

MISSION

To provide preparation for life, addressing unique and individual children's needs, assisting students in reaching their God-given potential through the use of Bible-based methods and curricula.

VISION

"Training today tomorrow's Godly leaders."

GREETINGS

This is the 2009-2010 edition of the Philippine Christian School of Tomorrow Parent/Student Handbook. In it you will find the guidelines for the Model School of the School of Tomorrow system in the Philippines.

PCST uses the system which was begun in the early 1970's by dedicated parents who desired for their children to be reared under the teaching of God's Word, the Bible. This was the heart and soul of the program that has now penetrated into over 130 countries where parents desire their children's lives to be patterned after the timeless principles of God's Word.

PCST was begun in 1992 with an intense desire to see young lives molded into productive, self-confident citizens with a purpose for life and a foundation for the future, wherever God would lead them.

We believe that the unique blend of the highest academics, a controlled study environment, and caring staff will continue to give those who come to us a confidence that they are in good hands.

Our motto:

*"Where every child's potential
is seen as a gift from God that
must be handled with care!"*

PCST is incorporated independently, yet is very closely tied to School of Tomorrow Philippines, a part of the Pacific Rim Educational Foundation as the Model School. The mother company - Accelerated Christian Education Ministries-is located in the United States. "Accelerated Christian Education" and "School of Tomorrow" are trade names used by the mother company. There are organizations throughout the world much like School of Tomorrow Philippines, i.e. SOT Africa, ACE Australia etc.

PCST desires to provide the highest training to develop the potential of future leaders for the Philippines.

It is our prayer that those who join with us will agree with the truth in the Bible that says:

Psalms 111:10 "The fear of the LORD is the beginning of wisdom: a good understanding have all they that do his commandments: his praise endureth for ever."

Proverbs 1:7 "The fear of the LORD is the beginning of knowledge: but fools despise wisdom and instruction."

God has given us a great opportunity and we must work wisely for His glory and our good.

PERMIT TO OPERATE
PCST has received a permit for operation of Pre-school, Elementary and High School programs from the Department of Education. A permit for distance education is in process as well as application for full recognition.

EXCELLENCE

We are called to excellence. In Philippians 1:10. Paul prays that we may have the ability to approve those things which are excellent. We obtain that ability as we conform our lives and our minds to God's standard: 'Be ye perfect as I am perfect.'

EXCELLENCE IS A MEASURE

For us, God, rather than man, is the measure of all things. Only God is in a position to judge our life and our ministry. But we must judge ourselves lest we be judged of God (I Corinthians 11:31). A measure also infers that there can be something that is less than quality, less than what it could and should be. God must constantly be allowed to evaluate our Christian school.

EXCELLENCE ASSUMES A GOAL, AN OBJECTIVE

Excellence demands that we think beyond dreams, think beyond concepts that we think into reality. The general standard of 'perfection' must be converted into specific and real goals in every phase of our operation. We must determine what can be and what should be.

EXCELLENCE DEMANDS PRIORITIES

We individually have the capacity to do some things with greater skill than others. Thus, we need to organize our priorities and utilize all available resources to provide for optimum accomplishment in each area or responsibility. Some goals are less worthy, less God-honoring than others. Some tasks could be better performed by someone else. Doing those things in which we excel and delegating to others tasks at which they can excel, are part of establishing proper priorities.

EXCELLENCE IS A PROCESS, EVEN AS LIFE AND MANAGEMENT ARE PROCESSES

Excellence cannot be achieved overnight nor maintained by simply once achieving it. We must work hard toward the goal of excellence to finally achieve it. We must then continue to add to the results lest excellence fade into mediocrity. The quality of today becomes obsolete tomorrow. Only by continual hard work can the process of excellence be perpetuated.

EXCELLENCE SHOULD BE A STYLE OF LIFE

It demands that one be true to the very best God placed within him.

His life style must be one of excellence. A Christian can adopt nothing less as his goal.

EXCELLENCE HAS TO DO WITH MOTIVATION

It is not easily achieved. The first 80% of an excellent solution comes easily. The next 15% is hard. Only the highly motivated person reaches 100%. There is a great joy in such achievement that is all too rarely experienced. A goal achieved with ease brings little inner satisfaction.

The solution achieved through much sweat and tears is the glorious victory. God made us that way. So think big and remember "God is greater..."

EXCELLENCE ASSUMES ACCOUNTABILITY

We are accountable to God's standard. We are accountable to God's Word. We are accountable to those under whose authority we serve.

"Obey those who have the rule over you." (Hebrews 13:17)

God's general standard is "Be ye therefore perfect," but that generality has to be translated into specifics in each area of responsibility before it can take on any degree of meaningfulness to us. Let's look at some areas of school management and explore God's guidance for these areas. We make no claim on being conclusive in our overview, but we hope to just establish the right train of thought so you can begin to understand the responsibility of quality. Quality comes through meditation and study of God's Word and through sincere and fervent prayer. Don't substitute the words written here for those more vital imperatives.

OPPORTUNITY

The objective in building a private Christian school is to obey the Scriptural imperatives of Deuteronomy 6:5-7a

". . .love the LORD thy God with all thine heart and with all thy might. And these words which I command thee this day shall be in thine heart. And thou shalt teach them diligently unto thy children..."

and of Proverbs 22:6

"Train up a child in THE way he SHOULD go. . ."

Teaching is training. Training for life must include training for eternity.

A Christian school is an extension of the Christian home in training young people in a Christian environment for time and eternity. The school staff works closely with parents to train the whole child.

PARENTAL INVOLVEMENT

Parent orientation and conferences promote a good understanding between parents or guardians and the faculty/administration of this school. We hope every parent (both Mom and Dad) will participate in these informative and helpful programs.

There will be a required orientation that takes place in-house. Parents will have the opportunity to sit in student offices and experience the system much like their children will. This experience, while time consuming, has been very helpful in providing understanding both for parent, child and school personnel alike.

The first public meeting will be held at the opening of the school year. Additional parent meetings are scheduled following the first quarter, second quarter, the third quarter, and at the annual Awards Banquet. Private parent conferences with the Supervisor are scheduled following the first, second, and third quarters or at any time deemed needful or helpful.

Parental conferences for questions or comments are welcome at any time outside of school hours by appointment. We prefer to reserve school hours for attending to students. Phone calls are helpful.

MOTIVATION AND AWARDS

THE EVENT of the year is our annual Awards Banquet. All daily, tri-weekly, quarterly and full year achievement is tied to this event. We ask and expect that parents will show their support for the school with attendance at this event. Aside from awarding accomplishment, this is a time used to teach appropriate dress protocol and proper table manners. It is one of the times that we can come together as a family of families.

(See Annual Awards Banquet for a partial list of award categories.) Because the School of Tomorrow curriculum is totally individualized,

PCST has an extensive system for motivating students. On the following pages you will find an explanation of the various means of motivation used at PCST.

MERITS

“...Honor to whom honor is due.” **Rom. 13:7**

PCST's motto and purpose is to develop character in all students. Therefore “merits” or “merit money” is given in recognition of proper and positive behavior, attitudes, special projects, academic achievements and Christ-like behavior.

This incentive program is a specific effort toward balancing the demerit and detention system with positive motivation.

