

LAA STUDENT HANDBOOK 2010 – 2013

Our School

Lipa Adventist Academy is a boarding academy directed by the South-Central Luzon Conference of the Seventh-day Adventists. It is located on a five-hectare land in Bugtong, Lipa City about 76 kilometers south of Manila and about 6 kilometers north of the City proper of Lipa.

The academy was opened in June, 1975. It has been recognized by the government since 1980. In June, 1990 the Federation of Accrediting Agencies of the Philippines (FAAP) granted LAA Level I accreditation. Lipa Adventist Academy was also given accreditation by the Adventist Accrediting Agency until December, 2011.

The students come from the provinces of Batangas, Laguna, Quezon, Occidental and Oriental Mindoro, Bulacan, and Metro Manila. Members of the faculty and staff stay inside the campus with their family. The school was established primarily to serve the need of the Seventh-day Adventists constituency of the South-Central Luzon Conference; it also accepts qualified students of other religious denomination.

Philosophy

In the light of SDA educational philosophy as a religious heritage, the existence of Lipa Adventist Academy can be justified in its aim to develop and prepare students for service. It is believed that positive emphasis on spiritual and balanced practical education will give the students harmonious growth in the Christian experience.

Above all, God is represented in every phase of education as the benefactor of wisdom. Thus, the students' success will be put to use for the honor and glory of God and the good of humanity.

Vision

A leading Model institution committed to character building and quality life development beyond intellectual capacity.

Mission

Prepare quality students for a life of joyful service, providing wholesome environment through harnessing their God-given abilities.

Objectives

Religious

1. To nurture young people in the faith for a life consistent with the beliefs of Seventh-day Adventist Church.
2. To develop in students the habit of prayer and Bible study that will lead them to have personal relationship with God.
3. To train young people for church leadership for a greater service.

Intellectual:

1. To motivate students yearn for academic excellence in preparation for higher education.
2. To provide students the opportunity to act skillfully, think creatively, and not be mere reflectors of other man's thoughts.

Vocational:

1. To motivate students to appreciate the dignity of labor that will promote health and the opportunity to engage in better livelihood.
2. To enhance common sense, initiative, self-reliance, punctuality, and accuracy, making the students responsible for whatever task they are assigned to perform for a quality life.

Social:

1. To encourage friendships and considerations for others regardless of social status, academic abilities, religious affiliations, and ethnic origin.
2. To encourage the practice of self-discipline and uphold *wholesome social standards* at all time.

Civic:

1. To develop understanding of the rights, privileges and responsibilities as individuals in the society.
2. To develop qualities needed for better citizenship and community leadership.
3. To develop the students' spirit of loyalty and love for his country by upholding its Constitution.

Guiding Principles

The following quotations from the inspired writings of Ellen G. White, are some of the line up bases for the "why's and how's" of Lipa Adventist Academy. These are inspirations and guiding principles for students.

"True education mean more than the pursual of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come." *Education, 13.*

“True education does not ignore the value of scientific knowledge or literary acquirements; but above information it values power; above power, goodness; above intellectual acquirements, character.” *Education*, 225.

“Character formation is the most important object of education. The formation of character is the work of alifetime, and it is for eternity.” *Counsels to Teachers, Parents and Students*, 61.

“The greatest want of the world is the want of men -- men who will not be bought or sold, men who in their inmost souls are true and honest, men who do not fear to call sin by its right name, men whose conscience is as true to duty as the needle to the pole, men who will stand for the right though the heavens fall.” *Education*, 57.

The word of God is great lesson book for the students in our schools.” *Fundamental of Christian Education*, 390.

“The word of God should have a place - the first place - in every system of education. As an educating power, the Bible is of more value than the writings of all the philosophers of all ages.” *Fundamentals of Christian Education*, 542.

“It is necessary to their complete education that students be given time to do missionary work to become acquainted with the spiritual needs of the families in the community around them.” *Counsels to Teachers, Parents and Students*, 545.

“A knowledge of science of all kinds is power, and it is in the purpose of God that advanced science shall be taught in our schools as preparation for the work that is to precede the closing scenes of earth’s history.” *Fundamentals of Christian Education*, 186.

“Grains, fruits, nuts and vegetables, in proper combination contain all the elements of nutrition and when properly prepared, it constitute the diet that best promotes both physical and mental strength.” *Education*, 205-206.

“Let everyone resist the temptation to use wine, tobacco, flesh meats, tea or coffee.” *Fundamentals of Christian Education*, 428.

“All who in this world render true service to God or man receive a preparatory training in the school of sorrow. The weightier the trust and the higher the service, the closer is the test and the more severe the discipline.” *Education*, 151.

“Even though the rules and regulations seem needlessly exacting, the obedient to them; for you may err in your experience. Do your very best in everything you undertake.” *Fundamentals of Christian Education*, 302.

“Each student entering one of our schools should place himself under discipline. Those who refuse to obey regulations should return to their homes.” *Counsel to Teachers, Parents and Students*, 265.

“Rules are indispensable to guard the youth from the danger of premature courtship and unwise marriage. Young people are sent to school by their parents to obtain an education, not to flirt with the opposite sex. The good of society, as well as the highest interest of the students

demands that they shall not attempt to select a life partner while their own character is yet underdeveloped, their judgement immature....” *Fundamentals of Christian Education*, 62.

“The young affection should be restrained until the period arrives when sufficient age and experience will make it honorable and safe to unfetter them. Those who will not be restrained will be in danger of dragging an unhappy existence. A youth not out of his teens is a poor judge of the fitness of a person as young as himself to be his companion for life.” *Messages to Young People*, 452.

“The cheap, common talk, the words of flattery, the foolish witticism spoken to create laugh, are the merchandize of Satan.” *Counsels to Teachers, Parents and Students*, 340.

“Novel and story book readings are the greatest evils in which youth can indulge. Novel and love-story readers always fail to make good, practical mothers.” *Fundamental of Christian Education*, 37.

“There are amusements such as dancing, card playing, chess, checkers, etc. which we cannot approve, because heaven condemns them.” *Counsels to Teachers, Parents and Students*, 346.

