



St. Scholastica's College

Manila

HIGH SCHOOL UNIT

Tel. No. 567-7686 loc. 3390 – 3399 Fax No. 559-6352

Circular No. 1 Series of 2018

Office of the High School Principal

RE: ORIENTATION DAYS, SCHOOL UNIFORM & OTHER GUIDELINES for Grades 7 to 12

July 2, 2018

Dear Parents,

Pax! With grateful hearts, we welcome you to School Year 2018-2019. Thank you very much for entrusting the education of your daughter/s to us. We look forward for a productive and strengthened partnership with you as we collaborate in the Benedictine formation of your daughter/s.

We would like to take this opportunity to officially inform you of the **merger of the Junior High School and the Senior High School units effective July 2018**. The **High School Unit (from Grades 7 – 12)** is now being supervised by one High School Administration. We are currently in the process of re-locating the High School Office, but for the meantime, all transactions pertinent to both JHS and SHS must be done in the Junior High School Office located at the St. Scholastica Building. We seek for your support and understanding in the next months as we transition to a unified High School program and processes. Thank you.

IMPORTANT DATES AND REMINDERS

Please find below important dates and activities for the month of August and some of the Unit's rules and regulations that are crucial in your preparation for the incoming school year.

I. STUDENTS' ORIENTATION SCHEDULE *(First Week of School Reporting)*

Date	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
August 3 (Fri)	Orientation for High School Newcomers (Grades 7 – 12) <i>Kuniberta Hall</i> 8:00 am to 3:00 pm					
August 6 (Mon)	7:30 – 8:00 am Homeroom <i>Homeroom (HR) classrooms</i> 8:00 – 12:00 nn Batch Orientation <i>Kuniberta Hall</i> 1:00 – 3:30 pm Student Services Orientation <i>Kuniberta Hall</i>	No Classes	No Classes	No Classes	No Classes	No Classes
August 7 (Tues)	7:30 – 4:00 Homeroom Orientation <i>HR classrooms</i>	7:30 – 8:00 am Homeroom <i>HR classrooms</i> 8:00 – 12:00 nn Batch Orientation <i>Kuniberta Hall</i> 1:00 – 4:00 pm Student Services Orientation <i>Kuniberta Hall</i>		7:30 – 8:00 am Homeroom <i>HR classrooms</i> 8:00 – 12:00 nn Student Services <i>Little Theater</i> 1:00 – 4:00 pm Batch Orientation <i>Little Theater</i>	No Classes	

Date	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
August 8 (Wed)	7:30 – 3:45 pm CEM Pre-Test Homeroom Classrooms	7:30 – 3:45 pm CEM Pre-Test Homeroom Classrooms	7:30 – 3:45 pm CEM Pre-Test Homeroom Classrooms	7:30 – 3:45 pm CEM Pre-Test Homeroom Classrooms	7:30 – 8:00 am Homeroom Homeroom classrooms	8:00 – 12:00 nn Batch Orientation Kuniberta Hall 1:00 – 4:00 pm Student Services Kuniberta Hall
August 9 (Thurs)	7:30 – 12:00 nn Homeroom Orientation Homeroom Classrooms	1:00 – 4:00 pm Regular Classes High School Classrooms			7:30 – 12:00 nn Homeroom Orientation Homeroom Classrooms	1:00 – 4:00 pm Regular Classes High School Classrooms
August 10 (Fri)	REGULAR CLASSES FOR ALL GRADE LEVELS					

*A detailed schedule of the activities for the day will be given to the students. Regular classes will start on the afternoon of August 9 for all levels.

All **Batch Orientations will be held at the **Sr. Kuniberta Hall**. Students though must proceed first to their Homeroom classrooms for the checking of the attendance.

SCHOOL ATTIRE: STUDENTS ARE REQUIRED TO COME IN SCHOOL UNIFORM.

II. PARENTS' ORIENTATION

Grade Level	Date	Time	Venue
Grades 11 and 12	August 11, 2018	8:00 – 12:00 nn	Kuniberta Hall
Grades 7 - 10	August 25, 2018	8:00 – 12:00 nn	Kuniberta Hall

Why should you attend the Parents' Orientation?

During the orientation, you will have the opportunity to:

1. know more about the school's and the unit's mission-vision, objectives, as well as the programs and services and pertinent policies of the different offices (Academics, Student Activities and Services, Student Formation, Campus Ministry, Guidance and Outreach)
2. meet the High School administrators, teachers, and class advisers of your daughter
3. understand the new honor system that will be implemented this school year
4. ask questions directly to the administrators and teachers during the open forum, and
5. meet the parents of your daughter's classmates and initiate a system of communication between and among parents

For Grades 11 and 12 students, there will be an open discussion of the **Lunch Out** policy. Parents who have plans of allowing their daughter to avail of the "lunch pass" are **REQUIRED** to attend the orientation.

III. IMPORTANT SCHOOL RULES AND REGULATIONS

- A. On the REQUIRED SCHOOL UNIFORM.** For the school uniform, among other guidelines please ensure that the skirt's waistband is snugly fitting above the navel, and that the length is 2-3 inches below the base of the kneecap. Grace period for the alteration of school uniform would be until **August 31** for old students, and **September 7, 2018** for **Grade 7** and new students. Hence, policy on school uniform will be strictly implemented after the grace period.
- B. On the Mode of Transportation.** Kindly indicate in the reply slip below the mode of transportation of your daughter by **signing on the blank before the chosen mode. Please choose only one per category, and countersign erasure, if any.** The mode of transportation will be indicated in the school ID for monitoring.
- C. Other Important Rules and Guidelines.** Please be informed of the following important rules and regulations that must be considered to properly guide your daughter for the start of the school year.

