Quarterly Examination (20%)
Summative Assessment	Core Subjects: 4. Mathematics 5. Science
Written Work (40%)	Quizzes (20%) Seatwork (15%) Homework (5%)
Performance Tasks (40%)	Daily Recitation (10%) Demonstrations/Presentations/Projects/Oral Assessment (20%) Behavior (10%)
Quarterly Assessment (20%)	Quarterly Examination (20%)
Summative Assessment	Special Subjects: 1. Music Arts Physical Education Health (MAPEH) 2.1 Computer (Grade 3 Only) 2.2 TLE/Computer (Grades 4 to 6)
Written Work (20%)	Quizzes (10%) Seatwork (5%) Homework (5%)
Performance Tasks (60%)	Daily Recitation (20%) Demonstrations/Presentations/Projects/Oral Assessment (30%) Behavior (10%)
Quarterly Assessment (20%)	Quarterly Examination (20%)
Summative Assessment	Special Subjects: 4. Values Education
Written Work (30%)	Quizzes (15%) Seatwork (10%) Homework (5%)

Performance Tasks (50%)	Daily Recitation (15%) Demonstrations/Presentations/Projects/Oral Assessment (25%) Behavior (10%)
Quarterly Assessment (20%)	Quarterly Examination (20%)
Summative Assessment	<u>Essential Subjects:</u> 1. Foreign Studies 2. Entrepreneurship 3. ESL
Written Work (30%)	Quizzes (15%) Seatwork (10%) Homework (5%)
Performance Tasks (50%)	Daily Recitation (15%) Demonstrations/Presentations/Projects/Oral Assessment (25%) Behavior (10%)
Quarterly Assessment (20%)	Quarterly Examination (20%)

Note:

- ❖ ONLY letter grades appear for Essential Subjects and are not part of the computation of the General Average per quarter and the final grade thereafter. However, the highest achiever is to be recognized at the end of the academic year as:
 1. Most Proficient in English
 2. Best in Foreign Studies
 3. Entrepreneur of the Year
- ❖ The Quarterly Grade for MAPEH is the average of the quarterly grades in the four areas: Music, Arts, Physical Education, Health
- ❖ The average of the Quarterly Grades produces the Final Grade
- ❖ The General Average is computed by dividing the sum of the final grades by the total number of the learning areas.
- ❖ The weight of the core subjects is 70% of the total grades.
- ❖ The weight of the special subjects is 30% of the total grades.

Guidelines for Rating Grade 7 to 10

For compliancy with the Department of Education ORDER No. 8 s.2015,

Summative Assessment	<u>Core Subjects:</u> 1. Filipino 2. English 3. Social Studies
Written Work (30%)	Quizzes (15%) Seatwork (10%) Homework (5%)
Performance Tasks (50%)	Daily Recitation (15%) Demonstrations/Presentations/Projects/Oral Assessment (25%) Behavior (10%)
Quarterly Assessment (20%)	Quarterly Examination (20%)
Summative Assessment	<u>Core Subjects</u> 4. Mathematics 5. Science
Written Work (40%)	Quizzes (20%) Seatwork (15%) Homework (5%)
Performance Tasks (40%)	Daily Recitation (10%) Demonstrations/Presentations/Projects/Oral Assessment (20%) Behavior (10%)
Quarterly Assessment (20%)	Quarterly Examination (20%)
Summative Assessment	<u>Special Subjects:</u> 1. Music Arts Physical Education Health (MAPEH) 2. Computer Science 3. Technology and Livelihood Education (TLE)

Written Work (20%)	Quizzes (10%) Seatwork (5%) Homework (5%)
Performance Tasks (60%)	Daily Recitation (20%) Demonstrations/Presentations/Projects/Oral Assessment (30%) Behavior (10%)
Quarterly Assessment (20%)	Quarterly Examination (20%)
Summative Assessment	<u>Special Subjects:</u> 4. Values Education
Written Work (30%)	Quizzes (15%) Seatwork (10%) Homework (5%)
Performance Tasks (50%)	Daily Recitation (15%) Demonstrations/Presentations/Projects/Oral Assessment (25%) Behavior (10%)
Quarterly Assessment (20%)	Quarterly Examination (20%)
Summative Assessment	<u>Essential Subjects:</u> 1. Foreign Studies 2. Entrepreneurship 3. English as a Second Language (ESL)
Written Work (30%)	Quizzes (15%) Seatwork (10%) Homework (5%)
Performance Tasks (50%)	Daily Recitation (15%) Demonstrations/Presentations/Projects/Oral Assessment (25%) Behavior (10%)
Quarterly Assessment (20%)	Quarterly Examination (20%)

