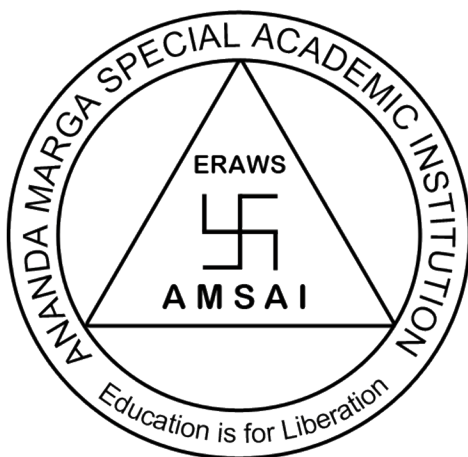


ANANDA MARGA SPECIAL ACADEMIC INSTITUTION
CABANTIAN, DAVAO CITY

Student Handbook

**K-12 BASIC EDUCATION
REVISED 2025**



**ANANDA MARGA SPECIAL ACADEMIC INSTITUTION
(AMSAI) - MAHARLIKA, INC.**

MAIN CAMPUS
SCHOOL ID: 466091
KM. 11 CABANTIAN, BUHANGIN DISTRICT, DAVAO CITY, 8000
TEL. NO. (082) 224-6268

This Student Handbook belongs to:

Name: _____

Grade Level & Section: _____

Class Adviser: _____

NEO-HUMANIST EDUCATION

“The practice of love for all created beings of this universe.”

ANANDA MARGA SPECIAL ACADEMIC INSTITUTION

KM. 11 CABANTIAN, DAVAO CITY

COMMITMENT

Having read and understood the entirety of the Student Handbook, I, _____, (Name of Student), an AMSAI student, recognize the role of the school as an extension of the family and an integral part of the society. I realize the need to contribute to a general sense of order, discipline, and harmony that is crucial to the learning process and the efficient functioning of the school system. I, therefore, pledge to uphold the following principles of the Code of Conduct that shall govern my deportment and stay in the institution.

I am fully aware of the possible consequences of any of my actions which may be deemed contrary to the ideals of this Code. I shall accept the appropriate disciplinary sanctions that may be imposed on me after due process.

I pledge to fully abide by the rules and regulations of the school.

CONFORME:

_____ Student (Signature over printed name)	_____ Legal Guardian (Signature over printed name)
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Date: _____	Date: _____
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FOREWORD

The regulations, policies, and guidelines that appear in this Student Handbook apply to all students who are enrolled in Ananda Marga Special Academic Institution who, upon admission, agree to abide by these same regulations and conduct themselves so as to maintain discipline, uphold the order in the school, preserve its fair name, and actualize its Mission and Vision.

MESSAGE

Dear Students,

It is with deep joy and sincere dedication that we welcome you to a new chapter of your academic journey at Ananda Marga Special Academic Institution (AMSAI). As you hold this Student Handbook in your hands, know that it is more than just a guide - it is a reflection of our shared commitment to holistic education, discipline, service, and spiritual development.

At AMSAI, education is not merely about acquiring knowledge. It is about awakening the total human potential, rooted in the philosophy of Shrii Shrii Anandamurti. We believe that true education fosters not only intellectual growth, but also moral strength, self discipline, social responsibility, and spiritual awareness.

This handbook outlines the policies, guidelines, and values that define our school community. It is designed to help you navigate your academic and personal life with clarity and purpose. We encourage you to read it thoroughly and live by the values it upholds: selfless service, universal love, and academic excellence.

As you journey through the school year, may you find joy in learning, strength in challenges, and inspiration in every moment. Remember you are part of a greater mission - to become not just educated individuals, but compassionate leaders and agents of positive change in the world.

Welcome to AMSAI, where learning is guided by love, and education is a path to liberation.

Yours Truly,



MAAM VICTORIA R. BANTILLO, PhD
Vice President for Academic Affairs

GENERAL INFORMATION

1.1 What is AMSAI?

Ananda Marga Special Academic Institution (AMSAI)-Mindanao, which has campuses in Davao, Digos and General Santos City in Mindanao, is an affiliation of Ananda Marga Board of Education.

The headquarters of Ananda Marga Board of Education is located at Ananda Nagar in the Purulia District of West Bengal, India with a local headquarters at Ananda Marga Compound, Km. 6 Diversion Road, Buhangin, Davao City, Philippines.

AMSAI is an international educational network of schools and institutes engaged in teaching, research and service. It spans over fifty countries with over 1000 kindergarten, primary schools, secondary schools, colleges and children's homes that have been established over the past 50 years. It is based on the holistic philosophy of Neo-humanism which stands for "the practice of love for all creation including plants, animals and the inanimate world" as propounded by the Indian philosopher-seer Shrii Shrii Anandamurtiji. The education imparted in these schools and institutes schools and institution is known as Neo-humanist Education (NHE). NHE is based on an ancient Indian system of teaching called Gurukul.

The Sam'skrta (Sanskrit) word 'Gurukula' (pronounced as gu-ru-kul) has the following etymology: Gu; darkness; ru: dispeller; kula: an institution. Gurukula is an institution which helps students dispel the darkness of the mind and leads to total emancipation of the individual and society at large.

In these schools and institutes, all aspects of one's personality are developed utilizing an integrated curriculum that empowers the student to know oneself and develop the confidence and empathy to utilize knowledge for serving the society. Intellectual cognitive abilities are extended to include the development of intuition, aesthetics and a futuristic and ecological perspective based on universal outlook, so that one day, they may feel that they are the members of one global human family.

1.2 The Founder



PRABHAT RAINJAN SARKAR
“SHRII SHRII ANANDAMURTIJII”
FOUNDING PRESIDENT

From his early childhood in Bihar, India, where he was born in 1921, Shrii Shrii Anandamurtijii has been attracting others by his love for humanity and guiding them along the path of self-realization. Adjusting the ancient science of Tantra Yoga to meet the needs of this age, he developed a scientific and rational philosophy and a system of practical disciplines for physical, mental and spiritual development. Recognizing him as a spiritually realized master, his followers called also “Baba” (father).

Those who followed his teachings found their lives transformed as they overcame the weakness and negative tendencies of the mind and experienced a deep peace and bliss within. Inspired by his selfless example, they turned their energies to serving the societies and elevating the oppressed.

In 1955, while still leading a normal family life as a railway official, Shrii Shrii Anandamurtijii formed the organization Ananda Marga (“The Path of Bliss”), and began training missionaries to spread his teachings of “self-realization and service to humanity” all over India and later throughout the world. Reflecting the broadness of his universal vision, Ananda Marga has become a multi-faceted organization with different branches dedicated to the upliftment of humanity through education, relief, welfare, the arts, ecology, intellectual renaissance, women’s emancipation, and humanistic economy.

Starting in 1963 he spearheaded an educational movement for all round development. This began with the introduction of the Education Relief and Welfare Section (ERAWS) which grew to an international network of schools.

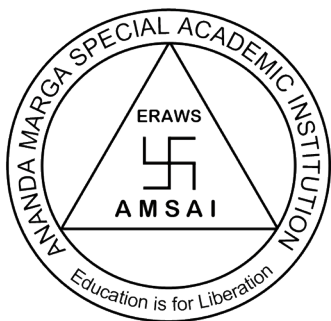
In the field of ecology and environmental awareness, Shrii Shrii Anandamurtijii propounded the philosophy of Neo-Humanism, extending the spirit of humanism to include love for animals, plants and the inanimate world. He started global plant exchange program to save and propagate thousands of plant species around the world. In conjunction with this he also started sanctuaries for animals in the various locations around the world.

In the realm of philology and linguistics, Shrii Shrii Anandamurtijii wrote volumes on the Bengali and Sanskrit language which still require years of deep scholarly study to be understood. These volumes trace the evolution of words, phrases and cultural traditions that comprise today’s tapestry of Indian languages as well as offering new and important insights into Indo-European and other languages of the world.

In the field of science, Shrii Shrii Anandamurtijii introduced the theory of Microvita which subsequently has interested scientists around the world. In a series of discourse, Shrii Shrii Anandamurtijii has struck at the heart of conventional physics and biology, as he points out that the basic building blocks of life are microvita – emanation of pure consciousness. The microvita theory provides a link between the worlds of perception and conception and implies that the distinct disciplines of physics, biology, and mathematics will merge into one science of understanding the real nature of the universe.

In the field of music, literature and art, Shrii Shrii Anandamurtijii urged artists to create art for service and blessedness and not merely “Art for art’s sake.” He wrote guidelines also for accomplishing this goal. Shrii Shrii Shrii Anandamurtijii not only wrote long philosophical treatises, he has enriched us as well with children’s stories, fiction, comedy and drama. His most dramatic contribution is the 5018 songs known as PrabhatSamgiita (Songs of the New Dawn) which he started giving in 1982 until his departure on October 21st 1990. These beautiful songs express the universality of the human spiritual heart. Most of the songs were written in Shrii P.R. Sarkar’s mother tongue, Bengali. Bengali – English scholars have given the highest praise to these songs, in terms of their poetic and symbolic expression.

For the collective welfare of the entire society he propounded the theory of PROUT (Progressive Utilization Theory), which stands for the maximum Utilization and rational distribution of all the resources and potentialities of the world – physical, mental and spiritual – and the creation of a new, humanistic social order of harmony and justice for all. His uncompromising moral stand against corruption and exploitation and his demand for social justice brought about the opposition of certain vested interests and the Communist Party of India, and resulted in the persecution of Ananda Marga and his own arrest in 1971 under false charges. During his seven year incarceration, he survived a poisoning attempt by jail officials and fasted on a glass of liquid for 5-1/2 years in protest. Ultimately acquitted of all charges by the High Court, he was released in 1978 and from then until his departure in 1990 he guided the rapid expansion of his mission all over the world.



1.3 The School Seal

ERAWS stands for the Education, Relief and Welfare Section of Ananda Marga. It is the supervising body of all Ananda Marga projects around the world concerning education, relief and welfare.

The motto of AMSAI's philosophy of education is "sa vidya ya vimuktaye", meaning, "knowledge is that which liberates."

The triangle pointing upwards symbolizes knowledge and action (energy) in the external world (physico-psychic existence). Through proper knowledge and action, one gets to liberate oneself from the fetters and limiting capacities of the human mind. One's higher truth (that is, being a part and parcel of the universal consciousness) is revealed and realized, thus, enabling one to attain his highest and truest potentials. Attaining this is the only true victory.

The swastika symbolizes perfection. Swastika is a Sanskrit word meaning "good life" (su means "good" and Astika "exist in"). The swastika then, is a symbol of true permanent spiritual victory.

1.4 Aims and Ideals of Neo-Humanist Education

- a. To develop the full potential of each child: physical, mental and spiritual;

- b. To awaken a thirst for knowledge and love for learning;
- c. To provide every individual the best environment to know one's gift, harness that gift, and share it to the world;
- d. To instill a strong moral base;
- e. To develop physical and mental well-being through yoga and concentration techniques, sports and play;
- f. To develop a sense of aesthetics and appreciation of culture through drama, dance, music, and the arts;
- g. To promote an awareness of ecology in its broadest sense: i.e. the realization of the inter-connectedness of all things, and to encourage respect and care for all living beings;
- h. To encourage a universal outlook, free from discrimination based on religion, race, creed or sex;
- i. To recognize the importance of teachers and parents in setting an example;
- j. To train the learners as per talent.

1.5 Our Values

- Idealism
- Moral Responsibility
- Pursuit of Excellence
- Social Responsiveness
- Universal Outlook

1.6 Our Vision

With Neo-humanist outlook of love and mutual respect for all, AMSAI extends its growth mindset beyond the requirements of the State Curriculum, to ensure that students are equipped with the social, emotional, spiritual and academic skills required to become conscious and compassionate human beings who will make benevolent contributions to the world.

1.7 Our Mission

AMSAI commits to create a learning environment where students feel loved and respected, while employing methods for them to develop holistically, and creating opportunities to empower them to develop a strong sense of self that is capable, confident, and life-long learners driven to share their gifts to the world.

1.8 Philosophy and Education System

Distinct from the religious schools, AMSAI is a non-sectarian school. AMSAI does not adhere to any particular religion. Rather it has a universal outlook based on Neo-humanist philosophy. The holistic philosophy of Neo-Humanism stands for “the practice of love for all creation including plants, animals and the inanimate world” as propounded by the Indian philosopher-seer Shrii Shrii Anandamurtijii.

AMSAI integrates the Department of Education’s K-12 curriculum with the Neo-humanist Education Guidelines (NHE Way) to educate the whole child as per by the Aims and Ideals of Neo-humanist Education.

1.9 Salient Features in AMSAI

• School Greeting: Namaskar

“Namaskar” is a form of greeting accompanied with gestures: the palms are together and the thumbs touch the middle of eyebrows and down to the middle of the heart. Its meaning is “I salute the divine within you with all the charms of mind and the love of my heart.” The AMSAI community is expected to salute each other with Namaskar.

• Morning Circle

To prepare the mind for the lessons every day, all pupils will do Morning Circle (or Afternoon Circle for PM sessions) before the classes start. The Morning Circle consists of:

- a. Yoga Exercises for Kids
- b. Singing inspirational songs with themes of love and peace
- c. Meditation/Quiet Time which incorporates deep relaxation, guided imagery and positive affirmations
- d. Recitation of Children’s Prayer and Oath
- e. Other value-oriented extension activities

• Kiirtan “Baba Nam Kevalam”

“Baba Nam Kevalam” are Sanskrit words, which means “only infinite love”, or “Love is everywhere”. The characteristic of the mind is it takes the form of what it thinks. What you think, so you become. Therefore it is a necessity to always maintain good thought. Singing Baba Nam Kevalam ensures feeling of love and care for others, positive thinking and it removes psychic complexes such as inferiority, superiority complexes, depression and so on. It creates happy feeling and unitedness.

Kiirtan means singing “Baba Nam Kevalam” while moving in cer-

tain gestures: hands are up and the feet move alternately. The tip of the big toe of the right foot will touch the floor behind the left foot while bending the knee and vice versa. It has benefits for body and mind. When the hands are straight up, the spine will correct itself to its normal posture. By bending the knees alternately, the knees will get exercise. So the knees will be flexible and make it easier to sit crossing the legs. Touching the tip of toes on the floor will massage the Pineal gland which controls the whole glands in the body and by massaging the pineal gland, it secretes certain hormone called melatonin which gives the blissful feeling. It is an exercise for the body and it creates positive energy to the person singing it and the environment.

• Meditation/Quiet Time

Meditation or Quiet Time is a tool to better connect pupils’ inner selves and experiences to their outer learning process, while reducing situational stresses. Today’s fast-paced lifestyle is stressful and chaotic for children. The value of quiet reflective time in which children can calm their inner selves, reduce stress, integrate their experiences and start their school learning with an ideal “mental palate” is being explored in Quiet Time/Meditation. Music and body exercise (stretching, yoga, Tai Chi) are being used to bring children from their scattered senses, to a state of mind where they can be in touch with more of themselves. “Quiet Time” can be defined as a time when children can approach their inner selves through guided imagery, meditation, and reflective reading and writing. The meditation is ended by reciting a Children Prayer, followed by Oath (see Index). This is an auto suggestion practice to remind the child of his true nature and his deepest ideals.

• Asanas or Yoga Exercise

Yoga exercise or Asanas is part of Physical Education in AMSAI and the daily morning circle. Asanas means the position that you feel comfortable to do. The benefits of Yoga exercise complement the usual physical exercise such as running, swimming, playing basketball etc. because it not only exercises and increases muscle flexibility but it also massages the endocrine glands by certain movements and control of breathing. Control of endocrine glands balances secretion of hormones, which results to no under or over secretion of hormones in the body giving balance of mind and proper body functions.

- **School Diet**

Following the ideals of extending love to all creations and diet appropriate for health and holistic development of the children, the school propagates Sentient Diet. Sentient diet is vegetarian food which consists of: all fruits (except durian); any kind of vegetables (except onion and garlic); milk and milk products such as yoghurt, cheese, butter; grains and staple food such as rice, corn, wheat, barley, cassava, potato, sweet potatoes, yams etc.; beans and nuts such as monggo, soy beans, peanuts, kidney beans etc. and their products such as tofu, meat substitute (magic meat, gluten); honey, brown sugar or mascuado and moderate spices.

The pupils should not bring non-vegetarian (static food) and junk food to school. Non-vegetarian food consists of: any kind of meat and meat products such as sausages, chicken, fish, eggs, and mushroom. They also should not bring junk food. Junk food is opposed to wholesome food, has lots of chemicals, MSG, high in sodium, sugar and calories, less in protein and minerals. These include unwholesome chips and candies. Parents should restrain their children from taking too much soft drinks and chocolates. Discourage the habit of taking tea and coffee as these kinds of drinks make the children hyper in class. Rather parents should encourage their children to drink sufficient plain water regularly, supply them with natural fruit juices or milk drink and wholesome snacks.