“The greatest benefit is not gained from exercise that is taken as play or exercise merely.... Let the same amount of energy be given to the performance of useful work, and benefit will be greater.” *Counsels to Teachers, Parents and Students*, 308.

“The matter of choosing associates is one which students should learn to consider seriously.” *Counsels to Teachers, Parents and Students*, 220.

“By the choice of evil companions may have been led step by step from the path of virtue into depths of disobedience and dissipation to which at one time they would have thought it impossible for them to sin.” *Counsels to Teachers, Parents and Students*, 224.

“They should use they God-given talents for the attainment of high scholarship.” *Fundamentals of Christian Education*, 204

“We are not to elevate our standard just a little above the world’s standard, but we are to make the line of demarcation decidedly apparent.” *Fundamentals of Christian Education*, 289.

ADMISSION REQUIREMENTS

The school welcomes qualified students who would come to study and cooperate with its fundamental standards.

The following are the basic requirements for admission:

1. New non-SDA students and whose parents are non-SDA are required to pass an entrance examination if his/her general average is below 80%. Entrance examination fee is One hundred pesos (P100.00)

2. If student would be a villager, he/she should be with his/her parent/s or with an authorize guardian approved by the school and with authorization from parents.
3. Qualified students should register on specified registration period; otherwise, they will be charged a “late registration fee” of one hundred pesos (P100.00).
4. Qualified new students should present his/her non-cancelled report card (Form 138) or its equivalent from the school last attended with eligibility certificate indicated and signed by the authorized school official.
5. Qualified new students should pay an “Admission fee” of one hundred pesos (P100.00).
6. Qualified students should submit a Certification of Good Moral Conduct from the principal or guidance counselor of the school last attended issued at the end of the school year. Students with their parent/s or authorized guardian/s should be able to satisfy all the requirements in the Registration Procedure which are basically as follows:
 - a. meet the financial requirements upon enrollment or make satisfactory arrangement with the treasurer’s office (see inserted Financial Information” leaflet).
 - b. signature of student and parent or authorized guardian to attest willingness to abide with the school’s fundamental standards.

Offices and Service Departments

The functions of the following offices and service departments are very important in enhancing the students’ learning processes. It is nice to meet the people in these offices and those who are in-charge of the different service department.

An advice to students from Ellen G. White: “Students, cooperate with your teacher as you do this, you give them hope and courage. You are helping then at the same time you are helping yourselves to advance.” Testimonies for the Church Vol VII, 275.

Principal’s Office

The principal is the head of the school. He oversees all the programs and activities of the institution. His main concern is the safety of everybody and the learning of all students. He solves problems with the help of the faculty and staff. He welcomes suggestions. Come to him if you have one.

He is assisted by the vice principal in his work, especially when he is out of campus.

Treasurer’s Office

The treasurer issues financial statements for you and for your parents to know your financial standing. He is assisted by the cashier/accountant who receives and records your payment. You can come to him if you have some concern regarding finances.

Collection of tuition and other fees follow some policies as mandated by the law in the Revised Manual of Regulations for Private Schools in Basic Education Section 180.

Collection of tuition and other fees follows some policies mandated by the law based on section 180 of the 2010 Revised Manual of Regulations for Private Schools in Basic Education.

*“**Tuition and Other Fees.** Each Private School shall determine its rate of tuition and other school fees or charges. The rates and charges adopted by schools pursuant to this provision shall be collectible, and their application or use authorized, subject to rules and regulations promulgated by the Department.”*

Tuition and other fees could be paid by installment. Payment must be prompt to facilitate the issuance of examination permit and/or other documents.

The school adopts **NO PERMIT, NO EXAM POLICY**. Students who are delinquent in paying the due payment will not be given examination permit.

All students are insured with a group accident insurance coverage for the whole year. In case of accident, in or out of the campus, inform the treasurer right away so the school authorities can make the necessary reports to the insurance company.

Office of the Registrar

The Registrar keeps all the school records. He/She makes class and examination schedules and supervises the chapel period. He/She also provides the students and the parents with quarterly report of the academic performance and behavior. Any problems regarding the school records, the Registrar will attend to that.

Guidance Office

The Guidance Office is available to anyone who would like to have meaningful chat especially when somebody needs help. It also provides standard tests that may help in finding solutions to the problems encountered by the students.

Music Department

One way to praise God is through music. However, the enemy is using the same to divert the pliant minds especially of the young people from the very purpose of music. Thus, we have to regulate music at LAA with the following rules:

1. The music department has the right to audition songs and instrumental pieces prior to performance.
2. Students are not allowed to listen and/or sing rock music as it is considered as devastating to the mind and not appropriate for Christians.

3. All musical renditions and related activities should conform to the SDA philosophy of music discussed in music classes. (see Appendix A)
4. Musical renditions such as vocal or instrumental should be practiced well prior to the performance. Practice should not be done on Sabbaths for the secular music.
5. Students with musical inclinations are encouraged to enroll in piano, or any music lessons that may be offered.
6. Piano students must practice regularly. Students must not play the church piano without prior arrangement with the music department.
7. Members of the church choir must be a bona fide member of the SDA church and in good spiritual standing.

Store/Canteen

Students must observe the following store hours:

9:00 am - 1:00 pm

3:00 pm - 7:00 pm

Copy Center

A copier machine is provided for duplication needs. Anybody can ask to duplicate his/her research and other notes for a minimal fee.

Clinic

A health staff is in-charge of the clinic looking for the welfare of those who are sick. If a student needs to be hospitalized, the health personnel are the one responsible to take the person to the hospital.

Security Department

For security reasons we have a guard at the gate during daytime, and a roaming guard in the campus at nighttime. It is a must that everybody should respect these uniformed men.

Maintenance

This department is in-charge of the water system, electricity and repairs of the school facilities.

Food Factory

This Food Factory provides us with different kinds of wholesome and nutritious foods and drinks.

