



Student Manual

First Edition

2019-2020





Hello there, our dear

(Write your name on the line)

WELCOME!

We are PLEASSED that you have
♥♥♥♥♥♥♥
chosen to further your education
here in Pinget National High School...

We are also proud to tell you
that  you have made the
right  CHOICE!

FOREWORD

The main purpose of this STUDENT MANUAL is to provide you with INFORMATION that is designed to HELP YOU be a CORRECTLY INFORMED, RESPECTFUL, DISCIPLINED, and SUCCESSFUL LEARNER, in hopes that you will grow up to be a correctly informed, respectful, disciplined, and successful ADULT.

Upon ENROLLMENT, you are expected to ABIDE BY the REQUIREMENTS, POLICIES, and REGULATIONS contained in this Manual. You are also expected to actively PARTICIPATE in school programs and activities and to be in your BEST behavior at ALL times.



Pinget National High School, YOUR second home, is committed to correctly preparing YOU for the best possible future. However, anything done for your sake is pointless if you do not do your part. Be reminded that in the end, YOU shape your future. Everyone around you will do what they can to help, but it will still be YOUR CHOICE. Choose wisely.

THE SCHOOL RESERVES THE RIGHT TO IMPLEMENT CORRECTIVE ACTIONS TOWARDS LEARNERS WHO FAIL TO ABIDE BY THE REQUIREMENTS, POLICIES, AND REGULATIONS CONTAINED IN THIS MANUAL. IT IS OUR DUTY TO PROTECT OUR CHILDREN, AND PART OF THAT DUTY IS TO MAKE SURE WE RAISE RESPECTFUL AND DISCIPLINED FUTURE ADULTS.

CORRECTIVE ACTIONS REGARDING LEARNER OFFENSES SHALL BE HANDLED BY THE TEACHERS AND THE SCHOOL HEAD.

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OUR SCHOOL: Profile

Name: Pinget National High School

Address: Purok 8, Upper Pinget, Baguio City
2600 Philippines

Telephone Number: (074) 304-2762

E-mail Addresses: info@pingethigh.org
pingetnhs@gmail.com

Website: www.pingethigh.org

Distance from Baguio City (Town Proper): about 3 km

Total Area of School Site: 1,697 sq.km

Number of Buildings: Five, containing the following:

- 13 Classrooms

- School Office

- School Clinic and LIS/EBEIS/Registrar's Office

- Guidance and Counseling Center

- Library and IPEd Center

- Supply Office

- Computer Laboratory

- Home Economics/Feeding Program Center

- School Cafeteria

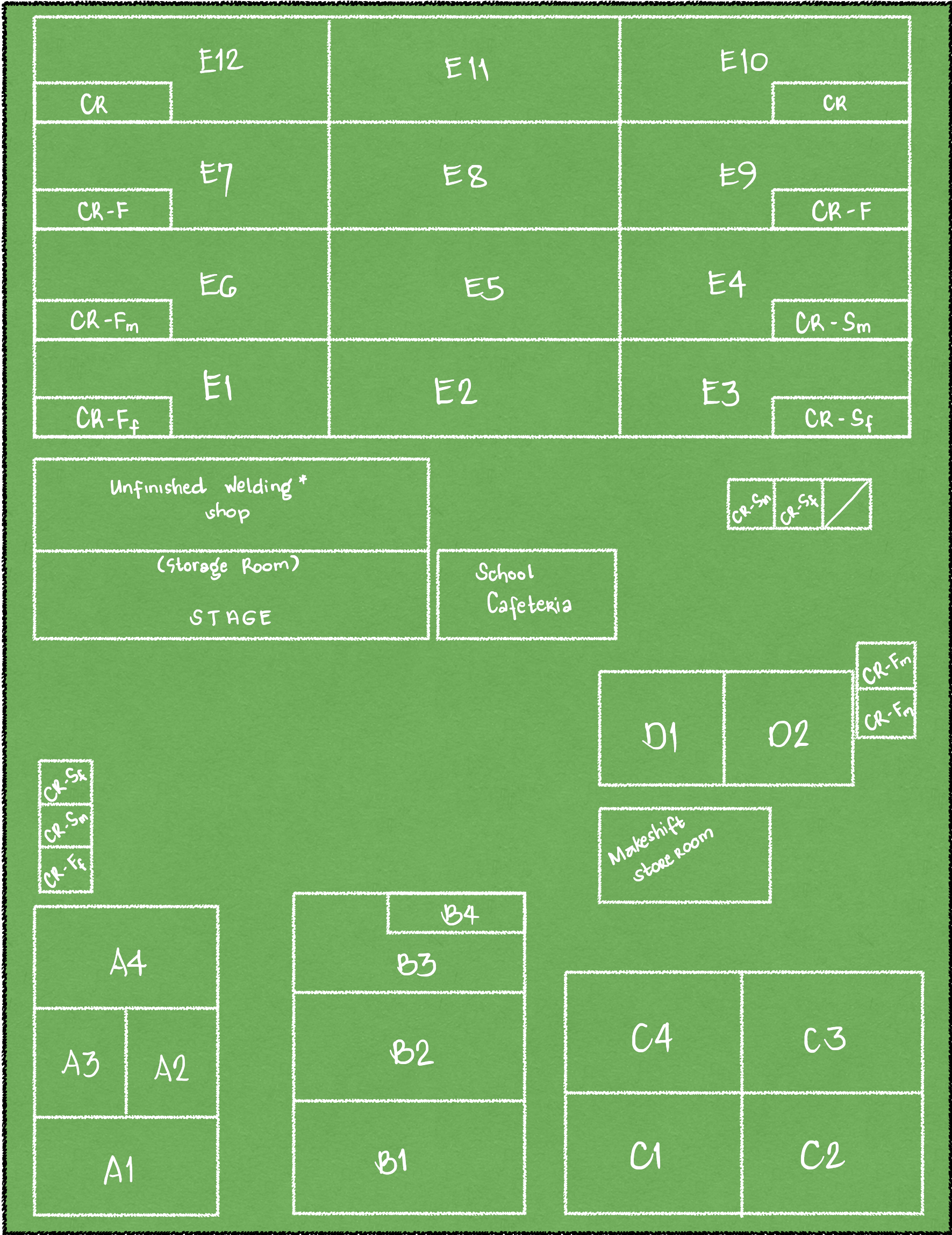
- Journalism Center

- SSG Office and Scouts Center

- Science Laboratory

- Sports Center

OUR SCHOOL: Locator Chart



Legend

A1 - School Office

A2 - School Clinic

A3 - Guidance and
Counseling Center

A4 - Classroom: 7 Charity

B1 - Library and IPed Center

B2 - Faculty Room

B3 - Classroom: 8 Faith

B4 - Supply Office

C1 - Computer Laboratory

C2 - ALS Classroom*

C3 - Classroom: 7 Simplicity

C4 - Classroom: 7
Righteousness

D1 -

D2 - Home Economics/
Feeding Program Center

E1 - Classroom: 8 Hope

E2 - Classroom: 8 Discipline

E3 - Classroom: 9 Integrity

E4 - Classroom: 9 Courtesy

E5 - Classroom: 10 Justice

E6 - Classroom: 10 Humility

E7 - Science Laboratory and
LIS/EBEIS/Registrar's Office

E8 - SSG Office and Scout
Center

E9 - Journalism Center

E10 -

E11 -

E12 - Sports Center

CR-Ff - Comfort Room for
Female Faculty

CR-Fm - Comfort Room for
Male Faculty

CR-Sf - Comfort Room for
Female Learners

CR-Sm - Comfort Room for
Male Learners

OUR OFFICES: Where Should You Go?

SCHOOL OFFICE (A1)

This is our School Head's Office.

This is where you go should you have any **unresolved** concerns about your teachers and/or the school staff.

SCHOOL CLINIC (A2)

Feeling sick? This is where you go. It is open during the school days to serve the needs of sick learners. However, since the Clinic Teacher has classes too, he will not always be in the clinic to tend to you.

In the absence of the Clinic Teacher, your class adviser shall take charge.

In cases of emergency, your parents/guardians are required to fetch you immediately. It is therefore MANDATORY that your parents/guardians identify their PERMANENT contact details in your enrollment form.

👉 If your “disease” belongs to either of the following, please don't come to the clinic:

Your boyfriend/girlfriend broke up with you (*Try the Counseling Center.*)

You think your current subject is too difficult (*Work and study harder!*)

You're hungry (*Go to the canteen or to the Feeding Program Center.*)

You're looking for just another excuse to leave the classroom (**Don't even think about it!**)


We take your health very seriously, so we'd appreciate it if you respect our time and effort by coming to us only when you actually feel sick.

LIS/EBEIS/REGISTRAR'S OFFICE (A2)

The office, located in the same room as the School Clinic, holds all necessary information about our school and our learners. Access to these information is given to the faculty, staff, and you, dear learner. *Researchers from other agencies may also be granted access to data provided that they have asked for, and are granted, written permission by the School Head and the concerned individuals.*

Permanent forms (Form 10, formerly called Form 137), unclaimed report cards (Form 138), Certificates of Enrollment, and other school forms of former learners are prepared and released here.

As for you, since you are currently enrolled, see your class adviser if you need your documents.

 Be reminded that the LIS/EBEIS/Registrar-Designate is a teacher first, so the school reserves the right NOT to release forms immediately/upon demand. Release of forms shall be within five to thirty working days after you submit your request.

GUIDANCE AND COUNSELING CENTER (A3)

This office is **not** solely for disciplinary purposes. Corrective measures can be given anywhere, so please do not associate this office with anger and shame.

One of our Guidance Counselor-Designate's tasks is to guide you by introducing varied activities that could lead you to realize your full potential. Another is to provide advice should you be struggling in the following aspects of your life: academic, emotional, mental, and perhaps financial (*you have to check with him on that last one* 😊).

Should you have any of the given concerns, you are welcome to visit the Guidance and Counseling Center anytime.

The Guidance and Counseling Center is also where you should go if you have any concerns about the following:

1. Placement services (PEPT)
2. Scholarships
3. Career Guidance
4. NAT
5. NCAE
6. Certificate of Good Moral Character (for outgoing G10 and for those who will transfer out)

LIBRARY and IPed RESOURCE CENTER (B1)

These are open to all learners of Pinget National High School during school days from seven in the morning to 4:30 in the afternoon.

To access the library's services, you need to have your school ID card, which also serves as your library card.

Be reminded that there is no full-time librarian, so the library is available for use only during the Teacher-Librarian's non-teaching hours.

Library Policies

1. Fill out the log book and surrender your school ID card to the Teacher-Librarian every time you borrow books. NO SCHOOL ID CARD, NO BOOK.

2. You are allowed to borrow a maximum of two (2) books for overnight use.

a. Books for overnight use shall be taken out only after dismissal of classes in the afternoon.

b. Books for overnight use must be returned the following day before or during the noon break.

i. Books not returned during the specified time shall be considered overdue.

ii. A fine of five pesos (PhP 5.00) per book per day shall be incurred until such time that the book will be returned.

*The collected money from overdue fines shall be used to purchase non-government-supplied books for our library.