1.10 Organizational Set-up

1.10.1 The Board of Trustees

The highest policy making and executive body of AMSAI is the Board of Trustees. The Board also represents the School Corporation under the laws of the Corporate Code of the Philippines.

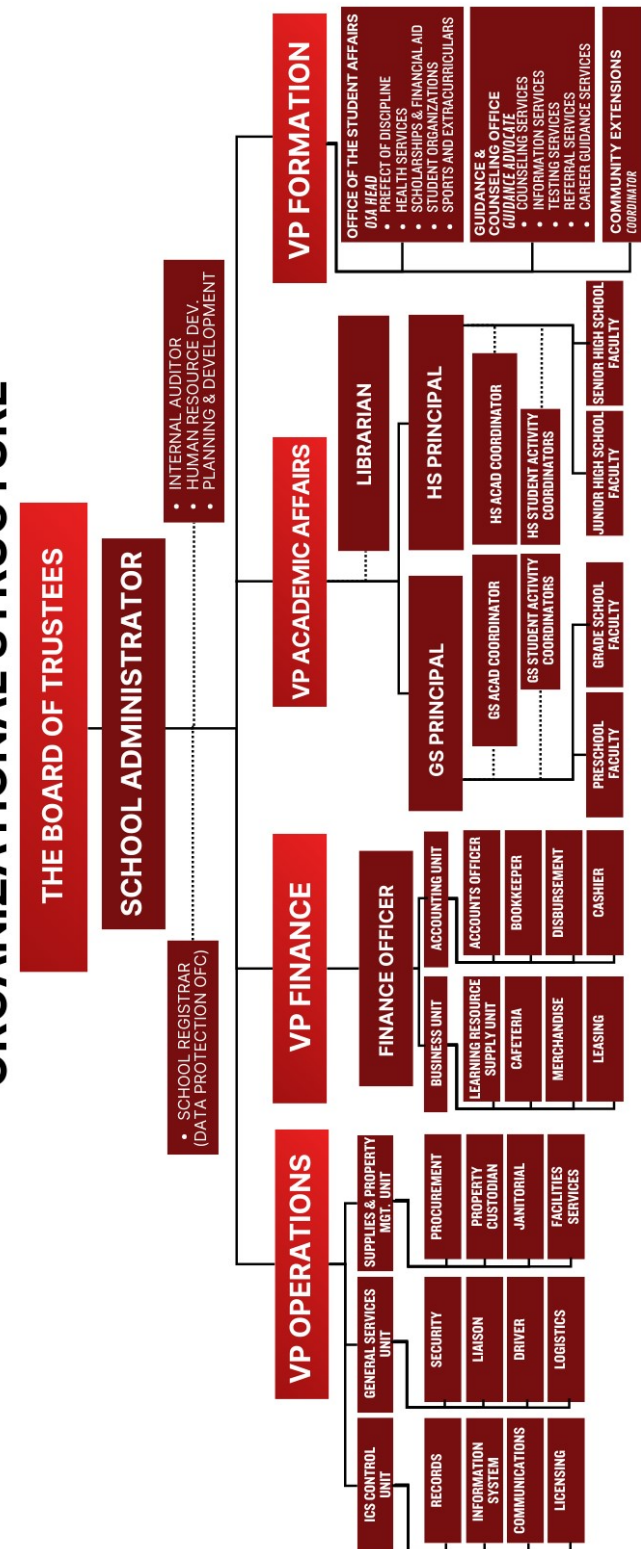
1.10.2 The President

The highest ranking officer of the ANANDA MARGA SPECIAL ACADEMIC INSTITUTION; he/she has the final responsibility for the successful management of the school.

1.10.3 The Vice President for Operations

Oversees the day-to-day administrative, logistical, and operational functions to ensure smooth and efficient campus management. This role includes supervising non-academic departments such as facilities, maintenance, security, transportation, and administrative services in order to align operations with institutional goals

ANANDA MARGA SPECIAL ACADEMIC INSTITUTION (AMSAI) - MAHARLIKA, INC. ORGANIZATIONAL STRUCTURE



1.10.4 The Vice President for Academic Affairs

The VPAA is the direct representative of the AMSAI President. He is responsible for the total functioning of the whole educational system and shall see to it that the institutional mission and goals are efficiently and effectively promoted and pursued.

1.10.5 The Vice President for Formation

The VPFor is responsible for matters relating to formation of school heads, faculty, staff and students. He/she supervises all the services of the Student Affairs Department, Guidance Office and Human Resources in the implementation of established formation programs, activities, policies and procedures.

1.10.6 Vice President for Finance

The Vice President for Finance manages the school's financial planning, budgeting, and reporting. This role ensures the effective use of resources, oversees accounting and payroll, and supports strategic financial decisions to sustain the school's growth and stability.

1.10.7 The Principal of Basic Education

The Principal assists the VPAA and VPFor in the organization, implementation, supervision and evaluation relative to institutional programs and activities.

1.10.8 The Office of the Student Affairs and Services Director

The OSA Director is tasked to facilitate various functions related to student's affairs and activities, both in-campus and off-campus. He also oversees clubs and organizations of the institution.

She handles the disciplinary cases and concerns and is in charge of the general safety and welfare of the pupils. She sees to it that the rules and regulations of AMSAI are observed.

1.10.9 The Class Adviser

The Class Adviser is tasked to conduct homeroom sessions, establish discipline and implement directives from the Principal to the class assigned to him/her.

1.10.10 The Subject Teacher

The Subject Teacher is assigned to teach subjects in line with her/his field of specialization.

1.10.11 The Specialty Teacher

The Specialty Teacher is tasked to handle specialized subjects in terms of skills/instruction.

1.10.12 The Club Adviser/Moderator

The Club Adviser/Moderator is appointed to facilitate activities

initiated by the club under her/his supervision.

1.10.13 The Teacher Aide/Assistant

The Teacher Aide is tasked to assist the teacher in the day-to-day needs and activities of the pupils.

1.10.14 The Guidance Counselor

The Guidance Counselor facilitates the development of personal skills of pupils' well-being by employing methods, approaches of techniques that enhances the students' intrapersonal and interpersonal development and competencies.

1.10.15 The Registrar

The Records Officer is in charge of all the official academic records of the students. She supervises the proper implementation of procedures in the enrolment of old and new pupils.

1.10.16 The Cashier/Accounts Officer

The Cashier/Disbursing Officer is responsible for posting financial records and receiving payments of tuition and other fees.

1.10.17 The Property Manager

The Property Custodian is in-charge of all school properties and equipment. She takes charge in the maintenance, safe keeping as well as inventories and filing of all properties acquired by the school, maintenance and improvement of the school.

1.10.18 The School Nurse

The School Nurse takes charge in giving first-aid help to ailing or injured students/employees during school days.

1.10.19 The Maintenance Manager

The Maintenance Manager monitors the cleanliness of the offices, classrooms, restrooms and school ground.

1.10.20 The Security Personnel

The Security Personnel is tasked to safeguard the properties of the school. He maintains order and sees to it that school personnel, parents and visitors follow the rules and regulations set by the school all the time.

PART I

ADMISSION POLICY AND PROCEDURES

Section 1. Policies

It is the policy of AMSAI to require Applicant Pupils to undergo an Entrance Examination to be able to secure an admission to any programs offered by the School.

The Entrance Examination includes Cognitive and Behavioral Test, and takes into view the student's health and behavioral background. The school reserves the right not to admit pupils who may not possess good moral character for the best interest of its constituents. Children with instructional difficulties may be admitted to the school if and only if the parents shall commit to devote their best efforts in assisting their child to improve his/her psychological and intellectual development.

Section 2. Requirements

a. Pre-School

1. Age Requirements

a. A Nursery 1 applicant must be 3 years old by October 31 of the applicable School Year.

b. A Nursery 2 applicant must be 4 years old by October 31 of the applicable School Year.

b. A Kindergarten applicant must be 5 years old by October 31 of the applicable School Year. Kindergarten applicant who will turn 5 years old from November 1 –December 31 can enroll on the condition that the learner shall have completed an Early Childhood Care and Development (ECCD) program for one school year. (DO_s2025_015)

2. Documentary Requirements

a. PSA Authenticated Birth Certificate

b. ECCD Checklist (if student has previously attended school)

c. 2 pcs. 2x2 ID pictures

b. Elementary

1. Academic Requirements

a. A Grade 1 applicant must have attended and completed Kindergarten class.

b. All Elementary transferees must have had exhibited a satis-

factory performance during the Entrance Examination, and must have no grave disciplinary records from the previous school/s.

2. Documentary Requirements

a. PSA Authenticated Birth Certificate

b. Report Card / School Form 9/ ECCD Checklist for Grade 1

c. 2 pcs. 2x2 ID pictures

d. Certificate of Good Moral Character

c. Secondary

1. Academic Requirements

a. Transferees for all levels must have completed the elementary course and/or the preceding level of the level that the student intends to register to.

b. All Secondary transferees must have had exhibited a satisfactory performance during the Entrance Examination, and must have no grave disciplinary records from the previous school/s.

2. Documentary Requirements

a. PSA Authenticated Birth Certificate

b. Report Card / School Form 9

c. 2 pcs. 2x2 ID pictures

d. Certificate of Good Moral Character

e. Certificate of Completion (for SHS only)

f. 1 pc. Long brown folder (Grade 7 and Grade 11)

3. Additional Requirements for JHS ESC Applicants

a. ESC Application Form and Contract

b. Income Tax Return of Parent (Preceding year of application)

Section 3. Enrolment Procedure

a. Old pupils:

1. Settle previous account balances (if any), and secure Student Clearance.

2. Accomplish the online Pupils Registration Form (Form A-1) for Returning Students, and submit the Report Card (Form 138) to the Enrollment Officer, together with the signed the Statement of Cooperation.

3. Enrollment Contract shall be secured from the cashier and duly signed upon agreeing with the payment terms and conditions.

4. Payment of fees.

5. The parent shall attend the Parent Orientation before the start of class to secure the Admission Slip.

6. Submit the admission slip to the Class Adviser on the first day of class.

b. New pupils and transferees:

1. Accomplish the online Pupils Registration Form (Form A-1) for New Students, then submit the Admission documentary requirements to the Enrollment Officer for subject and GPA evaluation.
2. Pay Entrance Exam Fee and secure the Evaluation Slip with schedule.
3. Take the Entrance Examination.
4. Applicants shall proceed to the interview, accompanied by their parent or guardian, as facilitated by the Guidance Advocate.
5. Enrollment Contract shall be secured from the cashier and duly signed upon agreeing with the payment terms and conditions.
6. Payment of fees.
7. The parent shall attend the Parent Orientation before the start of class to secure the Admission Slip.
8. Submit the admission slip to the Class Adviser on the first day of class.

Section 4. Decision of the Admission Committee

The admission of new students is decided by the Admission Committee based on the Assessment Results, academic records and interview.

The Admission Committee reserves the right to refuse admission to new student who have unmanageable poor health, grave behavioral problems, and are unable to comply with the necessary requirements.

The Admission Committee also reserves the right to refuse the registration of pupils who have been retained in the same level for two (2) consecutive school years or have unsettled accounts for the previous school year/s, unless the accounts shall be duly settled.

**PART II
FINANCIAL REGULATIONS**

Section 1. Financial Policy

A student who registers for classes for the school year incurs a financial obligation to the school. Payment of tuition and fees is due based on a payment schedule at the time of registration. The school reserves the right to revoke the registration effective to the beginning of the school year of any student who fails to make full payment of the required registration fees.

Further, the school reserves the right to withhold from a student the school credentials, grades, certifications and/or permission to transfer to another institution who has not fully settled his/her financial accounts with the school or has not fully settled the required installment of the due and/or demandable tuition and/or other school fees as indicated in the current periodic schedule of payment.

Section 2. Schedule of Payments of Fees

Down payment (Registration Fee): Payment required upon enrollment or registration

Internal Fees: Payment required upon enrollment or registration

Books: Full payment required based on the book list and before receipt of the books.

Balance (*Total tuition and fees less Required Down payment*):
Divided in ten (10) months and payable on installments on or before the Periodical Examination.

Section 3. Past Due Accounts

A student with past due accounts may not register for future School Year and cannot receive any school credentials. Payments of past due or old accounts should be paid in "cash".

Section 4. Check Payments

If payment of school fees is via check, funds should be cleared on or before due date or examination schedule.

Check payments for school fees will no longer be accepted two

(2) weeks before the Final Examination schedule.

Check payments will no longer be accepted for full or partial payment of outstanding school fees or past due accounts related to any request for school credentials, grades, and other document.

Checks should be made payable to “**AMSAI**”.

Section 5. Dishonored/Returned Checks

A parent or guardian whose check is returned unpaid by the bank for any reason will be charged a returned check penalty fee of P500.00 and will be responsible for any associated costs from the bank and/or attorney’s fees incurred by the school should a civil lawsuit or other collections effort be instituted to collect on such dishonored check. In any case where the school has a reason to believe that a parent or guardian presented a dishonored check in bad faith, the school may, in addition to any collection efforts, refer the matter to proper authorities for appropriate action. Check payments will no longer be accepted for a student with a record of dishonored checks.

Section 6. Discounts

1. For children of the same parent (as verified with the birth certificates), who are enrolled in AMSAI, there is 5% discount of tuition for the 2nd child, 3rd child and so on.
2. For parents who had enrolled their child for the past school year, there shall be 5% tuition fee discount for their child if they can refer a new student to AMSAI.
3. If total assessed fee for the whole school year shall be paid in full upon registration, there shall be a 5% tuition fee discount.

Section 7. Adjustment and Refund of Fees

Request for refund for excess payment or overpayment of school fees can be done within the current school year and subject to a full consent and conformity of the pupil’s parents. In no case will tuition and fees be reduced or refunded because of absence from classes.

Section 8. Withdrawal

Application for withdrawal from the school after registration must be made in accordance with the following procedures outlined under school regulations.

In authorized withdrawals, tuition charges and fees will be

made in accordance with the following schedule:

1. Withdrawal date within the registration period shall be charged P500.00
2. Withdrawal date on or before the end of the first week of the school year shall be charged ten percent (10%) of the total assessment.
3. Withdrawal dated on or before the end of the third week of the school year shall be charged twenty five percent (25%) of the total assessment;
4. Withdrawal dated on or before the end of the fourth week of the school year shall be charged fifty percent (50%) of the total assessment;
5. Withdrawal dated on or before the end of the sixth week of the school year shall be charged seventy five percent (75%) of the total assessment;
6. Withdrawal dated after the sixth week of the school year shall be charge in full or one hundred percent (100%) of the total assessment.

The date of official withdrawal shall be the date of submission of the duly accomplished or completed withdrawal form to the Finance Office and shall be the basis for the appropriate **charges as stated above**.

A student who withdraws from the school shall be made to pay in full the internal fees and the books.

Authorization to withdraw will not be given to a student who does not have a clear financial record. Withdrawal from the school shall only be approved upon payment of appropriate charges stated above.

The above provisions shall apply regardless of whether the students attended the classes or not or on whatever reason.

Procedure on Withdrawal of Enrollment and Dropping Out

As stated in the student handbook, enrolled student who shall withdraw or drop out from the school for a justifiable reason shall be issued with the necessary clearance and certification provided the student has no pending obligation with the school. Follow the procedure below in withdrawing the enrolment or dropping out the student:

Step 1 The parent or guardian shall inform the Adviser about the plan of dropping out or withdrawing the enrollment of the concerned pupil or student.

Step 2 Go to the Records Officer’s Office and ask for a Withdrawal/

Dropout Form.

Step 3 Fill out the form completely and have it signed by the authorized school personnel.

Section 9. Late Registration

Pupils who are allowed to enroll after the scheduled registration period or granted a late registration shall be made to pay the regular school fees regardless of the date of admission. In no case will tuition and fees be reduced because of late registration, late admission and reduced instructional contact with the pupil.

Section 10. Penalty of Late Enrollment

Students who enroll after their scheduled registration period or granted a late registration shall be made to pay the regular school fees regardless of the date of admission. In no case will tuition and fees be reduced of late registration, late admission and reduced instructional contact with the student.

A Late Enrollment Fine of P500.00 will be charged in addition to the Enrollment Fees to be paid during the registration period.

Section 11. Promissory Notes

Only one (1) month tuition is allowed per Promissory note. It must be signed by the parents/guardian and paid on the date promised.

Promissory note shall be secured before examination date from the cashier and approved by the Vice President for Administration. **Please take note that no promissory note shall be released by the cashier during the examination date.**

Steps on Promissory Note:

Step 1 Ask for promissory note form at the cashier's office.

Step 2 Fill out the form completely and have it signed by the VP for Finance.

Step 3 Submit the duly filled out promissory form at the Records Officer's office for Issuance of examination permit.

Section 12. Examination Permit

The Finance Office adheres to its policy of ***"non-payment of required school fees – no examination permit"***.

PART III

FORMATION, ENHANCEMENT & CO-CURRICULAR PROGRAMS

Section 1. Morning Circle

A day's class begins with a morning circle by all pupils inside the classroom before the academic sessions. Parents are encouraged to bring their child/ren to school on time for the morning circle.