Auxiliary Programs

SDA schools are distinct from the public schools and from any private schools because of some auxiliary programs they offer. These programs intend to better prepare students for this life and in the life hereafter. Some of these programs are the following:

Religious Services

Sabbath observance, that is, from sunset of Friday until sunset on Saturday, is one of the basic fundamental beliefs of SDA church. Sabbath is a sacred day, honored by God as a memorial of Creation, and set apart by Divine appointment for worship and communion with God.

It is enjoined that everyone in the campus observes faithfully the following religious services:

Midweek Prayer Meeting --- Wednesday---- 7:00 pm
Vesper Service ----- Friday ----- 7:00 pm
Sabbath School ----- Saturday ----- 8:00 am
Hour of Worship ----- Saturday ----- 10:00 am
AY Program ----- Saturday ----- 3:30 pm

Everyone is expected to be in his/her appropriate attire taking his/her Bible and Hymnal when attending to these religious meetings.

Week of Prayer

Week of Prayer is scheduled every semester. A guest speaker is usually invited to refresh the spiritual atmosphere of the school family and to receive the abundant blessings from above.

Chapel Period

To spiritually boost the students and teachers for the week, a chapel period is scheduled once a week. Sometimes this time is used for convocations when academic and cultural programs are presented. During this particular program the students must:

- a. Come on time.
- b. Sit where you are expected to be seated.
- c. Listen attentively to messages and announcements. As a token of respect, the students are expected to be quiet and attentive to the programs presented.
- d. Clapping of hands are allowed only after the rendition (if clapping is appropriate) in an educated way; boisterous actions are strictly prohibited.
- e. If one has something to say to somebody, say it in a whisper.
- f. Participants should practice their pieces long before the rendition.
- g. Any misbehavior committed during these programs will be dealt with accordingly (see School Discipline).

Work Education

Ellen G. White says, "There should be work for all students, whether they are able to pay or not; the physical and mental powers should receive proportionate attention." Fundamentals of Christian Education, 423. Work Education is scheduled one hour a week and offered as a subject.

Dormitory Rules and Regulations

to stay in the dormitory is a privilege and an experience. The home dean is the father/mother away from home. They must be given sincerest respect. To make the stay in the dormitory wholesome and enjoyable, observe the following rules and regulations.

There are several types of gate passes to be secured any of them according to the needs before ever going out the campus.

Week-end Pass

- a. May be availed twice a month.
- b. All week-end pass application must be turned in to the Dean by Thursday evening.
- c. Dormitorian leaves the campus by Friday afternoon. He/She must be back on Sunday on or before 6:00 in the afternoon.
- d. Failure to arrive on expected time, the following measures will be imposed for unreasonable late:
 - 1) 1 - 2 hours late, one hour work
 - 2) 3 - 5 hours late, two hours work
 - 3) beyond 5 hours, 2 hours work and campus bound for two weeks
 - 4) coming the day/s after Sunday, 3 hours work and campus bound for one month.

When a dormitorian fails to arrive on the expected time due to valid reason, his/her parent/guardian must make a call to the Home Dean or the Principal for proper arrangement.

Dormitorians are not entitled to any pass if they have unredeemed violation. However, emergency pass could be avail in some cases.

City Pass

Given to resident **when accompanied by his/her parent/guardian**. In some instances a dormitorian could request the companionship of any school personnel when needed to go to the city.

Emergency/Special Pass

These passes could be issued in case of emergency or a special occasion upon the request of the parent/guardian.

- a. may be secured any time
- b. needs approval from the dean and/or principal.
- c. Students who go out for outreach/missionary work on Sabbaths may be given special pass.

Redemption of Violation

Redemption of Violations. It is understood that unredeemed violation entitles no one yet to any pass, except emergency pass.

Wrong Destination

Wrong Destination means going to another place instead of the place specified in the pass. Violation needs faculty action.

Leaving the Campus

Leaving the campus without proper pass is a major violation. Violators will be referred to the Corrective Ministry Council (CMC) for proper investigation and procedures.

Repeated Violation

Repeated violations of any of the dormitory rules or its multiplicity will be subjected to the actions of CMC.

Neighboring

Neighboring especially during study period is strictly prohibited. Every violation of this rule means an hour of work. Dormitorians are not free to just enter any room/s of other dormitories without prior permission from the respective deans.

Dormitory Worship

Every resident is required to attend morning and evening worships. Attendance is checked. Wear appropriate clothes. Arrange with the dean if needs to be excuse in case of sickness and the like. Corrective measures for absences will be set by the Residence Hall Council.

“Raid”

There can be “raid” in the dormitory as need arises. Questionable items would be confiscated. CONFISCATED ITEMS WILL NOT BE RETURNED anymore. Corrective measure will be applied commensurate to the violation committed.

Other Dormitory Rules

During religious/approved programs in the auditorium, doors of the dormitory will be closed and everyone must attend the service/program.

Money exceeding one hundred pesos (P100.00) should be deposited with the dean or any trusted school personnel for safekeeping. The Dean and/or the school personnel are not liable for any lost undeposited money.

Every resident should make his/her room clean and orderly at all times.

Dormitorians having visitor/s must make proper arrangement first with the dean if they will let to enter the room or if wishes to stay for the night.

Before leaving the dormitory for classes, make sure to be in complete/prescribed uniform and with all the things needed. The dormitory will be closed at 7:00 am and 1:30 pm and open at 12:00 noon and 5:00 pm.

Non-SDA foods and drinks (pork, shrimps, squids, cola drinks, etc.) are not allowed in the campus. Non-SDA dormitorians must advise their parents/guardians/friends who would come to visit them and bring them food.

Borrowing, especially private property like pants, shirt, skirts, blouses, and the like is extremely discouraged. It is very unhealthful and it will also prevent losses.

Dormitory Schedule:

4:30 am	Lights on
5:00 am	Morning worship
6:00 pm	Evening worship
7:00 pm	Study Period
10:00 pm	Lights off

There is a curfew in the campus at 7:00 pm. Dormitorians should be in their respective dormitories at this hour. A 10 - minute free time is given after the mid-week/vesper service and other approved programs. In cases of practice or any kind of errand and the like, present a written request/permission from the program sponsor/faculty/staff to secure curfew pass from the dean. A fifty peso (P50.00) fine will be charged for every violation. Fees collected will go to the respective dormitory fund.