This is NOT a money-making scheme, our dear learner, this is a lesson on responsibility and accountability. We ALWAYS return immediately, and in good condition, whatever we borrow.

3. Should you destroy, accidentally or at will, any library material you borrowed, be prepared to replace it. Should you lose any library material you borrowed, be prepared to replace it. Again, responsibility and accountability.

4. The library is not a cafeteria; therefore, neither drink nor eat when you are there.

5. Keep the library clean at all times. Whatever dirt you have, keep it in your pocket or in your bag.

6. ALWAYS OBSERVE SILENCE.

IPEd Resource Center Policies

1. All resources on display are "for your eyes only," unless explicitly stated otherwise.

2. Handle every item you are allowed to touch with care. Unless you are prepared to replace an item with something exactly like it, please do not damage anything.

3. None of the items should be taken out of the Center, unless allowed by the Teacher-Librarian.

COMPUTER LABORATORY (C1)

Need to surf the web for class? Need to type a paper for class? This is where you go.

The laboratory doubles as a classroom for your ComLab class, though, so you are allowed to use the facility only for class requirements between 12:00 noon and 1:00 in the afternoon and after classes until 5:00 in the afternoon.

Computer Laboratory Policies

1. The laboratory is strictly for academic purposes.
2. Should you destroy or damage, accidentally or at will, any of the equipment in the laboratory, be prepared to have it replaced or repaired.
3. The laboratory is not a hangout.
4. It is not a cafeteria, either; therefore, neither drink nor eat when you are there.
5. Keep the laboratory clean at all times. Whatever dirt you have, put it in your pocket or in your bag.
6. ALWAYS OBSERVE SILENCE.

SCHOOL CAFETERIA

This is the “canteen,” as you are used to calling it.

The school cafeteria, aside from being your go-to place when you are hungry, also sells school supplies should you find yourself “forgetting” to bring that material assigned to you many days ago.

Although it is open for business from seven in the morning to four-thirty in the afternoon, you are not allowed to use it as a hangout at any time of the day.

The process: **buy, then go back immediately to your classroom.**

HOME ECONOMICS/FEEDING PROGRAM CENTER (D2)

The HE/Feeding Program Center is the only place you are allowed to go to should your TLE classes require you to prove your cooking skills, or should there be cook-offs in school.

Be reminded, however, that we still do not have enough equipment, so you will still be required to bring your own.

Also, our school has a program for learners who are unable to concentrate on their classes because of lack of nourishment: the Feeding Program.

If you qualify for the program, this is where you are going to have your lunch.

👉 If you do qualify for the Feeding Program, please participate. Being part of the program does not make you any less of a person, it just means we care about your well-being. Food is one of the basic necessities, remember?

HE/Feeding Program Center Policies

1. You are not allowed in the Center without the presence of the Feeding Teacher or the TLE teacher.
2. You are expected and required to take excellent care of every material you use.
3. Should you destroy or damage, accidentally or at will, any of the equipment in the Center, be prepared to have it replaced.
4. Mind your own workstation - clean up as soon as you're done.
5. Always keep yourselves and the Center clean.

SCIENCE LABORATORY (E7)

Located on the same floor as the SSG Office, Scouts Center, and Journalism Center is our Science Laboratory. This is where you conduct your experiments in your science subjects.

Science Laboratory Policies

1. You are not allowed in the laboratory without the presence of your science teacher.
2. You are expected and required to take excellent care of every material you use.
3. Should you destroy or damage, accidentally or at will, any of the equipment in the laboratory, be prepared to have it replaced.
4. During activities, mind your own workstation - clean up as soon as you're done.
5. Safety first, always.

SSG OFFICE and SCOUTS CENTER (E8)

The SSG Office and the Scouts Center, though distinct from each other, are both located in the same room.

If you are an SSG officer or a scout, this is where you will have your conferences, where you will prepare your organization's paperwork, and where you will keep documents concerning your organization's activities.

SSG Office and Scouts Center Policies

1. SSG officers and/or scouts are not allowed in the room without the presence of either the SSG Adviser or the BSP/GSP Coordinator.
2. The room is not a hangout; therefore, officers and/or scouts must focus on working when inside.
3. Friends of officers/scouts are not allowed inside the room. *Why? See Policy 2.*
4. The volume of discussions ("*discussions*," not "*pointless conversations*") must be kept at a minimum.
5. Officers and scouts must keep their workstations clean and organized at all times.
6. Officers and scouts, unless instructed and permitted otherwise, are allowed in the room only until five in the afternoon.

JOURNALISM CENTER (E9)

Are you a BILIG or an EXCELLENCIA staff? Do you have plans to join? Do you have a story to tell? Do you have art to share? This is where you go if your answer to either of these questions is “Yes.”

Journalism Center Policies

1. Staff and contributors are not allowed in the room without the presence of either of the School Paper Advisers.
2. Staff and contributors are expected and required to take excellent care of every material in the Center. Should you decide to destroy anything, be prepared to replace it.
3. The Center is not a hangout; therefore, staff and contributors must focus on working when inside.
4. Friends of staff/contributors are not allowed inside the Center. *Why? See Policy 3.*
5. The volume of discussions (“discussions,” not “pointless conversations”) must be kept at a minimum.
6. Staff and contributors must keep their workstations clean and organized at all times.
7. Staff and contributors, unless instructed and permitted otherwise, are allowed in the Center only until five in the afternoon.

SPORTS CENTER (E12)

Do you represent our school in sports competitions? Do you want to? Then, this is the place to go. **Not** all the time, though, because the sports center also doubles as the PE room during class hours, for those days when the weather dictates that you do your activity indoors or when other classes require no distractions.