Section 2. Recollection / Retreat / Immersion

The grades 6, 10 and 12 pupils are required to attend their year-end retreat while the Grade 11-12 students will have their community exposure/immersion as part of their formation.

Immersion and Exposure Programs are designed for the social and spiritual growth of the pupils. Through these programs, the pupils are exposed to the different social realities of the community. This is part of the "Neo-humanist" philosophy of "practicing love for all creation including plants, animals and inanimate world."

Section 3. Academic Special Programs

Learning Enhancement Program

The school has designed a remedial program in order to assist the pupil in the area of difficulty. This will ensure that the pupil will get appropriate guidance and help while he/she is still in the current grade level.

Summer Academic Program

The Summer Academic Program is required for pupils with failing grade/s in the academic subject/s at the end of the school year. However, pupils exemplifying some difficulties are highly encouraged to join the program.

Section 4. Co-curricular Program and Organizations

The co-curricular program is designed to complement the curricular offering of the school. It provides avenues for the students to develop their skills in leadership, creativity, sports and other special talents. Different school organizations and clubs are offered for the various needs, interests and talents of the students.

General Policies on Club Memberships

A. Each pupil is required to be a member of 1 academic/ co-curricular club of his/her interest.

B. Regular Club meeting is held once a week for one hour.

Components of the Club grades:

Attendance	30%
Level of engagement/participation	50%
Preparation	20%
a. Attire	
b. Materials, etc.	
TOTAL	100%

Section 5. Student Organization

Student Council

The organization shall serve as the supreme governing body of the students of the Ananda Marga Special Academic Institution.

Section 6. Academic Organizations

Recognized school organizations that aims to support curricular development of the students such as Science Club, Math Club, English/Public Speaking, Kapisanang Filipino etc.

Section 7. Non-Academic Organizations

Recognized school organizations that aims to support certain interest group of the students such as Supreme Student Government, RCY, Sunshine Committee, Scouting, Music Club, Arts Club, Dance Club, Journalism Club etc.

Section 8. Out-of-School Competitions

Various out-of-school competitions are responded to when the school receives invitations to join. Selection process is done to determine pupils who will qualify for the said contest. Teachers who are experts in the field are tapped to train and coach the contestants.

PART IV

ACADEMIC PROGRAMS AND STANDARDS

Section 1. Examinations

1. Quarterly examinations and monthly examinations in all academic subjects are scheduled for two consecutive school days.
2. Only the pupils with Exam Permits are allowed to take the examinations.
3. Pupils are expected to observe all examination rules and procedures that are enforced by the Homeroom Teacher such as:
 - a. Honesty
 - b. Placing bags, notes and other materials which are not to be used during exams on the designated area
 - c. Strict observance of the following:
 - i. Seat plan
 - ii. Testing time
 - iii. Silence in the exam room and adjoining corridors
 - iv. Using the required writing material
 - v. No borrowing of materials
 - vi. No eating
 - vii. No leaving of examination room once exams have started
 - viii. No loitering
 - ix. No using of any electronic device such as calculator, dictionaries and the like during the test unless authorized by the teacher

Section 2. Special Examinations

For Monthly and Periodic Exams, pupils with valid reason such as illness (with letter/medical certificate), or death of an immediate family member shall be given special exams.

A student who wishes to take the examination after the specified schedule shall pay the late examination fee of 50 pesos per subject upon securing a Late Examination Permit from the Principal.

(Note: Advance taking of Monthly/Periodic Exam is not allowed.)

Section 3. Make up Quiz/Activity

A pupil is entitled to make up for any quiz or activity that he/

she had missed through either of the following options as determined by the teacher concerned:

1. Special quiz or activity
Only the actual scores earned will be solved
2. Average performance provided that:
His/her absence is due to valid reasons (sickness, important family affairs, death or burial of a family member) provided that he/she is not habitually absent from the class. Absence from the class for three consecutive days or more, due to sickness, may be considered a valid reason for taking make up quiz. Such absence should be supported by a medical certificate or a letter from the parents/guardian.
3. Highest Score
Provided that he/she is sent to represent the school to an out-of-school activity

Section 4. Grading System

The School employs the grading system prescribed by the Department of Education through DepEd Order No.8 s. 2015 (Policy Guidelines on Classroom Assessment for the K-12 Basic Education Program).

The School Year is divided into four (4) grading periods. In each grading period, a pupil is given a numerical grade for Academic performance and Letter Grades for Non-academic, Character Development (Conduct) and Co-Curricular activities.

Section 5. Honors and Awards

In determining honors and awards, the following norms shall be followed:

1. The **With Honors** is awarded to a grade school pupil who meets the following criteria:
 - An Overall General Average of 90-94% or above
 - A grade not lower than 80% in any of the Academic Subjects.
 - A mark not lower than B- in Non-Academic subjects
 - An average of B- in Character Development, with no grade lower than C+ in any of the components of Character Development
 - Has not committed any major offense/s within the given quarter.
2. **With High Honors** is awarded to a grade school pupil who meets the following criteria:
 - An overall General Average of 95%-97% or above
 - A grade not lower than 80% in any of the Academic Subjects.

- A mark not lower than B- in Non-Academic subjects
 - An average of B- in Character Development, with no grade lower than C+ in any of the components of Character Development.
 - Has not committed any major offense/s within the given quarter.
3. **With Highest Honors** is awarded to a grade school pupil who meets the following criteria:
 - An overall General Average of 98%-100%
 - A grade not lower than 80% in any of the Academic Subjects.
 - A mark not lower than B- in Non-Academic subjects
 - An average of B- in Character Development, with no grade lower than C+ in any of the components of Character Development.
 - Has not committed any major offense/s within the given quarter.
 4. **Merit Awards.** The awards Most Friendly, Most Helpful, Most Respectful, and Most Responsible, Best in Attendance are given to pupils who exemplify such conduct/ behavior.
 5. **Best in Conduct Award.** The Best in Conduct Award is given to a pupil who gets the highest grade in the Final General Character Development Average. He/She embodies the AMSAI core values.
 6. **Awards for Outstanding Performance in Specific Disciplines.** These awards are given to recognize learners in grades 1-10 who have exhibited exemplary skills and achievement in specific disciplines. These disciplines are Athletics, Arts (Visual, Media, Music or Performing arts), Communication Arts, Mathematics and Science, Social Sciences, and Technical-Vocational Education (Tech-Voc). These awards also value the learner's achievement in a specific discipline that has contributed to the school and/or community.
 7. **Award for Club or Organization Achievement.** This award is given to a duly recognized club or organization that has created positive impact on the school and/or community it serves through the implementation of all its planned projects and activities, provided strong support to the implementation of the school activities and attainment of the school's objectives, and taken great strides to help its members develop their potentials.
 8. **Outstanding Club Member Award.** This award is given to a Grade VI, X and XII pupil who:
 - Gets the highest Final Average in the club to which he/she belongs

- Has been a member of the same club for 2 consecutive years and has met the criteria set for the award

9. **Performance Awards for Kindergarten.** Learners in Kindergarten are recognized for showing significant improvement in a specific area/ different domains and/or learning competencies of the kindergarten curriculum.

10. **Leadership Award.** The leadership award is given to learners in grades 6, 10, and 12 who have demonstrated exemplary skills in motivating others and organizing projects that have significantly contributed to the betterment of the school and/or community. This award is given during the completion or graduation ceremony.

11. **Vidya Excellence Award.** The highest merit award of the institution. The awardee exemplifies an ideal graduate: one who has the strength of moral character and ardour in the pursuit of truth and real knowledge.

Section 6. Deliberation. It is a process wherein the Deliberation Committee composed of the VPAA, VPFor, Principals, OSA, and Grade Level Teachers, meet after every end of the Quarter to deliberate on the academic and behavioral performance of the pupils.

Section 7. Promotion

A pupil should get at least an Overall General Average of 75%, with no failing average in any academic subjects.

Section 8. Report Card

1. Report cards are given out at the end of every quarter to inform the parents/guardian of the performance of their child.
2. During the scheduled distribution of Report Cards by the school, parents should come and confer with the Homeroom/Subject Teachers of their child regarding the performance of their children.

PART V SCHOOL RULES AND REGULATIONS

Section 1. Class Attendance

1. Every pupil is expected to be in his or her class every school day.
2. A pupil who has been absent from the class is required to submit a letter of explanation. In case of illness, a letter or a medical certificate should be presented.
3. As provided in Article 15, Section 83 of the Manual of Regulations for Private Schools, a pupil who incurs absences of more than twenty percent (20%) of the prescribed number of class days during the school year is considered dropped.
4. Only a very serious reason will excuse the pupil from attending classes. A limited number of situations and circumstances are considered lawful reasons for a pupil to be absent from school. The reasons are:
 - a. Death in the family.
 - b. Illness (with medical certificate)
 - c. Activity sanctioned by the school.
5. On the day the pupil is absent, parent/official guardians are required to contact the respective Homeroom Teachers. Upon returning to school, the pupil should present to the Homeroom Teacher an excuse letter signed either by a parent or official guardian. The reason for absence does not necessarily excuse the pupil from taking the academic requirement/s that he/she misses nor give him/her the opportunity to take whatever academic requirement/s he/she misses. The school reserves the right to evaluate the merit of the excuse letter.
6. The request for a foreseen absence should be made in writing five (5) days before the absence occurs.
7. A pupil is not allowed to leave the school campus during class hours and lunch break. However, if it is necessary, he/she must secure permit from the Prefect of Discipline. If it is for medical reasons, the pupil must be properly endorsed by the clinic personnel to the Prefect of Discipline and must be fetched by a parent/guardian. He/She is allowed to leave the campus only

for the following reasons:

- a. As requested by the parents/guardian (a letter/form should be presented)
 - b. Emergency Medical Reasons
8. Going out of the classroom during class hours is highly discouraged. Therefore, personal necessities should be attended to before or after classes, during recess time or lunch break.

(Pupils are not allowed to go out of the campus without a parent or official guardian)

Section 2. Punctuality

1. Every pupil is expected to come to school on time. All pupils and students should attend the flag raising ceremony every Monday from 7:30 A.M.
2. Habitual tardiness is not allowed. A student is considered late in the morning when he/she is not in the classroom at 7:45 A.M. Teachers shall call for the parents of the student concerned or visit him/her at home. (MRPS, ARTICLE XIV, SECTION 136, P. 443)
3. Tardiness per month is dealt with accordingly by the following:
 - a. Homeroom Teacher – 5 accumulated tardiness
 - b. Prefect of Discipline (POD)– exceeds 5
 - c. School Principal – exceeds 10, for proper disciplinary action.The school will be implementing pro-active corresponding disciplinary actions for tardiness (community service etc.).
4. Request for admit-to-class slip will be secured by the pupil from the POD. It will be given to the Homeroom Teacher/Subject Teacher before the pupil is allowed to enter the class.
5. A pupil who comes late to class is required to fill out the Tardiness form / submit excuse letter addressed to the Prefect of Discipline explaining the reason for tardiness.
6. A student who has been late for the third time shall be considered one day absent and will be required to bring his/her parents to school for a conference with the class adviser/prefect of discipline.

Section 3. Official School Hours

Students, parents and guardians must respect the official school hours and working hours of the school personnel by ensuring that they enter and leave school premises at the appropriate time.

Below is the official school hours for each level:

Level	Sessions	Time In	Time Out
Elementary and Secondary	AM - PM	7:00 AM	3:45 PM
Nursery 1/2 and Kindergarten	AM	8:00 AM	11:00 AM
	PM	01:00 PM	3:00 PM
Senior High School	AM—PM	7:00 AM	4:00 AM

Section 4. Arrival and Dismissal

AMSAI will open its gate at exactly 6:30 AM. Students who arrive in school early are advised to stay at the classroom lobby/holding area and avoid loitering around the campus. All students are expected to leave the school premises immediately after dismissal unless authorized to stay in connection with an official school activity as approved by the Principal or authorized representative.

1. Fetching Guidelines

- a. Students who are not fetched after the official class dismissal schedule must stay at the lobby / holding area only.
 - b. A **Late Fetching Fine of P2.00 per minute** will be charged on the 16th minute after dismissals.
 - c. Playing, littering, and/or loitering at the lobby while waiting to be fetched is not allowed.
2. Only a skeletal security force is on site before 6:30 AM and after 4:00 PM. As such, there is minimal supervision available for students. Thus, parents are strongly advised to bring and fetch their children within the prescribed period.
3. Parents and guardian/s who allow their children to arrive in school earlier than 7:00 AM or to leave later than 4:00 PM cannot hold the school, its teachers, officials, or the administration, responsible for any untoward incident that may happen.
4. Parent/s or guardian/s must notify the Principal in writing regarding custody arrangements affecting their children. Such notification must be coupled with supporting official documents.

Section 5. Gate Pass

The parent/guardian shall advise the Office of the Student Affairs as to the exit procedure of his/her child/ward. Students will only be allowed exit during dismissal and/or lunch time according to the following gate pass tags, which shall be indicated in his/her identification card :

- Orange Tag: The pupil can only leave the campus during dismissal if with a fetcher;
- Green Tag: The pupil is allowed to go home during dismissal on his own;
- Yellow Tag: Pupil is allowed to go home with a fetcher during lunch breaks;
- Pink Tag: Pupil is allowed to go home on his own during lunch breaks;

In exceptional instances, parents/guardians may request in writing to the Prefect of Discipline, for a temporary pass for their child to leave the campus for valid reasons.

Section 6. Identification Cards for Parents, Fetchers and Visitors

All parents/guardians/fetchers who fetch their students from the School on a regular basis shall secure a Fetcher's Identification Card. The ID which is valid for one school year is available for a minimal cost at the Registrar's Office during the enrollment time. The Fetcher's ID shall indicate the name/s of the students authorized to be fetched by the holder. The fetcher shall present the ID Card to the Security Officer on duty or any authorized personnel upon fetching the student-ward from the school gate.

Visitors are required to leave their personal or office IDs at the guardhouse to secure a Visitor's Pass upon entering the campus to transact official matters. The Visitor's Pass shall be returned to the security personnel on duty in order to claim the surrendered ID before leaving the campus.

Section 7. School Uniform

The AMSAI school uniform is based on the science of the psycho-spiritual effects of color. The founder of AMSAI recommended the use of red and black.

Red represents the color for activity. A child is naturally active

but there is a tendency to be too active. It is difficult for a child to sit and concentrate on a given activity. So, to help balance the child's mind, we let the child wear the black color along with the active red.

Black represents static, stagnant or non-movement. The combination of the two colors will give perfect blending of the child's personality.

1. Pupils are required to come to school in clean prescribed uniform

(See Appendix K)

2. Official School Identification Card (ID)

The AMSAI ID, including the issued cord, is part of the official school uniform. It must be hung around the neck as the pupil enters the campus. Lost ID should be reported to the office for proper replacement. Tampering of the ID and putting stickers are not allowed.

3. Haircut

The prescribed haircut for boys is a (2 X 3) barbers' cut. Fancy hairstyles (e.g. mohawk, highlights, colored hair, spike and the like) are not allowed. Wearing of earrings for boys and sporting of outlandish haircuts/haircolor are prohibited.

Section 8. Line Formation

1. One should report promptly to his/her permanent place and observe silence while maintaining a straight line on or before 7:30 A.M. (for Flag Ceremony assemblies) or during other school programs.
2. Pupils must form their lines before going inside the classroom at the start of the first period in the morning and after the lunch break.
3. Line Formation is expected in the following areas:
 - a. At the faucet while waiting for one's turn
 - b. In the canteen when buying food
 - c. In the library when borrowing books
4. Silence must be observed while maintaining a straight line.
5. Pupils are expected to report promptly to their assigned place in the line.

Section 9. Seat Plans

Pupils must follow the proper seating arrangement prepared by the Homeroom/Subject Teacher.

Section 10. Prayer and Meditation

Each class should begin and end with the Student Prayer and/or short meditation. Everybody must be at attention and in complete silence while in meditation.

Section 11. School Materials

1. All school materials necessary for class should be brought to school.
2. Sharpen pencils before class hours or make it a habit to sharpen pencils at home, to bring and prepare cut paper sheets for use in school and to arrange things neatly under the chair or shelf before classes will start to avoid delay.
3. Leaving of school materials by parents/ guardians at the gate/ classroom is strictly prohibited.
4. Books and notebooks should be properly covered. Subject, Name, Grade, Section and Subject Teacher's Name should be written on them for proper identification. School materials like books that should be kept in school may only be brought home with the teacher's permission.

(NOTE: Large amount of money and valuable items such as cameras, cell phones, I-Pods, Gameboys, PSP, toys, jewelry, should not be brought to school. The school is not liable/responsible for any stolen, lost or damaged items.)

Section 12. On Lost and Found Items

The Coordinator for Student Affairs (CSA) keeps the lost and found items. Anyone who finds a lost or misplaced item should immediately endorse it to the CSA. A pupil looking for lost possessions should check with CSA. Lost and Found articles not claimed by the end of the school year will be endorsed to the Sunshine Club for donations.