A Merit Store is provided where students can spend their “merit money.”

Following is a list of things that might earn “Merit Money”

Merits may be earned for many positive behaviors such as:

Privilege A, C or E

Qualification for Honor Roll

Qualification for tri-weekly

Attaining 1,000 Club membership

Elevation in 1000 Club

100% in a PACE Test

100% in a Self Test

10-10 attitude and work performance rating

No detentions for a week

Every page of advance work done while at school

Every page of advance work done at home

Complete uniform (includes star pin when applicable)

Clean office for the day

On time

Goals completed before lunch

Goals completed before mini-classes

Passing a Pace Test

Monthly scripture memory said

Reciting the monthly Memory Verse PERFECTLY in front of class

No demerits for the day

No demerits for the week

Perfect attendance

No demerits for a month

No scoring violations

Returned parent envelope next day

A caring deed done spontaneously

Perfect goal check – daily, weekly, monthly
Getting goals done on a short day
Saying multiplication facts in a specified time period
Birthdays (including those that happened during summer)
Tidying up score station
Being a messenger
Emptying the trash
Being a table monitor/captain in the canteen
Demonstration of weekly character trait

DEMERITS AND DETENTIONS-the antithesis of Merits

We believe that wrong behavior must be corrected. In order to match the corrective measure with the offense we use several means of discipline. Listed below is the potential chain of discipline.

Warning
Demerits
Detentions
Conference with Principal
Conference with Administration
Being Put on Probation
Expulsion / Withdrawal

See section on Discipline for thorough explanation and listing.

CONGRATULATIONS SLIPS

Every time a student satisfactorily completes a PACE he receives a star on his Progress Chart and is given a Congratulations Slip which he takes to his parents to inform them of his achievement. Parents have an excellent opportunity to encourage and compliment the student at this time.

Congratulations Slips are presented to students daily during opening exercises.

STARS AND PROGRESS CHARTS

Along with each Pace that is passed and Congratulations! Slip given, is a star to be placed on the Progress Chart. This chart tracks student progress by quarter and is posted in each student's office.

A, C and E PRIVILEGE INCENTIVE PROGRAM

Level "A" Responsibilities:

1. Complete 2 PACE's per week during current quarter.
2. Maintain academic balance.
3. Accumulate no more than forty-five minutes detention the preceeding week.
4. Memorize previous month's Bible selection.

Level "A" Privileges:

1. Fifteen-minute morning breaks.
2. May read approved literature and engage in approved extracurricular activities:
3. art, inspirational tapes, computer games, etc. (after goals are scored).

Level "C" Responsibilities:

1. Complete 3 PACE's per week during current quarter.
2. Maintain academic balance.
3. Accumulate no more than thirty minutes detention the preceeding week.
4. Memorize previous month's Bible selection.
5. Present a special five-minute weekly oral report on an interest area or project.

Level "C" Privileges.

Twenty-five minute morning breaks.

1. May read approved literature, listen to inspirational tapes, etc., in office.
2. May engage in approved extracurricular activities in office or participate in other assignments and projects outside of learning center.
3. May be out of seat without permission for Learning Center functions.
4. May serve on approved projects: errands, office aid, Readmaster, student monitor, etc.

Level "E" Responsibilities:

1. Complete 3 PACE's per week during current quarter.
2. Maintain academic balance.
3. Accumulate no detentions for preceding week.
4. Memorize previous month's Bible selection.
5. Read a PACE literature book or a book selected from a prepared list and present both a written and an oral report.
6. Be available for participation in school activities, chapel, guest tours, etc.
7. Must be engaged on a regular basis in some form of Christian service in local church ministry: bus ministry, play piano, nursery, visitation, teach class, usher, choir, etc.

Level "E" Privileges:

1. Same as "C" privileges, plus #2 and #3 below.
2. May leave office and learning center for approved activity or projects.
3. May attend approved off-campus functions of a spiritual or educational nature.

Application for Privileges:

Students who believe they have fulfilled the responsibilities for a given level and desire "Privilege Status" should assume responsibility for requesting an Application for Privileges (Form 366) on the Friday preceding their week of privileges. They should complete the form and submit it that day. At opening exercises on Monday, the Privilege Status emblem will be presented for the student to display in his/her office during the week.

A student may earn more and more privileges as he assumes more and more responsibilities. Remember: Privileges are incentives designed to promote LEARNING ACHIEVEMENT.

TRI-WEEKLY EVENTS

Tri-weekly events are special on-campus activities provided for students who have met the stated requirements. This is in celebration of achieving approximately one third of the 9 week quarterly requirements for Honor Roll Status.

HONOR ROLL

A vital part of our motivational system is the "A" and "B" Honor Roll. Students enjoy a field trip as a reward and special recognition at the end of the year for achieving Consistent Honor Roll status.

Usually three (3) stars in each of the International Core Curriculum of Math, English, Social Studies, Science, Word Building and Literature and Creative Writing. (18 stars). PLUS Stars in each of the DepEd. required subjects of Filipino and Araling Panlipunan. High School substitutes an elective for Araling Panlipunan. A minimum total of twenty-one (21) stars per quarter.

A qualifying general average for "B" Honor Roll will be a 90-94%. "A" Honor Roll will be 95% or higher (80% of the grade is PACE average +20% Mini-Class Average = General Average).

Each month's Scripture passage memorized for said quarter.

An award is given at the end of the School Year for being on the Honor Roll all four quarters. Four quarters on "A" is Consistent "A" Honor Roll. Less than all four quarters on "A" falls under "Consistent B" category.

On a designated day of each quarter, students who have achieved "A" or "B" Honor Roll enjoy going on a field trip.

INTERNATIONAL HONORS CERTIFICATE

PCST will make application for the International Honors Certificate for any student graduating with a college bound diploma who meets the following criteria:

A minimum grade average of 94%
Complete Readmaster Level XII with at least 600 Words Per Minute,
Complete 3 Bible Electives

BASIC PHILOSOPHY OF DISCIPLINE

Discipline is a learning process whereby the individual progressively learns to develop habits of self-control and recognizes his own responsibility to God. The main objective of discipline in a Christian school is to develop Christian character in each student. The Word of God teaches that each individual should face a problem, realize his wrong and refrain from doing the same thing again. We believe that each person is born with a sin nature (**Romans 7:18**). It is for this reason that we do not allow our students to "do their own thing." We believe students need to be instructed and guided in what to do and what not to do (**Prov. 22:6**).

Obedience is required in God's Word. "*Children obey your parents in all things: for this is well pleasing unto the Lord.*" "*Let every soul be subject unto the higher powers.*" "*Obey them that have the rule over you, and submit yourselves.*" (**Colossians 3:20; Romans 13:1a; Hebrews 13:17a**)

Discipline is important in helping the individual develop to his fullest potential. This is accomplished by having clearly set goals, maintaining order, and letting the students know what is expected of them.

We also believe that unacceptable behavior must be corrected. To accomplish this, we use different types of punishment so the young person will be made conscious of his wrong behavior and attempt to correct it in order to avoid future punishment.

We trust that this handbook will let you know what we expect and, as a result everyone will be able to accomplish great things this school year.