Sports Center Policies

1. Athletes and/or student-coaches are not allowed in the room without the presence of the Sports Coordinator or any Teacher-Coach.
2. The room is not a hangout. It is strictly for sports training purposes only; therefore, athletes and/or student-coaches must focus only on training when inside.
3. Friends of athletes/student-coaches are not allowed inside the room. *Why? See Policy 2.*
4. Athletes and student-coaches must keep the room clean and organized at all times.
5. Athletes and student-coaches, unless instructed and permitted otherwise, are allowed in the room only until five in the afternoon.

✂️ So there you have it - our offices, what they are for, when they should be used, and what is required of you upon entry.

👉 In the next pages, you will be reading about your rights, your duties, your responsibilities, and our school's requirements and policies. Please read every word, every statement over and over until there is no question in your mind as to what they mean. 📝 ➡️ 🔒



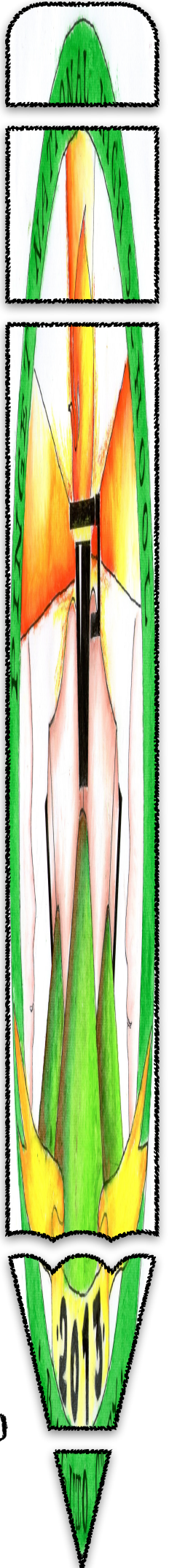
YOUR RIGHTS

1. To receive relevant **QUALITY** education in line with national goals and conducive to your full development as a person with human **DIGNITY**;
2. To freely **CHOOSE** your field of study subject to existing curricula, and to continue your course up to graduation except in cases of academic deficiency or violation of disciplinary regulations; 🙌 This part is for Senior High School and Tertiary Education only.
3. To receive and/or **SEEK** school guidance and counseling services;
4. To gain access to your **OWN** school records;
5. To be issued official certificates, school forms, transfer credentials and other similar documents within **THIRTY DAYS** from **REQUEST**;
6. To **PUBLISH** a student newspaper and to **INVITE** resource people during student assemblies;
7. To freely **EXPRESS** opinions and suggestions and have effective channels of communication with the institution;
8. To form, establish, join, and participate in organizations **RECOGNIZED** by the school; and,
9. To be free from **INVOLUNTARY** contributions, except those approved by your organization.



YOUR DUTIES

1. To exert your best to develop your talents, so that you may become an asset to your family and to society;
2. To lift up the academic integrity of your school, devote serious effort and energy in achieving academic excellence, and abide by the rules and regulations governing your academic responsibilities and moral integrity;
3. To promote and maintain peace in the school by observing the rules, being disciplined, and exerting effort to be in harmonious relationships with your fellow students, teachers, and other school staff;
4. To participate actively in the promotion of social, economic, and cultural development of your community and in the attainment of a just, compassionate, and orderly society; and,
5. To exercise your rights responsibly knowing that you are accountable for any violation of existing laws and of the rights of others.





YOUR RESPONSIBILITIES

1. To **comply** with the school's regulations, as long as these regulations are for **your** best interests;
2. To **conduct yourself** in accordance to your level of development, maturity, and demonstrated capabilities, **without** forgetting the rights of **other** people;
3. To **respect** other people's rights, whether or not you have a **difference** of opinion, social status, gender, ethnicity, and/or religion; and,
4. Observe the **Code of Conduct** for pupils, students, and learners.



Let us review the terms and what they mean:



A "right" is something that you are **ALLOWED** by law and by ethical standards to have, get, or do. It is not absolute, though.

A "duty" (also called "obligation") is something that you **MUST** do because it is morally right and/or the law requires it.

A "responsibility" is a **DUTY** that you are **REQUIRED** to do.

A "responsibility" is a **DUTY** that you are **REQUIRED** to do.

morally right and/or the law requires it.

REQUIREMENTS

👉 **Requirement: something that MUST be done** 🧠

Attendance and Punctuality

1. You are required to attend all of your classes at all times.
2. You are required to come to school and attend all your classes on time.
3. You are allowed to attend your religion's special holidays and/or activities during class hours as long as you ask for, and are given, a **written** permission by our school head.

School Uniform/Dress Code

📎 Male Learners: White polo shirt with school logo, black slacks, black shoes

📎 Female Learners: White blouse with school logo, pleated green skirt, black shoes, white bobby socks

1. You are required to wear your uniform every school day, starting on the first day of classes.
2. You MAY wear your jogging suit as an alternate uniform on Thursdays and Fridays.

**jogging suit: white t-shirt with school logo; green and white jogging pants with school name; green and white jacket with school logo (optional); rubber shoes*

3. You are allowed to use your rain boots/slippers when it is raining.

🧠 TIP: When it is raining and you are still at home, pack your uniform (in a plastic bag of course) and then you put it in your schoolbag. Wear something that easily dries to come to school, and when you get here, change into your uniform. Easy-peasy, don't you think?