Section 13. Classroom Behavior

1. Cleanliness is next to Godliness. Students should share in the responsibility of keeping classrooms and whiteboards clean. Keep your classroom clean and orderly at all times. The trash cans are provided for waste papers and other waste materials. Keep your desk neat and free from any carvings or writings. Deliberate destruction of school property will subject the offender to a fine and the case will be dealt with accordingly.
2. Behave properly at all times. Showing respect and courtesy towards your fellow schoolmates, teachers and things belonging to them in

all circumstances is the hallmark of a good personality.

3. Stand when a teacher, coordinator, department head or a visitor enter and greets your class.
4. Students are never allowed to enter other classrooms without permission.
5. No student is allowed to post any notice on the board unless with permission from the teacher.
6. To help promote a study atmosphere in the classroom, you should observe silence. If you wish to ask or answer questions you should raise your hand and wait until called upon.
7. When someone is reciting, refrain from giving your idea; instead wait for the proper time to be recognized.
8. Assignments, reports and experiments should be made and submitted on time as part of your education.
9. In all subjects, you must occupy the seat given by your adviser. However, for better instruction, some teachers may temporarily assign you to another seat for the duration of their own class period.
10. When seated, maintain a good seating position; reclining on or rocking the chairs and placing one's feet on the back of the seat in front of him/her are unbecoming and showing disrespect often causing disturbance and distraction.
11. Leave the classroom only after obtaining permission from your teacher. Students will be allowed to go out only one at a time.
12. Chewing gum is not allowed in the school.
13. Playing in the classroom or making unnecessary jokes should be avoided so as not to disturb others.
14. Calling names that hurt other people's feelings. You should not ridicule nor mock your companions. Laughing at others' mistake is a conduct unbecoming of a lady and a gentleman.
15. If you are aware of a situation which may lead to a serious fight or quarrel, you should report the matter immediately to the teacher present.
16. Students should respect the dignity, personality, privacy, and peace of mind of his/her co-pupil and other persons.
17. Everybody is expected to be in school every school day except for some valid reasons.
18. Any student who had been absent from classes must present a letter from parents/ guardian explaining the reason for his/her ab-

sence. A medical certificate for absences beyond 3 days will be required from those who are sick.

19. Full attention and active participation are necessary at all times.
20. Courtesy must be observed while recitation is going on.
21. A pupil should stand properly and answer/speak in a clear audible voice when called to recite.
22. A pupil should speak/answer in a complete sentence.
23. Proper posture must be observed while reading, writing or doing other activities.

Section 14. Respect for Teachers

1. Pupils are allowed to stand, speak or leave their seats only after the teacher has acknowledged their request.
2. Greet teachers and all the school personnel courteously.
3. Observe silence during faculty, staff or parent's meetings.

Section 15. Care of the Classroom

1. Pupils should share the responsibility of keeping the classroom neat, clean and orderly.
2. Pupils should dispose of their garbage properly using the trashcans provided.
3. Chalkboard and erasers should always be cleaned before and after classes.

Section 16. Behavior Along the Corridors and Stairways

1. Loitering along the corridors while classes are going on is prohibited.
2. Keeping right when walking along the corridors and when using the stairways is a must.
3. Playing, running and shouting along the corridors and stairways are prohibited.
4. Keeping the corridors neat and clean is a must.
5. Silence should be observed in going to these areas:
 - a. Library
 - b. Offices
 - c. Laboratories

- d. Clinic
- e. Gym
- f. Conference Rooms

Section 17. Behavior During Program or any Academic Functions

1. Students shall follow instructions as directed by the teacher or other person in authority at the time.
2. Students shall refrain from making unnecessary noise.
3. Students shall not leave the hall/gym while the program is ongoing.
4. Students shall keep the line and occupy the farther most empty seats so that others will not be disturbed.
5. Under no circumstance should students show dislike or disapproval of a speaker or performance.
6. Students should not applaud too long or boisterously.
7. Students shall observe silence during any performance.

Section 18. Etiquette in Going to an Office

1. Knock at the door gently.
2. When allowed to get in, a wholesome greeting should be given to the office personnel.
3. Do not take a seat unless invited to do so
4. Transact business in a cordial manner
5. When leaving the office, observe due respect to whoever is inside the office.

Section 19. Undesirable Behaviors, such as public display of affection, dating and secluding themselves in a room, toilet or other private places in the school is not allowed and shall be dealt with accordingly.

Section 20. Bulletin Boards

Bulletin Boards for clubs and other activities are located at strategic places. Everyone is encouraged to read notices on the Bulletin Boards. Tampering, vandalizing, or removing of posted notices on the bulletin boards is a major offense.

Section 21. Students' General Assembly

During a general assembly, the pupils are expected to:

1. Assemble quietly
2. Observe proper line formation
3. Stay in assigned places and observe proper behavior

Section 22. Recess Time and Lunch Break

1. When in the canteen, pupils are expected to form their line properly and wait for their turn to be served.
2. Pupils are not allowed to play during recess. This period is intended for them to eat their snacks.
3. Pupils are expected to go back to their respective classrooms promptly.
4. Playing in the corridors/playground areas are not allowed during recess time.
5. Playing, running and shouting in the canteen are not allowed.
6. Pupils are expected to apply proper segregation and to leave the tables clean.

Section 23. Quiet Zone

The following areas are designated quiet zones:

1. Corridors
2. Libraries
3. Gymnasium (during programs and assemblies)
4. Clinic
5. Yoga and Meditation Hall

Section 24. Letters and Notices

Letters or notices are sent to parents through the pupils. It is the full responsibility of the pupils to deliver the letters as soon as they reach home. If there is any return slip or necessary response, it should be given back to the Homeroom Teacher the following day.

PART VI DISCIPLINE AND DISCIPLINARY MEASURES

Section 1. Policy

Discipline is not punishment rather it is character training. In school, the pupils are taught to accept responsibility for one's action, respect the law and authority, fairness and a sense of justice. The rules and regulations of the school are intended to maintain order necessary for an academic environment. Therefore pupils are expected to internalize the rules that foster peace and order.

Section 2. Rationale

- a. To enable the school and the pupils to attain the goal of Neo-humanistic Education in a peaceful and orderly manner.
- b. To prevent the pupil from committing repeated violations of school rules and regulations.
- c. To inculcate in the minds of the pupils respect for law and authority and a sense of justice.
- d. To protect the student body and the good name of the school

Section 3. Minor Offenses. A Minor Offense is defined as an act that is either (1) contrary to the rules and regulations of AMSAI or (2) while not resulting to any physical injury or damage to property, is inherently disruptive in nature.

(1) The following acts constitute Minor Offense:

- a. Non-use of school uniform
- b. Improper use of school uniform
- c. Failure to wear the official school ID
- d. Tardiness
- e. Absence without an excuse letter from parent/s or guardian/s
- f. Going outside the classroom during class hours without permission from the teacher
- g. Going outside the school campus without permission
- h. Loitering around the campus during class hours
- i. Mischievous acts which may cause harm to others
- j. Use of cellphones, game boy and the like during class hours
- k. Irresponsible use of cell phones such as unauthorized taking of

pictures and videos inside the school premises

l. Delinquency in accomplishing or bringing of school requirements/ materials

m. Less serious misconduct unbecoming of an AMSAI pupil

(2) **Disciplinary Actions.** Interventions shall be done when a scholar commits a Minor Offense. Interventions may be in the form of any one or combination of the following:

a. verbal correction/ warning;

b. teacher/counselor - student conference;

c. teacher - parent conference; and

d. letter to parents/guardian

(2.1) Special tasks in the form of activities that are commensurate to the offense committed may also be required.

(2.2) The sixth time that a Minor Offense is committed, whether it be the same act or it be a series of acts all covered in this Section, shall be treated as a Level 1 Major Offense.

Section 4. Level 1 Major Offenses. A Level 1 Major Offense is defined as any act that is a willful disregard of school rules and regulations that result to less serious physical and/or material injury.

(1) **The following acts constitute Level 1 Major Offense:**

a. All forms of academic dishonesty;

b. Stealing inside and outside the school campus;

c. Extorting or asking money from others;

d. Tampering with academic or official school records or documents of any kind;

e. Vandalism such as mutilating the pages of the books and other library materials, writing on the walls and chairs, damaging/destroying school properties and belongings;

f. Possession and/or under the influence of prohibited drugs or mind-altering substances (such as liquor) while in school premises or outside the campus while on official school activity;

g. Using or possessing any type of tobacco product or paraphernalia connected with the use thereof;

h. Possessing/circulating obscene literature and indecent pictures in any form;

i. Destroying the reputation of another person by any means or manner;

j. Using profanity or vulgar, racist, or sexually inappropriate language to verbally abuse another pupil, faculty member, or an employee of the School;

guage to verbally abuse another pupil, faculty member, or an employee of the School;

k. Falsification of ID and school pass;

l. Fighting or inciting fights;

m. Bullying;

n. Possessing or using any type of weapon or dangerous item such as, but not limited to, firearms, bladed instrument, and explosive weapons or substances;

o. Gambling inside the school premises (first commission);

p. Committing, for the sixth time, an act or a combination of acts enumerated as a Minor Offense; and

q. Offenses analogous to the above, which pose danger to self and/or others or that, which seriously damage the good name of the school.

(2) **Disciplinary Actions.** In such cases, the Discipline Committee shall determine and directly impose on the erring pupil, through the Prefect of Discipline, the disciplinary actions. The said actions may be imposed alternatively or simultaneously. However, in no case shall restitution and reparation shall be imposed simultaneously. Disciplinary actions may only be imposed on an erring pupil at the discretion of the Discipline Committee.

(2.1) A character mark of ***“Needs Improvement”*** shall be given for one of any of the following areas for the quarter the offense was committed:

(a) Honesty;

(b) Observance of School Rules and Regulations

(c) Respect and Consideration for Others

(2.2) Interventions for Minor Offense of this code, as well as special tasks related to the offense may be required by the Prefect of Discipline.

(2.3) The second time that a Level 1 Major Offense is committed, whether it be the same act, or it be a series of acts all covered herein, shall be treated as a Level 1 Major Offense.

(2.4) Taking into account the gravity of the offense, and the presence of mitigating or aggravating circumstances, the Discipline Committee/Officer may modify the penalty to be imposed.

Section 5. Level 2 Major Offenses. A Level 2 Major Offense is defined as any act that is a **gross and willful** disregard of school rules and

regulations that may result to serious physical and/or material injury.

(1) The following acts constitute Level 2 Major Offense:

- a. Academic dishonesty;
 - b. Assaulting or assisting in the assault of a school employee or volunteer;
 - c. Committing theft or assisting in the perpetration of theft;
 - d. Committing extortion/blackmail against a fellow pupil;
 - e. Engaging in any form of voyeurism which includes the posting of indecent or lewd photos or videos on the internet;
 - f. Falsification of school documents other than the ID and school pass;
 - g. Gambling (second and successive commissions);
 - h. Membership in any organization, group, or association that espouses violence or any illegal or criminal activity;
 - i. Possessing or using, without school authority, any type of fireworks or pyrotechnic device;
 - j. Selling, possessing, or being under the influence of any illegal or controlled drugs or substances, or possessing paraphernalia in connection with the use thereof;
 - k. Tampering of a fire extinguisher, fire alarm and other emergency devices;
 - l. Committing, for the second time, an act or a combination of acts enumerated as Level 1 Major Offense; and
 - m. Any other circumstances of a similar nature and analogous to those mentioned above.
- (2) Disciplinary Actions.** Disciplinary actions for Level 2 Major Offense require the approval of the Management Committee before implementation. The sanctions that may be applied, whether simultaneously or alternatively, are the following:
- a. reparation or restitution whenever applicable to the offence committed;
 - b. suspension of privileges commensurate to the offense committed, such as but not limited to: usage of ICT resources; borrowing of book/s for home use; assuming positions in organizations or school representation; and
 - c. suspension from classes, not exceeding ten (10) school days.
- (2.1)** A character mark of ***“Needs Improvement”*** shall be given for one or a combination of any of the following areas for the quarter the offense was committed:

- (a) Honesty;
- (b) Observance of School Rules and Regulations
- (c) Respect and Consideration for Others

(2.2) Additional actions may be implemented for Level 2 Major Offenses in the form of any one or combination of the stated interventions in Minor Offenses, and/or disciplinary actions stated in Level 1 Major Offenses of this Code.

(2.3) The fifth time that a Level 2 Major Offense is committed, whether it be the same act, or it be a series of acts all covered herein, shall be treated as a Level 3 Major Offense.

(2.4) Taking into account the gravity of the offense, and the presence of mitigating or aggravating circumstances, the Management Committee may modify the penalty to be imposed.

Section 6. Level 3 Major Offenses. A Level 3 Major Offense is the willful commission of crime which endangers life or results to considerable damage of property.

- (1) Disciplinary Actions.** Disciplinary actions for Level IV Offenses require the approval of the AMSAI Board of Trustees before implementation. They may be in the form of the following sanctions:
- (a) Disqualification from the honor roll;
 - (b) Expulsion;
 - (c) Non-graduation.
- (2) Taking into account the gravity of the offense, and the presence of mitigating or aggravating circumstances, the BOT may modify the penalty to be imposed.
- (3) A character mark of ***“Needs Improvement”*** shall be given for one or a combination of any of the following areas for the quarter the offense was committed:
- (a) Honesty;
 - (b) Observance of School Rules and Regulations
 - (c) Respect and Consideration for Others
- (4) Additional sanctions may be implemented for Level 3 Major Offenses in the form of any one or combination of the stated interventions in Minor Offenses, and/or disciplinary actions stated in Level 1 Major Offenses of this Code.

Section 7. Standards of Academic Integrity

Academic integrity requires pursuing scholarship with honesty, responsibility, and respect for truth. Students at AMSAI are expected to uphold these values by completing their assignments, assessments, and academic requirements ethically and without misrepresentation. All work must be completed independently unless the instructor explicitly authorizes collaboration or the use of external tools (including artificial intelligence or machine-learning applications). When using another person's words, ideas, or data, students must properly acknowledge the source. Failure to meet these expectations may result in consequences ranging from grade reduction and failure of an assignment to expulsion from the institution.

The following are examples of violations of academic integrity that all members of the academic community should recognize:

A. Plagiarism

Plagiarism occurs when someone presents another person's work, ideas, or expressions as their own, whether intentionally or unintentionally. Forgetting to cite a source is not a valid excuse. Examples include:

- Using another person's ideas, whether paraphrased or not, from any source (oral, print, broadcast, or digital).
- Making superficial changes to borrowed material (e.g., replacing words or altering sentence order) and presenting it as original work.
- Quoting material without using quotation marks and proper citation.
- Submitting assignments, papers, or programs wholly or partly prepared by another person, a commercial service, or a generative AI tool without authorization.
- Failing to cite information from print or online sources according to the instructor's guidelines or standard citation manuals.

B. Cheating

Cheating occurs when students use unauthorized materials, information, or devices during academic work. Examples include:

- Bringing or using unauthorized resources (e.g., notes, devices) during an exam, test, or quiz.
- Copying from another student's exam, assignment, or lab report.

- Allowing another student to copy one's work or sharing solutions through online platforms.
- Obtaining or using an exam, test, or quiz before its official administration.
- Having someone else take an exam, test, or quiz, or complete coursework on one's behalf.

C. Falsification

Falsification involves providing false information or creating misleading academic records. Examples include:

- Submitting a fabricated excuse for an absence.
- Presenting false identification or credentials to gain academic access.
- Creating fake or misleading citations.
- Manipulating or inventing data in academic work.
- Using artificial intelligence to complete assignments and presenting the work as one's own.

D. Unauthorized Collaboration

Collaboration is permitted only when explicitly allowed by the instructor. Students must seek clarification about whether joint work is acceptable. Working with others on assignments without approval is a violation.

Note: Teachers are strongly encouraged to include this statement in their syllabi.

PART VII

MISCELLANEOUS PROVISIONS

Section 1. Damage of School Property

Any student who destroys, tears down, damages, breaks, pulls down or reaps down any property of the school, whether inside or outside the building is held liable to pay the equivalent cost of property. The student may also opt to replace the damaged property if possible.

Section 2. Parents' Involvement on Discipline Matters

A parent who has a complaint against a pupil/teacher should write a complaint letter to the Prefect of Discipline or the Teachers. He/she is not allowed to verbally and physically confront the pupil/teacher.

Section 3. Campus Regulation on Parents and Visitors

Parents, helpers and drivers are not allowed inside the school campus. However, if they have official transactions, parents/visitors are requested to log in and follow security procedures. "Even Parents of students should not freely enter the school campus anytime without prior authorization from the administration" MRPS p499.

Procedure on scheduling a conference with the teacher:

1. Parents / Guardians who request to see the teacher should inform the Principal and both set the schedule of the conference.
2. The teacher confirms the schedule of the conference with the parent/guardian through an Appointment Form to be sent through the child.
3. The parent/guardian presents the Appointment Form to the security guard to be allowed entry in the campus on the appointed day.

