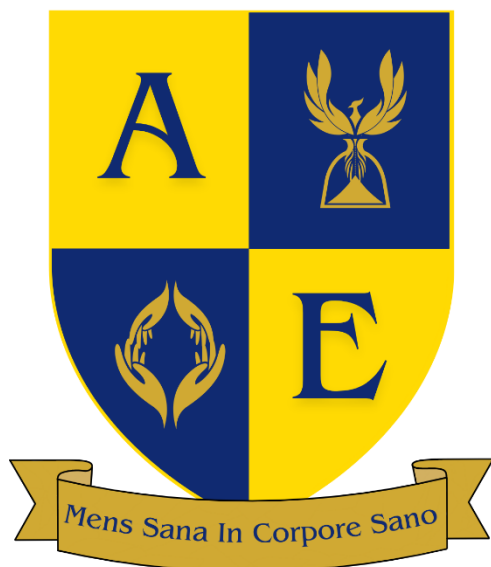


ALBERT EINSTEIN SCHOOL

Albert Einstein Road, Cotabato City



STUDENT HANDBOOK

Name: _____

Level: _____

Lupang Hinirang

Bayang magiliw,
Perlas ng Silanganan.
Alab ng puso,
Sa dibdib mo'y buhay.

Lupang Hinirang,
Duyan ka nang magiting.
Sa manlulupig,
Di ka pasisiil.

Sa dagat at bundok,
Sa simoy at sa langit mong bughaw.
May dilag ang tula,
At awit sa paglayang minamahal.

Ang kislap ng watawat mo'y,
Tagumpay na nagniningning.
Ang bituin at araw niya,
Kailan pa ma'y 'di magdidilim.

Lupa ng araw ng luwalhati't
pagsinta
Buhay ay langit sa piling mo.
Aming ligaya na 'pag may mang-
aapi,
Ang mamatay nang dahil sa'yo.

Panatang Makabayan

Iniibig ko ang Pilipinas,
aking lupang sinilangan tahanan ng
aking lahi;
kinukupkop ako at tinutulungang maging
malakas, masipag at marangal.

Dahil mahal ko ang Pilipinas,
diringgin ko ang payo ng
aking mga magulang,
susundin ko ang tuntunin ng
paaralan,

tutuparin ko ang tungkulin ng
mamamayang makabayan;
naglilingkod, nag-aaral, at
nananalangin
nang buong katapatan.

Iaalay ko ang aking buhay, pangarap,
pagsisikap
sa bansang Pilipinas.

Morning Prayer

O God, creator of all things, master of life, fountain of eternal joy,

We praise Your great name in thanksgiving for the gift of life that You have given us.

Thank You, dear Lord, for this wonderful world that You have created for us.

Thank You for our parents and teachers who lead us to the path of goodness.

Thank You for our classmates and friends who teach us friendship and make studying full of fun.

Endow us with wisdom and understanding, openness and enthusiasm, humility and tolerance.

Give us perseverance, Lord that in the end, we can say we have lived according to Your will.

Amen.

Act of Contrition

O my God, I am heartily sorry for having offended Thee.

And I detest all my sins because I dread the loss of heaven and the pains of hell.

But most of all, because I offended Thee, my God. Who are so good and deserving of all my love.

I firmly resolve, with the help of thy grace, to confess my sins, to do penance, and to amend my life.

Amen.

Foreword

This Student Handbook has been thoughtfully prepared to guide you through your journey at our institution. Whether you are joining us for the first time or returning to continue your education, we are delighted to have you as part of our learning community.

This handbook outlines the key policies, expectations, and resources available to help you thrive both academically and personally. It serves as a roadmap for your time here—detailing everything from academic standards and campus conduct to student support services and extracurricular opportunities.

We encourage you to read this handbook carefully and refer to it often. Understanding your responsibilities as a student and the support systems available will help you make the most of your experience with us.

Education is not just about acquiring knowledge, but about growing as an individual. As you progress through the year, we hope you will engage fully, ask questions, challenge yourself, and embrace the opportunities that come your way.

On behalf of the faculty, staff, and administration, we wish you a successful, enriching, and inspiring academic year ahead.