4. When you are working on projects involving physical/manual skills, you are allowed to wear your work clothes only during the conduct of the activity.
5. When you have an activity that requires costumes, you are allowed to wear such only during the conduct of that activity.
6. In the absence of your uniform, you may wear the following:

Male learners: white polo shirt or white, collared t-shirt and slacks of any color

Female learners: dress; white blouse and skirt; white blouse and slacks of any color; white, collared t-shirt and slacks of any color

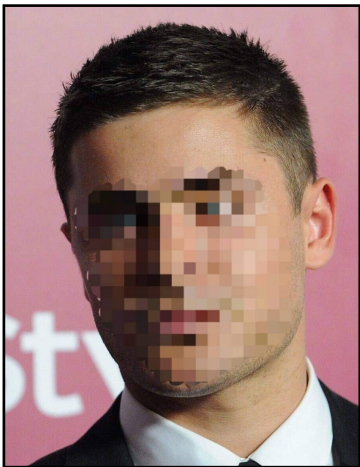
School Identification Card

1. You are required to wear your official school identification card at all times before entering and while inside the campus.
2. No one else is allowed to use your ID card but you.

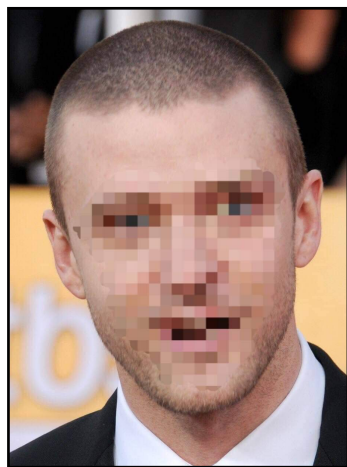
3. Should you lose your ID card, report it immediately to your class adviser.
4. Your ID card is issued for free upon entry (Grade 7), but should you lose it, you will need to pay for its replacement. *For the nth time dear learner, this is to teach you the importance of responsibility and accountability.*

Haircut

👉 Allowed haircuts for male learners



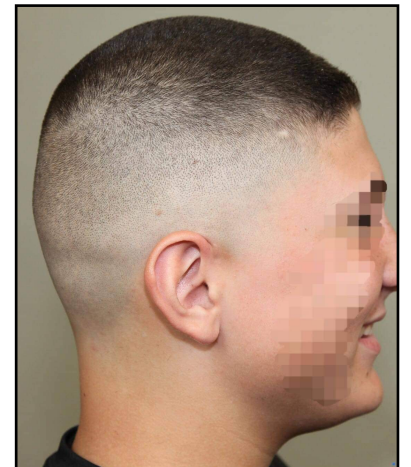
crew buzz cut



burr buzz cut



semi-high cut



semi-high cut (jarhead)

👉 We did not obtain written permission to use these people's images in our Manual, so we need to blur their faces a bit.

As for you, female learners, aside from undercuts and shaved parting marks, we have no other restrictions regarding your haircut, as long as you make sure you look neat.

We want you to look your best; and trust us, the way you cut and style your hair contributes a good deal to looking your best.

👉 Gentlemen, you are required to have your hair cut every month. Your class advisers shall do the checking every first Monday of every month.

👉 A few things to always remember:

👉 Your attire when in school must reflect RESPECT for the school as a LEARNING institution.

👉 Promoting physical HYGIENE and proper behavior is part of the teaching-learning process, so your physical appearance (we are NOT talking about whether or not you are pretty or handsome... this is more of a 🛁 taking a bath, trimming and keeping your fingernails and toenails clean, 🦷 brushing your teeth, having no 🧑 head lice, 🌸 smelling nice kind of thing) and attire should reflect learnings from this process.

PROHIBITIONS and CORRECTIVE MEASURES

We are doing our best to help you become useful adults - you know, the kind of people who would help make the world a better place, who would provide a solution and not be a part of the problem. Part of your training in becoming that kind of adult is recognizing that although you have all these rights, they are not absolute. There are other people to consider. There are regulations. There are rules. *ALWAYS*.

Our school has them too, of course, and we expect you to take each of them to heart.

We call them “prohibitions,” meaning, you are **NOT** allowed to do them. Once you make the mistake of doing them, they will be called “offenses,” and we will have to provide corrective actions.

Please understand, however, that having prohibitions does NOT mean we are taking away your freedom. We are simply helping you learn the basics of humanity: responsibility, accountability, integrity.

READ ON, dear learner. This is our list of **prohibitions** ✖, some of which are followed by our **reasons** ? for such prohibition, should you have that rebellious little 🧚 person 🧚 hovering near your ear asking why, and **what happens** ▶ should you choose to turn a prohibition into an offense:

✖ **habitual tardiness, cutting classes, and absences due to laziness, computer games, and/or “peer pressure”**

? Regular attendance and punctuality are requirements. When you fail to comply to these requirements, there is a 99.9% chance that you will fail in your classes. What happens when you fail? You get retained in the same grade level and you spend additional years coming to school. You like that?

▶ 1st: Upon entry, present a letter of explanation written and signed by your parent/guardian. The letter of explanation should include a valid reason for either your tardiness, cutting classes, or absence.

▶ 2nd/No letter of explanation: Confer with your class adviser and the guidance designate; inform your parent/guardian to come to school for a conference with your class adviser.

▶ Succeeding offenses: Whatever agreement you, your parent/guardian, and your adviser have come up with during the conference shall stand.