- **HAIRGROOMING:** No elaborate or outrageous haircuts/hair styles, **no boyish haircuts/hair styles**. Hair should be properly groomed. For hygiene's purposes, hair should be kept from covering the face and eyes, and must be pulled back if it is long enough to be tied. If not, head band and/or hair clip should be worn to secure the hair. To give time for drying of hair in the morning, this would be observed after recess onwards.
- **HAIR COLOR:** No dyed, tinted or streaked hair.
- **HAIR ACCESSORIES:** No fancy or distracting hair accessories. Hair accessories should be in **white, black or navy blue** (the color of the skirt).
- **TATTOOS/ MAKE UP:** No tattoos of any kind in any part of the body. Make-up, even lip tint is not allowed.
- **ACCESSORIES:** A simple wristwatch (*not big, not loud colored*) and small pair of stud or hoop earrings (*not loud in color*) are allowed. However, jewelry (especially expensive ones- with precious stones or similar ornaments of value), accessories, and ornaments, (like rings, necklaces, earrings, bracelets, anklets, bangles, trinkets, body piercing jewelry/studs) are **not allowed**. **Baller IDs are also not allowed**.
- **UNIFORM:**
 - White socks (without conspicuous design or band name) should be worn one inch above the ankle bone. Recommended socks may be bought at the canteen.
 - Only a plain black, closed, low healed **leather shoes are allowed**. Shoes must always be well polished.
 - The **gala uniform** is worn on special occasions and liturgical celebrations like First Friday masses. In line with this, the advisers will be checking the gala uniform in **September**. Please ensure that your daughter's gala uniform adheres to the official pattern and still fits your daughter.
- **CELLPHONE/GADGET USE**
 - For Grades 7 – 10, only basic inexpensive mobile phones (no camera nor wifi access) are allowed to be brought in the school premises.
 - For Grades 11 – 12, smartphones are allowed to be brought to school but must be used in accordance to the rules on cellphone use as stipulated in the Student-Parent Handbook (p. 155).
 - Other devices without a permit from the HS Office are not allowed to be brought in the school premises.

IV. SCHEDULE OF RELEASE OF SECTIONS – Kindly check the website **ssc.edu.ph** on July 30 – August 3 for the assigned section of your daughter. Please note that the section assignment of your daughter is a result of a deliberation of her former teachers, hence, it is considered as FINAL.

V. GUIDELINES ON GRADES 11 AND 12 SHIFTING OF TRACKS/ STRANDS

1. Prior to track/ strand enlistment, students and parents are given adequate career guidance and counseling. Hence, shifting of tracks/ strands is not allowed.
2. In case a student needs to change her/his enlisted track/stand, s/he must seek permission from the unit head through formal writing. Approval is dependent on the availability of slots in the prospective new track/strand.
3. Once enrolled in a specific track, no student will be allowed to shift track/strand prior to the start of classes. S/he must complete one semester before she/he can apply to shift track/strand. It should be noted through that shifting of track is subject for approval by the unit head. If approved, the student will have to pay the Track Fee that is of higher value. No refund policy will apply and s/he will pay the track/strand fee of the new/ desired track/strand.

4. APPLICATION FOR EDUCATION SERVICE CONTRACTING (ESC) PARTICIPATION/GRANT for Incoming Grade 7 of SY 2018 – 2019 (Please note that ONLY INCOMING GRADE 7 STUDENTS CAN APPLY)

What is ESC? ESC aims to make quality Junior high school education accessible by providing financial assistance to deserving elementary school graduates who wish to study junior high school in private schools.

Terms of the ESC Grant: Covers four years of JHS starting from Grade 7

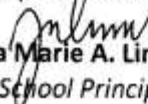
Amount of ESC Grant: P13,000.00

How to Apply:

1. Submit a letter of intent (addressed to the High School Principal) to the High School Office. Kindly state the reason why your daughter should be given the grant.
2. A photocopy of your Income Tax Return (both parents) and the applicant's birth certificate.
3. Documents must be submitted to the office on or before July 13, 2018 (Friday).

You will be notified as soon as the School Committee has convened and deliberated on the applications. Should you have any query, please do not hesitate to communicate with the undersigned at 567-7686 local 3390 to 3399. Thank you very much for your trust and cooperation.

In St. Benedict and St. Scholastica,


Jonna Marie A. Lim, PhD
 High School Principal

REPLY SLIP

I have received and noted the contents of the July 2, 2018 circular from the Office of the High School Principal on orientation days, school uniform and other rules and regulations.

 Name, Year, & Section of Student Date Signature over printed name of parents/guardian

This reply slip must be submitted to the class adviser on the first day of classes.

Mode of Transportation (to be filled out by parents/guardian only by signing on the blank before the chosen mode)

Name of Student: _____ **Grade & Section:** _____

Please choose only one mode of transportation per category and countersign erasure, if any.

A. In Going Home Everyday

_____ (signature) School Bus (_____) <small>Name of Bus Operator</small>	_____ (signature) Commuter	_____ (signature) Family Car/ Car Pool	_____ (signature) To be Fetched
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B. In Case of Suspension of Classes within a Regular Class Day

_____ (signature) School Bus (_____) <small>Name of Bus Operator</small>	_____ (signature) Commuter	_____ (signature) Family Car/ Car Pool	_____ (signature) To be Fetched
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