TABLE OF CONTENTS

Lupang Hinirang / Panatang Makabayan	i
Morning Prayer / Act of Contrition	ii
Foreword	iii
Table of Contents	iv
History	v
Vision / Mission / Philosophy	1
I. General Rules on Admission	2
II. General Rules on Academics	4
III. Campus Behavior	8
IV. On Procedures	9
V. Other Matters (concerning parents & guardians)	12
VI. Disciplinary Penalties	14
VII. Offenses / Infractions with the Corresponding Sanctions and Deductions	15
VIII. Procedures for Disciplinary Action	18
IX. Disciplinary Probation	19
X. Right to Represent	19
XI. Members of the Disciplinary Board	19
Albert Einstein School Song / Creed	20

History

History doesn't start with a date; it starts with a name. In this case, two names. A and E. Angela and Edison Morales, two people with an idea of wanting better education for their child and offering that reality to the community of Cotabato City.

Angela and Edison opened the A.E. Child Development Center in 1982. The rest, as often said, is history.

The story of the school founded by Angela and Edison remains a theme of social contribution through the years. It keeps stride with the changing decades that dictate the course of Cotabato City and the world at large. It stays ahead in its delivery of excellent quality education.

Albert Einstein School produces graduates with realized potential. These individuals continue to contribute significant changes to themselves, their families and their communities. The names of these graduates are known in the areas they lead and are historical for their significant contribution to the society. Names fluctuate. They flicker in people's minds between forgotten and remembered. In as little as three generations the figures behind the names are destined to fade away, their stories lost in time. It is not so much that the founders will have their names remembered for longer that make them historic. They are not historic because they altered the destinies of their names, they are historic because they changed the destinies of people.

OUR VISION

ALBERT EINSTEIN SCHOOL ENVISIONS TO HELP BUILD EMPOWERED INDIVIDUALS EQUIPPED WITH THE 21ST CENTURY SKILLS THROUGH THE CULTURE OF ACADEMIC EXCELLENCE, WELL-FOUNDED LEADERSHIP AND COMMITTED SERVICE.

OUR MISSION

- A. **ACADEMIC EXCELLENCE** – AES strives to equip and advance students with competencies and skills of the 21st century that shall make them competitive, productive and responsible individuals of the country and of the world.
- B. **VALUE OF SERVICE** – AES provides impartial access to learning through relevant, educational and innovative activities in the context of love, faith and charity to man and the nation.
- C. **QUALITY LEADERSHIP** – AES nurtures students to become supreme leaders with self-discipline and prepares them to become responsible and productive citizens.

OUR PHILOSOPHY

AES believes in the Latin phrase, “*Mens sana in corpore sano*”, meaning a healthy mind in a healthy body;

*that every Einsteinian aims for excellence and not for mediocrity

*that every Einsteinian gives his full potential to be of service to others

*that every Einsteinian is considered a highly competitive, empowered and responsible individual ready to lead, and

*that every Einsteinian aspires for a holistic human development – mental, physical and moral.

I. GENERAL RULES ON ADMISSION

1. Admission to Pre-school

1. Age Requirements

Incoming Kindergarten must strictly comply with the cut-off age policy stated in DO No. 47, s. 2025, as amended by the DepEd Order.

Age qualification for kindergarten learners in both public and private schools should be five (5) years old by October 31 of every calendar year. However, the school may consider learners entering Kindergarten who will turn five (5) years old by the end of December on the condition that the Philippine Early Childhood Care & Development (ECCD) Checklist must be administered to the learner prior to the start of the opening of the school year, to ensure that the learner is capable of meeting the expectations of the grade level.

2. Other Requirements

- a. Accomplished Enrolment Form
- b. Entrance Examination/Assessment result for New and Transferees
- c. Original Birth Certificate (PSA)

The schedule for examination/assessment is given at the time of the application.

2. Admission to Other Year Levels

Old Students	New Students & Transferees:
- Report Card (Form 138/SF 9)	a. Accomplished Enrolment Form
	b. Report Card (Form 138/SF 9)
	c. Original Birth Certificate (PSA)
	d. For transferees:
	• Entrance Examination/Assessment Result
	• Certificate of Good Moral Character from the previous school
	• JHS ESC Certificate / SHS Voucher (applicable)

*In case an applicant fails the entrance examination, he will be recommended to take remedial/summer classes.