We believe that wrong behavior must be corrected. In order to match the corrective measure with the offense we use several means of discipline. Listed below is the potential chain of discipline.

- Warning
- Demerits
- Detentions
- Conference with Principal
- Conference with Administration
- Being Put on Probation
- Expulsion / Withdrawal

In general, students at PCST are expected to maintain the highest standards of behavior at all times, whether at home or in school. Failure to comply with the Standards of Conduct, as established by the administration, will result in the issuing of demerits. These will be given primarily by the individual's Learning Center Supervisor. However, they may also be given or recommended by any other trained and approved staff member.

Demerits earned in the Learning Center are assigned at the end of the day. The student starts with a clean slate each morning. PCST endeavors in every way possible to assist students with problem areas in their lives.

Students are not disciplined one single offense. Proper notice and counseling take place first.

It is after repeated offenses of the same nature take place that other appropriate measures are used.

The paramount rule is "Do Not Disturb". Demerit marks are given for disturbances or broken rules. Three or more marks in one day result in detention normally served the following day after school.

3 demerits = 20 minutes detention

4 demerits = 30 minutes detention

5 demerits = 45 minutes detention

6 demerits = 1 hour detention

Demerits are an indication that a student may need direction in the development of principles of character in his life. Conference with the Supervisor, Principal, or Administrator and parents is sometimes necessary to assure this growth.

When a student receives detention, a "Detention Slip" or the "Corrective Action Notice" portion of the Communications Book is filled out and is sent home with the student. This needs to be signed by parents and returned the following morning.

Detention may take the following forms:

1. Written assignments that are meant to provoke serious introspection regarding the student's misdeed.
2. Physical tasks that may include cleaning, tidying, or ordering the learning center.
3. A form of physical exercise.
4. Detention may include assignments that are taken home and must be completed under parental watch care prior to returning to school. Work will be checked early in the morning and student sent home if not completed.
5. As much as possible, detentions will be served after regular school hours and on school premises. They may be served during break time.
6. If a student is unreasonably late for, or misses a detention service time, he will receive double the present detention. If absent on the day of detention, student will be assigned another day.
7. If the parent sends a note stating that a student cannot stay for detention, two demerits will be given.
Detention serving will be changed only with prior permission
8. There must be a written note from the parents stating the reason why the student cannot stay and serve his/her detention.

In keeping with our school policy of building character into the lives of our students, it is the responsibility of the student to see that the Notice of Detention is signed (preferably by the father) and returned

the following day. Parents are expected to be aware of what they are signing and the progress of their son or daughter academically. It is the parent's responsibility to "train up the child in the way that he should go." School staff is here only to assist the parents in that responsibility.

When a student receives detention, a "Detention Slip" or the "Corrective Action Notice" portion of the Communications Book is filled out and is sent home with the student. This needs to be signed by parents and returned the following morning. When a student has accumulated two hours of detention in a week, he is automatically placed on probation.

The following policies will apply to RR (Pioneers), ABC's (Pilgrims) and Trailblazers Learning Centers:

1st Two hour detention – Parents notified through Communications Book

2nd Two hour detention – sent to Principal and conference with parents detailing offence and steps that need to be taken.

3rd Two hour detention – sent to Founder's office and 2nd conference with both parents. This will entail guidelines and potential future actions that may take place.

The following policies will apply to Overcomers, Achievers and Conquerors Learning Centers.

1st Two hour detention – Parents notified through Communications Book

2nd Two hour detention – sent to Principal and conference with both parents detailing offence and steps that need to be taken.

3rd Two hour detention – sent to Founder's office and 2nd conference with both parents, detailing offence and steps that may follow.

4th Two hour detention – student placed on probation for a time period of one month or 20 school days. Probation means that the student is disallowed from participation in all afternoon and extracurricular activities such as basketball, track etc. Student must not accumulate a 2 hour detention during this 20 day period. Acquiring a 2 hour detention during this 20 day time frame will result in immediate suspension. (See next category)

5th Two hour detention – student suspended for one week. Student is banned from the campus and/or all school functions. No Pace work be assigned. Student will receive failing grades for all mini-class projects or tests that might be due during this time period which will be averaged in with other grades. Upon return after time of suspension, student will remain on probation for 2 months (or 40 school days). Students who accumulate 2 to 3 suspensions may not be allowed to re-enroll the following school year.

6th Two hour detention – student expelled or asked to withdraw.

AREAS CONSIDERED QUESTIONABLE and MAY EARN DEMERITS/DETENTIONS

Candy/Chewing Gum	Each time 1 demerit
Prime Time Misbehavior	Each time 2 demerits
Class Disturbance	Each time 2 demerit
Drinking Alcoholic Beverages	1 st time – Conference with the Administration
Drugs:	
In possession of	1st time – Conference with the Administration
Forging names	Same as cheating
Progress Report Card not returned	Each day - 1 demerit
Hair Violation	Letter sent as warning, suspension if not cut by time specified
Improper Dress for athletic events	1 demerit per item
Passing Notes	Each time - 1 demerit
Running in hallway or on stairs	Each time - 1 detention
Uniform Violation	Letter to Parents, then same as cheating
Items hanging out of lockers.	
<u>Following are considered grave offences:</u>	
Cheating/ Scoring Violation	1st time - 1 detention (20 min.)
	2nd time - 2 detentions (40 min.)
	3rd time - see Administration

Cursing/Foul Language	Same as cheating
Dirty Jokes or Notes	Same as cheating
Disrespect	Same as cheating
Horseplay, pestering, or bullying	Each time 1 detention or 1 demerit
Lying	Same as cheating

SLANTED NEWS

It is not unusual for a student's version of a problem to vary from that of his authority. We call this "slanted news". The policy of PCST is that we promise not to believe everything your child tells us about you and your home IF you will also not believe EVERYTHING that they tell you about what goes on at school.

It is our desire to keep the lines of communication totally open. If, therefore, you have ANY question, no matter how seemingly insignificant, please do not hesitate to speak to your child's Supervisor, Monitor, or the administration.

PCST is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that we will reform him. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles. All new students are admitted on probation. The student must at all times conduct himself in a manner becoming a Christian.

Griping is not tolerated! If your child does come home complaining about a policy or discipline, please follow this procedure:

Give the staff the benefit of the doubt.

Realize that the school has reasons for all rules and that they are enforced without partiality.

Support the Administration and call or visit the school for all the facts. When a child's attitude is not in accord with the school or Biblical principles, the child will be placed on probation and both parents will be called for conference.

If the administration feels the situation has not changed within a specified amount of time, parents will be asked to withdraw the child.