Section 4. Overnight Activities, Outings or Trips

The following guidelines are to be observed during overnight activities, outings, or school trips:

1. Permission from the School Administrator is required for overnight activities, outings or trips.
2. The Homeroom Teacher or subject teacher will make the necessary arrangements with the Administrator at least 3 days before the scheduled activity.
3. The Administrator reserves the right to withhold permission when necessary.
4. No one is permitted to join any outside school activity without a written Parent Consent.
5. Swimming is not allowed during overnight activities, outings or trips.

Section 5. Parties

Birthday parties are not allowed in the classroom & anywhere in the campus.

PART VIII

GENERAL POLICIES

A. CHILD PROTECTION POLICY OF ANANDA MARGA SPECIAL ACADEMIC INSTITUTION

The Ananda Marga Special Academic Institution is fully committed to safeguard the welfare of all children entrusted to its care. It recognizes its responsibility to take all reasonable steps to promote safe practice and to protect children from any act of child abuse, exploitation, violence, discrimination, bullying, and other forms of abuse. It acknowledges its duty to act appropriately to any allegations, reports, or suspicions of abuse.

The AMSAI community will endeavor to work together to encourage the development of a culture which embraces differences and diversity and respects the rights of children.

In implementing this child protection policy, the AMSAI will:

1. Ensure that the school environment is conducive to learning and children shall have the right to education free from fear;
2. Ensure that all children will be protected from all forms of abuses and bullying to develop self-esteem and self-confidence;
3. Ensure that the school will advocate a positive and non-violent mode of disciplining children to foster self-discipline and to improve self-esteem;
4. Ensure that corporal punishment shall not be imposed on any child in school for the purpose of discipline, training or control;
5. Ensure that the school administration shall take steps to prevent bullying and ensure that the appropriate interventions, counseling and other services, are provided for the victims of abuse, violence, exploitation, discrimination and bullying;
6. Ensure that students or learners shall respect rights of others and refrain from committing acts of bullying and peer violence;
7. Ensure that parents shall be actively involved in all school activities or events that raise awareness of children's rights, positive discipline, and the prevention of bullying;
8. Provide opportunities for the faculty, staff and administrators to develop their skills and knowledge particularly and in relation to the care and protection of children;
9. Ensure that the faculty, staff and administrators understand their

- legal and moral responsibility to protect children from harm, abuses and exploitation;
10. Ensure that the children are enabled to express their ideas and views on a wide range of issues and will have access to the school's complaints procedures;
 11. Endeavor to keep update with national developments relating to the welfare and protection of children;
 12. Ensure that visitors and guests shall be oriented on the Child Protection Policy.

B. ANTI-BULLYING POLICY OF ANANDA MARGA SPECIAL ACADEMIC INSTITUTION

Prefatory Statement

The School values a healthy and peaceful educational environment. All members of the School community, which includes students, parents and guardians, and the community members should be made aware of the negative effects that bullying can have on victims and the School in general, and should work towards ensuring that students can work in an environment without fear.

The School will do whatever is reasonably necessary and possible within its authority to eradicate bullying in all its forms.

The School takes a strong stance against bullying. Bullying is unacceptable in our School and will not be tolerated.

I. Preliminary Provisions

Section 1. Legal Basis. This Policy is adopted in compliance with Republic Act No. 10627, otherwise known as the "Anti-Bullying Act of 2013".

Section 2. Scope and Coverage. This Policy applies to the Kindergarten, Elementary, and High School programs at the (Name of School), hereafter referred to as the "School".

Section 3. The following shall be the parties and/or stakeholders in bullying incidents:

1. **Bully** - refers to a student who commits any of the acts of bullying as defined in R.A. No. 10627, its Implementing Rules and Regulations (IRR), and this Policy. This term also includes a student who participates in any of the acts of bullying by supporting or aiding the com-

mission thereof.

2. Bystander - refers to any student who witnesses or has personal knowledge of any actual or perceived acts or incidents of bullying or retaliation as defined by R.A. No.10627, its IRR, and this Policy. Bystanders include the silent majority of students who witness bullying but are unable to do something because of fear; and those who try to stop bullying by defending the victim or reporting the incident.

3. Bullied or Victim – refers to any student who experiences the acts of bullying or retaliation as defined by R.A.#.10627, IRR,& this Policy.

4. Parent or Guardian - refers to the parent or guardian, of either the bully or victim, or other students involved in the bullying incident, on record with the School.

5. School – refers to Ananda Marga Special Academic Institution.

6. School Personnel - refers to all staff and employees of the School; regardless of rank or status; whether classified as academic, academic-support, or non-academic; and whether full-time or part-time; and whether probationary, contractual, or regular.

7. Service Providers - refers to outsourced personnel of the school, which includes, but is not necessarily limited to, maintenance and security, coaches, trainers, and drivers and staff of accredited transport or bus services.

II. Prohibition on Bullying

Section 4. Statement of Policy. The School as a matter of policy prohibits bullying in all its forms, regardless of the means, place and time of its commission.

Section 5. Definition of Bullying. The School adheres to the definition of bullying including the different forms, as provided in the IRR of R.A. No.10627, which provides:

"**Bullying**" refers to any severe, or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of another student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

- (1) Any unwanted physical contact between the bully and the victim

like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;

(2) Any act that causes damage to a victim's psyche and/or emotional well-being;

(3) Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim's looks, clothes and body;

(4) **"Cyber-bullying"** or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats as defined in DepED Order No. 40, s. 2012.

Section 6. Other Forms of Bullying. The term "bullying" shall also include:

(1) **"Social bullying"**—refers to any deliberate, repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group;

(2) **"Gender-based bullying"**—refers to any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity (SOGI);

(3) Retaliation against a student who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying; and

(4) All other forms of bullying analogous to those provided under the Anti-Bullying Law and its IRR.

Section 7. Common Forms of Bullying. The common forms of bullying shall include, but is not necessarily limited to, the following:

1. **Calling names** with the express purpose of humiliating, embarrassing a student, or otherwise cause trouble.

2. **Rudeness and Intimidation.** These may be done through unwanted physical acts but may also be carried through non-verbal means. A mean look or stare is an example of a non-verbal bullying.

3. **Threats and extortion.** Creating fear and extorting money, food or

possessions from other students. Threatening texts or messages in chat rooms and social media sites are included in this form.

4. **Malicious gossip and exclusion from the group.** Circulating gossip or damaging stories that tends to discriminate, exclude, and hate another student.

Section 8. Fair and equal treatment of bullying incidents. The School shall address each and every bullying incident fairly and equally. All forms of bullying should be taken seriously and dealt with appropriately.

Section 9. Situs of Bullying. The School has the authority to impose school discipline to its students including this Policy. This authority of the School is not confined within the School premises.

The School particularly undertakes to prevent and address bullying committed at the following:

a. On Campus. School Grounds including classrooms, hallways, cafeteria, canteen, faculty rooms, auditorium, gymnasium, computer rooms, laboratories, and all places and facilities within the campus.

b. Off-Campus which covers:

1) properties immediately adjacent to School grounds including places or establishments frequented by our students;

2) any other place where school-sponsored or school-related activities, functions or programs are conducted;

3) School bus stops;

4) School service, buses, or transport used by the School in an activity off-campus; and

5) School buses or School services operated or accredited by the School to transport students to and from the campus.

c. On Cyberspace. Text messages, emails, chat rooms, and other social media and web sites regardless of the web site administrator's permission to use foul or explicit language or content, or absence of any particular standard of use.

III. Prevention Programs

Section 10. The School shall raise the awareness of the anti-social nature of bullying through various programs; assemblies; activities; and integration in the curriculum as it may deem appropriate.

The School undertakes to develop anti-bullying programs that are

comprehensive, multi-faceted and shall involve all education stakeholders and personnel. The programs may contain among others:

(1) School-wide initiatives centered on:

- a. positive school climate and environment conducive to the attainment of learning objectives, the development of healthy relationships and the understanding of and respect for individual differences;
- b. periodic assessment and monitoring of the nature, extent, and perceptions of bullying behaviors and attitudes of students;
- c. periodic review and enhancement of the students' and personnel's manual or code of conduct in relation to bullying;
- d. conduct of activities for students, school personnel and service providers on how to recognize and respond to bullying.
- e. continuing personnel development to sustain bullying prevention programs; and
- f. coordination with Local Government Units, barangay (Barangay Council for the Protection of Children) and other stakeholders.

(2) Classroom-level initiatives that focus on:

- a. reinforcing school-wide rules pertaining to bullying;
- b. building a positive sense of self and interpersonal relationships through the development of self-awareness and self-management, interpersonal skills and empathy, and responsible decision-making and problem-solving;
- c. discussion of issues related to bullying, and strategies for responding to and reporting of incidents of bullying;
- d. teaching positive online behavior and safety and how to recognize and report cyber-bullying; and
- e. providing an inclusive and caring learning environment for students.

(3) Involving parents in bullying prevention activities, such as:

- a. discussions on this Policy, emphasizing bullying prevention during Parents-Teachers Association meetings and seminars; and
- b. conducting or sponsoring education sessions for parents to learn, teach, model, and reinforce positive social and emotional skills to their children.

(4) Monitoring students who are vulnerable to committing aggressive acts or who are perpetrators of bullying, or who are possible targets or victims, for the purpose of early intervention. This activity shall be conducted with utmost confidentiality and respect for

all parties concerned.

Section 11. Early Detection of Bullying. There are signs indicative that a student is being bullied in school. A change in the student's behavior or actions, change in the student's routines, or the absence or presence of other circumstances, may be assign that the student is a victim of bullying. The teacher, parents or guardian shall check and report to School authorities these changes should they become manifest. These changes may include the following:

1. Feeling sick in the morning;
 2. Unwillingness to go to school and leave home;
 3. Unwillingness to be left alone in the School;
 4. Crying to sleep at night or has nightmares;
 5. Bedwetting;
 6. Doing poorly in class or school work;
 7. Coming home with torn clothes or damaged belongings;
 8. Has possessions missing;
 9. Has unexplained cuts and bruises;
 10. Being frightened to say what is wrong;
 11. Being anxious or lacking in self-confidence; and
 12. Attempting or threatening self-harm.
- IV. Intervention Programs

Section 12. The School shall develop intervention programs to promote the continuity of comprehensive anti-bullying policies. Intervention refers to a series of activities which are designed to address the following:

- a. issues that influence the student to commit bullying;
- b. factors that make a student a target of bullying; and
- c. effects of bullying.

Section 13. Forms of Intervention. Interventions may include programs such as counseling, life skills training, education, and other activities that will enhance the psychological, emotional and psychosocial well-being of both the victim and the bully.

Such programs may:

- a. involve activities that will address acts of bullying;
- b. emphasize formative and corrective measures rather than punishment;

- c. conform to principles of child protection and positive and non-violent discipline;
- d. help the victim, the bully, and the bystanders understand the bullying incident and its negative consequences; and
- e. provide opportunities to practice pro-social behavior.

Section 14. The School shall develop intervention strategies involving all parties, such as bullies, victims, bystanders, parents, school personnel, service providers and all other persons who may be affected by the bullying incident.

V. Responsibilities in Bullying Incidents

Section 15. The following are the responsibilities of stakeholders in bullying incidents:

(1) Bully. The “Bully” shall:

- a. Comply with the intervention and prevention programs of the school;
- b. Submit to due process of the school as part of disciplinary action whenever necessary.

(2) Bullied or Victim. The Bullied or Victim shall:

- a. Avoid retaliation;
- b. Report his/her experience to the teacher, Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office, or other persons or school authorities; and
- c. Be circumspect in his/her claims against the alleged bully.

(3) Bystander. The bystander shall:

- a. Promptly report cases of bullying, that which he or she witnessed or has personal knowledge of, to the teacher, Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office, or any person or school authorities;
- b. Not to join the bullying;
- c. Secure the safety of the victim whenever possible without causing harm to himself or herself.

(4) School. The School through the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office, teachers and other school administrators shall:

- a. Implement the provisions of this Policy;
- b. Provide all students and their parents or guardians a copy of

this Policy. This policy shall likewise be included in the School’s student and/or employee handbook and shall be conspicuously posted on the School walls and website;

- c. Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms for reporting of acts of bullying or retaliation;
- d. Educate parents and guardians about the dynamics of bullying, the child protection or anti-bullying policy of the school and how parents and guardians can provide support and reinforce this Policy at home;
- e. Devise prevention, intervention, protective and remedial measures to address bullying;
- f. Conduct the capacity building activities for guidance counselors/teachers and the members of the Child Protection Committee;
- g. Ensure effective implementation of the anti-bullying policy and monitor compliance therewith;
- h. Ensure the safety of the victim of bullying, the bully, and the bystander and determine the students’ needs for protection;
- i. Ensure that the rights of the victim, the bully, and the bystander are protected and upheld during the conduct of the investigation;
- j. Maintain a record or statistics of incidents of bullying and retaliation;
- k. Coordinate with appropriate offices and other agencies or instrumentalities for appropriate assistance and intervention, as required by the circumstances.

(5) Teachers and Other School Personnel. Teachers and other School personnel shall:

- a. Participate and cooperate in all prevention, intervention, and other measures related to bullying by the School;
- b. Report incidents of bullying;
- c. Update himself/herself on detection and proper handling of bullying incidents;
- d. Be objective and handle incidents with due consideration of confidentiality and tender age of students involved;
- e. Coordinate closely with the Child Protection Committee of the school; and
- f. Observe due diligence in the prevention of bullying cases during classes or other student activities he/she is directly in charge of.

(6) Students in General. Students shall:

- a. Participate and cooperate in all prevention, intervention and other measures related to bullying implemented by the School;
- b. Avoid or refrain from any act of bullying;
- c. Intervene to protect the victim, unless it will jeopardize his safety and security; and
- d. Report to school authorities any incident of bullying.

(7) Parents. Parents shall:

- a. Participate in bullying prevention activities of the school which includes:
 - 1. Education on relevant policies;
 - 2. Sharing of best practices on how to reinforce positive social and emotional skills to the children.
- b. Cooperate with the school authorities in bullying incidents involving their child/children; and
- c. Not to take matters into their own hands in resolving bullying incidents.

VI. The Anti-Bullying Committee

Section 16. The Anti-Bullying Committee. The School's existing Child Protection Committee (CPC) shall also be designated as the School's Anti-Bullying Committee as required under DepEd Order No. 40, series of 2012.

Section 17. Composition. The Committee shall be composed of the following:

- a. VP for Formation –Chairperson
- b. Guidance Counselor –Vice Chairperson
- c. Members: Elementary&Secondary Principal, Prefect of Discipline
- d. Representative of the Teachers
- e. Representative of the Parents
- f. Representative of students; and
- g. Representative from the Community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC). (ad hoc)

Section 18. Functions. The Anti-Bullying Committee shall perform the following tasks:

- a. Conduct awareness-raising programs with school stakeholders in preventing and addressing bullying;
- b. Ensure that the anti-bullying policy adopted by the school is implemented;

- c. Monitor all cases or incidents related to bullying reported or referred by the teacher, guidance counselor or coordinator or any person designated to handle prevention and intervention measures mentioned by the preceding sections of this Policy; and
- d. Make the necessary referrals to appropriate agencies, offices or persons, as may be required by the circumstances.

VII. Handling Bullying Incidents in the School

Section 19. Exclusive Jurisdiction. Complaints of bullying and other acts under this Policy shall be within the exclusive jurisdiction of this School or jointly by Schools whenever the incident involves students from different schools. Bullying incidents shall not be brought for amicable settlement before the Barangay, subject to existing laws, rules and regulations. Complaints for acts covered by other laws shall be referred to the appropriate authorities.

Section 20. Effect of Institution of Criminal Action. The filing of criminal complaint by either or both the bully and the bullied before the law enforcement agencies, prosecutor's office, or courts of law shall not operate to divest this School of its authority to conduct its own investigation, fact finding, and/or disciplinary proceeding on the students involved.

Section 21. Immediate Responses. The victim or anyone who witnesses or has personal knowledge of a bullying incident or retaliation shall immediately call the attention of any school personnel. The school personnel who was notified of a bullying incident or retaliation shall intervene, by:

- a. Stopping the bullying or retaliation immediately;
- b. Separating the students involved;
- c. Removing the victim or, in appropriate cases, the bully or offending student, from the site;
- d. Ensuring the victim's safety, by:
 - 1. Determining and addressing the victim's immediate safety needs; and
 - 2. Ensuring medical attention, if needed, and securing a medical certificate, in cases of physical injury.
- e. Bringing the bully to the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office

Section 22. Reporting the Bullying Incident or Retaliation

1. A victim or a bystander, or a school personnel who receives information of a bullying incident or retaliation, or any person, who witnesses or has personal knowledge of any incident of bullying or retaliation, shall report the same to the teacher in charge, or the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office, who shall immediately report the matter to the Principal.
2. The School shall inform the parents or guardian of the victim and the bully about the incident.
3. If an incident of bullying or retaliation involves students from another school during a school authorized or school-sponsored activity on or off-campus, this School shall promptly notify the appropriate administrator or school head of the other school so that appropriate action may be taken.
4. Reports of incidents of bullying or retaliation initiated by persons who prefer anonymity shall be entertained, and the person who reported the incident shall be afforded protection from possible retaliation; provided, however, that no disciplinary administrative action shall be taken against an alleged bully or offending student solely on the basis of an anonymous report and without any other evidence.
5. Teachers shall make sure that no bullying incident should be kept unreported or unnoticed. For this purpose, a Record of Bullying Incidents Form is designed and developed where teachers in charge may keep track of bullying incidents or indications in the classroom or off-campus activities. The same shall be kept in strictest confidence in a central file with the Guidance Office.