*Non-submission of Birth Certificate and Report Card will be treated as temporarily enrolled. Lacking requirements should be submitted on or before the 1st grading period ends.

* The school reserves the right to refuse admission to any student/pupil who does not meet the above requirements.

3. Fees and Payments

1. Tuition, miscellaneous and other fees are available at the Business Office prior to and during the enrolment period.
2. All financial matters and payments of the same are settled in the Business Office.
3. Late enrollment/payment will incur service fee.
4. A student / pupil shall not be considered officially enrolled and a bona fide student / pupil unless he has submitted his complete credentials and has paid the required tuition and miscellaneous fees upon enrolment.

4. Scholarships & Discounts

- **Sibling Discount**

The below schedule represents the discount applied to tuition-only fees for families with more than one student.

Child 3	:	25%
Child 4	:	50%
Child 5	:	50%
Child 6	:	50%

- **Loyalty Recognition**

Incoming Grade 11 AES students:

- 10% discount to tuition fees (4 to 9 years in AES)
- 20% discount to tuition fees (10 years or more in AES)

- **Academic Scholarship**

AES Top 2 students:

- Full tuition fee scholarship will be awarded when enrolling for Years 11 and 12.

Other Schools Top 2 students:

- Full tuition fee scholarship will be granted when enrolling for the Year 11 and full tuition fee scholarship granted for Year 12 if student remained in the Honors during Year 11.

**Subject to availability. Classes are capped at 40 students. Availability is on a first come first serve basis.*

5. Policies on Withdrawals

1. The registration fee is nonrefundable in any case. If the withdrawal occurs before the start of the classes, a penalty fee of P 1,000.00 will be imposed.
2. If the withdrawal occurs at the start (or thereafter) of the classes, the following will be imposed:
 - No refund on all miscellaneous fees;
 - No refund on tuition fees;
 - No refund on book fees.

II. GENERAL RULES ON ACADEMICS

1. **Grading System (Classroom Assessment)**

1. The school's grading system is based from the DepEd Order #8, series 2015.
2. Students/pupils are graded on, **PERFORMANCE TASKS, WRITTEN WORKS & QUARTERLY ASSESSMENT** every quarter.
 - a. Performance Tasks allow learners to show what they know and are able to do in diverse ways. They may create or innovate products or do performance- based tasks including skill demonstrations, group

presentations, oral work, multimedia presentations, and research projects. It is important to note that written outputs may also be considered as performance tasks (DepEd 2015, pp. 7-8), examples daily/weekly drills, performances, activities, participation in the class. Book activities and drills may be part of the PT.

- b. Written Works shall be administered to assess essential knowledge and understanding through Unit Tests/Long Quizzes.
- c. Quarterly Assessment/Periodical Exam measures student learning at the end of the quarter.
- d. Table Percentage

Components	English	Filipino	AP	Science	Math	EPP/TLE
Performance Task	50%			40%		60%
Written Work	30%			40%		20%
Quarterly Assessment	20%			20%		20%

- 3. Admin Evaluation may be conducted anytime as part of the final grade in a particular grading period.
- 4. Any student/pupil who joins co-curricular activities related to the subject shall be given additional points to his final grade of the same quarter of the same academic discipline, accordingly:

	Rank 1	Rank 2	Rank 3	Participant
School Level	1.00	0.75	0.50	0.25
City Level	1.25	1.00	0.75	0.50
Regional Level	1.50	1.25	1.00	0.75
National Level	2.00	1.75	1.50	1.00

*If the final grade exceeds 100, the remaining points will be carried over to the next grading period within the school year.