High School students in particular--because of their testimony before younger children--are trained to adhere to the school's philosophy

and Christ-centered program. Such adherence includes abstinence from smoking, use of alcoholic beverages, use of narcotics, swearing, and other questionable practices ON OR OFF school premises. This school is dedicated to the training of the children in a program of study, activity, and living that is Christ-centered. We believe that all things should be done decently and in order and that our students should accept the responsibility to "walk honorably before all men." Here, a discipline is maintained which is firm, consistent, fair, and tempered with love. Our staff maintains standards of behavior in the Learning Center through kindness, love, and a genuine regard for the students. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

Students are reminded that the Lord Jesus Christ expects us to be disciplined in all of life:

"Children, obey your parents in all things for this is well pleasing unto the Lord." **Colossians 3:20**

"Let every soul be subject unto the higher powers. . ." **Romans 13:1**

"Obey them that have the rule over you, and submit yourselves..." **Hebrews 13:17**

"For the commandment is a lamp; and the law is light, and reproofs of instruction are the way of life." **Proverbs 6:23**

"Chasten thy son while there is hope, and let not thy soul spare for his crying." **Proverbs 19:18**

"Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him." **Proverbs 22:15**

He is in the way of life that keepeth instruction but he that refuseth reproof erreth." **Proverbs 10:17**

CHRISTIAN PATRIOTISM

Christian Patriotism places emphasis upon the greatness of our heritage and sacrifices of our heroes. The Philippine Constitution guarantees liberties to educate in order to preserve freedom. We, unashamedly, teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to the laws of the land and their natural outgrowth, love for flag and country.

In keeping with Christian Patriotism, we sing the national anthem and say pledges to the National Flag, the Christian flag and the

Bible. The pledges are printed here in the Handbook. Most students should have them memorized before the first day of school. (young Pre-school and A.B.C. students will have a grace period). Mastery is required.

Flag raising and retreat ceremonies are held on Mondays and Fridays.

Students from countries other than the Republic of the Philippines are expected to show proper etiquette by standing at attention. They are not to pledge allegiance to any country's flag other than their own.

PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word.
I will make it a lamp unto my feet and a light unto my path.
I will hide its Word in my heart that I might not sin against God.

PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag and to the Saviour for Whose Kingdom it stands, One Saviour, crucified, risen, and coming again, with life and liberty for all who believe.

PANUNUMPA SA WATAWAT

(Pledge to the Philippine Flag)

Ako ay Pilipino

Buong katapatang nanunumpa sa watawat ng Pilipinas,
At sa bansang kanyang sinasagisag,
Na may dangal, katarungan, at kalayaan,
Na ipinakikilos ng sambayanang maka-Diyos,
makatao, makakalikasan, at makabansa.

LUPANG HINIRANG

(Philippine National Anthem)

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 na nagniningning
Ang bituin at araw niya kailan pa ma'y di magdidilim
Lupa ng araw ng luwalhati't pagsinta, buhay ay langit sa piling mo
Aming ligaya ng pag may mang-aapi
Ang mamatay ng dahil sa 'yo.

CAT (Citizens Army Training)

In keeping with DepEd requirements, all high school students are compelled to render a total of 36 hours to CAT. PCST will meet this requirement by conducting training for all high school students on four Saturdays of the 1st quarter each academic year.

PCST has a Flag Corp (female), Color Guard Drill Team (male). Annual inter-school competition takes place and may lead to international competition. Those CAT students who qualify and would like will continue their training throughout the school year.

CURRICULUM

The School of Tomorrow curriculum is in use in over 130 countries throughout the world and in over 450 schools here in the Philippines. It is truly International.

The curriculum is made up of six core subjects: Math, English, Social Studies, Science, Word Building, Literature and Creative Writing. High school students branch out into various other electives.

The social studies portion of our curriculum is based on a nation whose constitution was written based on the Bible, the United States. Foundations and guidelines for daily living are found throughout the curriculum and therefore we have chosen to retain its use.

In an effort to make good citizens of our Filipino students and acquaint them with their country, language and heritage, we also have Paces in Araling Panlipunan and Filipino language.

Upon completion of Word Building Pace 1012 and/or students are reading confidently, a mini-class will be conducted explaining the application of the phonics rules to the reading of Filipino. Upon mastery of this concept Filipino Pace 1001 will be issued.

Elementary students will be encouraged to do a minimum of 12 Filipino Paces (one level) per year.

Filipino and Araling Panlipunan PACES are usually issued later, when a student is in level 2 or 3 of the other subjects, since most of our students have difficulty in these areas. As a consequence, 6th level Filipino and Araling Panlipunan PACES are finished when a student is already in PACES 1085-1096 in the core curriculum. High school Filipino is begun usually when a student begins high school in the other subjects. The High School Filipino course (in keeping with DepEd requirements) is made up of four years of grammar and a study of the four major classics: Ibong Adarna, Florante at Laura, Noli Me Tangere, and El Filibusterismo.

On this page is a chart that clarifies curriculum assignment requirements:

PACE CHART						
	CORE Subjects		LEVEL	Phil. Subjects		
	RR 1001-RR 1012 (W.B.)	(5 Core Subjects)		LEVEL	AF 01-12	PACE NO.
Preparatory	R&R	RR 1001-RR 1012				
	ABC's	1001-1012 (W.B.)			AF 01-12	
Elementary	1	M,E,Sci.,WB	Soc. Studies	Literature/ Elective	Filipino	Sibika
	2	1001-1012	1001-1012			
	3	1013-1024	1013-1024		1001-1012	1001-1012
	4	1025-1036	1025-1036	1013-1024	1013-1024	1013-1024
	5	1037-1048	1037-1048	1025-1036	1025-1036	1025-1036
	6	1049-1060	1049-1060	1037-1048	1037-1048	1037-1048
	7	1061-1072	1061-1072	1049-1060	1049-1060	1049-1060
	8	1073-1084	1073-1078	1061-1072	1061-1072	1061-1072
Jr. Hi-School	9	1085-1096				
	10	1097-1108	1097-1108(PH) (Etym)	1097-1108	1073-1084	
High School	11	1109-1120	1109-1120(AH)	97-108(NTS)	1085-1096	
			97-108(WH)	1 to 6 (Speech)	1097-1108	
			1097-1108 (WG)		1097-1108	
			1139-1144 (Phil.Eco.)	133-144(LOC)	1109-1120	
			1139-1144(US Eco.)			
			1133-1138			
			(CIVICS for US Citizen)			
			1133-1144			

ABSENCES/ATTENDANCE

Note: A written excuse signed by a parent or guardian must be presented to the Supervisor when a student returns to school after an absence. If there is no letter from the parent excusing the absence, the student is automatically given 5 demerits for the unexcused absence. If the absence is foreseeable, a note should be sent in advance. Work can then be accomplished prior to the special absence. Doctor, dental, music, and other appointments should be scheduled AFTER school hours.

Absence for reasons other than sickness and emergencies will be excused only if arrangements are made in ADVANCE with the Supervisor and the student is sufficiently advanced in his work.

Excessive absences will inhibit the student's progress. If, in the opinion of the administration, the absences are unnecessary, parents will be called in for counseling. Students who come in late must go to the Principal's office to secure a note allowing them to go to their learning centers. Without the note from the principal, late students will not be admitted to class.

TARDINESS

Tardiness is not tolerated. School begins at 7:30 a.m. Gates close at 7:25 a.m. Students not on campus by 7:25 a.m. are counted absent.

RELEASE FROM CLASSES

When it becomes necessary for a parent to take a child out of class for doctor appointments or other reasons during the day, release of the student must be made through the office.

LOST AND FOUND

The Lost and Found Department of the school is operated from the school office. At the end of each quarter all items which have not been picked up will become the property of the school and will be appropriately disposed.