Section 23. Fact-Finding and Documentation

The Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office shall:

1. Separately interview in private the bully or offending student and the victim.
2. Determine the levels of threats and develop intervention strategies. If the bullying incident or retaliation or the situation requires immediate attention or intervention, or the level of threat is high, appropriate action shall be taken by the school within twenty-four hours (24) from the time of the incident.

3. Inform the victim and the parents or guardian of the steps to be taken to prevent any further acts of bullying or retaliation; and
4. Make appropriate recommendations to the Child Protection Committee on proper interventions, referrals and monitoring.

Section 24. Referral to Experts Outside of the School. The School may, upon evaluation, refer the victim and the bully to trained professionals outside the school, such as social workers, guidance counselors, psychologists, or child protection specialists, for further assessment and appropriate intervention measures, as may be necessary. The School also undertakes to notify the Women and Children's Protection Desk (WPCD) of the local Philippine National Police, in appropriate cases involving the bully or offending student.

VIII. Disciplinary Measures

Section 25. Where students resist or refuse to respond to intervention or preventative strategies to address bullying, the School will resort to stringent actions to deal with persistent and violent bullying. Disciplinary actions may or may not be resorted to by the School depending on the circumstances of each case with due consideration to the age of the students or pupils involved.

Section 26. Due Process

- A. Bullying cases may be initiated either through:
 - (1) a Complaint; or
 - (2) a motu proprio Charge from the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office on the basis of a report of the teacher, school personnel or bystanders.
- B. The Complaint should be duly executed by:
 - (1) the complaining student with the assistance of his or her parents;
 - (2) or solely by the parents on the basis of their child's statements.
- C. In both instances, the Complaint must be duly sworn to by the executing student and/or parent stating clearly how the act/s of bullying was/were committed and other attendant circumstances. The complaining party may attach sworn statements of witnesses and other proofs to substantiate the Complaint.
- D. The Complaint or Charge for Bullying shall be filed with the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office.

- E. The Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office shall furnish the parents of the respondent student/s a copy of the Complaint or Charge and direct the student/s concerned with the assistance of the parents to file a Sworn Answer within a period of forty-eight (48) hours or within a reasonable period from receipt of the Complaint or Charge as may be allowed under the circumstances.
- F. Upon receipt of the Sworn Answer, the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office may schedule a conference with the Complainant and/or the Respondent separately to clarify the allegations in the Complaint and the Sworn Answer. The Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office may also interview witnesses, bystanders, and others who may have knowledge of the circumstances surrounding the incident.
- G. The Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office shall then issue a resolution on the Complaint or Charge stating clearly its basis. A resolution finding the commission of bullying shall state the appropriate sanction. The resolution shall be deemed a recommendation to the Principal, which the latter may either disapprove or modify. The decision of the Principal may be subject to reconsideration, or appeal to the Schools Division, within a period of ten (10) calendar days from receipt of the decision.

Section 27. Sanctions

- 1) If the act of bullying committed does not fall under any offense defined in the Student Manual, the following sanctions shall apply:
 - 1.1 First Offense: Reprimand and Summon of Parents
 - 1.2 Second Offense: Suspension from Classes for three (3) to five (5) school days, or Community Service for three (3) to five (5) school days, or both. The duration of the suspension and/or community service may be further reduced or lengthened by the School depending on the nature, gravity or severity of the bullying act.
 - 1.3 Third or Subsequent Offense: Non-Readmission to Exclusion.
- 2) If the act of bullying committed falls under an offense already defined and prohibited in the Student Manual, the higher penalty or sanction shall apply.
- 3) Depending on the seriousness or gravity of the offense committed

and/or the extent of injuries suffered by the victim, the School reserves the right to impose the extreme penalty of expulsion subject to approval of the Department of Education.

- 4) In addition to the disciplinary sanction imposed, the School may, after careful evaluation, likewise refer the alleged bully and/or the alleged victim for counseling of School's Guidance Counselor or to a private counselor of their choice, or to other intervention programs of the School should it become necessary.

Section 28. Preventive suspension. The School may at its discretion and during the pendency of the investigation, put any student on preventive suspension for a period not longer than three (3) school days, if there is reason to believe that the presence of said student might put him/her at risk of more harm, or will jeopardize the general peace and order of the campus. Such preventive suspension may extend to the parents or guardians of the students involved in the incident. In such case, the parents are barred from entering the School's premises or attend School activities during the said suspension.

Section 29. False Accusation of Bullying. If a student, after an investigation, is found to have knowingly made a false accusation of bullying, the said student shall be subjected to the same disciplinary actions or to appropriate interventions for "bullies" under this Policy.

Section 30. Confidentiality. Any information relating to the identity and personal circumstances of the bully, victim, or bystander shall be treated with utmost confidentiality by the Anti-Bullying Committee, teacher concerned, and the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office, provided that the names may be made available to the parents or guardians of students who are or have been victims of bullying or retaliation.

Any school personnel who commits a breach of confidentiality shall be subject to appropriate sanctions including termination of employment as may be provided in the School's Employee's Handbook.

Section 31. Effectivity. This Policy shall take effect immediately upon the date of its approval and shall not be modified, altered, amended or repealed unless otherwise resolved through a valid Resolution of the Board of Trustees/Directors of the School.

C. SOCIAL MEDIA POLICY OF ANANDA MARGA SPECIAL ACADEMIC INSTITUTION (AMSAI)-MAHARLIKA, INC.

1. Introduction

The Social Media platform offers opportunities for the AMSAI community to connect and communicate, to use for teaching and learning, and to engage a wide range of audiences and stakeholders. **It can provide professional and personal opportunities and benefits; but it also presents a number of risks** associated with the use of social media which can have a negative impact on the holistic formation of students and School's reputation. Thus, this **Social Media Policy** provides guidance to students on how to safely and productively use social media to maximize the range of benefits it offers but at same time lessen/mitigate the risks associated with it.

This policy also provides the following information:

- on **responsibilities** of students when communicating via AMSAI social media accounts;
- and **expectations** from students in relation to the use of their social media accounts.

This policy respects the individual's right to freedom of expression and is **not a form of censorship**.

2. Objectives

- To **inform the students on school requirements and expectations** regarding use of social media platforms in both educational and personal purpose
- To **inform students about the risks and how to mitigate these risks** associated with social media
- To **ensure that the privacy and safety** of students are protected
- To **ensure that students do not compromise security** of their own personal information or the School's information assets;
- To **define the responsibilities of students** as users of the School's social media accounts; and
- To **outline channels for addressing** issues or concerns

3. Definition of Terms

Social media are websites and applications that enable users to create and share content or to participate in social networking.

Examples of which include, but are not limited to:

- Social Networking: Twitter · Facebook · Instagram · Pinterest · TikTok · Tumblr · Google +
- Messaging: Viber · Hangout · WhatsApp · Messenger · Snapchat · Kik · Telegram · KakaoTalk · Omegle
- Streaming: YouTube · Vimeo · Periscope · Twitch · Live.me · Streamnow and all streaming sites
- Others: LinkedIn · Flickr · Quora · Reddit · Discord · CuriousCat

4. Scope

This policy applies to social media communications made both on public and private forums by AMSAI students. Students should be aware and thus careful, that posts added to public forums can be **viewed by the public** from the date of publication; in the same manner, even posts added to **private forums can also be shared publicly by others**.

5. Guideline Statements

5.1 Use of Social Media Platforms

5.1.1 Students using social media should be mindful of the following **legal risks and acts** in particular:

5.1.1.1 Libel: Public and malicious imputation of a crime, vice or defect, real or imaginary, or any act, omission, condition, status or circumstance tending to cause dishonor, discredit or contempt of a natural or juridical person, or to malign the memory of one who is dead (Art. 353, Revised Penal Code and Cyber Crime Law)

Ex. Posting on social media stating/ associating an individual with crimes like stealing, cheating, taking drugs. Imputing or destroying the reputation of others.

5.1.1.2 Harassment: subjecting someone to a course of conduct that causes them distress or alarm.

Ex. Stalking, trolling, cyber-bullying (refer to AMSAI Students Handbook)

5.1.1.3 Intellectual Property Infringement: posting content which copies a substantial part of a work protected by copyright (refer to Intellectual Property Law)

Ex. Claiming other people's work as your own, not citing the sources, plagiarism

5.1.1.4 Data Privacy Infringement: posting personal information of others without their consent (refer to AMSAI Data Privacy Policy on *Appendix A*)

Ex. Posting classmates' personal information in the social media like name, images, mobile numbers and other sensitive information without permission

5.1.1.5 Breach of Confidence: unauthorized posting of confidential information

Ex. Posting on social media confidential information like violation report and other intervention report, sharing of online platform links and the like

5.1.2 Students and personnel must familiarize themselves with the confidentiality rules of the School and other laws but not limited to the following:

- **Cybercrime Law of 2012** (RA10175)
- **Data Privacy Act of 2012** (RA10173)
- **Intellectual Property Code** (RA 8293)

5.1.3 Other relevant policies and guidelines of the School that are applicable to social media accounts are: Data Privacy Policy, Student Conduct and Discipline as found in the AMSAI Student Handbook.

5.1.4 This policy forms part of the School's contractual requirements with the students as part of the AMSAI Student Handbook.

5.1.5 Appropriate use

5.1.5.1 Students should be mindful of how their statements, views or posts appear online. They are reminded that the public, school admissions officers, future employers, industry contacts and other school stakeholders may view

their posts and these may have a negative impact on **their reputation, reputation of others and reputation of the school**. They must be aware of the permanence of anything posted on line, the implications of their post and the corresponding rule/policy that the post has violated.

5.1.5.2 There are **proper venues** for any complaints or disclosure malpractice, wrongdoing, impropriety involving the school and the members of the school community. These can be directed to the proper office as the case may be. For any concern, complain, instead of posting it in the social media, these can be discussed with the teachers, counselors or school administrators.

5.1.5.3 Posts must be in line with the values and ethics of the AMSAI Guiding Principles and of the AMSAI Student Handbook.

5.1.6 Individuals' personal and professional accounts

5.1.6.1 It is recommended that official AMSAI Social Media platforms can be a venue of school announcements, in addition to the AMSAI Website.

5.1.6.2 If students post on their personal social media accounts, it is understood that the views expressed are their own and do not necessarily reflect those of the School.

5.1.6.3 All students should consider what they are posting on their individual accounts. The School does not actively monitor individual personnel' or students' social media accounts. However, if a concern is raised regarding content posted on student's social media account and the post is considered to be a violation as provided in Section 5.1.1 or primary affects the holistic formation of students and the good reputation of AMSAI, the School has, through its representatives, the right to request or require, as the case may be, the removal of inappropriate content. In addition, the matter may be addressed through the School's Disciplinary Procedure. Serious breaches may constitute serious misconduct and may be a ground for appropriate disciplinary action with corresponding intervention from the

5.2 AMSAI Social Media Accounts

5.2.1 On setting up a new official AMSAI social media account:

Students are allowed to create a new AMSAI social media account provided that it is only for official school use such as Student clubs or official school programs/projects.

5.2.2 Students may **only** create a new AMSAI social media account upon the endorsement and supervision of an adult AMSAI personnel, adviser/ moderator, or an Office of the Student Affairs and Services (OSAS) personnel.

5.2.3 Student created social media accounts such as the “Freedom Wall” and the like are **not authorized by the school** thus, is not an official AMSAI social media account. The content, views, opinion, language used/ expressed therein do not necessarily reflect those of the School.

5.3 Social Media Account Management

All AMSAI registered social media account must adhere to the following:

5.3.1 School’s style guide (format, template, color, logo) should be observed for consistency. The account profile information should clearly state the purpose of the account and the hours during which it is monitored.

5.3.2 All social media accounts are kept up to date and regularly monitored. Questions raised in the social media platform should be responded to promptly within operating hours.

5.3.3 The point person of each registered social media account shall be the moderator and designated club representative. The moderator shall always have complete access to the account.

5.3.4 All registered social media accounts shall be evaluated by the OSAS every 12 months for renewal. If the account is not renewed the moderator must deactivate the account.

5.3.5 As part of year-end clearance all moderators must surrender the access to the OSAS.

5.4 Social Media Posts

All posts from AMSAI social media accounts represent the School. It

is vital that due diligence is observed at all times in posting messages. It must be ensured that messages be appropriate and that no damage to the holistic formation and reputation of the School is committed.

5.4.1 Safeguards should be put in place to minimize the risk of communication errors via social media, including checking veracity or due authenticity of content(s) before publishing.

5.4.2 Posts must be in line with the values and ethics of AMSAI and all relevant school policies.

5.4.3 Students posting content on AMSAI social media accounts must not post or promote content which:

5.4.3.1 harasses, bullies or otherwise intimidates;
instructs, causes or coerces others to harass, bully or otherwise intimidate;

5.4.3.2 intends to blackmail or extort money from anyone; incite violence or hatred;

5.4.3.3 is abusive in nature, relating to an individual’s age, disability, gender, civil or social status, race, religion or belief, sex or sexual orientation or political belief; and

5.4.3.4 has inappropriate images, photos, videos, and audio recordings unbecoming of an AMSAI student

5.4.4 Content posted or promoted on the School’s social media accounts must at all times be respectful of others and courteous.

5.4.5 Social media accounts must not be used to criticize or argue with anyone; be it within the AMSAI community as well as outside.

5.4.6 When posting on an account, it is vital to keep the legal ramifications in mind. This includes, but is not limited to, ensuring that posts do not breach confidentiality, make defamatory comments or breach copyright.

5.5 Social Media Parameters

Communications through social media must not:

5.5.1 Discuss how the school does its daily operation and processes;

5.5.2 Reveal unverified school incidents

5.5.3 Reveal future plans that have not been communicated to the public;

- 5.5.4** Infringe intellectual property;
- 5.5.5** Disclose others' personal information without their permission;
- 5.5.6** Violate the AMSAI values and spirituality and
- 5.5.7** Breach the professionalism and confidentiality rules of the school

5.6 Accessibility

- 5.6.1** All film content which are produced for use in a social media campaign, promotion or information is recommended to have subtitles for accessibility purposes.
- 5.6.2** It is accepted that some film content for social media is either live streamed or produced for immediate use (given the immediacy of the channel).

5.7 Account Security

- 5.7.1** Social media accounts are at risk of hacking and this can cause significant reputational damage, potentially serious misinformation and breach security for students and the school community in general. Where the AMSAI Community require access to the Official AMSAI and AMSAI registered social media accounts, there must be an agreed overall person-in-charge.
- 5.7.2** It is recommended that the person-in-charge choose a strong and secure password which is different from personal passwords.
- 5.7.3** In cases of emergency, such as hacking of AMSAI social media accounts, the OSAS may need to urgently address this concern beyond office hours thus must have direct access to the person-in-charge of the social media account.

5.8 Addressing Concerns and Issues

- 5.8.1** If the AMSAI social media account has been hacked, compromised or attracts a number of negative comments, person-in-charge/ offices concerned should address this with the OSAS.
- 5.8.2** When the issue is considered serious that it presents physical threats and/ or damaging to AMSAI's reputation, a crisis management team (composed of the OSAS and Admin representa-

tive) shall be convened and constituted in accordance with the School's Crisis Management Plan.

5.9 Social Media in an Emergency

- 5.9.1** Social media provides important information channels for students and the AMSAI community during an emergency situation. Thus, it is vital that the information provided is timely, consistent and accurate. All communications on social media from the School in an emergency situation will be issued only through the School's official social media account/s.
- 5.9.2** Suspension of classes due to Technical concerns, the Academic Council will make the recommendation, but the official announcements will be done by the OSAS; likewise, any other class suspensions will be announced by the OSAS in coordination with the related offices with the approval of the President, through social media via the official Facebook page.
- 5.9.3** In order to minimize the risk of issuing conflicting and/or incorrect information, it is vital that all other social media accounts do not post information or updates during a live incident.
- 5.9.4** Misuse of Official Social Media Accounts by students may be subject to disciplinary sanctions in accordance with the School's rules and regulations.