Note:

- ❖ ONLY letter grades appear for Essential Subjects and are not part of the computation of the General Average per quarter and the Final Grade thereafter. However, the highest achiever is to be recognized at the end of the academic year as:
 1. Most Proficient in English
 2. Best in Foreign Studies
 3. Entrepreneur of the Year
- ❖ The Quarterly Grade for MAPEH is the average of the Quarterly Grades in the four areas: Music, Arts, Physical Education, Health
- ❖ The average of the Quarterly Grades produces the Final Grade
- ❖ The General Average is computed by dividing the sum of the final grades by the total number of the learning areas.

GRADE DESCRIPTION FOR ALL LEVELS

Description	Grading Scale	Letter Grade
Outstanding	90 and above	A
Very Satisfactory	85-89	P
Satisfactory	80-84	AP
Fairly Satisfactory	75-79	D
Did Not Meet Expectations	74 and below	B

LEARNER PROMOTION AND RETENTION

For Grades 1 to 3 Learners

1. Final Grade of **at least 75** in **all** learning areas will be promoted to the next grade level
2. Did Not Meet Criteria Expectations in **not more than two learning areas** must pass remedial classes for learning areas with failing mark to be promoted to the next level. Otherwise the learner is retained in the same grade level.
3. Did Not Meet Expectations in **three or more learning areas** will be **retained** in the same grade level

For Grades 4 to 6 Learners

1. Final Grade of **at least 75** in **all** learning areas will be promoted to the next grade level
2. Did Not Meet Criteria Expectations in **not more than two learning areas** must pass remedial classes for learning areas with failing mark to be promoted to the next level. Otherwise the learner is retained in the same grade level.
3. Did Not Meet Expectations in **three or more learning areas** will be **retained** in the same grade level

For Grades 7 to 10 Learners

1. Must Pass all learning areas in
Elementary Certificate School
- Earn the Elementary Certificate
- Promoted to Junior High School
2. Must Pass all learning areas in Junior High School
- Earn the Junior High School Certificate
- Promoted to Senior High School

ACHIEVERS and HONORS AWARD

In the belief of Dr. Montessori simply observed that competition is an ineffective tool to motivate children to learn and to work hard in school.

Traditionally, schools challenge students to compete with one another for grades, class rankings, and special awards. For example, in many school's tests are graded on a curve or transmuted and are measured against the performance of their classmates rather than considered for their individual progress.

At Dunwoody Academy Inc., students learn to collaborate with each other rather than mindlessly compete. Students discover their own innate abilities and develop a strong sense of independence, self-confidence, and self-discipline. In an atmosphere in which children learn at their own pace and compete only against themselves, they learn not to be afraid of making mistakes. They quickly find that few things in life come easily, and they can try again without fear of embarrassment. Dr. Montessori argued that for an education to touch children's hearts and minds profoundly, students must be learning because they are curious and interested, not simply to earn the highest grade in the class.

Montessori children compete with each other every day, both in class and on the playground. Dr. Montessori, herself an extraordinary student and a very high

achiever, was never opposed to competition on principle. Her objection was to using competition to create an artificial motivation to get students to achieve.

Our school allows competition to evolve naturally among children, without adult interference unless the children begin to show poor sportsmanship. The key is the child's voluntary decision to compete rather than having it imposed on him by the school.

At Dunwoody Academy, we understand that parents want to see their child's level of proficiency. Therefore, Dunwoody has created the "Dunwoody Achievement List". The achievement list will indicate the students' level of proficiency per quarter. We have, also, added a Final Rating Award for the student's proficiency in all four quarters

**DUNWOODY ACHIEVEMENT LIST
(QUARTERLY)**

Director's List	Final Grade Average ≥ 98	All Subjects ≥ 90
Second Honor	Final Grade Average $\geq 95 \leq 97$	All Subjects ≥ 90
Third Honor	Final Grade Average $\geq 90 \leq 94$	All Subjects ≥ 85
Honorable	Final Grade Average ≥ 90	NA

