



ST. MARK'S INSTITUTE, INCORPORATED

Casimiro Drive, Casimiro Village, Pamplona Tres Las Pinas City
Contact nos. 8872-2876/8872-8489

ST. MARK'S INSTITUTE, INC.

STUDENT HANDBOOK

School Year 2026–2027

I. GENERAL PROVISIONS

St. Mark's Institute, Inc. is committed to providing a safe, disciplined, and nurturing learning environment. This Student Handbook sets forth the rules, policies, and procedures that all students are expected to follow.

All students are required to:

- Respect school authorities, teachers, and fellow students
- Follow school policies at all times
- Participate actively in academic and school activities

Failure to comply with these rules shall result in appropriate disciplinary action.

II. STUDENT RIGHTS AND RESPONSIBILITIES

Rights:

Students have the right to:

- Receive quality education
- Learn in a safe and respectful environment
- Be protected from abuse, bullying, and discrimination

Responsibilities:

Students are expected to:

- Attend classes regularly and punctually
- Complete academic requirements



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- Respect school property and community members
- Follow all school rules and regulations

III. ATTENDANCE AND PUNCTUALITY

Students must:

- Arrive on time daily
- Attend all scheduled classes

Absences:

- Must be supported by a written excuse signed by parents/guardians
- Must be presented on the first day of return

Tardiness:

- Three (3) instances of tardiness shall result in a warning
- Repeated tardiness shall require a parent conference

Admission Slip:

Students who are late or absent must secure an admission slip before entering class.

IV. CLASSROOM RULES AND CONDUCT

Students shall:

- Show respect to teachers and classmates
- Listen attentively and participate actively
- Submit assignments on time



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- Always follow teacher instructions

Prohibited Behavior:

- Disruption of class
- Cheating and dishonesty
- Use of inappropriate language
- Bringing prohibited items

V. STUDENT DISCIPLINE POLICY

Discipline shall be applied fairly and consistently.

Minor Offenses:

Examples:

- Tardiness
- Incomplete requirements
- Minor classroom disruption

Sanctions:

1. Verbal Warning
2. Written Warning
3. Parent Conference



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Major Offenses:

Examples:

- Bullying
- Fighting
- Cheating
- Disrespect to authority

Sanctions:

- Immediate referral to office
- Written report within 24 hours
- Parent conference
- Possible suspension (1–5 days depending on severity)

VI. ANTI-BULLYING POLICY

Aligned with Republic Act 10627

Definition:

Bullying includes:

- Physical harm
- Verbal abuse
- Social exclusion
- Cyberbullying



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Reporting Procedure:

1. Report to:
 - Class Adviser
 - Teacher
 - School Head
2. Provide details and evidence (if available)
3. Report within 48 hours when possible

School Action:

- Investigation within three (3) school days
- Parents of involved students will be notified
- Appropriate disciplinary action shall be taken

Confidentiality:

All reports shall be treated with strict confidentiality.

VII. CHILD PROTECTION POLICY

Aligned with DepEd Order No. 40, s. 2012

Policy:

The school adopts a zero-tolerance policy for abuse, violence, and exploitation.

If a Student Feels Unsafe:

Students must:

- Inform a teacher, adviser, or school official immediately

School Response:

- Immediate protection of the student



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- Report to Child Protection Committee
- Investigation within 2–3 school days

VIII. ICT AND DIGITAL CONDUCT POLICY

Students must use technology responsibly.

Rules:

- No cellphone use during class unless allowed by teacher
- No recording or taking photos without permission

Violations:

- 1st Offense: Confiscation (returned after class/day)
- 2nd Offense: Confiscation (returned to parent)
- Repeated offenses: Disciplinary action

Cyber Misconduct:

- Online bullying or misuse shall be investigated under Anti-Bullying Policy

IX. HEALTH AND SAFETY POLICY

Students must:

- Report illness immediately to the teacher
- Proceed to the school clinic when necessary



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Emergency Procedures:

During emergencies, students must:

- Follow teacher instructions
- Evacuate calmly
- Proceed to designated safe areas

X. DISASTER RISK REDUCTION AND MANAGEMENT (DRRM)

The school conducts regular emergency drills.

Students must:

- Participate seriously in all drills
- Follow evacuation routes
- Remain calm and orderly

XI. UNIFORM AND GROOMING

Students must:

- Wear the prescribed school uniform
- Maintain proper grooming and hygiene

Improper attire may result in disciplinary action.

XII. USE OF SCHOOL FACILITIES

Students are responsible for:

- Maintaining cleanliness
- Proper use of school equipment



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Damages to property shall result in:

- Repair or replacement cost
- Possible disciplinary action

XIII. AWARDS AND RECOGNITION

The school recognizes:

- Academic excellence
- Good conduct
- Leadership and participation

Awards shall be based on established criteria.

XIV. DATA PRIVACY POLICY

Aligned with RA 10173

Student information shall be:

- Kept confidential
- Used only for official purposes

Prohibited:

- Sharing personal data without consent
- Posting student information online without permission



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XV. PARENT COMMUNICATION

Parents and guardians are expected to:

- Monitor student performance
- Attending conferences and meetings

Communication shall be done through:

- Student diary
- Official school channels

XVI. FINAL PROVISIONS

All students and parents must:

- Read and understand this handbook
- Comply with all policies

This handbook shall:

- Be reviewed annually
- Be updated as necessary