REFERENCES:

LAWS:

Republic Act No. 8293, Intellectual Property
Code of the Philippines Republic Act 10173,
Data Privacy Act of 2012
Republic Act No. 10175, Cybercrime Prevention Act of
2012 Act No. 315, Revised
Penal Code of the Philippines

PART IX FACILITIES AND STUDENT SERVICES

CHAPTER 1 THE LIBRARY

Objectives

As an integral part of the Ananda Marga Special Academic Institution, the Library seeks to achieve in an eminent way the purposes and objectives of the school's educational program. It aims to carry out its responsibility as a stimulating force for the spiritual, moral and intellectual growth of the school community and to assume the role of providing not only information but also training that will help form the pupils become responsible and well-rounded "persons for others".

Guidelines

1. Who can use the School Library?

- All bona fide students of AMSAI.
- Administrators, faculty members, and non-teaching staff of AMSAI.

2. Service Hours

- 8:00 A.M. – 4:30 P.M. Monday to Friday

3. Library Rules

- Stay in the library for reading and studying.
- Observe SILENCE.
- Return the books on the shelves properly.
- Push back the chair after using.
- Return borrowed books on time
- Take good care of the library books by:
 - Not writing on the pages
 - Using bookmarks
 - Flipping the pages of the book properly
 - Not letting baby or pets play with the book
 - Not cutting the pages of the book
- Do not bring food and drinks in the library.
- Turn off ALL MOBILE PHONES or set in "SILENT MODE"
- Do not make school projects in the library.
- Speak softly at all times.

4. Borrowing Procedures

- **Identification Card (ID):** Pupils must present their ID to the Library Staff at the Circulation Desk each time they borrow or renew books and magazines. The borrower is held responsible for materials listed in his/her patron file.
- Books and magazines can be borrowed for one week. They may be renewed for another week if still needed.

5. Overdue and Lost or Damaged Materials

- Fines for Late Return of Materials

Overdue materials are charged a fine of **P3.00** per school day.

Please avoid overdue fines and help us keep the books circulating. Overdue notices/recall slips are sent to the students through the Homeroom Moderator every quarter. This is to remind the borrowers of their unreturned or overdue books.

- Lost Books

Replace the book with a brand new copy and pay **P100.00** as processing service charge **or**

Pay twice (**200%**) the acquisition of cost of books published in the **Philippines** and pay **P100.00** as processing service charge.

Pay three times (300%) the acquisition cost of books published **abroad** and pay **P100.00** as processing service charge.

CHAPTER 2

GUIDANCE AND COUNSELING UNIT

Program Rationale

Since counseling is an integral part of the AMSAI educational process, the Guidance Office offers services and developmental programs to facilitate the development of personal skills of pupils' well-being; to ensure the realization of the school's vision-mission of molding students who are Neo-humanist, compassionate, competent, committed and leaders with conscience.

The School employs a Guidance Advocate who is an experienced facilitator of Guidance cases. The Guidance Office comes under the Formation Programs of the School.

The following are the basic services and functions of the Guidance Office:

1. **Counseling** – the dynamic personal interaction between a counselor and counselee/s, where the counselor employs methods, approaches of techniques to enhance the counselee's intrapersonal and interpersonal development and competencies.
2. **Consultation** – the mutual sharing and analysis of information with administration, faculty and parents to facilitate decision-making and learning about strategies for helping the counselee.
3. **Individual Inventory/Analysis** – the collection of information about the individual for proper understanding, decision-making and placement.
4. **Information** – the comprehensive and systematic collection and dissemination of information through various methods, programs and seminar – workshops to assist pupils in their personal and educational concerns and to assist parents to understand and handle appropriately their children.
5. **Research/Survey** – the attempt to unearth the needs of the institutional community, establish the need for improvement, validate new strategies, techniques and interventions and discover different alternatives for attaining goals.
6. **Referral** – the tapping of agencies, organizations, or individuals that may be of better assistance in the counselee's resolution of problems and attainment of full potential.
7. **Placement** – the facilitation of the client's movement to the appro-

priate educational level, entry into the appropriate co-curricular and extra-curricular activities.

8. **Follow-up** – the appraisal of how counselees who have been counseled placed or referral are doing and determine whether further assistance is necessary.

9. **Evaluation** – the determination of whether the services offered have attained their objectives and are meeting the needs of the clientele, the personnel have satisfactorily performed their functions and facilities have been adequate.

10. Testing

Psychological Testing – to help pupils know more about themselves through the different test given by the Testing Coordinator.

Examples: Diagnostic Test in English – to help pupils find out their strengths and difficulties in the English subject

Other Examples: School Ability Test and Achievement Test

CHAPTER 3 THE CLINIC

The services of the AMSAI Health Unit are designed to foster appropriate use of the primary health facilities of the School in times of disease and medical emergency, prevent and control communicable diseases in the campus. The clinic is open from 7:30 A.M. to 4:30 P.M. on regular class days without noon breaks. Pupils who are sick while in school will be sent to the clinic.

Clinic Intake Guidelines

Pupil who is sick during class hours should:

1. Present a signed *pink slip* to the nurse on duty.
2. Fill up the clinic information sheet.
3. Submit oneself for assessment and intervention by the health team.
4. Go back to the classroom with a signed *yellow slip*.
5. In case the doctor or the nurse will find a need for the pupil to be sent home, the nurse will inform the parent(s) or guardian and request them to fetch the child at the clinic.

Pink slip – a form coming from the teacher indicating the complaints of the pupil

Yellow slip – a form coming from the clinic indicating the intervention done by the Health Team

For emergency cases,

1. The pupil is brought to the clinic immediately.
2. Parents/Guardians are notified as soon as possible.
3. Should the pupil need to be brought to the nearest hospital, the school nurse or any school administrator accompanies the pupil.

Note: *Pupils with fever, sore eyes, measles, German measles, chicken pox, mumps, infectious mononucleosis, dengue, typhoid fever, viral exanthems, and other communicable diseases should stay home. When they come back, they must present a medical certificate/ clearance from their doctor indicating that it is safe for them to return to school and not just a note from their parent(s) or guardian.*

The clinic issues a permit signed by the Administrator before allowing the pupil to leave the campus with the parent or guardian. The parent or guardian likewise, signs out for the release of the pupil when they leave the campus during class hours (green slip for the

teacher, pink slip for the clinic file, white slip for the guard). No sick pupil will be allowed to go home alone even with the consent of the parent or guardian.

The parent or guardian may enter the campus to fetch the sick or injured pupil. However, the clinic staff must call the office of the headmaster or any of the administrators to allow the entry of the said person. A vehicle may enter through gate 1 with prior permit.

PART X
THE CONSTITUTION AND BY-LAWS
OF THE STUDENT COUNCIL

PREAMBLE

Envisioned with the desire and aspirations for a wholesome and united studentry, in order to establish and safeguard the students welfare and interest along with the ideals of the institution for a Neo-humanist-like academic community; to prepare ourselves in assuming leadership and responsibilities necessary for our personal growth and nation building, do hereby organize ourselves and promulgate this constitution.

ARTICLE I
NAME

SECTION 1.

The organization shall be officially called AMSAI Student Council.

SECTION 2.

Student council shall officially hold office within the AMSAI School Campus, in Buhangin, Davao City.

ARTICLE II
OBJECTIVE

SECTION 1.

The objective of the organization shall be:

1. To promote and safeguard the general welfare and interest of the students;
2. To train potential leaders and develop leadership skills needed to carry out greater responsibilities in the future;
3. To work along with the faculty and administration for better quality Neo-humanist education in an atmosphere of cooperation, understanding and respect;
4. To serve as a means of articulation of pupils views, suggestions and needs;
5. To help maintain the school's Neo-humanist, academic and moral standard;
6. To develop independence of thought and dynamic action that affects the studentry.

ARTICLE III
MEMBERSHIP

SECTION 1.

All grade school/high school students of Ananda Marga Special Academic Institution are members of the Student Council.

SECTION 2.

A student shall cease to be a member of the organization:

1. Upon graduation
2. Upon transferring
3. When he drops out of school

ARTICLE IV
RIGHTS OF THE STUDENTS

SECTION 1.

1. Every student shall have the right to:
2. Receive quality education necessary for his/her full development as a person through competent instruction;
3. Enjoy freedom of expression;
4. Vote and run for officers during Student Council Elections he possesses the necessary qualifications.

SECTION 2.

No students will be subjected to any disciplinary action without the due process of law.

SECTION 3.

Pupils shall have the right to air complains and be heard and be given immediate action.

ARTICLE V
DUTIES AND OBLIGATION OF MEMBERS

SECTION 1.

It shall be the duty of every member of the organization to:

1. Study, abide and defend the constitution and by-laws of the organization.
2. Foster unity and cooperation among the students for the attainment of the objectives of the organization;
3. Attend meetings and participate in the celebrations;
4. Study hard and always strive to be worthy of being a true AMSAIan;
5. Obey all the duly continued rules and regulations of the school and respect all persons of authority.

ARTICLE VI STRUCTURE AND RULES OF THE ORGANIZATION

SECTION 1.

1. The organization shall be governed by the Student Council Officers.
2. The Student Council Officers shall be the highest policy-making body of the organization;
3. It shall be composed of the President, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Auditor, PIO, and the Grade Level Governors;
4. The Student Council Officers shall:
 - Sit in banc during the meeting of the Student Council;
 - Assess and evaluate all accomplishment and shortcoming of the organization.
 - Create from time to time other standing special committees;
 - Perform such other duties as specified in their constitution and By-Laws;
 - The Student Council Officers shall meet regularly every Tuesday from 3:30 P.M. to 4:30 P.M.

5. The Powers and Duties of the Student Council Officers:

President– The President shall be the Executive Officer of the student council. He shall preside in all meetings/sessions of the council. He shall approve and sign minutes of meetings. He shall perform such as other duties inherent to the nature of his position.

Vice-President – The Vice-President shall exercise the functions of the Governor in his absence. He shall act as chairman of special committees/projects of the organization and perform such duties inherent to the nature of his position.

Secretary – The Secretary shall issue notices for all meetings/sessions. He shall prepare and keep the important papers and minutes of the meetings. He shall safeguard all records, documents, and other vital papers of the organization. He shall sign all papers issued by the organization.

Assistant Secretary – The Assistant Secretary shall exercise the functions of the Secretary in his absence. He shall help the secretary in performing such duties.

Treasurer – The Treasurer shall be the custodian of all funds. He shall sign and pay any finances legally incurred by the council; shall keep an accurate records of collections and expenses; shall report regularly on the outstanding funds of the council.

Assistant Treasurer – The Assistant Treasurer shall exercise the function of the Treasurer in his absence. He shall help the treasurer in performing such duties.

Auditor – The Auditor shall examine and verify the collection and disbursement of the funds of the organization; shall render a quarterly written report of the financial condition of the organization to the Student Council Officer.

Public Information Officer – The PIO is in charge of informing all members of the student body with regards to programs, activities and other matters pertaining to the student council projects and undertakings.

Grade Level Governors – The Grade Level Governors shall represent the grade level in all meetings of the council; shall act as medium of articulation of students' views, suggestions and needs of its particular grades

The Student Council Officers may create special committees and appoint additional members as the need arises.

ARTICLE VII GENERAL PROVISIONS

SECTION 1.

The organization shall serve as the supreme governing body of the students of the Ananda Marga Special Academic Institution.

SECTION 2.

All activities and programs of the organization shall be coordinated with the Academic and Administrative Officers prior to implementation.

SECTION 3. The Commission on Election (COMELEC)

The COMELEC shall have the following functions:

1. Formulate campaign rules and regulations and other matters necessary to ensure the free and honest elections;
2. Approve and register candidates subject to the qualifications set in SECTION 5, Art. VII of this Constitution.
3. Register students' political parties.
4. Decide on the number and location of polling places and appoint poll watchers.
5. Announce election returns immediately after elections;
6. Accept then act immediately on any complaint and/or motion for recounting which must be filed formally within 48 hours

after the results are announced.

7. Proclaim all election winners within 72 hours after election. In case of legal protest, all election winners will be proclaimed within 7 days.

SECTION 4. Campaign Rules and Paraphernalia

1. The campaign shall be limited within the campus of the Ananda Marga Special Academic Institution.
2. Posting of campaign paraphernalia shall be allowed only on designated places.
3. Room to room campaign shall be allowed only on the designated date.
4. All campaign paraphernalia shall be passed to COMELEC for approval before posting or distribution.
5. The campaign period shall start immediately after the COMELEC has presented on the COMELEC guidelines.
6. Teaching and non-teaching staff personnel are prohibited from campaigning for any candidate or from spreading arbitrary propaganda, declaring derogatory remarks against the candidate. They are urged to refrain from smear campaign.

SECTION 5. Violations

1. First violation by any candidate of the guidelines is subject for warning.
2. Second violation by any candidate is subject for disqualification.
3. Any candidates' violation of the guidelines shall not affect his partner.

SECTION 6. Votes Requirement

1. To validate the election: 50% + 1 of the total voting population. Failure to meet this requirement is failure of election.
2. For a candidate to be proclaimed a winner:
 - A. 50% + 1 of the total votes cast for independent candidates.
 - B. Greater number of votes for candidates with opponents.

SECTION 7. Canvassing

Canvassing shall start right after the election. The section itself will canvass the vote of the section.

SECTION 8. The Election of Officers

The election of officers shall be done by secret balloting;
There shall be two weeks campaign period before the date of the election.

SECTION 9. Qualification of Candidates

To qualify as a candidate in any elective position in the Organization, a pupil shall possess the following qualifications:

1. He must possess a good moral character and shall not have been found guilty of any disciplinary case.
2. He must possess leadership qualities and sense of responsibility.
3. He must possess the commitment to the job and availability necessary to carry out such job.
4. He shall be of good academic standing and within average of at least 84%.

SECTION 10.

Elected officers of the Student Council shall serve for a term of one (1) Year. He shall serve for another year if reelected as provided in Art. VII Section 3-A of this constitution.

ARTICLE VIII AMENDMENTS

SECTION 1.

This Constitution and By-Laws or any part hereof may be amended by the two-thirds vote of the members of the Student Council.

ARTICLE IX

SECTION 1.

The Student Council shall be guided by teachers who act as moderators of the organization.

ARTICLE X DATE OF EFFECTIVITY

SECTION 1.

This Constitution and By-Laws shall be effective immediately upon its ratification.

PART X
LEGAL PROVISIONS OF THIS CODE

Section 1. Validity and Invalidity of Provisions

If in case any part of this handbook may be held invalid or unconstitutional, the affectivity of its remaining parts or provisions shall not be affected and therefore remains valid.

If in the case that there exists any policy, rule, or regulation which is deemed in contrary or inconsistent with any provision of this Student Handbook, such policy, rule, or regulation shall be deemed repealed, superseded, or modified accordingly. Any provision or regulations contained in the previous versions of the Student Handbook which is not mentioned herein and which does not form part of any existing law or its rules and regulations shall be considered repealed.

Section 2. Contributing Policies or Documents to this Handbook

The following documents shall be considered as integral parts of this Handbook:

- a. AMSAI Child Protection Policy
- b. Any Orders from the Department of Education regarding Curriculum and Assessment

Section 3. Amendment of Student Handbook

This Handbook is aimed to satisfy the present school circumstances with utmost consideration to time, place, and person. For the interest of the changing School circumstance and of upholding its Neo-Humanistic Aims and Ideals, this Handbook may be amended, modified, or changed in the future time.

Section 4. Date of Effectivity

This Handbook (Version 5.0) shall take effect upon SY 2025-2026.

APPENDIX A

DATA PROTECTION POLICY

of Ananda Marga Special Academic Institution
(AMSAI) – Maharlika, Inc.

I. Introduction

This Privacy Policy is hereby adopted in compliance with Republic Act No. 10173 or the Data Privacy Act of 2012 (DPA), its Implementing Rules and Regulations, and other relevant policies, including issuances of the National Privacy Commission. This institution respects and values your data privacy rights, and makes sure that all personal data collected from you, our clients and customers, are processed in adherence to the general principles of transparency, legitimate purpose, and proportionality.

This Policy shall inform you of our data protection and security measures, and may serve as your guide in exercising your rights under the DPA.

II. Definition of Terms

- “Data Subject” – refers to an individual whose personal, sensitive personal or privileged information is processed by the organization. It may refer to officers, employees, consultants, and student clienteles of AMSAI.
- “Personal Information” – refers to any information whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.
- “Processing” refers to any operation or any set of operations performed upon personal information including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.

III. Scope and Limitations

All personnel of this organization, regardless of the type of employment or contractual arrangement, must comply with the terms set out in this Privacy Policy.

IV. Processing of Personal Data

A.Collection

The School collects and processes only the type and amount of data necessary to perform its core and auxiliary functions. As an institution composed of heterogeneous entities, the School may collect a variety of personal information in different contexts and for different specific purposes.