2. Selection of Honors / Medals

Honors:

- 1. Candidates for honors, at any grade/year level shall be drawn from the qualified pupils/students.
- 2. They must have an average grade of at least 89.50% or any value rounded off to 90% and a passing final grade in all learning areas. And they will be ranked by class.
- 3. The pupils/students’ grade in the previous curriculum level shall not be considered in the ranking of honor pupils/students.
- 4. Only the grades in the current curriculum year shall be considered in the ranking of honors.
- 5. Transferees shall be not considered in the final ranking of honors if they are enrolled after the second week of classes of the current year. However, they can be in the honors list in the next grading period within the school year.
- 6. The final rating shall be computed to the three decimal places. In case of a tie, candidates shall be declared in the same honor ranking.
- 7. All candidates must be of good moral character and have not been subjected to any major disciplinary actions within the current school year. (see page letter F)

Subject and Co-Curricular Medals:

- 1. Achievements of pupils/students in specific academic disciplines and other co-curricular activities shall be given recognition.
- 2. Subject medals are given to pupils/students who have the highest grade in a particular subject. (see Table Percentage pp.6)

3. For the selection of the best in non-academic and co-curricular medalists, the school administrator/s may declare the student/pupil who won first or second on any school competition and has shown outstanding performance in a particular field as recipient of the said award. In case of no awardee during the current year, the last school year will be the basis of the selection.
4. A student or pupil with perfect attendance shall also be recognized during the convocation. (see definition of Perfect Attendance & Punctuality pp.)

3. Enhancement and Remedial Classes

1. All incoming Grade 12, Grade 10 and Grade 6 students and pupils are required to attend the enhancement classes during summer. This is to prepare the graduating students for the National Achievement Test and other entrance examinations like the Philippine Science High School (PSHS) entrance exam. Furthermore, this enhancement classes are necessary to suffice the number of days as mandated.
2. All students and pupils with grades below 76 in any subjects at the end of the school year are required to attend remedial classes during summer.
3. Pupils who have difficulty in reading/writing and numeracy are advised to attend the Summer Program of the school.

4. Posting of Grading Sheets and Summary of Grades

Posting of grading sheets and summary of grades is done regularly inside the classroom for transparency. These are important documents hence, need proper care. They should not be detached from the bulletin board nor be tampered and vandalized.

III. CAMPUS BEHAVIOR

You are now a member of the Albert Einstein School community. As an Einsteinian, you are expected to behave as a decent person. Albert Einstein considers it important that certain rules of action be followed to facilitate better learning activities of students in search for the truth. Thus, your behavior reflects the quality of such training.

You should know how to conduct yourself in relation to objects, persons and groups of people. Such actuation is a manifestation of the degree of your involvement in the making of your environment.

1. Students should respect authority. The usual norms of politeness and etiquettes are to be followed when dealing with administrators, faculty members, office personnel, work force, fellow students and all campus visitors.
2. The Albert Einstein School prescribes a uniform. An Einsteinian wear a complete uniform from Monday thru Thursday (*see Section about Uniform*). On Fridays, students and pupils wear decent, casual / Sunday dress. The ID card must always be worn with any type of uniform.
3. Students should refrain from any form of indecent behavior.
4. Students must refrain from shouting, running or playing along the corridor especially during class hours. They are expected to show refinement and proper decorum anytime and anywhere.
5. Students should refrain from bringing valuable items to school like iPods, laptops, video games and DSLR cameras if not required by the Homeroom/Subject Teacher. Toys are not allowed in school, as well.
6. Bringing of cellular phone is NOT ALLOWED unless required by a teacher. In case of emergency, cellphones from the Business Office may be used. If a cellphone rings or students/ pupils are caught using their phones, the teacher or any school authority has the right to confiscate the phone and the parents will be notified.

- 7. Students are responsible for their personal property & valuables and the school does not accept any responsibility for the loss of their belongings.
- 8. Strict enforcement of order and cleanliness on campus should be observed. No littering is allowed. Chewing gum inside the school campus is strictly prohibited.
- 9. Smoking is NEVER ALLOWED inside the school premises at all times. The use/possession of drugs and alcoholic drinks, vaping and gambling in the school are STRICTLY PROHIBITED.
- 10. For security and safety purposes, students and pupils are strictly prohibited from going out of school campus during recess time. Students are not allowed to hang around in public places during class hours.
- 11. During regular class days, all students are expected to be out of the campus by 5:30 pm. If necessary, special permission may be granted by the School Director/Principal for group activities which may go beyond the curfew time.
- 12. On regular classes, hair dye is NOT ALLOWED for both boys and girls. Hair dye, if necessary, will only be allowed on special occasions like as character make-up in a show, JS Prom, Christmas Party.
- 13. A student/pupil who misses classes must present an excuse letter signed by his parents/guardians upon return to school. A medical certificate must be presented by anyone who is absent due to sickness.