Rules and Regulations for Villagers

Villagers are students who reside outside the campus and those who stay with the faculty homes.

A staff residing in the campus is assigned as village dean. From time to time, the dean with some other faculty/staff may visit their homes.

Villagers must be in complete/proper uniform before the guard would let them enter the gate. Students not in proper uniform must present a letter asking permission to enter duly signed by the parents/authorized guardian and duly approved by the student services director before they can enter the class.

Villagers from Bugtong only are allowed to go out at noontime. Other villagers must bring their food or arrange with the cafeteria for their lunch. Exemptions from time to time may be decided by the village dean and/or principal. Non-SDA foods and/or drinks are strictly prohibited to be brought in the campus.

Villagers who wishes to go out of the campus must secure gate pass from the village dean.

During Work Education day, the village dean would require a note from the respective work supervisor before a gate pass is issued.

The guard or faculty from time to time, may check on villagers' bags, coming in or going out of the gate, or anywhere in the campus for security reasons.

Villagers are not free to enter any dormitory rooms without proper permission from the respective deans.

Cafeteria Rules and Regulations

Serving schedule:

Breakfast:	5:45 - 6:30 am
Lunch:	12:00 - 100 pm
Supper:	5:30 - 6:00 pm

Everyone is expected to observe proper eating decorum. Regular boarders should bring their own spoon, fork and drinking glass. The cafeteria lends to visitors only.

Boarders should empty their trays of left over in the container provided for it and arrange the trays on the tray stand. Dining trays are not taken out of the cafeteria.

Bringing in of flesh food is strictly prohibited much more non-SDA foods and drinks. Wearing of shorts and sando shirts are not allowed inside the dining hall.

No one is allowed to get inside the serving or cooking area without the permission from the supervisor.

Boarders should inform the cafeteria supervisor when they have visitors. Boarders should have their own meal card. Meal card is non-transferrable. Lost meal card can be replaced by securing another one from the treasure's office with a five peso (P5.00) charge. Food will not be served anymore beyond serving time unless proper arrangement is made with the cafeteria supervisor.

Let the principle be, "Whether therefore you eat or drink, or whatsoever you do, do all to the glory of God." 1Corinthians 10:31

Library Rules and Regulations

All library materials shall reflect denominational standards.

SDA education philosophy holds acquaintance with God, can be obtained through divine revelations of His nature and purposes. The objectives of the teachings of literature in SDA

schools will therefore be in harmony with those revelations, particularly as vouchsafed in the Holy Scriptures and emphasized in the writings of Ellen G. White.

Print and non-print materials should transmit to the students the spiritual ideals, beliefs, attitudes, and values of the church, and furthermore, showed them to be thoughtful, loyal citizens as well as loyal conscientious Christians.

The following rules and regulations in the use of library primarily aimed to provide order, so that everyone will benefit to the utmost:

1. A library card is given to every bonafide student. This card is to be presented every time a student borrow or return a book or any library material.
2. If a student losses his/her library card, he/she will be charged twenty pesos (P20.00) for a new one.
3. When the library card is full, it will be replaced by a new one, free of charge.
4. General reference books, newspapers, magazines, and other periodical materials, loose or bound, must be read in their respective sections only.
5. Student are allowed at a time up to three (3) books only.
6. Only one (1) reserved book may be taken out for overnight 15 minutes before the library closes and to be returned the following morning as soon as the library opens.
7. A fine of two pesos (P2.00) an hour per book will be imposed on borrowers for every overdue books issued by the hour and two pesos (P2.00) a day per book for overdue books issued by the day. Holidays are included.
8. Mutilation of library materials and taking out of books and periodicals without prior permission from the librarian or authorized personnel will be subjected to disciplinary action.
9. The pages of the books are accounted for before it is loaned out. If there are missing pages when it is returned, it has to be replaced with the same title as paid for. If a duplicating machine is available, five pesos (P5.00) per page is charged for photocopy and repair.
10. The library card is NON-TRANSFERRABLE. Lending of this card subject, the owner to suspension of library privileges.
11. Borrowers returning book/s without library card will be charged two pesos (P2.00) per book.
12. Strictly No eating inside the library.
13. Observe complete silence in the library. If you must say something, say it in a whisper.

14. Keep posted for announcements and other instructions via the library bulletin board.

15. The library is open on the following schedules:

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Monday thru Thursday:

7:00am - 12:20 pm

1:30pm - 5:00 pm

Friday: 7:00am - 12:20 pm

1:30pm - 3:30 pm

Attendance Policy

Absences. A pupil or student in a private school who incurs absences of more than 20% of prescribed number of class or laboratory periods during the school year or term should be given a failing grade and given no credit for the course or subject. Furthermore, the school head may at his/her discretion and in the individual case exempt a student who exceeds the twenty percent limit for reasons considered valid and acceptable to the school. Such discretion shall not excuse the student concerned from responsibility in keeping up with lesson assignments and taking examinations where indicated. The discretionary authority is vested in the school head, and may not be availed of by a student nor granted by a faculty member without the consent of the school head.” (Section 157.1 2010 Revised Manual of Regulations for Private Schools in Basic Education).

1. The school adopts the 20% rule.
2. The school does not provide for any special attendance policy governing absences of students who belong to the upper half of their respective classes.
3. A student may be exempted from the 20% limit rule for any accepted reason with a 2/3 vote of the faculty, instead of just mere discretion of the school head, who anyway acts as the chair of the faculty committee.
4. Three tardiness counts one absence.
5. The students and parents/authorized guardians will be notified by the school as warning every after 10, 20, 30 and 35 absences incurred. After the last limit absence is committed, the said student and parents/guardians will be notified to receive a failing mark. All those notifications will be at the student’s expense especially via text messages/long distance calls.

Flag Ceremony

Flag ceremony is at 6:45 every morning Monday thru Friday. Attendance is checked. Students are to redeem their absences by work assigned by CAT facilitator or a fine of twenty pesos (P20.00) per absent.

Absences can be redeemed on a scheduled time announced by the CAT facilitator. Schedule of work or payments of fine must be before every preliminary and periodical exams, for it will be a prerequisite to receiving examination permit.