**DUNWOODY FINAL RATING LIST
(CULMINATION FOR ALL FOUR QUARTERS)**

Gold Level	Honors in all 4 quarters w/ minimum 3 Director's List
Silver Level	Honors in all 4 quarters w/ minimum 2 Director's List
Bronze Level	Any Honors in all 4 quarters
Honorable	Honors in any 2 quarters

Achievement criteria is comparable to the Academic Excellence Award of DepEd Order No. 36 s. 2016
**GUIDELINES IN THE SELECTION OF HONOR STUDENTS FOR GRADES
 1 TO 10 OF THE K TO 12 BASIC EDUCATION CURRICULUMS**
(To be compliant with DepEd Order No. 36 s. 2016)

GRADE LEVEL AWARD

At the end of the school year, the Academic Excellence Award is given to learners from grades 1 to 12 who have attained a General Average of at least 90 and a passing Final Grade in all learning areas.

The General Average is reported as a whole number following DepEd Order No. 8, s. 2015.

The class advisers will give to the AC the list of qualified learners to be awarded during a school ceremony. Refer to table below for the Academic Excellence Award at the end of the school year.

DepEd Academic Excellence Award

Academic Excellence Award	General Average
With Highest Honors	98-100
With High Honors	95-97
With Honors	90-94

OTHER AWARDS

Recognition for Perfect Attendance

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 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.

Leadership Award

The leadership award is given to learners in grades 6, 10, and 12 who have demonstrated exemplary skills in motivating others and organizing projects that have significantly contributed to the betterment of the school and/or community. This award is given during the completion or graduation ceremony.

To qualify for this award, a learner must:

- Have no failing grades in any of the learning areas.
- Have not committed any offense punishable by suspension or higher sanction according to the Department's service manual and child protection policies in the current school year.

- Be a class officer or an active member/officer of any recognized school club, team, or organization.

Award for Outstanding Performance in Specific Disciplines

These awards are given to recognize learners in grades 6, 10, and 12 who have exhibited exemplary skills and achievement in specific disciplines. These disciplines are Athletics, Arts, Communication Arts, Mathematics and Science, Social Sciences, and Technical-Vocational Education. These awards also value the learner's achievement in a specific discipline that has contributed to the school and/or community.

CONVOCATION RITES

Dunwoody Academy's Convocation Rites (Graduation, Completion and Recognition) differs from the traditional rites, as we adhere to US based K to 12 system for the school's American and International pedagogy while complying with DepEd's requirements.

To be compliant with DepEd's, DO_s2016_036 K12 Awards and Recognition Guidelines, Kindergarten thru Grade 5, Grade 7 thru Grade 10, and Grade 11 will have the Completion Rites (Moving Up). Grade 6, Grade 10 and Grade 12 will have the Graduation Rites.

For our International Program, we will integrate the Graduation Rites for Preparatory, Grade 9 and Grade 12.

Grade Level	Recognition and Special Awards	Certificate of Completion	Graduation Rites
Junior Kindergarten	Yes	Yes	
Senior Kindergarten	Yes	Yes	
Preparatory	Yes	Yes	Dunwoody International Program
Grade 1	Yes	Yes	
Grade 2	Yes	Yes	
Grade 3	Yes	Yes	

Grade 4	Yes	Yes	
Grade 5	Yes	Yes	
Grade 6	Yes		DepEd Kto12 Program
Grade 7	Yes	Yes	
Grade 8	Yes	Yes	Dunwoody International Program
Grade 9	Yes	Yes	
Grade 10	Yes		DepEd Kto12 Program
Grade 11	Yes	Yes	
Grade 12	Yes		Dunwoody International Program and DepEd Kto12

Section VII. Examination

A statement of account shall be issued to the pupils every month or prior to the next examination. However, a promissory note is to be accomplished and approved two days before the examination. The promissory note will be considered a binding contract between the parents and the institution. Contents of the promissory notes must be fulfilled.

A pupil who failed to present duly approved promissory note from the Finance Office shall be given special examination outside of the scheduled date of the test. School has the option to not allow the pupil to take the examination if they fail to comply with the procedures.

- The schedule of examination is announced on the Academic Calendar which is given to parents at the beginning of the school year and followed up through written notices one week before the scheduled test.
- Scores for the quarterly examination will be announced when viewable in SchoolDex.
- Parents can make an appointment with their student's adviser to view and discuss their child's actual examination.
- A pupil who fails to take the periodic examination on the scheduled date, due to a valid reason, may be given consideration after investigation by the School Administrator.
- Any unexcused make up examinations, test, quizzes and late submission of projects will be given a 10-point deduction.