HOMEWORK

The responsibility for scholastic achievement is placed on students. Academic goals are set daily by the student and reviewed by the Supervisor and should be no more than the student is capable of completing during the school day. Should the student not complete his goals for that day, he will be required, at the discretion of the Supervisor, to complete the work at home or after school in the Learning Center. Should the student have homework, a Homework

Slip or a note in the Communications Book, giving the pages to be completed will accompany the PACE. The slip or book is to be signed by the parent and returned the following day. Students are expected to be responsible for requesting Homework, taking it home, having it signed, returning it, etc. This is part of building character. In some cases, a student may be academically behind his chronological age level. With parental agreement, these students may be assigned special work to help them advance. All homework rules apply to this situation and any work assigned must be accomplished. While ours is a 12-year international curriculum, we supplement with subjects relevant to the Filipino citizen. Students and parents must keep in mind that the heavy academic load requires diligent daily work. Time is of essence!

CLASS HOURS

Pre-School with Ace and Christi classes will begin daily at 7:30 a.m. and dismiss at 12:00 noon.

ABC's of A.C.E. classes will begin daily at 7:30 a.m. and dismiss at 12:00 noon during first semester and 2:30 p.m. during second semester.

All other levels will begin daily at 7:30 a.m. and dismiss at 3:30 p.m.

Parents are asked to pick up their children and not allow loitering after dismissal. Preschool and ABC's students are not allowed to stay on the school grounds after 12:00 p.m. or 2:30 on 2nd semester. PCST and staff cannot be held responsible for children who arrive before 7:00 a.m. or stay beyond 4:30 p.m.

HOLIDAYS AND TYPHOONS

PCST does not always follow the government and DepEd proclamations for school cancellations.

Following is an explanation of our policy:

1. The DeptEd mandates that we have 205 school days in a school year.
2. Often holidays are declared, undeclared and/or rescheduled. The observations change each year and make concrete scheduling of our school calendar impossible.
3. Many times a storm signal is declared and it is not applicable to our geographic area. Our buildings are built to withstand earthquakes.
4. We are trying to compress a 12 year international curriculum into a 10 year time frame.

5. In addition to #4, our students are required to study Filipino and Araling Panlipunan.
6. In keeping with our efforts to develop well-rounded students, we offer P.E., Home Technology, Values Education, an Art Development program, Computer Literacy for all levels and Music. Time constraints are very real.
7. Preparations for the annual Junior, National and International Student Conventions take place throughout the school year.
8. Our staff understands the importance of all the above. They often volunteer their time above and beyond the requirements of the administration.
9. Sometimes the Learning Centers are open on holidays and/or Saturdays for the convenience of hard working students to score or access academic help. This is because there are some procedural limitations on what progress can proceed in the Paces without appropriate scoring taking place.
10. We try very hard to avoid having any make-up classes on Saturdays or having to add days at the end of a quarter or the school year. We try to preserve the week-ends for family time.
11. We do understand that sometimes it gets confusing and/or may be difficult for some individuals. We are however trying to make the best decisions for all concerned.
12. Parents are free to exercise their own discretion. Absence and tardiness will be excused on these days.. Academic work **will not** be excused.
13. PCST utilizes a service called SOText. Families will be notified if classes are cancelled through text messages. This notice will usually be given by 6:00 a.m. Sometimes, staff will still be present to assist students who wish to prioritize their academics. Please keep your cell phone numbers updated in the office.

PCST will observe all non-working holidays declared by the President. There may be specific "break" days between quarters or for "in-service faculty training." Last minute declarations and changes **MAY** not be followed. A SOText will be sent.

ANNUAL AWARDS BANQUET

Certificates, plaques, medallions, and trophies highlight the Annual Awards Banquet held each year. Students compete during the entire

year to attain these awards.

This is the highlight of the school year. Parents and students alike enjoy the rewards for jobs well done. Categories are listed below:

AWARDS

Consistent Honor B
Consistent Honor A
Thousand Club Membership
Highest PACE Average
Best Penmanship
Best in Typemaster
Best in Readmaster
Best in Micro Soft Office Suite
Best Reader
Best in Sound Recognition
Best Office
Most PACE's Completed
Character Awards
Over-all Neatness
Scripture Memorization Award
Best in Scripture Memorization
Best in Mini-classes
Perfect Attendance
Highest General Average
Most Improved Student
No Repeat PACE
Most Number of Excellent Marks
Most 100's on Performance Level
Bible Memory Contest
Excellence Awards

STUDENT CONVENTIONS

One of the most exciting and rewarding events for students is the annual School of Tomorrow Junior, National, and/or International Conventions. Students are encouraged to prepare for competition in many of the events including athletics, music, arts/crafts, and platform arts. First and second place winners of the National Convention are eligible for the **International Convention** held each year. Contestant Guidelines are available to assist students in preparing for competition. Preparation starts in the beginning of the school year with Supervisor guidance.

Junior Student Convention: Held annually during the month of February, this convention is the 1st training of students in competing with students of other schools. Contestants must be 9 years old before December 31 that school year and not older than 12 by the same day.

National Student Convention: Students who are 13 by December 31 of the current school year and not older than 19 join in this exciting competition. Usually in the month of October.

International Student Convention: 1st and 2nd place winners of the National Student Convention are invited to participate in the International Student Convention. Although locations vary nationwide, this convention is usually held in the United States. Transportation and registration fees are the responsibility of the competing student. This even is usually the last part of May.

PROGRESS REPORTS

The grading system of our school is designed to give parents a true indication of the student's progress or lack thereof.

Progress Reports (Report Cards) are given following each ten-week period. The report is to be signed by the parent and returned to the school the next school day. Accounts must be cleared to receive Progress Reports. Academic records will not be sent to another school until accounts are cleared.

TRAIL OF A PACE

1. MONITOR pulls PACE from pace inventory. (Test is removed and is placed in the student's individual file).
2. MONITOR enters the PACE number on the Supervisor's Progress Card to indicate the PACE has been issued to the student.
3. STUDENT completes PACE at office, asking permission periodically to score the PACE at the Scoring Station for accuracy. (Student uses red pen provided at the Scoring Station.)
4. SUPERVISOR checks the Self-Test to determine if the student is ready to test, reviews problem areas with the student, and "holds" the PACE until the next day in "To TEST" tray.
5. MONITOR pulls Test from file and places in "To TEST" tray.
6. STUDENT is called to Testing Table or Computer where he completes the Test. Completed Test is placed in "TESTED" tray with matching PACE.

7. SUPERVISOR scores the completed Test after school. (Score on completed Test is not discussed with student until the following day.)
8. MONITOR draws new PACE from inventory. (Test is removed and placed in student learning center file.) New and old PACE's are placed in "CONFERENCE" tray where they remain until completed Test is discussed with the student. The student's Test score is recorded on the Supervisor's Progress Card.
9. Supervisor discusses the Test results with student and places Test and PACE in "File" tray for filing. A star and a new PACE is given to the student.
10. MONITOR checks "File" tray each day after school and removes "CONFERENCED PACE's."
11. Congratulations Slip is presented during opening exercises.
12. SUPERVISORS may waive supervisor initials for responsible pupils who have demonstrated the ability to maintain accuracy.