Chapel Period/Convocation Attendance

Attendance to chapel periods/convocations is required to all students. It is a part of the school's auxiliary program. Chapel period/convocation attendance is a part of the Homeroom grade.

Expected Respect/Decorum/Reverence

Respect to the Flag

To show respect to the Filipino flag is required to all Filipinos. During flag ceremony, all must stand erect facing the flag and the right palm flat on the left side of the chest and to sing the "Pambansang Awit" clearly and in tune. Pledges must be done with all sincerity. Any disrespectful act is subject to a disciplinary action.

During Class Periods

- 1.. Must be in complete/prescribed uniform. Students who are not in prescribed uniform must secure "excuse note" from the principal or authorized school personnel.
2. Sit on the proper place assigned. Listen attentively. Raise hand when giving answer or asking questions during class discussions. Never speak without being recognized.
3. Ask permission from the teacher politely if there are personal needs. If possible, make going out for comfort needs in between class periods. Eating in class is strictly prohibited.
- 4 . Borrowing of ball pen/papers/books/notes, etc., during class periods is not allowed. Prepare all things needed before coming to class.

At Church services

1. Come on time in appropriate attire with Bible and hymnal.
2. Occupy one of the front seats. Back seats are reserved for those coming late.
3. Listen attentively to every number given and to the sermon. Keep the eyes on the speaker and don't be distracted of unnecessary things around.
4. Entertain the newly arrived friends/relatives after the service. Never do it inside the church while the service is going on.
5. Participate well in singing and in lesson review. Say something which contribute constructively.
6. When the service is over, go out in an orderly manner with those seating in front moving first. Wait until those people in front have left their seat.
7. Any irreverence committed during church service/s will be dealt appropriately (see School Discipline).

While at prayer

Prayer is a way of talking to God. Everyone must be sincere and reverent during prayer.

1. The school holds prayer sessions, in the morning and evening worship, after the flag ceremony, at chapel periods and convocations, in classes and in church services.
2. Pray with bowed heads and eyes are closed.
3. Kneel by the two knees if prayer is at kneeling position. Do not disturb anybody while at pray.
4. Express the prayer slowly, clearly and with all sincerity when leading leading the congregation.
- F. Any irreverence made while at pray will be dealt with appropriate corrective measure.

Jewelries and Accessories

Jewelries and other personal accessories (except wrist watch) should not wear in the campus. These are subject for **CONFISCATION AND WILL NOT BE RETURNED ANYMORE..**

Proper Haircut

Boys must follow prescribed haircut. (2 x 3). Haircut inspection is being done every first Monday of the month. The school hired barbers to cut the hair of those who did not comply. Bald/semi-bald is not allowed. Boys who have sported bald/semi-bald haircut will be subject for disciplinary measures. Wearing hat in the classroom, hair dyeing (except natural black), and excessive use of gel are not acceptable in the school.

Respect to Authority

Home Deans, Security Guards, and other service personnel of the school have delegated authorities to enforce rules and regulations within the areas of responsibilities. Gross disrespect and physical assault upon or threat of physical harm on any of the authority is punishable by withdrawal.

Required Uniforms

During Classes:

For Boys: White polo-jacket, not more than three inches below the waist line in length with school logo and name tag; navy blue pants (not maong); low heeled black leather shoes with socks.

For Girls: White hipster blouse with baby collar and standard sleeves with logo and name tag; half-inch blue ribbon tie; navy blue pleated skirts 3 - 4 inches below the knee in length; low heeled black leather shoes and white socks.

Old students are required to be in their complete/prescribed uniform on the first day of classes.

New students are required to have their uniform after the first week of the opening of classes

During Pathfinding:

Type "A." Khaki uniform with all the necessary patches; midnight green pants for boys and A-line skirts for girls; garrison belt with buckles (plain); beret; neckerchief; black plain leather shoes and black socks. Required to all first , second and third years. It is required on the first week of August to be worn on the specified meeting as announced by the Pathfinder Director.

During Physical Education

Blue jersey shirt and jogging pants. Required after three weeks of classes.

School Discipline

As mandated by the law, Private Schools have the right to promulgate disciplinary rules.

“Section 132 of the 2010 Revised. Manual of Regulations for Private Schools in Basic Education; the school has Authority to Promulgate Disciplinary Rules”.

Section 132 . Authority to Promulgate Disciplinary Rules. *Each private schols shall have the authority and prerogative to promulgate reasonable norms, rules and regulations it may deem necessary for the maintenance of good discipline, which shall be effective as the date of their promulgation, unless otherwise specified. The school rules governing the student discipline and the corresponding sanctions therefore must be clearly specified and defined in writing and made available to the students, or their parents or guardians.”* 2010 Revised Manual of Regulations for Private Schols in Basic Education.

LAA maintains a code of conduct set in accordance with the SDA Educational Standards. A behavioral manifestation that deviates from the expected norm of conduct is, therefore, considered an offense and calls for corrective measure.

The following are the offenses and the corresponding corrective measures are classified as:

Type “A”

1. Possession of questionable materials music and reading such as tapes/walkman/discman/ipods,/mp3players and the likes/reading materials/pornographic pictures and movies.
2. Bringing and/or eating/drinking questionable and unauthorized food/drinks in the campus such as soda drinks, junk foods, alcoholic beverages.
3. Wearing and/or possession of jewelry, make-up, or colored nail polish, and other questionable apparel.
4. Irreverence during church worship or while at prayer session.
5. Misbehavior during chapel periods/convocations.
6. Disrespect to the Filipino flag.
7. Disturbing noises on the hallways, classrooms and library.
8. Chewing of gums in the campus
9. Three absences in the flag ceremony.
10. Three times late coming to school without valid reasons.

First offense: First offense Counseling

Second offense: notify the parents and one to two days suspension with work commensurate to the offense.

Third offense: As per recommended by the CMC (Corrective Ministry Council.)