✗ wearing denims, skinny jeans, leggings, tattered pants (by design or made by you), slacks turned into skinny pants, jogging pants turned into skinny pants, shorts, miniskirts, minidresses, blouses with plunging necklines, hanging tops, gowns of all types, see-through clothes, shoulder-baring tops, dangling earrings, multiple earrings, unpaired earrings, giant earrings, expensive and/or flashy jewelry, high-heeled shoes, open-toed shoes, stilettos, make-up of any sort, headcovers of any type*

**headcovers may be worn during windy and cold seasons; otherwise, wearing of such is still a prohibition*

? This is a school, dear learner. You are here to better your skills, not to show off your clothes, your accessories, and/or your body. You are here for educational purposes, not to show other people that you can afford to follow the latest fashion trend. Besides, if you can afford to buy and/or pay for these things, then you can afford to buy a school uniform, right?

▶ 1st: Upon committing the offense, present a letter of explanation written and signed by your parent/guardian. The letter of explanation should include a valid reason for wearing such attire.

▶ 2nd/No letter of explanation: Clean the student comfort rooms (duration to be determined by your class adviser), to be monitored by either the SSG officers, CAT officers, or Scouts; inform your parent/guardian to come to school for a conference with your class adviser.

▶ Succeeding offenses: Whatever agreement you, your parent/guardian, and your adviser have come up with during the conference shall stand.

✗ exchanging of, tampering with, not wearing your school ID card

▶ 1st: Upon committing the offense, present a letter of explanation written and signed by your parent/guardian. The letter of explanation should include a valid reason for committing the offense.

▶ 2nd/No letter of explanation: Clean the student comfort rooms (duration to be determined by your class adviser), to be monitored by either the SSG officers, CAT officers, or Scouts; inform your parent/guardian to come to school for a conference with your class adviser.

▶ Succeeding offenses: Whatever agreement you, your parent/guardian, and your adviser have come up with during the conference shall stand.

✗ painting your fingernails; coloring your hair; sporting a haircut other than the allowed ones

? Again, this is a school, dear learner. The “my hair, my say”/“my body, my say” way of thinking does not apply here. Our focus is the proper development of your personality and skills. **We do not promote vanity and superficiality.** So please drop the I-have-to-look-as-pretty/handsome-as-this-girl/boy attitude and focus on learning.

▶ 1st: You shall be given a day to undo the offense - remove the paint off your fingernails; dye your hair back to its natural color; have the required haircut.

▶ 2nd/Refusal to undo: Conduct a clean-up service within the community (duration and specific location/purok to be determined by your class adviser), to be monitored by either the SSG officers, CAT officers, or Scouts; inform your parent/guardian to come to school for a conference with your class adviser.

▶ Succeeding offenses: Whatever agreement you, your parent/guardian, and your adviser have come up with during the conference shall stand.

✗ littering, spitting (“normal” spit or tobacco/betel nut induced), writing on school property (yes, school property includes the building walls and the grounds),

? Just a thought: would you like it if other people went to your home and did the same?

▶ 1st: Clean up your mess, to be monitored by either the SSG officers, CAT officers, or Scouts; inform your parent/guardian to come to school for a conference with your class adviser.

▶ Succeeding offenses: Whatever agreement you, your parent/guardian, and your adviser have come up with during the conference shall stand.

✗ bringing and using electronic gadgets (mobile phones, tablets, iPads, PSPs, laptops)

? Regional Memorandum No. 207, series of 2018 prohibits learners from bringing and using electronic gadgets in school.

🚩 You MAY bring in and use such when it is required for a class activity; however, the school shall not be held responsible should you lose or damage it.

▶ 1st: The item shall be confiscated by the teacher who caught you with the item; inform your parent/guardian to come to school for a conference with your class adviser.

▶ Succeeding offenses: Whatever agreement you, your parent/guardian, and your adviser have come up with during the conference shall stand.

✗ destruction of school property, including, but not limited to, chairs, tables/desks, laboratory equipment, books, window panes

? You have no right to destroy something that does not belong to you.

▶ 1st: You must repair or replace the damaged/destroyed property, to be supervised by your class adviser; inform your parent/guardian to come to school for a conference with your class adviser.

► Succeeding offenses: You have to undergo counselling and suspension of one to three days, in addition to the repair or replacement of the damaged property.

!!THE FOLLOWING PROHIBITIONS, ONCE VIOLATED, SHALL BE CONSIDERED “LESS GRAVE OFFENSES” AND SHALL HAVE THE SAME CORRECTIVE ACTIONS:

- ✗ Cheating, dishonesty**
- ✗ Gambling**
- ✗ Forging parent’s/guardian’s signature in notices, letters, or forms**
- ✗ Entering prostitution dens, gambling houses, and areas that promote pornography**
- ✗ Bringing, using, and selling pornographic materials**
- ✗ Loitering inside and outside the campus during class hours**
- ✗ Entering school offices without prior permission and approval from teachers/staff**
- ✗ Not giving letter to parents/guardians**

► 1st: One to three days suspension

► 2nd: Four to six days suspension

► Succeeding offenses: Seven days suspension

!!THE FOLLOWING PROHIBITIONS, ONCE VIOLATED, SHALL BE CONSIDERED “GRAVE OFFENSES” AND SHALL HAVE THE SAME CORRECTIVE ACTIONS:


- ✗ Stealing; selling stolen goods**
- ✗ Assault (whether against a teacher, staff, or other learners)**
- ✗ Forging or tampering with school records or transfer forms**
- ✗ Smoking, bringing tobacco products, vapes; chewing betel nut, tobacco**

- ✗ Consuming intoxicants such as liquor; entering the campus intoxicated; bringing intoxicants**
- ✗ Carrying and concealing deadly weapons/instruments**
- ✗ Extortion of any kind**
- ✗ Fighting; causing injury to others**
- ✗ Sexual abuse; immorality; illegal relationships**
- ✗ Causing, leading, and/or participating in activities leading to the disruption of classes; preventing or threatening learners, faculty, and/or staff from attending classes, doing their duties, or entering school premises**
- ✗ Dependency on, use, possession, and sale of prohibited drugs**
- ✗ Joining groups that promote violence, abuse, laziness, and other undignified acts; hazing in any form, whether outside or inside the campus**
- ✗ Bullying**
- ✗ Other acts that may endanger or threaten any learner, school personnel, or the school itself**