The PACE test may not be taken on the same day as the Self Test. No PACE Tests are allowed on Mondays. If the Self Test is completed on a Friday, the following Monday may be used to review for PACE Test the following day.

REPEAT PACES:

Notice of Repeat (called an "Oops Slip") is sent home upon failure to pass a PACE Test (passing score is 90% for 3rd Edition PACE's or 80% for 2nd Edition PACE's.) The notice gives the Supervisor's analysis of why the test was failed. A new PACE will be issued if available and parents will be billed accordingly. The notice will be found in the Communications Book.

COMPUTER ORIENTATION / CAPS

PCST maintains a Tech Lab for maximum exposure and training of all students in the use of computers. Kindergarten students begin in the first year to learn proper fingering on the keyboard. Soon all Word Building tests are taken on the computer and other activities are introduced.

Junior High and High School students are introduced to CAP (Computer Applications Projects). These are assigned upon receiving a new Pace and must be completed prior to the Pace Test. While working on these projects, students also go through specific tutorials and are required to gain mastery in Microsoft Office Suites XP.

Due to the proliferation of computer viruses, we do not allow the use of USBs. However, students may take assignments home and complete them at home, or they may email their assignments to the Tech Lab through pcst_assignments@yahoo.com.

READING PROFICIENCY

Because our curriculum is self instructional all students are required to work consistently on reading *speed and comprehension* through the Readmaster program.

Grades are included in the Supervisor's Progress Report. ½ credit is given per year. Ideally the Roman Numeral levels should match the Pace level or be higher than a student's performance level. There are 36 stories or lessons per level.

LEARNING CENTER RULES

A. A student is not permitted to communicate with other students, look around the Learning Center or be out of his office without permission. He should not turn sideways or turn around in his office or tilt back in his chair.

B. Activities not related to prescribed material are not to be conducted in an office unless privileges have been earned.

C. The Christian flag should be raised for Supervisor guidance on academic difficulties. The Philippine flag is to be raised for Monitor assistance in non-academic activities. (Check out reference book, use restroom, sharpens pencil, etc.) Personal questions should be asked on break time. Chewing gum is not allowed during school hours.

D. Student Offices:

1. Offices are assigned and changed only by the Supervisor, and are to be cared for by the student.
2. Anything to be placed in the office must be approved by the Supervisor.
3. Students are not to lean or sit on the offices or dividers.
4. Electrical outlets are for approved school equipment only.
5. The Goal Chart is to be kept neat and up to date; use pen in setting goals. Place Goal Chart five inches from upper right-hand corner of bulletin board.
6. Progress Chart is placed five inches from upper left-hand corner of bulletin board. No marks are to be made on it.

E. One demerit will be given for each noise or action which might tend to disturb others.

F. One demerit will be given for any action which reduces the efficiency of the Learning Center or creates an unsightly condition, such as littering the floor, leaving messy offices, leaving chairs in disarray.

G. Demerits will be given to students for actions or attitudes which reduce their own effectiveness and cooperation with the program of PCST. Such actions and attitudes include, but are not limited to, the following:

1. Bullying or negative teasing of other students
2. Poor sportsmanship
3. Gripping
4. Gazing around in office with work undone

H. Some offenses may be so serious that action other than giving demerits will be taken. Other punishment might include loss of privileges, detentions, or being put on probation.

I. Students are expected to behave properly from the time they arrive at school until they leave the grounds.

J. Demerits can be given by any adult staff member at any time they are present in the school area.

K. PACE's:

1. After their use, PACE's are retained by the school. This is a policy of School of Tomorrow International. The purpose is to protect the integrity of the curriculum and avoid "sharing" with present or future students.
2. After a PACE is completed, the student waits until the next morning before receiving the Test; he will wait an additional night before receiving his Test results and a new PACE.
3. Work in PACE's is done in pencil. Poor penmanship may necessitate erasing and redoing work.
4. Work in English and Word Building must be done in cursive writing beginning with PACE 1025, Social Studies and Science beginning with PACE 1037. Work must be shown in Math and Science PACE's.
5. Calculators are permitted in the Learning Center only at the Supervisor's station or with special permission.

L. Goal Chart:

1. The student should keep his Goal Chart posted in its proper place.
2. The student should write his page numbers of the work for the day. (Example. 14-18)
3. The student should cross off daily goals diagonally when they have been scored and corrected.
4. The student sets goals for following school day after scoring and correcting and continuing with another subject.

M. Congratulations Slips

Students are to take Congratulations Slip home to parents the day they are received.

N. Scoring Station.

1. Score Keys are to be handled carefully.
2. Mark a small red "x" beside each wrong answer (This indicates to the Supervisor that you may need him/her.)
3. Use only red pen supplied at score table (never in the office).
4. Score Key answers are for scoring work only.
5. Correct wrong answers with pencil at office. State page number where answer was found.
6. Rescore – circle each red "x" in red when answer is correct.
7. Circle each PACE page number when all answers are correct on the page.
8. Replace pen in holder.
9. Replace Score Key in proper place. (Numerical order)

O. Testing Procedures:

After the PACE is completed, scored, restudied, and turned in, the Test is issued the next morning. Tests are administered at the Testing Table and/or Computer.

Students who score below 88% must repeat the PACE. Repeat notices are given, along with a charge for a new PACE. Students working in 2nd Edition material must score 80% in order to proceed to the following PACE.

BIBLE

The Bible and principles taken from it are interwoven throughout the curriculum of School of Tomorrow PACE's. For uniformity's sake in oral reading and memorization of passages required, we use the

King James Version exclusively. Each student is required to own a copy and have it in his possession at school at all times.

DEVOTIONS

Students are assigned to groups and meet in devotional periods of thirty minutes. Principles of life are organized, outlined, illustrated and discussed in these meaningful situations.

PRIME TIME/ CHAPEL

Weekly sessions are held with Pastors, staff members and guests speaking from the Word of God, bringing practical applications for daily living.

Students must bring a copy of the King James Version of the Bible to all devotional, chapel, and special meetings. Notes are required and checked by the Supervisors. Grades are given on content according to the individual's age and/or ability.

NON – PACE CLASSES

Mini-classes for different age groups are conducted regularly. These are classes in Music, P.E., Values Education, T.H.E. (Technology and Home Economics, Choose Art (Arts & Crafts) and Science Lab. Grades in these subjects depend upon written and/ or practical tests, completed projects, class participation, and attendance. A student must make the minimum average of 80% in all required mini-classes to be included in the quarterly Honor Roll.

Twenty percent of the average grade in these classes and 80% of the PACE average are the basis of the student's quarterly general average.

ENGLISH AS YOUR SECOND LANGUAGE

PCST has two (2) courses available for foreign students wishing to learn to speak English.

Speaking English with Ace and Christi - is a course for children who are at least five years old, already reading in their native tongue OR less than twelve (12) years of age. This course requires approximately three months of study and provides aural training in preparation for learning the characters and symbols and actual mechanics of reading which are taken up in the course that follows called **Learning to Read with Ace and Christi**. This course is also approximately three months in duration and students proceed directly to the **School of Tomorrow Curriculum**. Children who have already completed early grades in other languages will quickly reach their level of

competency fully understanding the English curriculum. This course requires a full school day.