Type “B”

1. Picking of fruits and destroying ornamental plants without permission.

2. Possession of firecrackers, gambling cards.
3. Repeated/multiple violations of departmental rules and regulations.
4. Uttering words of profanity.
5. Cheating

Corrective measures:

First offense: Counseling
Second offense: Two to three days suspension with work.

Type “C” - In or Out of Campus

1. Rumor mongering/gossiping/slandering
2. Leaving the campus without proper pass.
3. Putting of hands on the shoulders, holding hands, embrace, “cheek to cheek kiss” or any unacceptable intimacies between opposite sex regardless of the circumstances.
4. Sexual intimacies such as kissing, necking, coupling and the like.
5. Possession and/or smoking of cigar/cigarettes.
6. Possession and/or drinking alcoholic beverages.
7. Attending questionable places of amusements such as dancing halls, gambling places, theaters, disco pubs and the like.
8. Fighting/sparring or any physical and emotional infliction.
9. Gambling with or without bet.
10. Stealing
11. Sexual/physical/emotional harassment
12. Tattooing and body piercing.
13. Disrespect to school authorities and personnel.

Corrective measures:

Four days suspension with work

Type “D”

1. Possession of deadly weapon such as fan knife, ice pick, guns, grenade etc.
2. Alteration, misuse and/or falsification of documents.
3. Possession and/or use of prohibited drugs
4. Defiance to authorities.
5. Involvement in fraternity/sorority/gangs or any secret organizations in/out of the campus
6. Forgery

Corrective measures: Withdrawal/dropping or transfer.

General Notes

1. Offenses which may be committed not classified in any of the four types will be classified by a 2/3 vote of the faculty.
2. A type of offense may get a corrective measure of another type or one not included in the stipulated corrective measures by a 2/3 vote of the faculty.
3. An appeal can be made by student and/or parents/guardian. It could be granted by 2/3 affirmative vote of faculty and staff.

Littering

Anyone caught littering inside the campus will be fined One hundred pesos (P100.00)

Vandalism

Vandalism includes writing on the wall and/or destroying school properties.

Anybody caught in vandalism will fined equivalent to the amount of damaged property and subjected to corrective measures as recommended by the CMC.

Cellphones

Cellphones are strictly prohibited to students while staying in the campus.

CONFISCATED CELLPHONES WILL NOT BE RETURNED until the end of school year.

Courting

As used in this handbook, courting means an act between couple of opposite sex constantly in lone pair, isolating themselves in or out of the campus and publicly displaying intimacy. This also means mutual understanding.

“Rules are indispensable to guard the youth from the danger of premature courtship and unwise marriage. Young people are sent to school by their parents to obtain an education, not to flirt with the opposite sex. The good of society, as well as the highest interest of the students demands that they shall not attempt to select a life partner while their own character is yet underdeveloped, their judgement immature....” *Fundamentals of Christian Education, 62.*

The school respects the students’ freedom to express emotions but it should be done in a proper way. Those students after series of reminders from school personnel and continue to engage in courtship will be subjected to disciplinary measures as recommended by the Corrective Ministry Council.

ACADEMIC POLICY

There shall be four grading periods using averaging method. This means that the final grades are determined by adding the grades in four grading periods divided by four. The numerical system of grading shall be used and grades shall be expressed in multiples of one.

In line with the thrust of the Department of Education (DepEd) to continuously improved the quality of the learning outcomes, the lowest passing grade or the minimum performance standard for students is set at 75% and the lowest failing grade that may appear in the report card is set at 65%.

Transmutation tables shall not be used in the computation of grades. Test scores shall be recorded as raw scores totalled at the end of each grading period and computed as percentage. In assessing the learning outcomes, the construction of test design is consist of 60% basic items, 30% advanced items and 10% distinguishing items. Rubrics are provided to asses the following components: participation/recitation, projects, assignments, etc.

Students should take major examinations (prelim and final) on the scheduled dates. Examinations make-up are given only to excusable absences within two weeks after the scheduled exams. After these periods no more make ups will be given and the student receive a failing mark for that particular exam.

The grade in each subject area will be based on certain criteria weighted accordingly as follows:

The grade in each subject area will be based on certain criteria weighted accordingly as follows:

Filipino

Periodical exam	25%
Participation/Performance	50%
Project	<u>25%</u>
Total	100%

English

Periodic exam	25%
Quizzes	10%
Participation/Performance	40%
Project	<u>25%</u>
Total	100%

Science

Periodic exam	25%
Quizzes	10%
Participation/Performance	35%
Project	20%
Assignment	<u>10%</u>
Total	100%

Mathematics

Periodic exam	15%
Quizzes	15%
Unit test	15%
Participation/Performance	30%
Project	<u>25%</u>
Total	100%

Aralin Panlipunan

Periodic exam	20%
Quizzes	20%
Participation/Performance	30%
Project	20%
Assignment	10%
Total	100%

Technology & Livelihood Education (TLE)

Periodic exam	25%
Quizzes	10%
Participation/Performance	45%
Project	<u>20%</u>
Total	100%

MAPEH (Music, Arts, Physical Education, Health)

Periodic exam	25%
Quizzes	10%
Participation/Performance	40%
Project	<u>25%</u>
Total	100%

Edukasyon Pagpapahalaga(EP)/Bible

Periodic exam	25%
Participation/Performance	40%
Project	25%
Behavior	<u>10%</u>
Total	100%

Homeroom

Periodic exam	25%
Participation/Performance	40%
Project	25%
Behavior	<u>10%</u>
Total	100%

Pathfinding (First to Third years)	
Periodic exam	25%
Participation/Performance	50%
Projects	<u>25%</u>
Total	100%

Citizenship Advancement Training (CAT) should be a separate component of MAKABAYAN along with Aralin Panlipunan (AP), Edukasyon sa Pagpapahalaga (EP), Technology and Livelihood Education (TLE) and MAPEH. This is required for graduating students.

It shall be on a Pass-Fail basis. The computation of the students' grade shall be reflected in the class record of teacher using the following criteria as basis for passing/failing:

Periodical Test	15%
Quizzes/unit test	10%
Participation/Performance	40%
Output/project	<u>25%</u>
	100%

There shall be one mark or rating for CAT within the school year.