IV. ON PROCEDURES

1. School Uniform

A. An Einsteinian wears a complete uniform from Monday to Thursday. The prescribed uniform for boys includes the prohibition from wearing earrings and colored or printed undershirts. Only plain, white-colored undershirt is allowed. The Einstein proper haircut is two by three (2 x 3) inches. Haircut inspection is done every first Monday of the month.

- B. The prescribed uniform for girls includes the prohibition from wearing make – up (lipstick, eyeshadows, blush-ons, etc.) and nail polish and other outlandish accessories.
- C. On Fridays, students wear decent, casual / Sunday dress. Tattered jeans, sleeveless blouse, short pants should not be worn.
- D. The CAT uniform is worn during the scheduled OD work. The classes involved are Gr. 5, Gr. 6, Gr.7, Gr.8, Gr. 9 and Gr. 10.
- E. Schedule of Uniform:

Elementary & Junior High School

- Monday: Pearl uniform (light yellow & light blue) **hijab for girls – light blue*
- Tuesday: AES shirt **hijab for girls - white*
- Wednesday: Vintage uniform (bright yellow & navy blue) **hijab for girls – royal blue*
- Thursday: AES shirt **hijab for girls - white*
- Friday: Casual / Sunday dress

Senior High School Uniform

- Monday: Premium Uniform (midnight blue & white) **hijab for girls – midnight blue*
- Thursday: AES shirt **hijab for girls – white* Wednesday: Premium Uniform **hijab for girls – midnight blue* Thursday: AES shirt **hijab for girls – white* Friday: Casual / Sunday dress
- Note:* Mondays & Wednesdays – black shoes & white socks

SHS girls: 1 inch heeled black shoes

Tuesdays & Thursdays – dark blue/black denim jeans, rubber shoes and socks

*wearing of jogger pants is NOT ALLOWED

*wear the appropriate color of hijabs and arm sleeves (white)

- The school uniforms are not to be worn in such public places as movie houses. They may be worn off campus only by students/ pupils designated as official school representatives.
- Students/pupils who are not wearing the prescribed uniform of the day be sent home.

2. Definition of PERFECT ATTENDANCE & PUNCTUALITY

- present and on time for morning / afternoon assembly
- present and on time in all classes

*This means students who fell ill and missed classes to rest in the clinic are **NOT** qualified for perfect attendance and punctuality.*

- students who missed classes even if excused because of family matters are **NOT** qualified for perfect attendance and punctuality

3. Policies on Absence during Exams/Quizzes

- The missed exam/quiz is taken in the Faculty Room after assembly.
- A fee of P 50.00 per subject is paid at the Business Office.
- A deduction of 10 pts. from the raw score is made to unexcused absences.

4. Cleanliness and Care of School Property

- Every Einsteinian has the duty to keep the school campus, classroom, faculty lounge, laboratories, sinks, canteen, bleacher, corridors and comfort rooms clean.
- Put all trash inside the receptacles. Do not litter the grounds with papers, wrappers, plastics, empty bottles and other waste materials.

- Respect school properties. Do not vandalize/ destroy walls, chairs, tables, blackboards or any surface.
- Homeroom cleaning time is at 4:30-5:00 under the supervision of the classroom adviser.

5. Strenuous Games

- Strenuous games such as basketball and running are strictly prohibited before morning and afternoon assemblies and during recess time.
- Playing is only allowed at 11:30-12:30 & 4:30-5:30 pm.

6. Recess Time

- Students and pupils are strictly prohibited from going out of the campus.
- Students/pupils must follow their scheduled time for recess.