Note: The following are considered valid reasons:

- Sickness/injury of pupil
- Sickness/death of immediate kin.
- Natural calamities (flood, typhoon, heavy rains, earthquakes, etc.)

During final examination: a pupil who fails to take the examination will be given a failing grade equivalent in every subject test on his/her final grading which will also be calculated with the students ranking.

Section VIII. Alternative Setting Program

The school may require a student for the Alternative Setting Program:

- a. If there is a learning disability that may require more of a one on one, in guidance with an authorized licensed therapist or doctor.
- b. If disciplinary problems are still observable and deliberately violating the offenses.

The student of the Alternative Setting Program is required to attend all school activities and events, including scheduled examinations. The student must secure home works at the beginning of the week and shall submit the accomplished work on Friday from the assigned advisor. A weekly plan will be provided by the assigned coordinator

Section IX. Suspension of Classes

The revised guidelines on the suspension of classes in cases of typhoons and other calamities are hereby issued for the information of all concerned (DepEd. Order No. 28 s., 2005).

Automatic Suspension of Classes

The Department of Education has established guidelines for the automatic suspension or cancellation of classes in all public and private elementary and secondary schools that do not require any announcement.

When signal No. 1 is raised by PAGASA, classes at the Pre-School level shall be automatically suspended and Grade School level shall resume regular class schedule, unless DepEd announces the suspension of classes.

When Signal No. 2 is raised by PAGASA, classes at the Pre–School, Elementary and Secondary levels shall be automatically suspended in all public and private schools. PAGASA normally makes these announcements over broadcast media 11:00 o'clock in the evening and 5 o'clock in the morning.

In the case of private schools, the suspension of work by school personnel shall be at the discretion of the school heads/directors/principal.

Localized Suspension of Classes

In the absence of typhoon signal warnings from PAGASA, localized suspension or cancellation of classes in both public and private elementary and/or secondary schools in specific divisions may be implemented.

The Superintendent shall decide on the suspension of classes if such covers the entire division. If the suspension is for specific schools only, the school principal/head shall decide on the matter.

Coordination, with the local executives shall be undertaken at all times since they chair the local Disaster Coordinating Council (DCC) and make mobilized local government personnel to evaluate the threats to public safety such as heavy rains, earthquake, floods, high tide and transport strikes.

As head of the local DCC, local chief executives can also decide on the suspension of classes. When such a decision is made, they are requested to inform the Superintendent and Regional Director so that the Department can help in the dissemination of the information to the public.

Parent's Responsibility

Parents have the ultimate responsibility in determining whether their children should go to school, if no order for the suspension of classes has been issued and if they feel that traveling to or from school will place their children at risk.

Parents wishing to ascertain whether or not to send their children to school should check for media advisories from PAGASA, DepEd, NDCC and the Local Government Units (LGUs).

Announcements

In case where there are classes in the morning and suspension of classes is only for afternoon sessions, announcements should be made, as much as possible, not later than 11:00 a.m.

In case of suspension of classes, the superintendent or the school head, as the case may be, should inform the community through the media and also inform the LGU executives, the Superintendent (from school – specific suspensions) and the Regional Director (from division – specific suspensions).

Section X. Policy on Attendance

Dunwoody Academy reserves the right to implement, with strict compliance, the policy on Attendance:

1. Tardy

- A pupil is required to come to school at least 15 minutes before the class starts.

- If a student comes within 5 minutes after the bell rings for the first period, he/she is not considered late and shall be allowed entry.
- If a student comes 6 minutes after the bell for the first period, he/she is considered late. An excuse letter shall be required from the students the next day he/she comes to class.
- If a student comes after 15 minutes of the bell for the first period, he/she is considered absent for that period only. However, the pupil shall be allowed to attend the first period and the succeeding periods thereof. An excuse letter shall also be required the next day.
- Three instances of tardiness shall be counted as 1 absence.