Students who are twelve years old and above (including adults) - are introduced to English through a video series that requires about three months to complete spending about three (3) hours a day. A proctor is provided and students watch the videos, accomplish a workbook and formulate their own dictionary of words and definitions learned in addition to those introduced in the curriculum.

Elementary and high school students are then given the regular Diagnostic Tests used to place students into the School of Tomorrow curriculum and proceed at their performance level.

Adults who would like to continue with a more in depth study of grammar and the English language may take the English Diagnostic Test and continue through special arrangements with the school office.

SEARCH POLICY

For the protection of all students and the integrity of the school, PCST reserves the right to search any student's personal locker, bag, or office without prior notice.

Each child is expected to bring a dampened wash cloth in a plastic bag or container for use in cleaning hands and/or eating area. Students are required to keep eating center, grounds and building clean and clear of food, wrappers and empty bags.

OFF LIMITS AREAS

- Other student's offices
- Learning Center Control area files / storage rooms
- Learning Center when staff is not in attendance
- Automobiles, parking area, motor cycles & bicycle parking area
- SOT Headquarters Building
- Pool Area

CLOSED CAMPUS POLICY

Students may NOT leave the school grounds during school hours for any reason without permission. Early outs will be granted a pass to present to the guard.

BOOKS/MAGAZINES, CASSETTE PLAYERS, TAPES, MP3 or MP4, VIDEO PLAYERS AND/OR CD's

These materials may not be brought to the school unless approved

in writing by parent and approved by Supervisor upon student's arrival at school. Students are not allowed to use ear phones on school property or any device not approved by the school.

STUDENT BULLETIN BOARDS AND OFFICES

Only "positive" approved items are allowed. Students are encouraged to keep their offices neat and tidy at all times with as few distractions as possible.

VISITORS

Visitors are welcome! We request that a pass be obtained from the office before entering any of the Learning Centers.

TRANSPORTATION

Cars and bikes should be locked. All students must stay out of and off of vehicles from arrival time until departure. Only licensed drivers are permitted to drive automobiles to the school.

TRANSPORTATION SERVICES

There is no official PCST service vehicle. However the office can refer families to others that may live near them for car pooling purposes. We can also inform parents of private shuttles that service PCST families.

TELEPHONE USE

The school phone is reserved for official school business and emergencies.

Students desiring to place emergency calls will give the name and number to school personnel who in turn will place the call.

Students will NOT be called to the phone. A message may be left for them.

CELLPHONES

Cell phones should be left in lockers. They are never to be found in the Learning Center for any reason.

First offense will result in a strong verbal reprimand, cell phone being kept for the day, and a written notice sent home to the parents.

Second offense – the phone will be confiscated for one week, and another written reprimand written reprimand sent home to parents.

Third offense – the phone will be confiscated PERMANENTLY. No exceptions. Sim card will be kept and access to contact list will not be given.

UNIFORMS/CLOTHING REGULATIONS AND PERSONAL APPEARANCE

Uniforms must come from the PCST approved source. Both P.E. and daily uniforms are available through the school office.

DRESS CODE/GROOMING

Uniform Requirements:

The highest standard for dress codes is a top quality uniform professionally made.

1. The PCST uniform must be purchased from the official source. See the school office for instructions about how to order.
2. It is our desire to promote clean cut, sharp young men and women. In keeping with that concept we discourage the latest fads.
3. A uniform prevents Christian youth from being a stumbling block through immodesty or slovenly dress.
4. Uniforms result in higher discipline and higher academics.
5. Uniforms help improve a student's self-image.
6. Classroom decor is provided by uniforms.
7. Uniforms provide a distinct difference; *"being not conformed ... but ... transformed."*
8. Uniforms give identification to building school esprit de corps.
9. Uniforms reduce yearly clothing costs.
10. Uniforms eliminate daily decision of "what to wear"
11. Uniforms eliminate competition in dress between potential social climbers.
12. Uniforms standardize and neutralize externals while enhancing individualization in internal values.
13. Old and frayed uniforms are to be discarded.

Occasionally a 'no uniform' or 'civilian day' may be announced. **NOTE: Guidelines will be clearly given and must be followed carefully and strictly.** Blue jean or maong fabric MAY OR MAY NOT be allowed on those days. For boys we discourage the use of oversized clothing. For girls, the standard of modesty must be the same as the uniform i.e. no strapless tops, no form fitting clothes no see through garments, no mid-riffs showing.

BOYS:

Because some students have a tendency to push rules and /or standards to the very limit, we will make an effort to be VERY precise about what will be allowed and what will NOT be allowed.

Undershirt: Should be a sleeveless sando OR if with sleeves, they should be shorter than the outer garment (not visible). No print on the front or back of the undershirt.

Belt: A black belt is part of the uniform and should be worn at all times.

Socks: Only black

Shoes: Only black. No rubber or athletic shoes. No elevated soles or heels.

Hair : Standard, conservative tapered cut (no under-cuts); must be off the collar and ears, combed away from the eyebrows. Side bums no longer than middle of ear. Hair should stay out of face by itself. Bangs always above eyebrows. No lining, sculpturing, shaved areas or other exotic hairstyles.

Facial Hair: Young men must be clean shaven. No stubble, beards or mustaches.

GIRLS:

Socks: Only solid white

Shoes: Only black. No rubber or athletic shoes. No elevated soles or heels.

Make-up:

Only High School students. It should be limited and worn in good taste. Students who do not wear makeup routinely on a daily basis are asked NOT to wear make-up for any special school occasion.

Hair : Hair should be kept neat and away from the face at all times. Bangs, if worn, must be regularly trimmed, or pulled away from eyes. No lining, sculpturing, shaved areas or other exotic hairstyles.

DECORATIVE ITEMS AND/OR JEWELRY

Earrings are not allowed on male students. One ear ring per lobe for girls. Further, the peace symbol, cross, crucifix and/ or scapulars are not allowed.

Parents should understand that allowing students to wear precious stones and metals is taking a risk. The school cannot be responsible for loss. We highly recommend that students not wear precious or sentimental jewelry of any kind to school.

TATTOOS, BODY ART AND/OR BODY PIERCING

In keeping with the Scriptures: "Know ye not that ye are the temple of God, and that the Spirit of God dwelleth in you? I Corinthians 3:16 "What? Know ye not that the body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own? I Corinthians 6:19; "And what agreement hath the temple of God with idols? For ye are the temple of the living God; as God hath said, I will dwell in them and walk in them; and I will be their God, and they shall be my people." II Corinthians 6:16 states that we are the temples of the Holy Spirit. Philippine Christian School of Tomorrow does not allow tattoos or body art - even in temporary form. Body piercing is forbidden in all forms except pierced ears on girl's ear lobes.

GUESTS

Guests at the school or school-sponsored activities are asked to wear clothing and hair styles consistent with the school standards. It is the STUDENT'S obligation to inform their guests in advance of the uniform code. This means that they are to wear clothing similar in style (length, formality, etc.).

LOCKERS

An individual locker is provided for each student. This will provide security for personal belongings as well as a more clutter free environment. A minimal annual fee is charged. Student must supply his own lock. Students will be charged for broken or pried open doors.