V. **OTHER MATTERS (CONCERNING PARENTS AND GUARDIANS)**

1. Transactions in the Business Office are from 7:30 – 11:30 AM and from 1:00 – 5:00 PM ONLY.
2. Consultations/clarifications addressed to school personnel regarding school matters must be after dismissal time.
3. Parents/guardians must NOT USE SOCIAL MEDIA to denigrate the school, teachers, staff and students or other members of the school community. They should communicate in a courteous manner and observe proper decorum at all times.
4. No parent/ guardian / “yaya” is allowed to stay in the school during class hours. Guardians and carers can drop off their students but must leave the school after assembly.
5. Persons with business or meeting in the school must wear decent attire. ***SLEEVELESS BLOUSE, SHORT PANTS, TATTERED JEANS and SLIPPERS are NOT ALLOWED.***

6. Family security guards / escorts are NOT ALLOWED inside the school campus.
7. Parking in front of the gate is prohibited. It will only cause traffic and problem to everyone.
8. In every school activity or school competition, the decision of the board of judges is FINAL and IRREVOCABLE.
9. School activities must always be under the supervision of the school authorities. Parents /Guardians must not in any way involve themselves, get emotionally affected and turn out to confront / assault the students. The proper way is to meet and have a dialogue with the Director / Principal and the Homeroom Adviser of the particular student/s.
10. Parents/guardians are not allowed to go near the classrooms during class hours. If there's an emergency to see their sons/daughters/wards, they must see the business office.
11. Parents' primary role in school is support system and supervision at home especially on their children's academic performance, attendance and proper behavior.
12. Parents or guardians must be always available for HR Meetings if called upon by the school.
13. Parents must notify the school immediately of any health problems including, but not limited to any medical, physical, psychological needs of their son/daughter.
14. Parents must notify the school all current Family Court or other court orders and arrangements relating to the student (e.g. child custody/support). Such information will be dealt with in accordance with school's private policy.
15. Report Cards are issued after every grading period. Parents will be informed to come personally to get the report card of their children. Periodic warnings are also sent to the parents when necessary to inform them of their children's disciplinary records.

16. Parents/ Guardians attending any formal school events such as Honors' Convocation, Graduation/Moving Up Ceremonies are required to dress up in semi-formal attire. T-shirts, short pants and slippers are not allowed.
17. Parents should respond to the letters or phone calls by a personal visit to the Office of the Director or Principal. A close cooperation between the school authorities and the parents is considered of utmost importance in the formation and education of the students.
18. Parents /guardians are not allowed to bring foods during class hours nor let the security guard bring foods or any stuff to any of the classrooms during class hours. In case of emergency, they may see the business office.

VI. DISCIPLINARY PENALTIES

1. Penalties are imposed for violations of the rules and regulations of the school to:
 - a. teach the ideals of justice;
 - b. correct and strengthen the character of the students;
 - c. safeguard the order necessary for a good learning atmosphere;
 - d. to deter the students from violating rules; and
 - e. safeguard other students from the possible harm and bad influence of the law breaker.
2. The school reserves the right to determine the sanction on a misbehavior committed by the students. Parents/ Guardians concerned shall be notified accordingly.
3. No sanction shall be imposed upon any student except for cause and only after due investigation.

VII. OFFENSES / INFRACTIONS WITH THE CORRESPONDING SANCTIONS AND DEDUCTIONS

1. CLEANING of the SCHOOL CAMPUS (1 period)

- tardiness

2. MINUS THREE IN THE CONDUCT GRADE

- name calling
- sleeping during class
- wrong uniform
- no ID
- wearing of slippers
- not wearing uniform properly (to be sent home)
- not greeting
- making noise in going from one area to another (like from the classroom to the computer room, AVR, Science laboratory)
- playing beyond the allowable time
- no books (by teacher)
- leaving books, notebooks and other school materials anywhere in the school campus after dismissal time
- disturbance/ noise in the formation line during assemblies
- going to the canteen not on their scheduled time
- changing seats
- bringing toys in school
- eating inside the classroom during class hours
- chewing of gum
- going to the comfort room right after assembly
- delivery of foods from outside the school campus during recess time

3. MINUS FIVE IN THE CONDUCT GRADE

- playing inside the classroom
- hiding valuable properties of others such watches, bags, etc.
- turning on the room's television without permission from the HR adviser
- misbehaving during class; distracting the class
- playing in the cafeteria