2. Absence

- A pupil is considered absent once he/she misses to come to class.
- A parent or guardian must inform the Registrar's Office on the day the student will be absent.
- An excuse letter and/or medical certificate shall be required the next day he/she comes to school.
- A pupil shall be given chances to work on missed seatwork, quizzes and other similar classroom-graded activities for valid absence. A medical certificate shall accompany the excuse letter.
- A pupil is allowed to be absent at least 20% of the total number of school days. If a pupil incurs more than the allowable number of absences, he/she may be subjected to dismissal.
- If a pupil misses classes due to a family vacation, this is not considered an excuse (even if excuse letter is submitted). Missed homework, seatwork cannot be made up, and will be mark as "0" as a grade. Quiz, Examination, and Project will receive a 10% deduction from their score.

Section XI. Responsibilities of Parents/Guardians

To ensure that the pupils are ready to come to school, the following are the responsibilities of parents and/or guardians:

1. Ensure that the pupil comes to class on time.

2. Assist the pupil to ascend and descend the upper floors through the stairs. However, parents must leave premises or go to the waiting area after assisting.
3. Ascertain that the school supplies of the pupils are complete and that no assignment or project is left at home.
4. Make sure that the pupil comes to class in complete uniform.
5. Monitor important dates of the school such as curricular activities and examination days.
6. Provide pupils of excuse letter or responses of the correspondences from the teacher.
7. Settle accounts payable to the school.
8. Follow up the progress of the pupil with the teacher advisor.
9. Subject the son/daughter to an annual medical and dental check-up at Patient's Choice Medical and Dental Services Clinic. The result of the check-up shall be submitted to the adviser.
10. Ensure that the pupil is sent or fetched to and from the school on time.

Section XII. Duties and Responsibilities of Pupils, Students and Learners

- A. Comply with the school's regulations, as long as they are in harmony with their best interests. Pupils/ students shall refrain from:
 - Engaging in discrimination, or leading a group of pupils of students to discriminate another, with reference to one's physical appearance, weaknesses and status of any sort;
 - Doing any act that is inappropriate or sexually provocative
 - Participating in behavior of other students that is illegal, unsafe or abusive
 - Marking or damaging school property, including books, in any way
 - Engaging fights or any aggressive behavior
 - Introducing into the school premises or otherwise possessing prohibited articles, such as deadly weapons, drugs, alcohol, toxic and noxious substances, cigarettes and pornographic material
 - Performing other similar acts that cause damage or injury to another.

An allegation that any of these acts has been committed shall not be used to curtail the child's basic rights, or interpreted to defeat the objectives of this department order.

English Speaking Policy

As learning the language is facilitated through actual practice, speaking in English is emphasized in every student while inside the school except during their Filipino, Mother Tongue and Sibika related subjects.

Section XIII. Payment of Tuition and Other Fees

There are multiple terms of paying the eight months' fee, after paying full the Registration and Miscellaneous fees upon enrollment (Please review Section IV, Item 3). Cash means paying full the tuition fees. Other payment terms must be paid on a scheduled basis, provided by the Accounting Department.

All tuition and other fees shall be paid on time. Parents/guardians shall settle outstanding accounts on or before the periodic test. A penalty of 3% shall be charged for the late payments. Checks with insufficient funds will be charged a 500 pesos penalty fee. Tuition and other fees must be current before quarterly examination results, report cards or accreditation is provided by the school. In case of pull-out, no refund shall be provided after the official enrollment to the school.

If the account is at the 15 days' delinquency, the SchoolDex account will be locked. In addition, any examination results will not be distributed.

Dunwoody Academy has the right to enforce a "no payment, no test/quiz or no grade policy". A formal letter will be given to those with delinquent accounts informing them that their child may not take a test or a quiz until the delinquent amount has been paid. Missed test or quiz will be computed as "No Grade". If the account is settled after the test or quiz and before the succeeding quarterly exam, the student will be entitled to a special test.

The "no payment, no test/quiz or no grade policy" will, also, pertain to accounts with previous negotiated terms. If the agreement of the payment terms is not maintained, the policy will be enforced.

Students who dropped from the roll and transfer to other schools within the current year have to pay the tuition fee for the whole school year.

No school records shall be issued within the school year or at the end of the school year to any pupil who has not fully settled his/ her financial obligations.

In addition, all financial obligations and/or other school requirements, must be fulfilled before the student can register for the next Academic Year.

Parents should only contact the Accounting Department for any financial matters.