The grade of MAKABAYAN shall be computed based on the percentage weights of the component subjects:

Aralin Panlipunan	25%
MAPEH	25%
TLE	25%
EP	<u>25%</u>
	100%

If the student incurs any failure, the grade for MAKABAYAN shall be INCOMPLETE . Failure in any of the component subjects shall mean repeating subject which the student failed.

The final grade shall be determined by averaging the marks for the four quarters.

Promotion shall be by subject. A student shall be retained at the year level if incurs failure of three (3) or more units during the regular school year and is unable to make up for the failed subjects during summer. Retained students need to repeat only the subjects they failed.

Co-Curricular Activities

So as not to overload with co-curricular activities and/or responsibilities, which might affect academic performance, honor points are then assigned.

The maximum number of points, the following classification of students can have are the following:

	Points
Flat-rate dormitorians	15
Self-cooking dormitorians	12
Villagers	9
Working students	9

The following are the co-curricular activities/responsibilities with its corresponding points:

	Points
Student Association	
President	12
Vice president/secretary/treasurer	10
Other officers	6
Academic Club	
President	7
Vice president/secretary/treasurer	5
Other officers	3
Homeroom	
President	7
Vice president/secretary/treasurer	5
Other officers	3
Choir/Singing Group	
President	5
Other offices/members	3
Sabbath School	
Superintendent	7
Secretary/teacher	6
Adventist Youth	
Leader	7
Secretary	6
Other church officers	5
Academic Club	
President	7
Other officers	5
School Organ/Newsletter/Yearbook	
Editor -in-Chief	7
Staff	5

Junior/Senior Class Organization

President	4
Other officers	2

Overload may be granted with the approval of the faculty committee.

Recognition and Awards

Rationale:

To provide special recognition to students of high scholarships, outstanding achievements and exemplary abilities, encourage them to develop their talents and consider the moral implications of their intellectual endowments in relation to serving God and mankind; these awards is hereby given to every students who have met the following criteria:

Certificate of Recognition

Registrar's List.

Given every grading period to student of all year levels.

Qualifications:

- a. Grade of 80% and above in all learning areas and components
- b. A general average of at least 90%
- c. A conduct grade of B and above

Principal's List.

Given every grading period to student of all year levels.

Qualifications:

- a. Grade of 85% and above in all learning areas and components
- b. A general average of at least 90%
- b. A conduct of B and above

Academic Medals

Given at the end of school year in all year levels.

Medal in Mathematics/Chemistry/Physics

- a. A grade of 85% and above in all four grading periods with a final rating of 90% and above.
- b. A conduct grade of B and above

Medal in Bible

- a. A grade of 85% and above in all four grading periods
- b. A final rating of 90% and above
- b. A conduct grade of B+

Medal in English/Filipino/Aralin Panlipanan/Gen. Science

- a. A grade of 85% and above in all four grading periods
- b. Final rating of 90% and above
- b. A conduct grade of B.

Medal in Music

- a. A grade of 85% and above in all four grading periods
- b. A conduct grade of B.
- c. Demonstrated exceptional abilities in vocal rendition/
playing musical instruments and other music activities.

Medal in Computer

- a. Must have demonstrated a very acceptable skill in
computer operation of packages and operating
system.
- b. Must have grade of 85% in all four grading periods
- c. Must have demnstrated the ability to develop program
by submitting at least one in addition to basic requirements.
- d. A conduct of B and above.

Campus Journalism Award.

Awarded to any student of any year level at the end of the school year who:

- a. is an active campus writer in the Monday Morning Post
and Cistern.
- b. Must have a grade of 85% and above in English
- c. Must have a conduct grade of B and above
- d. have been delegate and/or contestant in a press
conference

Work Efficiency Award.

May be awarded to any student at the end of the school year who:

- a.. is a working student, and
- b. have shown exemplary diligence in his/her work

Silver Achievement Award

Awarded at the end of the school year to student of all year level who is consistent registrar's list from first grading to fourth grading.

Gold Achievement Award

Awarded at the end of the school year to student of all year level who is consistent principal's list from first grading to fourth grading. A recipient receives a cash award of P1,500.00

Gold Loyalty Award:

May be awarded to any graduating senior at graduation time who have attended LAA from first year to fourth year.

Silver Loyalty Award:

May be awarded to any graduating senior during graduation time who have attended LAA and other SDA academy from first year to fourth year.

Academic Scholarship

To be awarded to student who demonstrated exceptional academic abilities and enrolled the following school year.

Half-Tuition Scholarship

Given to a student with a lowest grade of 85% in all subjects in four grading periods, final rating of 90% and above in all subjects and a general average of 91% and above.

A maintaining grade of 85% and above in all subjects at the current school year is needed to continuously avail the scholarship.

Full Tuition Scholarship

Given to a student with a lowest grade of 85% in all subjects in four grading periods, final rating of 90% and above in all subjects and a general average of 93% and above.

A maintaining grade of 85% and above in all subjects at the current school year is needed to continuously avail the scholarship.

Other Awards

1. May be awarded anytime as when it is most appropriate to any student/s who have reached exemplary achievement or accomplishment on areas not identified above.
2. When some awards are made available by some sponsoring organization/s.

STUDENT'S PLEDGE

I understand and accept that enrolling at Lipa Adventist Academy is a privilege and at the same time a commitment to work for my total development as a person (physical, mental, social, spiritual). This means that I must show my loyalty by cooperating whole-heartedly with the educational programs of the school. I willingly submit myself to policies, rules, and regulations of the school.

Student's Signature

Appendix A

A Seventh-day Adventist Philosophy of Music - Guidelines

God has woven music into the very fabric of His creation. When He made all things “the morning stars sang together and the angels shouted for joy.”—Job 38:7 The book of Revelation portrays heaven as a place of ceaseless praise, with songs of adoration to God and the Lamb resounding from all.—Rev 4:9-11; 5:9-13; 7:10-12; 12:10-12; 14:1-3; 15:2-4; 19:1-8

Because God made humans in His image, we share a love and appreciation for music with all His created beings. In fact, music can touch and move us with a power that goes beyond words or most other types of communication.^[1] At its purest and best, music lifts our beings into the very presence of God where angels and unfallen beings worship Him in song.