- getting inside other classrooms and going to other floor level
- violation on the provisions on school uniforms which include any of the following
 - a. wearing of earrings by boys inside the school campus
 - b. wearing of colored nail polish, makeup
 - c. wearing of printed /colored undershirts
 - d. wearing of shirts/mid-rib blouses with vulgar designs
 - e. wearing of shorts, sleeveless shirts, micro-mini skirts, hanging shirts/blouses, tattered jeans
 - f. wearing of unnecessaries/jewelry
 - g. hair dye (boys and girls) and incorrect haircut for the boys

4. MINUS TEN IN THE CONDUCT GRADE

- not attending the assembly
- vandalism
- cutting classes
- not following traffic rules
- littering
- bringing/playing cards and other gambling paraphernalia such magic card, basketball cards, and the like (Such materials will be confiscated, and the parents will be informed)
- allowing outsiders, be their relatives or friends, inside the campus without informing proper authorities

5. MINUS TWENTY IN THE CONDUCT GRADE

- in custody of vape
- frequent invalid absences/tardiness
- creating GC to malign /destroy the reputation of others
- threatening fellow students or any person
- possession and or exploding firecrackers in campus
- hitting/clicking each other on private parts
- cursing, foul words, vulgar words
- locking oneself in pair in a room for no valid reason
- take picture of others without their consent
- getting into the restroom of the opposite sex
 - misrepresentation in asking permissions from parents regarding school activities

- allowing others to use his/her ID and using the school ID of others
- PDA -engaging in public display of affection, kissing, smooching, petting, necking, embracing, being physically “too close” for comfort and other indecent acts

6. SUSPENSION

The following are considered major offenses/infractions. They merit suspension and failing grade in conduct. A student who will be suspended shall bring his/her parent/guardian for a conference with the Principal, Guidance Counselor or with the School Director. He will not be allowed to come to school.

Suspension will range from a minimum of one day to a maximum of 10 school days as determined by the Disciplinary Board.

- smoking, vaping, gambling in any form and bringing alcoholic drinks inside the campus
- coming to school drunk or having taken an alcoholic drink
- using/bringing CP in school
- theft
- inflicting injury on others
- cyberbullying
- possession of deadly weapons
- deliberate destruction of school properties and properties of others
- bringing/circulating pornographic materials and opening of pornographic websites
- cheating
- forgery, tampering of school records
- insubordination and disrespect to school staff, teachers and administrators
- destroying the reputation of others
- falsification of documents
- rumble
- fighting
- drug pushing
- in appropriate use of cellular phones by taking pictures of others without permission
- accumulating offenses to a maximum of three from any of the items in no. 5, will merit suspension

7. DISMISSAL

Dismissal is the heaviest penalty. A student who will be dismissed from Albert Einstein is never readmitted to the school. He / She will be dropped from its rolls and will be issued his/her transfer credentials. Dismissal is recommended by the Disciplinary Board when one of the following is committed:

- accumulation of three (3) suspensions
- shoplifting
- taking part in rumbles
- staging a strike, walkout and other mass activity which will cause disruption of school functions, classes and other activities
- organizing or joining fraternities, groups and other movements not recognized by the school and taking part in initiation rites
- possession and /or taking prohibited drugs like marijuana, shabu, ecstasy, heroin, cocaine, opium, LSD, inhalants and other prohibited substances
- engaging in pre-marital sex
- pregnancy, abortion
- drug pushing
- physical assault on any member of the school community

(Parents/guardians that inflict physical assault to any student will subject their child /ward for dismissal)

VIII. PROCEDURE FOR DISCIPLINARY ACTION

1. Minor cases of misconduct shall be handled by the subject teacher or the Homeroom Adviser.
2. Repeated infraction of minor cases of misconduct will be forwarded to the Guidance Counselor.
3. Serious cases shall be forwarded to the Office of the Principal.
4. The Principal will conduct the preliminary investigation right away.
5. After the investigation, the Principal will notify the parents.
6. The Principal determines the appropriate sanction.
7. Students who commit any of the offenses under dismissal should be deliberated by the Disciplinary Board.
8. The Disciplinary Board convenes and deliberates.
9. A simple majority is required to dismiss a student.