Section XIV. Promotion and Retention

1. A pupil is promoted upon passing the final grade of 75%. 70% remains the lowest possible grade and the highest possible grade is 100%. There is no ceiling in assigning grades to whatever written and oral performances of pupils.
2. A pupil shall be retained in the year level if his/her general average falls below 75% as indicated in the report card. However, in cases that a pupil fails in one or more subjects but still able to earn the general average of 75%, he/she shall be advised to take summer classes.

Section XV. Classroom Procedure

During regular class days, pupils are expected to bring along with them complete school supplies. No pupil shall be allowed to make phone calls for the projects, assignments, books and other school supplies left at home.

Each pupil is expected to form their line accordingly in front of their classroom before the first period, after recess and lunch. Teachers ensure that pupils are wearing their complete uniforms.

Before the start of the first period, an invocation, singing of the Philippine National Anthem and reciting of the *Panatang Makabayan* shall be initiated by the teacher.

As an educational institution, each pupil is expected to be polite by greeting school officials he/she will meet along the corridors, and anywhere else in the school.

At the end of each class, pupils are to arrange their bags and school supplies, tidy the classroom, and form their line in preparation to go home. A pupil shall not be allowed to leave the campus if there is nobody to fetch him/her. The adviser shall call the parents/guardians of the pupil whose fetcher is not available to fetch him/her.

In case of complaints, please review **Section XX, Item 3**.

In case of behavioral or any disciplinary problem, the adviser may call the parent or the guardian of the pupil concerned for a dialogue.

XVI. Cause for Disciplinary Action

In order to ensure that mental, physical, spiritual and emotional potentials of every pupil are nurtured; the following acts are subject to disciplinary measure:

- A. Minor Offenses:

- Frequent unexcused tardiness (which includes after recess, lunch and between periods).
- Unauthorized haircut/ hairstyle; use of hair color
- Littering
- Loitering
- Running inside school facilities
- Profanity
- Shouting, inattention, chewing gum, teasing, horse playing, howling in class or along the corridors, auditorium, library, and during flag ceremony.
- Disruption of classes (e.g. borrowing of books, calculators, passing of notes and others)
- Cutting classes
- Minor vandalism, tampering of notices
- Lending/Borrowing of ID
- Violation of library rules
- Teasing/Name calling
- Defiance of school authority/rules
- Breaking into or disrupting school function
- Truancy/Absenteeism
- Leaving the school without release slip
- PDA (Public Display of Affection)

DISCIPLINARY MEASURE:

For first offense:

1. Verbal Warning
2. Submission of Promissory Letter Duly Signed by Parent/s or Guardian/s

For Second Offense:

1. Filling Out of the Form on Agreement of Undertaking Strict Compliance (FAUSC)
2. Conference between the School Director and Parent/ Guardian

Third and Succeeding Offenses:

1. Conference with Parents/ Guardian
2. Suspension

NOTE:

For tardiness and absenteeism, five consecutive and unexcused counts will be equivalent to one offense.

B. Major Offenses:

- Bullying:
 - Any unwanted physical contact between the bully and the victim

- Any act that causes damage to a victim's psychological and/or emotional well-being
 - Any slanderous statement or accusation that causes the victim undue emotional distress
 - Cyber-bullying or any bullying done through the use of technology or any electronic means
- Fighting or any act of violence that causes harm to another person, intentional or unintentional.
 - Cheating in any kind of test, possession of any unauthorized notes relative to the test taken, copying or looking at another students' paper, or allowing someone to copy from one's own paper, writing on another student's paper, stealing, giving or receiving test papers, changing answers, scores during checking, (the student caught cheating shall receive a zero in that particular test.)
 - Publishing (includes any form of social media) or circulating false or malicious information about the school, a pupil, a teacher or any school official.
 - Breaking in or trespassing into school premises
 - Possession, ownership or distribution of immoral magazines, indecent pictures, or other pornographic materials.
 - Gambling in any form inside school premises
 - Scandalous behavior that is contrary to norms of morality/indecent conduct
 - Smoking in or close proximity to the school facility
 - Bringing to school prohibited items such as cigarettes, intoxicating liquor, wine and beer
 - Lying during an official investigation
 - Possession of any deadly weapon, explosives or ammunition including firecrackers, pillbox in the school premises.
 - Major vandalism or serious destruction of school property
 - Dishonesty such as malversation of class or school funds, cheating in personal dealing with other members of community
 - Coming to school and school related activities under the influence of liquor or prohibited drugs
 - Malicious mischief
 - Stealing
 - Forgery of parents'/guardians'/teachers' or other school officials' signature
 - Extortion
 - Falsification and or tampering of academic official records or school documents of any kind
 - Affiliation with an organization whose objectives and or activities are contrary to the school's philosophy, objectives, policies and rules, such as underground fraternities, sororities, groups and associations
 - Hazing or involvement in initiation practices