But sin has cast blight over the Creation. The divine image has been marred and well-nigh obliterated; in all aspects this world and God's gifts come to us with a mingling of good and evil. Music is not morally and spiritually neutral. Some may move us to the most exalted human experience, some may be used by the prince of evil to debase and degrade us, to stir up lust, passion, despair, anger, and hatred.

The Lord's messenger, Ellen G White, continually counsels us to raise our sights in music. She tells us, “Music, when not abused, is a great blessing; but when it is put to a wrong use, it is a terrible curse”.^[2] “Rightly employed, . . . [music] is a precious gift of God, designed to uplift the thoughts to high and noble themes, to inspire and elevate the souls.”^[3]

Of the power of song, she writes: “It is one of the most effective means of impressing the heart with spiritual truth. How often to the soul hard-pressed and ready to despair, memory recalls some word of God's,—the long-forgotten burden of a childhood song,—

and temptations lose their power, life takes on new meaning and new purpose, and courage and gladness are imparted to other souls! . . . As a part of religious service, singing is as much an act of worship as is prayer. Indeed, many a song is prayer. . . . As our Redeemer leads us to the threshold of the Infinite, flushed with the glory of God, we may catch the themes of praise and thanksgiving from the heavenly choir round about the throne; and as the echo of the angels' song is awakened in our earthly homes, hearts will be drawn closer to the heavenly singers. Heaven's communion begins on earth. We learn here the keynote of its praise."^[4]

As Seventh-day Adventists, we believe and preach that Jesus is coming again soon. In our worldwide proclamation of the three angels' messages of Revelation 14:6-12 we call all peoples to accept the everlasting gospel, to worship God the Creator, and to prepare to meet our soon-returning Lord. We challenge all to choose the good and not the bad, to "say 'No' to ungodliness and worldly passions, and to live self-controlled, upright and godly lives in this present age, while we wait for the blessed hope—the glorious appearing of our great God and Saviour, Jesus Christ."—Titus 2:12, 13
We believe that the gospel impacts all areas of life. We therefore hold that, given the vast potential of music for good or ill, we cannot be indifferent to it. While realizing that tastes in music vary greatly from individual to individual, we believe that the Scriptures and the writings of Ellen G White suggest principles that can inform our choices.

In this document the phrase "sacred music"—sometimes referred to as religious music—designates music that focuses on God and on biblical and Christian themes. In most cases, it is music composed and intended for worship service, evangelistic meetings, or private devotion and may be both vocal and instrumental music. However, not all sacred/religious music may be acceptable for an Adventist. Sacred music should not evoke secular associations or invite conformity to worldly behavioral patterns of thinking or acting.

"Secular music" is music composed for settings other than the worship service or private devotion. It speaks to the common issues of life and basic human emotions. It comes out of our very being, expressing the human spirit's reaction to life, love, and the world in which the Lord has placed us. It can be morally uplifting or degrading. Although it does not directly praise and adore God, nevertheless it could have a legitimate place in the life of the Christian. In its selection the principles discussed in this document should be followed.

Principles to Guide the Christian

The music that Christians enjoy should be regulated by the following principles:

1. All music the Christian listens to, performs or composes, whether sacred or secular, will glorify God: “So whether you eat or drink or whatever you do, do it all for the glory of God.”—1 Corinthians 10:31 This is the over-riding biblical principle. Anything that cannot meet this high standard will weaken our experience with the Lord.

2. All music the Christian listens to, performs or composes, whether sacred or secular, should be the noblest and the best: “Finally, brothers, whatever is true, whatever is pure, whatever is right, whatever is admirable—if anything is excellent or praiseworthy—think about such things.”—Phil 4:8 As followers of Jesus Christ who hope and expect to join the heavenly choirs, we view life on this earth as a preparation for, and foretaste of, the life to come.

On these two foundations—glorifying God in all things and choosing the noblest and the best—depend the other principles listed below for the selection of music by Christians.

3. It is characterized by quality, balance, appropriateness, and authenticity. Music fosters our spiritual, psychological, and social sensitivity, and our intellectual growth.

4. It appeals to both the intellect and the emotions and impacts the body in a positive way. It is wholistic.

5. Music reveals creativity in that it draws from quality melodies. If harmonized,^[5] it uses harmonies in an interesting and artistic way, and employs rhythm that complements them.

6. Vocal music employs lyrics that positively stimulate intellectual abilities as well as our emotions and our will power. Good lyrics are creative, rich in content, and of good composition. They focus on the positive and reflect moral values; they educate and uplift; and they correspond with sound biblical theology.

7. Musical and lyrical elements should work together harmoniously to influence thinking and behavior in harmony with biblical values.

8. It maintains a judicious balance of spiritual, intellectual, and emotional elements.

9. We should recognize and acknowledge the contribution of different cultures in worshipping God. Musical forms and instruments vary greatly in the worldwide Seventh-

day Adventist family, and music drawn from one culture may sound strange to someone from a different culture.

Seventh-day Adventist music-making means to choose the best and above all to draw close to our Creator and Lord and glorify Him. Let us rise to the challenge of a viable alternative musical vision and, as part of our wholistic and prophetic message, make a unique Adventist musical contribution as a witness to the world regarding a people awaiting Christ's soon coming.

^[1]It [music] is one of the most effective means of impressing the heart with spiritual truth" (*Education*, p. 168).

^[2]*Testimonies*, vol. 1, p. 497. She also states that in the future, "just before the close of probation," "there will be shouting, with drums, music, and dancing. The senses of rational beings will become so confused that they cannot be trusted to make right decisions. And this is called the moving of the Holy Spirit. The Holy Spirit never reveals itself in such methods, in such a bedlam of noise. This is an invention of Satan to cover up his ingenious methods for making of none effect the pure, sincere, elevating, ennobling, sanctifying truth for this time" (II *SM* 36).

^[3]*Education*, p. 167.

^[4]*Education*, p. 168.

^[5]We acknowledge that in some cultures harmonies are not as important as in other cultures.