10. The Disciplinary Board informs the parents about the final decision.

IX. DISCIPLINARY PROBATION

A student who incurs one suspension or two suspensions is placed under disciplinary probation. However, if in a year he does not get suspended, he will start with a clean slate the following year.

X. RIGHT TO REPRESENT

Should a student feel that he has been treated unjustly by any member of the school community, he should present the matter to his Homeroom Adviser who will then present it to the Principal. The Principal will bring the matter to the Director of the school for appropriate action.

XI. MEMBERS OF THE DISCIPLINARY BOARD

ADMINISTRATION

* President/ Director * Vice President * Board of Trustees

BOARD OF ACADEMIC AFFAIRS

* Principal * Guidance Counselor * Homeroom Adviser

FACULTY CLUB

* All teachers including non-homeroom staff are members of Faculty Club.

PARENT – TEACHER ASSOCIATION

- * Council of Leaders Parents headed by the Incumbent Supreme PTA President
- * AESociety Governor's & Vice Governor's Parents
- * The members of the Board of Directors who are past Presidents of the PTA.

THE COUNCIL OF STUDENT LEADERS

- * There are ten presidents of the school's organizations and clubs, and each cast a vote.
- * There are 3 officers from the AE Society, namely: 1 governor & 2 vice governors

The majority decision of each sector of the Disciplinary Board shall constitute as ONE VOICE.

ALBERT EINSTEIN SCHOOL SONG

CHORUS: Do you hear the people sing
Singing the song of righteous men
It is the song of ALBERT EINSTEIN SCHOOL,
The best in everything

When the beating of your heart
Echoes the beating of the drums
There is a light about to spark
When tomorrow comes.

I. Will you join in our crusade
Who will be strong and stand with me
Beyond the walls and fences
There are worlds we long to see
Then join in the fight that will give you
The right to be free (REPEAT CHORUS)

II. Will you strive and give your best
So Alma Mater may advance
Some will fall and some will leave
Will you stand up and take your chance
Your love and devotion for your
ALMA MATER be strong! (REPEAT CHORUS)

ALBERT EINSTEIN SCHOOL CREED

I believe in the existence, justice and loving kindness of God.

I believe in my father and mother.

I believe in my country, the Philippines and my people.

I believe in my teachers.

I believe in my potentialities to succeed and to do good to others.

I believe in hard work, fair play and diligent study.

I believe in conserving my youthful energies for the present and future service of my country and my fellow beings.

I believe in Albert Einstein School, in its ideals and lofty virtues and I hereby pledge loyalty and faithfulness to our dear Alma Mater.

(SCHOOL’S COPY – to be submitted to the Business Office)

ALBERT EINSTEIN SCHOOL
ALBERT EINSTEIN ROAD, COTABATO CITY

The Principal,

We, the parents of _____, a
_____ (level) pupil/student of Albert Einstein School have read and fully
agree that our son/daughter be held responsible for the compliance on the Rules and
Regulations embodied in the Albert Einstein School Student Handbook.

We have read and understood the contents of said handbook and promise to
cooperate with the school for the benefit of our son/daughter.

Signed this _____ day of _____ Name
of Pupil/Student _____
Level _____

Father’s Signature Over Printed Name

Mother’s Signature Over Printed Name

Guardian’s Signature Over Printed Name

I have read and understood the provisions of the Student Handbook. I will faithfully
comply with and conduct myself as a student of the Albert Einstein School to the best of my
ability and discretion with all good fidelity and honesty. I impose upon myself this voluntary
obligation without mental reservation or purpose of evasion.

I will be solely accountable for any infraction of the provisions of Handbook.

Student’s Signature Over Printed Name

Level

Name of Pupil/Student _____

Father’s Name _____

Mother’s Name _____

Contact Number/s in case of accident/emergency:

Phone No.: _____

Mobile No.: _____

Address: _____

AUTHORIZED FACSIMILE SIGNATURES

Father _____

Mother _____

Guardian/s (in the absence of the parents)

_____	_____
Name	Signature

_____	_____
Name	Signature

Phone No.: _____

Mobile No.: _____

Address: _____