Lockers must be kept closed, locked and orderly with nothing protruding from them. Demerits will be given for items hanging out and/or spoiled or rotten food items.

PHYSICAL EDUCATION

It is our policy that no student is excused from the required Physical Education course without a doctor's written excuse.

EXTRACURRICULAR ACTIVITIES AND ELIGIBILITY**Responsibilities:**

Three stars in each of six major subjects (Math, English, Social Studies, Science, Literature and Creative Writing and Word Building) plus two each for DepEd Subjects each quarter. If all of these subjects are not being taken the Supervisor will specify requirements. Students must also demonstrate acceptable achievement in other non-PACE subjects such as Physical Education, Values Education, Music, etc.

Conduct:

Supervisor's approval.

Academic Eligibility:

All students are eligible for sports and extracurricular activities the first weeks. After that time eligibility requirements must be met.

GRADUATION REQUIREMENTS

A prescription of an academic course of study will be determined through a conference between parents, student and guidance counselor. Transfer students must complete at least sixty PACE's in this school before receiving a diploma. A guidance counselor will begin working with each student at age twelve and consistently update both student and parents on projected graduation requirements and dates. These conferences will be held repeatedly with the student and occasionally with the parent. PCST graduates students from secondary level in four categories: Honors, College Bound, General and Vocational. These will be clearly defined in conferences.

In the School of Tomorrow curriculum, students graduate when they have completed the requirements (both Philippine and International). It is therefore possible for a student to graduate before age 16 or anytime thereafter. When, is totally up to the student and his/her performance.

TESTING**STANFORD TEN**

Stanford Ten is an achievement test used internationally and given to PCST students annually. Students are normed with other students using the ACE system of education. Results provide a means to evaluate progress from one year to the next.

CEM (Center for Educational Measurement)

CEM is an organization of qualified specialists who offer testing in a variety of areas. Their charges are very reasonable and PCST has found them very reliable.

ELCOM (Elementary Competency Measurement) Given to all graduating elementary students.

CSAT (College Scholastic Aptitude Test) Given to all students graduating from high school. Results are forwarded to accepting colleges and universities.

PACT (Philippine Aptitude Classification Test) May be offered.

The PACT was developed in response to the need for a comprehensive system of identifying specific abilities of high school students for the purpose of educational and vocational guidance. It attempts to predict an examinee's probable performance in various courses of study.

POIS (Philippine Occupational Interest Survey) May be offered.

The POIS was developed in response to the need for a comprehensive system of identifying specific interests of high school students for the purpose of educational and vocational guidance. The POIS measure preferences for various types of occupation. Consequently, responses to the questionnaire qualify a respondent's degree of interest in a particular occupational field. This serves as an aid in the formulation of educational and career plans, a step towards a satisfying career life.

PHILIPPINE EQUIVALENCY PLACEMENT TEST (PEPT)

The PEPT is given one time per year through the DepEd in the month of September and January. Students, who may be moving (transferring) to a location where no school using the School of Tomorrow curriculum is available, may wish to take the PEPT. This test is available by appointment with the DepEd. Validating Exams for each grade level are also available through the DepEd, upon parental request and by appointment.

COMMUNICATIONS ENVELOPE

A special reusable envelope is provided for each child. Maintaining open communication with our parents is very important to us. Monthly letters, statements, bulletins, and other notes will be sent home in these envelopes. They are to be signed and returned the following school day.

The reasons we use this system are:

We want to know both parents receive the communication.

Students are taught to be dependable.

Few letters are lost or misplaced.

It is simple and economical.

Experience tells us it works!

Parents are asked to initial that they have received and read the communication and see to it that the envelope is returned the

following school day. Students are penalized when this procedure is not properly followed.

SCHOOL SUPPLIES (for all students) (Request age appropriate list from school office.)

Every student should come to school the 1st day equipped with the following:

two #2 pencils (or mechanical pencil)

eraser

blue ball pen

short ruler

one 5X7 note book for Prime Time/chapel notes (Achievers and Conquerors)

plastic envelope 9X15 for PACE protection when taken home

KJV Bible

At no time is a student allowed to have a red, black or green ball pen in his possession.

LIBRARY AND LITERATURE BOOKS

While progressing through the Literature and Creative Writing curriculum, students are required to read specified books. Several

WITHDRAWAL FROM PCST

It is understood that students enroll for an entire school year. Should a student be withdrawn for any reason within the school year, the following guidelines will be followed:

New Enrollees

1. The Matriculation and Development fees will be non-refundable.
2. Tuition will be charged up to the current month of enrollment or any portion thereof.
3. The unused Curriculum Deposit will be refunded less a 10% restocking fee.
4. All other fees will be refunded, less a 10% surcharge.

Re-enrollees

1. A Retention Fee of Php 10,000.00 will be charged.
2. Tuition will be charged up to the current month of enrollment or any portion thereof.
3. The unused Curriculum Deposit will be refunded less a 10% restocking fee.
4. All other fees will be refunded, less a 10% surcharge.

The only exemption to this policy is when a student graduates from high school within the school year. In such a case, the student is only charged fees within the time of enrollment.

The following orderly steps should be taken:

1. Request Withdrawal Form from the receptionist. Complete and return.
2. Allow 5-10 working days for internal clearing, preparation of transcripts etc.
3. The school office will notify parent when records are ready for pickup. Should there be any financial obligations, notification will come at the time of notification and must be cleared prior to record release.

LIVING HERITAGE ACADEMY

The Living Heritage Academy is an institution that provides home schooling. They use the same curriculum as PCST. At present they do not have a DepEd permit; however, application for permit that allows PCST to operate a campus-based distance education division is now in process. (March '09). The office for Living Heritage is located in the front PREF building on the same campus as PCST.

GENERAL COMMENTS

SMOKING AND DRUGS

PCST has a zero tolerance for cigarettes, drug use and/or drug trafficking. Discovery may result in immediate expulsion.

GRIPING

Griping is not tolerated. Detentions are given for violations.

PROPERTY DAMAGE

Marked on, defaced, or broken property is to be replaced at offending student's expense. This includes equipment improperly plugged or computer damage.

LANGUAGE

Use only words which glorify the Lord. Cursing and profanity are not tolerated.

"SIX-INCH" RULE

ALL students should keep "hands off" other students. "Six-inch rule" means "no backtalk," and "no fooling around" or excessive teasing – Couples must especially maintain their distance.

P.E. EQUIPMENT

When a student checks out physical education equipment, he is responsible to return it or pay for it if lost or damaged.

CANTEEN/SNACKS/LUNCH**LUNCH PROCEDURES**

PCST makes a genuine effort to supply "merienda" snacks and warm meals at a conservative price. Students may bring their own food or purchase from the canteen.

We discourage leaving the campus for any reason. No personal deliveries are allowed. Food should arrive with the student or be purchased here. The following rules apply:

1. Eat only in assigned area.
2. Put trash in trash containers.
3. Clean table or eating area, leaving no trace of your presence.
4. Go to recreational area after receiving permission to be dismissed.
5. Students bring lunch with them upon arrival at school. No parents or helpers" are allowed with students during meals and are NOT to wait for soiled dishes etc.

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