DISCIPLINARY MEASURE:

First Offense:

1. Filing Out of the Form on Agreement of Undertaking Strict Compliance (FAUSC)
2. Conference Between the School Director and Parent/ Guardian
3. Stern Warning

Second and Succeeding Offenses:

1. Conference Between the School Director and Parent/ Guardian
2. Suspension

The list of offenses appearing herein is not all-inclusive. Therefore, students may be meted disciplinary actions for offenses other than those listed above or under subsequent amendment or modifications of this handbook. Likewise, the school reserves the right to impose lighter or stiffer penalties for offenses committed depending on the attending circumstances of the case.

A detailed "Discipline Plan" will be provided to students and to be reviewed with their parents, in the beginning of the Academic Year.

Section XVII. Child Protection Policy

Pursuant to the 1987 Constitution and Convention on the Rights of the Child (CRC) aims to protect children from all forms of physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment and exploitation, including sexual abuse, humiliating or degrading punishment, including, but not limited to the following:

1. Blows such as, but not limited to, beating, kicking, hitting, slapping, or lashing, of any part of a child's body, with or without the use of an instrument such as, but not limited to a cane, broom, stick, whip or belt;
2. Striking of a child's face or head, such being declared as a "no contact zone";
3. Pulling hair, shaking, twisting joints, cutting or piercing skin, dragging, pushing or throwing of a child;
4. Forcing a child to perform physically painful or damaging acts such as, but not limited to, holding a weight or weights for an extended period and kneeling on stones, salt, pebbles or other objects;
5. Deprivation of a child's physical needs as form of punishment;
6. Tying up a child;
7. Confinement, imprisonment or depriving the liberty of a child;

8. Verbal abuse or assaults, including intimidation or threat of bodily harm, swearing or cursing, ridiculing or denigrating the child;
9. Forcing child to wear a sign, to undress or disrobe, or to put on anything that will make a child look or feel foolish, which belittles or humiliates the child in front of others;
10. Permanent confiscation of personal property of pupils, students or learners, except when such pieces of property pose a danger to the child or to others; and
11. Other analogous acts.

Procedures in Handling Bullying Incidents

A complaint for bullying or peer abuse shall be acted upon by the School Head following the procedures herein set forth:

- a. **Bullying** - Upon the filing of a complaint or upon notice by a school personnel or official of any bullying or peer abuse incident, the same shall be immediately reported to the School Head, who shall inform the parents or guardian of the victim and the offending child, in a meeting called for the purpose.

The victim and the offending child shall be referred to the Child Protection Committee for counseling and other interventions. School Head, if warranted, may impose the penalty of reprimand, in the presence of the parents or guardians.

If bullying is committed for a second or subsequent time, after the offending child has received counseling or other interventions, the penalty of suspension for not more than one (1) week may be imposed by the School Head, if such is warranted. During the period of suspension, the offending child and the parents or guardians may be required to attend further seminars and counseling. The School Head shall likewise ensure that the appropriate interventions, counseling and other services, are provided for the victims or victims of bullying.

- b. **Bullying that results in serious physical injuries or death** – If the bullying or peer abuse resulted in serious physical injuries or death, whenever appropriate, the case shall be dealt with in accordance with the provisions of Republic Act 9344 and its Implementing Rules and Regulations.
- c. **Procedure-** In all cases where the imposable penalty on the offending child is suspension, exclusion or expulsion, the following minimum requirements of due process shall be complied with:
 1. The child and the parents or guardians must be informed of the complaint in writing;

2. The child shall be given the opportunity to answer the complaint in writing, with the assistance of the parents or guardian;
3. The decision of the School Head must be in writing, stating the facts and the reasons for the decision;

The decision of the school head may be appealed, as provided in existing rules of the department.

Implementation of Non-Punitive Measures

Depending on the gravity of the bullying committed by any pupil, student, learner, the school may impose other non-punitive measures, in lieu of punitive measures, in accordance with principles of Positive and Non-Violent Discipline.