- ▶ 1st: Seven days suspension
- ▶ 2nd: Seven days to one year suspension
- ▶ 3rd: One year or more suspension
- ▶ 4th: Expulsion

Policies on Offenses that Call for Suspension

1. Once the offense is committed/observed/reported, the School Head, through the class adviser, shall issue a conference notice to the concerned learner's parents/guardian.
2. The concerned parents/guardian must visit the school immediately for said conference.
3. During the conference:
 - all parties shall be given equal chances to be heard;
 - the conference must be recorded (audio or minutes) and shall be signed by all members and parties present.
4. The School Head shall issue the decision in writing within three days after the conference.

 While the investigation is ongoing, the concerned learners and their parents/guardians shall undergo counselling and appropriate interventions such as, but not limited to, referral to the DSWD for psycho-social support, attendance in character-formation activities, community service.

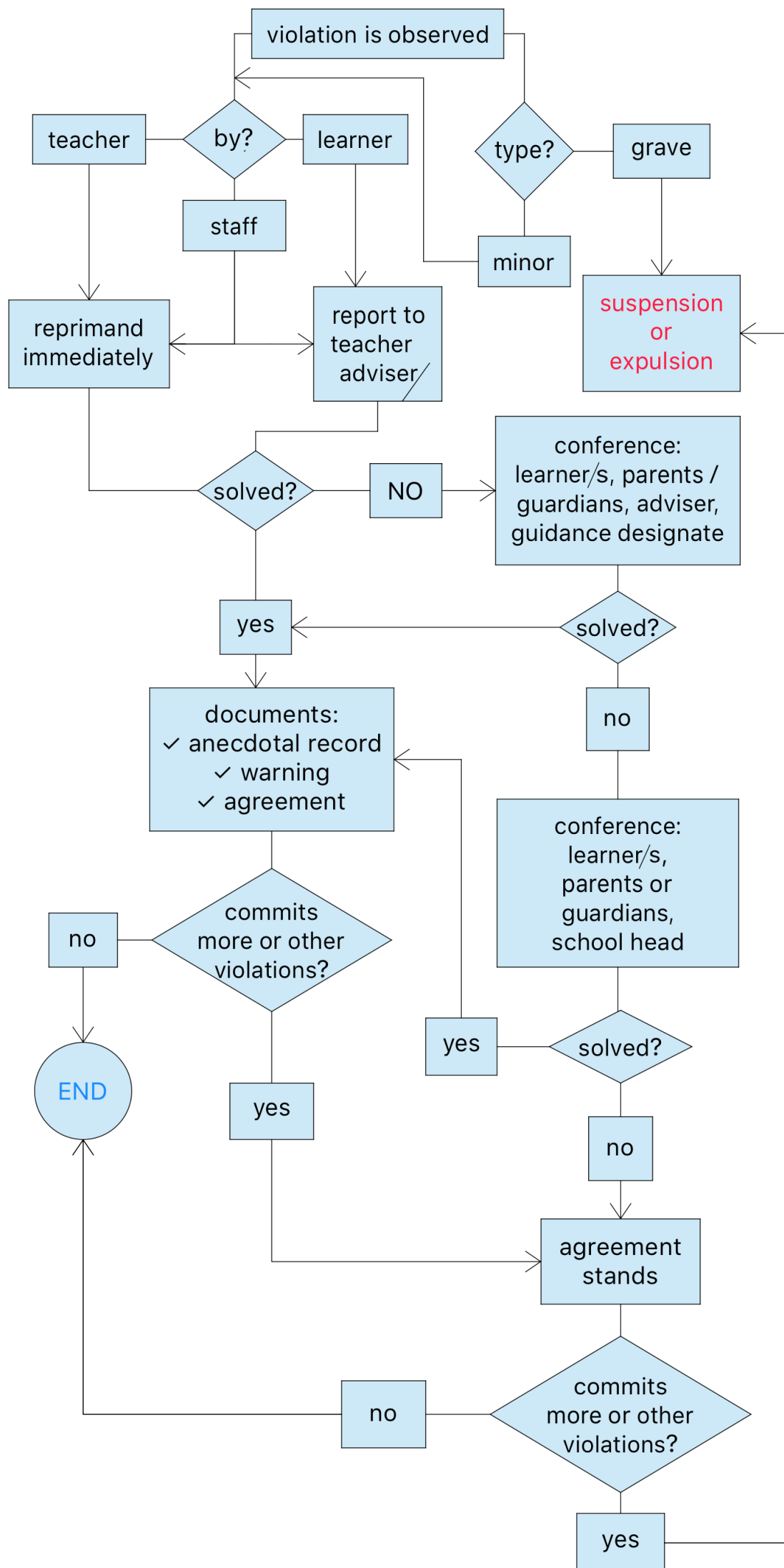
Still want to be the antihero? Please don't.

Want to complain about the corrective measures? There is no reason to complain. There is no reason to say that the measures are harsh, that we are harsh. Afterall, you won't have to experience them if you do your duties and responsibilities as a learner, right?