In general, among the common personal data the School may collect include:

- Complete Name
- Age
- Gender
- Date of Birth
- Learners Reference Number
- Specimen signatures
- Home address
- Email address
- Biographical information
- Academic information
- Nationality
- Phone number
- Medical Information/History
- Government or Non-government Identification Number / Card
- Financial information
- Employment details
- Images via CCTV and other similar recording devices
- Internet Protocol (IP) addresses
- Session Cookie data

B.Use

The purpose of personal data collection and processing may vary from one School procedure (e.g. student admission, visitor entry, human resource management, etc.) to another. However, the general princi-

ple governing the School's data collection process is legitimacy of purpose.

The School shall only collect and process data for legitimate purposes in consonance with its inherent functions and in compliance with legal requirements. These legitimate purposes may include, but may not be limited to, the following:

- To verify students' and employees' identity;
- To generate statistics & analytics useful for administrative decisions;
- To strengthen security measures and facilitate investigations of reported violations;
- To easily generate statutory reports;
- For employee and human resources management purposes (as may be required by applicable laws);
- For research purposes or endeavors contributing to the body of knowledge;
- To comply with legal or regulatory obligations;
- To establish, exercise or defend legal claims

C. Sharing of Information

Below are specific situations when we may share or disclose a data subject's personal information to others:

- Posting of acceptance to universities, including overall percentage ratings achieved by the school which may reflect the student's name in school bulletin boards and campus websites;
- Posting of class lists and class schedules in school bulletin boards or other places within the campus and the school's official websites;
- Sharing of information to persons, including parents, guardians or next of kin, as required by law or on a need-to-know basis as determined by the school to promote the data subject's best interests, protect your health, safety and security (e.g., CCTV), or that of others;
- Providing academic institutions, companies, government agencies, private or public corporations, or the like, upon their request, with scholastic ranking information or certification of good moral character for purposes of admission;
- Sharing information to potential donors, funders or benefactors for purposes of scholarship, grants and other forms of assis-

tance (e.g., research assistance or funding);

- Distributing the list of graduates and awardees during commencement exercises;
- Reporting and/ or disclosing information to the NPC and other government bodies or agencies (e.g., Commission on Higher Education, Department of Education);
- Sharing of information for ranking purposes;
- Responding to inquiries verifying that you are a bona fide student or graduate of the school with corresponding degree/s earned and honor/s when applicable;
- Conducting research or surveys for purposes of institutional development;
- Sharing the data subject's directory information to the school's alumni association which reflects the data subject's name, degree/s and honor/s earned, contact information as well as such other personal information that will enable the data subject's identity to be verified;
- Sharing of personal information among the school's officials like the management committee, executive committee, and the Board of Trustees (BOT) in order to decide on disciplinary cases which the data subject may be involved in while enrolled or working with AMSAI;
- Publishing academic, co-curricular and extra-curricular achievements and success, including honors lists and names of awardees in school bulletin boards, website, social media sites and publications;
- In school's application for competitions, seminars, and trainings where the data subject may belong;
- Sharing your academic accomplishments or honors and co-curricular or extracurricular achievements with schools that the data subject graduated from or was previously enrolled in, upon their request;
- Marketing or advertising to promote the school, including its activities and events, through photos, videos, brochures, website posting, newspaper advertisements, physical and electronic bulletin boards, and other media;
- Publishing communications with journalistic content, such as news information in AMSAI's publications, social media sites and news and media organizations;

- Live-streaming of AMSAI events and posting them on official AMSAI websites for certain periods;
- Complying with court orders, subpoenas and/or other legal obligations.

D. Disclosure

Utmost care and due diligence are practiced by the School in handling personal data. The School shall never share or disclose data to third-parties without prior consent from the data subjects. Whenever disclosure of data is necessary and permitted, the School conscientiously reviews the privacy and security policies of the authorized third-party service providers or external partners. The School may also be required to disclose data in compliance with legal or regulatory obligations.

Internal disclosure of personal data from one School entity to another shall be subjected to an institutionalized standard data request procedure. This ensures that data is transmitted through official channels and shared for legitimate purposes.

Regardless of the context of data disclosure, the School shall always practice the principle of data minimization which means that only the minimum amount of data needed to serve a particular purpose is shared to the requesting entity.

E. Data Protection

The School shall employ necessary or reasonable safeguards in the form of physical, technological, logical and administrative controls. Internal access to stored personal data will be kept to a minimum number of authorized individuals and bounded by confidentiality agreements. These individuals are subjected to regular training for proper handling of information in accordance to the School's data privacy policies and other related laws, regulations or issuances.

F. Data Retention

Personal data are retained only for as long as necessary to serve its declared purpose or comply with regulatory and legal requirements. Depending on the nature of data and purpose it serves, the retention period could range from days (e.g. CCTV

recording) to years (e.g. student academic information). Whenever retention becomes unnecessary, the School shall dispose the personal data properly through a secure and confidential means.

V. Right to Privacy

As provided by the Act, Data Subjects may object to the processing of their personal data, request to access their personal information, and/or have it corrected, erased, or blocked on reasonable grounds. For the details of rights as data subject, one can get in touch with the School's Data Privacy Officer at contact details below or at National Privacy Commission at <https://privacy.gov.ph>. AMSAI will take note of the request and shall reserve the right to deal with the matter in accordance with the law.

VI. Right to Damages

The data subject shall be indemnified for any damages sustained due to such inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of personal data, taking into account any violation of his or her rights and freedoms as data subject.

VII. Contact Information

For concerns regarding your privacy rights, or any matter regarding Data Privacy Act of 2012, please contact AMSAI's Data Protection Officer through the following details:

The Data Protection Officer

Contact No.: 0927 947 9050
registrar.amsai@gmail.com

APPENDIX B

CHILDREN'S PRAYER

I am never alone with God inside me
I am very strong and soft as can be
For the whole universe is there inside me
I am not this body with hands and feet
I am the light of my heart
I am bright
I am smart
I am the wonderful love
I am pure as the Lord
I am the Lord Himself
I am the universe
I never do bad things
I keep away from things which bind me far away
From the love inside me.
This world is a dream
It's a play of a whim
But love is real in my heart
Very deep, very bright
I am love
I am kindness
I am joy
I am happiness
I close my eyes
and see myself go very high
Deep in myself.
Now I become the Lord Himself.
Namaskar

APPENDIX C

CHILDREN'S OATH

We will always speak the truth.
We will always do good to others.
We will always help others.
We will obey our teachers.
We will obey our parents.
We will obey our Lord.

APPENDIX D

SAMGACCADVAM

Samgcchadvam is a sanskrit song to start meditation/quiet time. It creates the feeling of togetherness and prepare the mind for sitting quietly in meditation. The ideation on the meaning of Samgachadvam creates the feeling of cosmic brotherhood.

The lyrics in Samgachadvam:

Samgachadvam Samvadadvam
Let us move together, Let us sing together
Sam vomanamsi janatam
Let us come to know our minds together
Devabhagam yathapurve
Let us share like sages of the past
Samjanana upasate
So that all may enjoy the universe.
Samani va akutih
Let our aspiration be united
Samana hrdya nivah
Let our hearts be inseparable
Samanamastu vomano
Let our minds be as one mind
Yathavah susaha sati
So that we live in harmony and become one with the
Supreme Lord

APPENDIX E

LUPANG HINIRANG PAMBANSANG AWIT NG PILIPINAS

*Musika ni Julian Felipe
Titik ni Jose Palma*

Bayang magiliw
Perlas ng silanganan
Alab ng puso sa dibdib mo'y buhay.
Lupang hinirang
Duyan ka ng 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 ng 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 ng dahil sa iyo.

APPENDIX F

PANUNUMPA SA WATAWAT

Ako ay Pilipino
Buong katapatang nanunumpa sa watawat ng Pilipinas
At sa bansang kanang sinasagisag
Na may dangal, katarungan at kalayaan
Na pinakikilos ng sambayanang Maka-Diyos,
Makatao, Makakalikasan at Makabansa.

APPENDIX G

PANATANG MAKABAYAN

(Pledge of Allegiance)

Iniibig ko ang Pilipinas
Aking lupang sinilangan
tahanan ng aking lahi
kinukupkop ako at tinutulungan,
maging malakas, masipag at marangal.
Dahil mahal ko ang Pilipinas,
diringgin ko ang payo ng aking magulang.
Susundin ko ang tuntunin ng aking paaralan.
Tutuparin ko ang tungkulin ng mamayang makabayan:
Naglilingkod, nag-aaral at nagdarasal ng buong katapatan.
laalay ko ang aking buhay, pangarap,
pagsisikap sa bansang Pilipinas

APPENDIX H

TAYO'Y DABAWENYO

Sa dakong timog ng Mindanao
May isang lungsod na hinihirang
Ang likas nyang kayamanan ay walang kapantay
Mga bundok, dagat, lupain lagging sagana sa pagkain
At ang magagandang tanawin kadluan ng aliw
Mutyang lungsod ng Dabaw, sa iyong paglalakbay
Sa mithing kaunlaran, ikaw ay paglilingkuran
Tayo'y Dabawenyo na tapat at totoo
Pangarap ay matamo, kaluwalhatian mo
Lungsod ng paraiso

APPENDIX H

AMSAI HYMN

I. We are the children of Ananda Marga
Special Academic Institution
We are the hope and strength of our nation
We are the AMSAI voice

II. We are the children
With a mighty vision
Our goal is beyond the sky
We want to soar high
to our great mission
With harmony inside

Chorus 1: We bring the songs of hope and joy
To every aching hearts
We shine our light to the dark
From the core of our hearts

III. We are the children
With great devotion
Our faith lies within our hearts
We practice love for all creation
With gratitude inside

IV. We are the children with
A dreaming heart
We stand for morality
We are eager to dream higher
For the world that we care for

Chorus 2: We are soaring like an eagle
We are gliding like a whale
We live with peace and harmony
To share bliss and be glorious free

I. We are the children of Ananda Marga
Special Academic Institution
We are the hope and strength of our nation
We are the AMSAI voice

Coda:
We are the AMSAI voice
We are the AMSAI voice

APPENDIX I

AMSAI MARCH

(Chorus) AMSAI, we will march ahead with you
AMSAI, with your flag we shall succeed

Forward, we'll move
to the horizon we shall go
Raising the banner of harmony and love
We will sing the songs of hope
For the world to see the light
(Insert Chorus)

The world awaits the day of life anew
Where love shall reign over all divides
This is the mission we shall strive
As we learn to know our gifts
That we'll share to save the world
(Insert Chorus)

Forward, we'll move
to the horizon we shall go
Raising the banner of harmony and love
We will sing the songs of hope
For the world to see the light

(Insert Chorus)
The world awaits the day of life anew
Where love shall reign over all divides
This is the mission we shall strive
As we learn to know our gifts
That we'll share to save the world
(Insert Chorus)

Finale:

And may the force be with us

APPENDIX J

MORAL THEMES FOR THE SCHOOL YEAR “The 10 Moral Principles of Yama and Niyama”

YAMA (Regulation of Self with Others)

- AUGUST AHIM'SA' : Non-Harming**
Ahimsa means not causing suffering to any harmless creature through thought, word or deed.
- SEPTEMBER SATYA : Benevolent Truth**
Satya denotes action of mind or use of words with the object of helping others in the real sense. It has no relative application.
- OCTOBER ASTEYA : Non-Stealing**
Asteya means non-stealing, and this should not be confined to physical action but extended to the action of the mind as well. All actions have their origin in the mind, hence the correct sense of asteya is "to give up the desire of acquiring what is not rightly one's own".
- NOVEMBER APARIGRAHA : Simple Living**
Aparigraha involves the non-acceptance of such amenities and comforts of life as are superfluous for the preservation of the physical existence.
- DECEMBER BRAHMACARYA : Universal Love**
The spirit of Brahmacharya is to experience the presence of the Supreme Consciousness (God) and authority in each and every physical and psychic objectivity. This occurs when the unit mind resonates with Cosmic will.

NIYAMA (Regulation of Self)

- JANUARY SHAOCA : Cleanliness and Purity**
Shaoca means purity of both physical and mental bodies. Mental purity is attained by benevolent deeds, charity, or other dutiful acts.
- FEBRUARY SANTOS'A : Contentment**
Santos'a implies accepting ungrudgingly and without a complaint the out-turn of the services rendered by one's own physical or mental labour.
- MARCH TAPAH : Service and Sacrifice**
Tapah means efforts to reach the goal despite such efforts being associated with physical discomforts.
- APRIL SVA'DHYA'YA : Keep Learning**
Sva'dhya'ya means study of the scriptures or other books of learning and assimilating their spirit.
- MAY IISHVARA PRANIDHANA : Taking Cosmic Shelter**
The whole universe is guided by the Supreme Entity (God), and nothing that one does or can do is without the specific command of that Entity. Therefore, one should take shelter on Him irrespective of whether one lives in momentary happiness or sorrow, prosperity or adversity.

OFFICIAL SCHOOL UNIFORM

**Guidelines for Pre-School and Graders Uniform**

Top: Red collared polo shirt with black and white trim—tucked in; the AMSAI school logo is embroidered on the left chest

Bottom (Girls): Black skirt with white waistband (strictly not above the knee)

Bottom (Boys): Black shorts with white waistband (strictly not above the knee)

Footwear: Black knee socks and Black shoes

Inclusion: ID Card with prescribed sling

**Guidelines for Junior High School Uniform**

Top: Red collared polo shirt with white trim—tucked in; the AMSAI school logo is embroidered on the left chest

Bottom (Girls): Black skirt with white waistband (strictly not above the knee)

Bottom (Boys): Black shorts (strictly not above the knee) or pants

Footwear: Black knee socks and Black shoes

Inclusion: ID Card with prescribed sling



Guidelines for Senior High School Uniform

Top: Red collared polo shirt with white accents on the side and sleeves—tucked in; the AMSAI school logo is embroidered on the left chest

Bottom: Cream straight-cut pants with white pocket flaps (not balloon or cargo pants)

Footwear: (Boys) Black formal shoes and white socks

(Girls) Black shoes preferably with block heels of not more than 1.5 inch (no stilettos)

Inclusion: ID Card with prescribed sling

FORM: Explanation of Absence

1 Date _____
My child _____ was absent from school for _____
day/s, from _____ to _____, for the follow-
ing reasons/s:

Parent/ Guardian's Signature

Teacher's Signature

Teacher's Remark:

2 Date _____
My child _____ was absent from school for _____
day/s, from _____ to _____, for the follow-
ing reasons/s:

Parent/ Guardian's Signature

Teacher's Signature

Teacher's Remark:

3 Date _____
My child _____ was absent from school for _____
day/s, from _____ to _____, for the follow-
ing reasons/s:

Parent/ Guardian's Signature

Teacher's Signature

Teacher's Remark:

FORM: Explanation of Absence

4 Date _____
My child _____ was absent from school for _____
day/s, from _____ to _____, for the follow-
ing reasons/s:

Parent/ Guardian's Signature Teacher's Signature

Teacher's Remark:

5 Date _____
My child _____ was absent from school for _____
day/s, from _____ to _____, for the follow-
ing reasons/s:

Parent/ Guardian's Signature Teacher's Signature

Teacher's Remark:

6 Date _____
My child _____ was absent from school for _____
day/s, from _____ to _____, for the follow-
ing reasons/s:

Parent/ Guardian's Signature Teacher's Signature

Teacher's Remark:

FORM: Explanation of Absence

7 Date _____
My child _____ was absent from school for _____
day/s, from _____ to _____, for the follow-
ing reasons/s:

Parent/ Guardian's Signature Teacher's Signature

Teacher's Remark:

8 Date _____
My child _____ was absent from school for _____
day/s, from _____ to _____, for the follow-
ing reasons/s:

Parent/ Guardian's Signature Teacher's Signature

Teacher's Remark:

9 Date _____
My child _____ was absent from school for _____
day/s, from _____ to _____, for the follow-
ing reasons/s:

Parent/ Guardian's Signature Teacher's Signature

Teacher's Remark:

FORM: Explanation of Absence

10 Date _____
My child _____ was absent from school for _____
day/s, from _____ to _____, for the follow-
ing reasons/s:

Parent/ Guardian's Signature Teacher's Signature

Teacher's Remark:

11 Date _____
My child _____ was absent from school for _____
day/s, from _____ to _____, for the follow-
ing reasons/s:

Parent/ Guardian's Signature Teacher's Signature

Teacher's Remark:

12 Date _____
My child _____ was absent from school for _____
day/s, from _____ to _____, for the follow-
ing reasons/s:

Parent/ Guardian's Signature Teacher's Signature

Teacher's Remark:

FORM: Correspondences

Date
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Signatures:

Teacher Parent

Remarks:
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Date
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Signatures:

Teacher Parent

Remarks:
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FORM: **Correspondences**

Date

Signatures:

Teacher

Parent

Remarks:

Date

Signatures:

Teacher

Parent

Remarks:

FORM: **Correspondences**

Date

Signatures:

Teacher

Parent

Remarks:

Date

Signatures:

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FORM: **Correspondences**

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FORM: **Correspondences**

Date

Signatures:

Teacher

Parent

Remarks:

Date

Signatures:

Teacher

Parent

Remarks:

ANANDA MARGA SPECIAL ACADEMIC INSTITUTION
AMSAI STALWART LIONS