Other acts of Violence or Abuse

Other serious acts of violence or abuse committed by a pupil, student or learner upon another pupil, student or learner of the same, shall, and whenever appropriate, be dealt with in accordance with the provisions of Republic Act 9344 and its Implementing Rules and Regulations.

Procedures in Handling Child Abuse, Exploitation, Violence and Discrimination Cases

- **Prohibited Acts**

The following acts, are hereby prohibited and shall be penalized in administrative proceedings as Grave or Simple Misconduct depending on the gravity of the act and its consequences, under existing laws, rules and regulations:

1. Child Abuse;
2. Discrimination against children
3. Child Exploitation;
4. Violence Against Children in School;
5. Corporal Punishment;
6. Any analogous or similar acts.

Investigation and Reporting

The conduct of investigation and reporting of cases of child abuse, exploitation, violence or discrimination, shall be done expeditiously, as herein provided.

Child Protection Committee

- a. School Head/Administrator (Chairperson)
- b. Guidance Counselor/Teacher (Vice Chairperson)
- c. Representative for the Teachers as designated by:
 - o Elementary Teacher
 - o Kindergarten Teacher
 - o A parent of enrolled student
- d. Representative of pupils, students, learners:
 - o Grade X Student
 - o A parent of an enrolled student

The Child Protection Committee will be elected every new Academic Year

Section XVIII. Disciplinary Measure

The following are disciplinary measures the school might impose to erring pupils:

1. Verbal Warning
2. Written Warning
3. Conference with Parents / Guardians
4. Suspension
5. Alternative Setting Program
6. Dismissal
7. For Bullying – Please refer to “**Procedure in Handling Bullying Incidents**”

Section XIX. SchoolDex

Schooldex is an online school management system that will allow you, the parents or guardians, to view your child's progress. For 1st quarter thru the 3rd quarter, Dunwoody will not be printing report cards. We will only print the report cards after the 4th quarter. With your Schooldex account, you can view your child's progress online, which includes the report card. However, during grades deliberation, do not be alarm if you are not able to view the progress report or report card. As soon as the grades deliberation is completed, the report card viewing will be announced in advance.

Dunwoody is an advocate for a “green environment”. As part of our contribution to the “green environment”, we limit printing of papers and encourage all parents to use SchoolDex. However, you can request for a print out from the Registrar. If the request for the printout is between the 1st and 3rd quarter, there will be fee of 150 pesos. If the request is for after the 4th quarter, the fee is then waived.

We, at Dunwoody, feel that parents should consistently monitor their child's progress rather than waiting till the end of the quarter to review their grades. Schooldex is a tool that will do this for you.

You may only access Schooldex, if you have an internet connection and your school account is current. Please contact the Registrar for your account's activation.

To access SchoolDex go to site <https://ph.schooldex.com>

Section XX. No Food Sharing

We have implemented a “no food sharing policy” during break times. The reason for this is for your child's safety. We, at Dunwoody, are trying to prevent the spread of colds, flu, etc... Also, some may cause allergic reactions to certain foods, or ingredients. It is just too difficult to monitor each student. Your child's safety is our concern.

Dunwoody is not saying that sharing is “bad”. But Dunwoody would just like to take extra pre-caution on this matter. The teachers/advisors will re-educate the students of the policy. As parents or guardians, you also need to explain to your child the reason for the “no sharing of food” policy.

Section XX. Others

1. Birthday Party

Any student of Dunwoody can use the play area to have a birthday party, as long as it does not interfere with any regular scheduled classes or school events. Parents must schedule the party at the registrar's office one week prior to the party, so we can ensure that no other event is taking place on the requested date.

2. Gifts or Favors

Dunwoody Academy discourages parents or students to give gifts or provide favors to any Dunwoody teachers, so as to avoid any perception of favoritism or exchange for requested concessions on our teachers' part.

3. Complaints

To serve everyone in a proper manner, parents or guardians that may have complaints concerning any issue or matter about the school, are requested to provide a formal written complaint to be submitted to the Registrar's office or sent via email. The complaint should contain the date of the incident, the nature of the incident and anyone involved with the incident. After receiving the formal request, an investigation will occur, depending on the extent of the incident, in 48 to 72 hours.

After investigation, the complainant may be asked to schedule a personal meeting with one of the school's management for consultation and/or resolution.



INTERNATIONAL SCHOOLS ASSOCIATIONS

Version

Dunwoody Academy Student Handbook Version Academic Year 2024-2025