OTHER SCHOOL POLICIES

1. You are required to attend and participate in the daily flag ceremony from 7:20 to 7:40 in the morning.
2. You are encouraged to speak in English at all times inside the campus. Correct practice makes perfect.
3. You are required to see your teachers for activities that you might have missed during the times that you have been absent from your classes.
4. You are NOT allowed to enter other grade levels' and/or sections' classrooms.
5. You are NOT allowed to stay in the campus after 5:00 in the afternoon, except during OFFICIALLY SANCTIONED school activities. Neither are you allowed to enter the campus on Saturdays, Sundays, and holidays without the School Head's written permission/authorization, the concerned teacher, AND a waiver signed by your parent/guardian.
6. You are NOT allowed to post materials, give announcements, or hold any activity that is not approved by the School Head or a duly authorized Faculty.
7. Practices for any school, district, division, regional, or national competitions shall be during any of these times: before classes in the morning, recess, noon break, after dismissal in the afternoon, and/or weekends.

CORRECTIVE MEASURES: GENERAL WORKFLOW



CLASSROOM ASSESSMENT POLICY

1. A grade below 75 is a FAILED grade.
2. Learners with one (1) or two (2) FAILED subjects at the end of the school year are REQUIRED to attend summer classes before being admitted to the next grade level.
 - **Failure to enroll and pass summer classes equals RETENTION in the current grade level.**
3. Learners with three (3) FAILED subjects at the end of the school year are RETAINED in the current grade level regardless of their average rating.

SUGGESTED STUDY STRATEGIES

- 👉 Have a TIME TABLE for home study. Give some time to each subject. Change of subject refreshes the mind.
- 👉 Always UNDERSTAND the meaning of a thing before you attempt to learn it. Don't learn like a parrot.
- 👉 KEEP your mind on your work. Don't let yourself be distracted by anything.
- 👉 You may fail once or twice, but keep doing your BEST.
- 👉 What you learn, learn well.
- 👉 Do your OWN work.
- 👉 REVISE your time table every week.
- 👉 Work - study - every day. Don't put off till tomorrow what you can do today.
- 👉 Write down what you know especially the main points.
- 👉 Keep your notes organized.

FACULTY AND STAFF

ALLAGA Erwin Robert D.

School Head

BALIKED Robelyn A.

Filipino

BALLOGAN Jr. Larry

EsP

BERAY Geofrey E.

Mathematics

CALDE Theresa Hope G.

English

CAPUYAN Fredalyn B.

Araling Panlipunan

CAYAT Jr. Jose T.

MAPEH

CAYSO Arnold S.

MAPEH

DIAZ Jr. Benjamin C.

Science

MALATEO Sunshine M.

MAPEH

MARCELINO Perlle G.

TLE

PARANTAC Liza Gay P.

English

PASCADEN Jackelene

Filipino

PIOK Marlito R.

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REAMBONANZA Frally Mae R.

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TLE

SERGIO Dindo B.

Science

SHERWIN Edenne A.

Science

TOQUERO Niki Bell B.

Araling Panlipunan

TORRES Norlyn B.

English

VILLAMOR Helen B.

Utility Worker

PULUPUL Laurence G.

Daytime Security Guard

VILLAMOR Kenzer B.

Night Security Guard

REFERENCES

👉 This is a list of all the Government and Department of Education issuances used as guides in creating this Student Manual. This is meant to assure you that nothing written in this manual is against your rights. You may search for, and download these for further reading.

Batas Pambansa Blg. 232 - An Act Providing for the Establishment and Maintenance of an Integrated System of Education

DepEd Order No. 09, s. 2005 - Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith

DepEd Order No. 40, s. 2012 - DepEd Child Protection Policy

DepEd Order No. 08, s. 2015 - Policy Guidelines on Classroom Assessment for the K12 Basic Education Program

Regional Order No. 007, s. 2018 - Basic Guidelines in the Development of Learners' Discipline Manual

👉 Let us remind you once again that our goal is to help you become **USEFUL** adults. Let us all work together to help make the world a **BETTER PLACE**.

THE CONTENTS OF THIS MANUAL ARE ACCURATE AT THE TIME OF PUBLICATION BUT ARE SUBJECT TO CHANGE FROM TIME TO TIME AS DEEMED APPROPRIATE AND NECESSARY BY PINGET NATIONAL HIGH SCHOOL. ANY SUCH CHANGES SHALL BE IMPLEMENTED WITH OR WITHOUT PRIOR NOTICE, AND UNLESS SPECIFIED OTHERWISE, ARE EFFECTIVE ONCE MADE.

DEPED VISION, MISSION, and CORE VALUES

VISION

We dream of Filipinos who passionately love their country, and whose values and competencies enable them to realize their full potential and contribute meaningfully to building the nation. As a learner-centered public institution, the Department of Education continuously improves itself to better serve its stakeholders.

MISSION

To protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where:

- students learn in a child-friendly, gender-sensitive, safe, and motivating environment;
- teachers facilitate learning and constantly nurture every learner;
- Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen; and,
- family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners.

CORE VALUES

Maka-Diyos

Makatao

Makakalikasan

Makabansa

PINGET NATIONAL HIGH SCHOOL HYMN

Hail Pinget National High School
A home above the clouds
To thee we sing with all our hearts
You're a blessing from above

We and you, we will be together
We will be loyal to you now and forever
We'll conquer the world with you by our side
You will always be there for us

Hail Pinget National High School
Our Alma Mater and our guide
For thee we let our voices rise
By your ideals we all abide

We and you, we will be together
We will be loyal to you now and forever
We'll conquer the world with you by our side
You will always be there for us

Hail Pinget National High School
Through you we see the light
In the darkness of ignorance
You're the sun that shines so bright

We and you, we will be together
We will be loyal to you now and forever
We'll conquer the world with you by our side
You will always be there for us
You will always be there for us

